

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 26th February 2026 at 7:00pm, in the Reading Room, Ingworth

Present: Mr Ian Sims (Chairman), Mr Steven Anderson, Mr J Scott, Mrs Tracey Yardley, Mr Miles Clayden.

In attendance: Colin Studholme (Clerk).

25/70. Apologies for absence – Mrs B Northey

25/71. Declarations of Interest – Mr Anderson, Mr Scott, Mr Sims, Mrs Yardley, Mr Clayden: Friends of Ingworth Church.

25/72. To agree the minutes of the Parish Council meeting held on 27th November 2025 – The minutes of the meeting were approved and signed.

25/73. Matters Arising

- (a) Councillor vacancy – the Chairman was to contact the local resident who had expressed an interest in joining the Council

25/74. Open Forum for Public Participation – None.

25/75. To receive reports from District and County Councillors – None.

25/76. Updates on Standing Items

- (a) Reading Room – planning permission had been approved for the drainage work in the vicinity of the Reading Room but no start date had been notified yet. The NT had tested the electrics.
- (b) Playground – the work to trim the trees close to the play equipment had been carried out by Tree Hopper Tree Services. The entrance gate was in a poor state of repair and a replacement was to be sought.
The chairman had met a representative from NNDC to discuss the fencing, the dilapidated garage and the potential transfer of the playground to the Parish Council. It was agreed in principle that the parish council should take on the ownership of the playground subject to various conditions including making necessary repairs to the boundary fencing and the demolition of the garage and the incorporation of the area into the playground. The Clerk was to complete the relevant paperwork and would circulate it to councillors for comment before submitting it to NNDC.
- (c) Village Green – the log seat continues to deteriorate, rotting at the base, and will probably need replacing soon. Options were to be discussed at the next meeting. The village sign was also looking very dirty and needs cleaning/refurbishing. Also to be discussed at the next meeting.
- (d) Highways Issues/SAM – Mr Anderson had downloaded the latest data from the SAM and had circulated it to councillors. This was to be sent to the local police beat

officer. Mr Sims and Mr Anderson will be attending the site visit with Justin LeMay (Highways Engineer) and Councillor Saul Penfold on 27th March. The Clerk was to prepare a briefing note ahead of the meeting and circulate it to all parties.

- (e) Windfarm Projects – there were currently no funding opportunities open to which the council could apply.
- (f) Friends of Ingworth Church – The thatching of porch had been completed and the work on the tower was on-going. Options for rethatching the main part of the roof were being discussed.
- (g) Website/Email – the new .gov email address had been set up and the Clerk was notifying contacts of the new address. The website has been checked by NALC and is compliant with new regulations.
- (h) National Trust Liaison – None.

25/77. Correspondence, Reports and External Meetings – none.

25/78. Policies

- (a) Data Protection Policy – this had been updated and circulated. It was approved by councillors and signed by the Chairman.
- (b) Financial Regulations – these had been subject to an annual review. They were agreed by councillors and signed by the Chairman.
- (c) Statement of Internal Controls – these had also been subject to an annual review. The Clerk emphasised the importance of councillors ensuring that the internal controls were robust and gave protection to the Council's finances. They were agreed and signed by the Chairman.

25/79. Finance Report

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

(g) Schedule of payments for authorisation/ratification: December, January and February – The following were ratified/approved, and payment authorised:

Payee	Item	Amount
December 2025		
Colin Studholme	Salary and allowance	£ 122.98
Ian Sims	Christmas Tree	£ 70.00
January 2026		
Colin Studholme	Salary and Allowance	£ 123.18
Belinda Northey	Defibrillator Pack replacement	£ 29.94
February 2026		
Colin Studholme	Salary, allowance and back pay	£ 123.18
Colin Studholme	Stationery	£ 4.90
NPTS	Spring Conference	£ 33.60
HMRC	Third Quarter Tax	£ 83.60
Tree Hopper Tree Services	Tree Work in Playground	£ 420.00

25/80. Planning Matters – None.

25/81. Items for next meeting – None other than matters arising

25/82. Date of Next Meeting: The next meeting was agreed for Tuesday 26th May. The Annual Parish Meeting would be held on Thursday 28th May.

25/83. Close of Meeting – the Chairman closed the meeting at 8.20pm.

Signed: (Chairman). Date:

Colin Studholme

Clerk to the Council

3rd March 2026