

Draft Minutes of Ingoldisthorpe Parish Council Meeting held in the Church Hall on Wednesday 3 December 2025 at 7pm



Present: Parish Cllrs Wilson (Chairman), Heffer, Johnson, Kelly, Outibridge Redwood and Wallace.

Borough Cllr Bubb, one member of the public and the Clerk.

1. APOLOGIES FOR ABSENCE.

Parish Cllrs Beynon and Newland.

2. **APPROVE MINUTES OF THE LAST COUNCIL MEETING** – The minutes of the meeting held on 5 November 2025 having been previously circulated, were accepted as a true record & signed.
3. **RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED** – Cllr Kelly advised of an interest in the Ingoldisthorpe Sports and Social Club.
4. **ALLOW PUBLIC PARTICIPATION** – The member of the public was there in an observational capacity.
5. **MATTERS ARISING FROM PREVIOUS MINUTES** – it was confirmed that the Ingoldisthorpe Village Carol Service was booked in St Michaels church on Saturday 20th December at 6pm. The Chairman asked the Clerk to ascertain if flyers were being distributed to promote the service.

6. AGENDA

- a) **Update from the County Council & the Borough Council** – Cllr Bubb advised that there hadn't been many Council meetings, with several deferred to the New Year. The Council were developing a strategy for the main towns across the Borough, but Cllr Bubb was concerned that resources ought to be allocated on a more even basis taking account of the needs for the smaller rural villages. Cllr Bubb urged members to respond to the forthcoming consultation. At the recent Planning Committee Cllr Bubb had again expressed concerns about the withdrawal of funding from the Government towards the development of Neighbourhood Plans.

The Clerk advised that following a request from Cllr Collingham, the Church Hall had been provisionally booked for a meeting of residents of Hillview in early January 2026. There were concerns that not all residents were aware of the proposed meeting.

- b) **Highway Matters — Update on School Traffic Trial** – it was confirmed that although the area for yellow chevron had been marked out it had still not yet painted. The Clerk advised installation of the flashing notice warning of the school near the entrance to Shernborne Road with the junction of Chalk Pit Road was also outstanding. Following concerns raised by a local resident about the mud and debris on the road and path near the entrance to the school and where the extended yellow chevron would be painted, the Clerk had reported the problem through the County Council's website.

Update Brickley Lane West – a letter had been sent to the local Member for Parliament from the Chairman, on behalf of the Parish Council, setting out the concerns of residents about the unacceptable parking of vehicles by a local resident of Brickley Lane West and hazards to drivers and pedestrians. County Cllr Dark had subsequently advised that the County Council were in the process of taking action. Although it was noted that some cars had been moved, including one parked at the top of the village, there were still vehicles and trailers restricting access along Brickley Lane West. Cllr Bubb had sought an update from the Chief Executive of the Borough Council as the matter had made the front page of the local newspaper, but they had not been able to provide any further information on what action was being taken to try and resolve the matter.

Replacement tree – Cllr Wallace enquired about whether it was proposed to remove and replace the dead tree near the wooden bus stop. The Clerk agreed to follow up and ascertain if this land were the responsibility of the County Council. It was also agreed to mark the area where wildflowers had previously been planted, to avoid the area being cut during the next growing season.

- c) **Parish Partnership Scheme - consider quotation for fixed Vehicle Activated Sign (VAS) and agree specification** – the Clerk advised that the Parish Partnership Scheme team were happy to defer payment of their 50% of the VAS until 2026/27, and Westcotec had agreed to hold the price for supply and installation of the VAS. The Clerk was awaiting a response from Cllr Dark to confirm whether funding from the 2026/27 Local Members Fund would be available to support the project.

- d) **Update on the allotments – hedge cutting** – it was agreed following some discussion that the Clerk instruct a local contractor to undertake some annual hedge cutting across the allotment site.
- e) **Update on ISSC Garden Christmas Lights Competition** – Cllr Kelly thanked the Parish Council for the works to provide a new self-closing access gate into the play area. Cllr Kelly advised that the Club were organising a competition in the village for the best garden Christmas lights.
- f) **Update on pursuing first registration of Recreation Ground** – the Clerk had previously circulated a further list of requirements from the solicitor acting on behalf of the Council in preparing the Statement of Truth to accompany an application to Land Registry. The Clerk agreed to put together a draft response for consideration at the next meeting of the Council. No one was aware that any deeds for the recreation ground had ever existed.
- g) **Update Online Playground Services for repairs to the playground** – the Clerk advised that works to install the new self-closing gate and replace some shackles were complete. It was confirmed that the Community Infrastructure Levy funds would be used to pay for the works.
- h) **Internal Audit course for the Clerk** – the Clerk advised that Norfolk PTS were organising an internal auditors training course at a cost of £55.00. The Clerk explained that it would help provide assurance that the Council was meeting all its obligations in terms of policies and procedures. It was proposed by Cllr Wilson, seconded by Cllr Wallace and **RESOLVED:** to contribute towards the cost of the course and travelling expenses to enable the Clerk to attend the training session.
- i) **Approve annual fee for the village clock** – after some discussion it was proposed by Cllr Kelly, seconded by Cllr Oughtibridge and **RESOLVED:** to pay £15.00 for the annual fee to host the village clock on a house in Clock Row.
- j) **Policies, procedures and risks updated website and new website domain** – the Clerk advised the meeting that the website had been updated and now complied with the requirements of the Accessibility Guidelines for websites. The domain had also been updated to:
<https://www.ingoldisthorpe-pc.gov.uk/>

