

INGWORTH PARISH COUNCIL

Clerk to the Council: Colin Studholme, Hall Farm Barns, Aylsham Road, Saxthorpe, NR11 7DD
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Minutes of the Meeting of Ingworth Parish Council held on Thursday 28th August at 7:00pm, in the Reading Room, Ingworth

Present: Mr Steven Anderson, Mr Miles Clayden, Mr Ian Sims, Mrs Tracey Yardley.

In attendance: Colin Studholme (Clerk).

25/42. Apologies for absence – Mrs Northey, Dr Scott.

25/43. Declarations of Interest – Mr Anderson, Mr Clayden, Mr Sims, Mrs Yardley: Friends of Ingworth Church.

25/44. To agree the minutes of the Parish Council meeting held on Wednesday 28th May 2025 – The minutes of the meeting on Wednesday 28th May 2025 were approved and signed.

25/45. Matters Arising

- (a) Defibrillator Training – the training day had been set for 20th September. However, after discussion it was agreed that it would be better to hold the training event in conjunction with Colby & Banningham Parish Council, who were also organising defibrillator training with the same trainer. It was agreed to select a Saturday afternoon in October.

25/46. Open Forum for Public Participation – None.

25/47. To receive reports from District and County Councillors – None.

25/48. Updates on Standing Items

- (a) Reading Room – Nothing to report.
- (b) Playground – Replacement screws had been ordered for the panel on the springy bee which had fallen off and were being sent by the manufacturer. After discussion it was agreed to maintain weekly checks on the playground equipment as this was in line with recommendations. This was to be reviewed at the November meeting. A new rota was circulated by the Clerk. The annual inspection was imminent but the inspection company had not yet given a date. Zurich Insurance had confirmed in an email that the playground equipment was covered by the Council's all-risk policy, with all assets covered up to a value of £15,000. The policy however was ambiguous and the Clerk was to seek further confirmation. Weekly inspections had identified the wooden picnic table as being unstable. It was likely that it would not be worth repairing the table and a new one would probably need to be purchased. Additionally, the fence between the playground and the neighbouring property was leaning into the playground. The Chairman was to inspect both and advise.
- (c) Village Green – The log seat was rotting at the base and shedding deadwood over the grass, probably assisted by deliberate human activity. It was only likely to get worse and create an eyesore and would probably need to be replaced soon.

- (d) Highways Issues/SAM – Mr Anderson was to download the SAM data for August. One of the batteries was failing and needed replacing – the Clerk was to get a quote from Westcotec. Speeding through the Village remained an issue. The summary data was to be sent to Councillor Penfold as evidence to justify action for traffic calming measures. Average speed limit was suggested similar to a system deployed in Costessey and the Clerk was to contact Costessey Parish Council to enquire how this was established and funded. There was also a notable increase in traffic through the Village over August Bank Holiday, coinciding with the Aylsham Show. Additionally farm traffic was an ongoing nuisance particularly affecting properties adjacent to the Reading Room. It was agreed that a letter should be sent to local farmers asking for drivers of farm vehicles to slow down when passing through the Village. The Clerk was to draft a letter and the Chairman would compile a list of addresses.
- (e) Windfarm Projects – Nothing to report.
- (f) Friends of Ingworth Church – It was anticipated that work on the rethatching of the porch and tower would start on 8th September. An application to the Diocese of Norwich for permission to install a new access stair to the organ loft has received preliminary approval. Final approval is now awaited.
- (g) Website – all policies were now up-to-date and on the website. It is likely that the Council will need to change its domain name soon to keep up with current guidance. The Clerk would advise at the next meeting.
- (h) National Trust Liaison – Mr Anderson reported that the National Trust had agreed to install a drainage system in front of its properties in The Street (including the Reading Room) to deal with runoff from the roofs which have no gutters. A planning application was due to be submitted to NNDC and the Council would be consulted automatically.

25/49. Correspondence – A local policing priorities meeting for the Cromer area (covering Ingworth) was to be held in Cromer on 2nd September. It would be an opportunity to raise concerns about speeding in the Village.

25/50. Policies

- (a) Grants Policy – the Clerk explained the need for a grants policy to ensure transparency if the Council decides to give any further grants. A draft had been circulated and was agreed. However, the Clerk advised against making any further grants for the time being until it was clearer what funding might be needed from its reserves to contribute to a possible traffic calming project.
- (b) The Policy schedule was to be reviewed at the next meeting.

25/51. Finance Report

(a) Cashbook and Bank Reconciliation as at 31st July 2025 – these were agreed by members and signed by the Chairman.

(g) Schedule of payments for authorisation/ratification: June, July and August – The following were approved, and payment authorised:

Payee	Item	Amount
June		
Colin Studholme	Salary and allowance	£119.65
Belinda Northey	Annual Parish Meeting expenses	£ 44.92
July		
Colin Studholme	Salary and Allowance	£119.65

August		
Colin Studholme	Salary, allowance and back pay	£137.11
HMRC	First Quarter Tax	£ 81.00
NPTS	Induction Training – Councillor Clayton	£ 96.00
Robert Slaughter	Grass cutting (Inv 2064 & 2076)	£120.00
NALC	Website hosting	£ 84.00
Colin Studholme (reimbursement)	Stationery/Bin stickers	£ 24.45

25/52. Planning Matters – None.

25/53. Items for next meeting - None

25/54. Date of Next Meeting: THURSDAY 27th NOVEMBER 2025 at 7.00 pm in the Reading Room.

25/55. Close of Meeting – the Chairman closed the meeting at 8.30pm.

Signed: (Chairman). Date:

Colin Studholme

Clerk to the Council

29th August 2025