

INGWORTH PARISH COUNCIL

Clerk to the Council: Colin Studholme, Hall Farm Barns, Aylsham Road, Saxthorpe, NR11 7DD
Telephone: 01263 587952 Email: ingworthclerk@gmail.com

Minutes of the Meeting of Ingworth Parish Council held on Thursday 27th November 2025 at 7:00pm, in the Reading Room, Ingworth

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

In attendance: Colin Studholme (Clerk), Councillor J Toye.

25/56. Apologies for absence – Mr M Clayden, Mr S Penfold

25/57. Declarations of Interest – Mr Anderson, Mrs Northey, Mr Scott, Mr Sims, Mrs Yardley: Friends of Ingworth Church.

25/58. To agree the minutes of the Parish Council meeting held on Wednesday 28th August 2025 – The minutes of the meeting on Wednesday 28th August 2025 were approved and signed.

25/59. Matters Arising

- (a) Defibrillator Training – a new date for the training had been set for Saturday 14th February 2026, 10.00am – 12.00 noon. The event was to be advertised in KiT and on the noticeboard.

25/60. Open Forum for Public Participation – None.

25/61. To receive reports from District and County Councillors – Councillor Toye updated members on activities at NNDC relevant to the parish council: Government consultation was open for comments on the proposed local government re-organisation in Norfolk and Suffolk. The consultation runs until 11th January 2026, link to website is <https://www.gov.uk/government/consultations/local-government-reorganisation-in-norfolk-and-suffolk>

A tourist tax was being considered which would involve a levy on accommodation to generate revenue to support local services. The Planning Inspectorate had passed the NNDC Local Plan as sound. Collection of food waste was to be introduced but the start date was likely to be delayed as the necessary resources were not yet in place. The future local government reorganisation could see local parishes taking on services or managing assets. Councillor Toye was to clarify the position around the playground which is owned by NNDC and managed by the parish council ensuring it is safeguarded during the reorganisation. Councillor Toye was also to determine responsibilities around the boundary fence and the dilapidated garage.

25/62. Updates on Standing Items

- (a) Reading Room – there was no start date yet for the drainage project involving land in front of the Reading Room and adjoining properties. The National Trust would be carrying out the work on behalf of the County Council.
- (b) Playground – The chairman was to reaffix the panel on to the springy bee. The annual inspection report had been received and was noted, with issues raised being

incorporated into the weekly checks, which were on-going. The Clerk was to circulate a new rota. Repairs to the fence were pending the outcome of Councillors Toye's investigation into ownership and responsibilities. The Clerk was to ask Councillor Toye if we were able to get a copy of the original agreement. The chairman had identified three tree surgeons who could quote for work on trees close to the play equipment. The picnic table was to be replaced in the Spring – Mrs Northey was to investigate the supplier of the seat in the churchyard who might be able to supply a picnic table.

- (c) Village Green – Mr Sims and Mr Scott were to choose a Christmas tree and lights for the village green with a view to it being installed on 6th December. Mr Scott was to ask Mr Slaughter if he could dig a hole for the tree. Solar powered lights were also to be purchased. Expenditure was approved and receipts were to be sent to the Clerk for reimbursement.
- (d) Highways Issues/SAM – A replacement battery had been purchased and was in use. Mr Anderson had circulated the latest data downloaded from the SAM. The Clerk had contacted the local police beat officer to arrange a meeting to discuss the speeding issue, and Councillor Penfold had also offered to meet councillors, along with the County Highway Engineer to discuss what could be done. Mr Sims had spoken to one local farmer regarding farm vehicles speeding through the village who was to ensure that his drivers slowed down when passing through the village in future.
- (e) Windfarm Projects – Mr Simms was to contact the windfarm Community Fund to see what grants might be available .
- (f) Friends of Ingworth Church – The thatching of the tower and porch has started.
- (g) Website – the Clerk was to check with NALC that the website still met the accessibility requirements of the 2025 Practioner's Guide
- (h) National Trust Liaison – None.

25/63. Correspondence, Reports and External Meetings – the Chairman has attended a meeting of other local parish council representatives, convened by Aylsham Town Council. The networking event was useful and well received and was to be a regular meeting.

25/64. Policies

- (a) IT Policy – the Clerk has circulated a draft IT policy, one of the new requirements in the 2025 Practioner's Guide. This was approved.
- (b) The Policy schedule timetable was circulated and policies would be updated in line with the timetable.

25/65. Finance Report

(a) Cashbook and Bank Reconciliation as at 30th September 2025 – these were agreed by members and signed by the Chairman.

(g) Schedule of payments for authorisation/ratification: September, October and November – The following were ratified/approved, and payment authorised:

Payee	Item	Amount
September		
Colin Studholme	Salary and allowance	£122.98
Westcotec	Replacement Battery	£109.80
NPTC	Attendance at Autumn Seminar	£ 33.60
October		
Colin Studholme	Salary and Allowance	£123.18
The Play Inspection Co.	Annual Inspection	£198.00

November		
Colin Studholme	Salary, allowance and back pay	£123.18
HMRC	Second Quarter Tax	£ 86.20
Robert Slaughter	Grass cutting (Inv 2090 & 2105)	£120.00

25/66. Planning Matters – None.

25/67. Items for next meeting – None other than matters arising

25/68. Date of Next Meeting: THURSDAY 26th FEBRUARY 2026 at 7.00 pm in the Reading Room.

25/69. Close of Meeting – the Chairman closed the meeting at 8.40pm.

Signed: (Chairman). Date:

Colin Studholme

Clerk to the Council

2nd December 2025