It was agreed to try and promote the website with a poster on the Parish noticeboard, advising that information on the work of the Parish Council including dates and minutes of meetings was available online. The site also included information on several local organisations, including ISSC and WI.

7. PLANNING

- a) **Discuss any applications** – the only application was a proposed general purpose agricultural building on land north-east of Oak Farm, The Drift. After some discussion it was agreed not to make any comment on the proposal.

Following a request from the member of public it was agreed to circulate the flyer on the current position on the Neighbourhood Plan. This would update residents on the Governments withdrawal of funding and that as a result it was not financially viable for the Parish Council to fund the detailed technical studies necessary to progress the development of the Plan. A copy of the update on withdrawal of funding can be found at:

<https://www.ingoldisthorpe-pc.gov.uk/neighbourhood-plan>

8. FINANCE

- a) **Payments for November 2025** – the Clerk previously circulated an updated schedule for payments for November 2025. The payments presented were approved.

Accounts

Bank Account	Nov-25	Nov-24
Current	1039.86	5690.38
Deposit*	16600.28	18769.29
Allotment	202.75	618.67
Agnes Bigge	90.00	160.00
TOTAL	17932.89	25238.34
Difference vs. last yr:		-£7,305.45

*includes £3299.57 CIL funding

Ingoldisthorpe Parish Council Transactions November 2025

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£)
Current	Clerk's basic salary	Clerk	Nov	BACS	482.60	0.00
	Clerk Expenses (mileage & envelopes)	Clerk	Nov	BACS	21.99	0.67
	Income Tax and NI Clerk	HMRC	Nov	BACS	148.53	0.00
	Street Lighting Maintenance	K&M Maint	Nov	BACS	24.95	4.16
	Street Lighting Electricity	npower	Nov	DD	144.97	6.90
	Website Update	Steve Jackman	Nov	BACS	175.00	0.00
	Annual licence fee	ICO	Nov	BACS	47.00	0.00
	Village Clock	Mr Walmsley	Nov	BACS	15.00	0.00
	Installation self-closing gate ISSC	Fenland Leisure	Nov	BACS	3883.80	647.30
	Total				4943.84	659.03

Receipts received October 2025

A/C	Description	Payee	Period	Remittance Number	Amount (£)
Allot	Rental Income	Various	2025	N/A	200.00
Total					200.00

- b) **Approval of draft budget for 2026/27 and set annual precept for 2026/27** - the Clerk had previously circulated a copy of the projected outturn for 2025/26, together with a proposed budget for 2026/27 and supporting information. The Clerk advised that based on the assumptions made the best-case scenario was that the Council would have just over £7,000 in reserve at the end of the current financial year. The projected payments for 2026/27 were £15,756 and receipts of £1455 were anticipated, it was noted that the cost of maintaining streetlights alone accounted for 10% of the annual operating costs.

Following a question the Clerk advised that based on best practice the Council should hold at least 50% of the necessary operating budget as a reserve in case of unforeseen events. The Council had held its precept at £15,000 in 2025/26 and requiring households on Council Tax Band D to pay £42.63/annum. Given uncertainties within local government and that costs had increased and given the need to bring reserves back to their former levels, after some discussion it was proposed by Cllr Wilson, seconded by Cllr Heffer and **RESOLVED:** to increase the annual precept to £16,000, which based on the agreed Council Tax Base for 2026/27 would increase Band D Council Tax to £45.02 an increase of £2.39 per annum or 4.5pence per week.

- c) **Appointment of internal auditor for 2025/26** – the Clerk was awaiting confirmation from Ms J. Raby that they would again act as internal auditor for the Parish Council. On the basis that they would undertake the internal audit it was agreed to appoint Ms Raby to undertake the 2025/26 internal audit.
- d) **Approval of grants/donations s.137 Local Government Act 1972 – Royal British Legion/Churchyard maintenance/Hire of Church Hall/Citizen's Advice Bureau** – the Clerk set out the amounts previously given in grants to the above organisations. The Clerk explained that £150.00 had been given towards the hire of the Church Hall in 2024/25 as no grant had been given the previous year. On that basis it was proposed by Cllr Kelly, seconded by Cllr Wallace and **RESOLVED:** to utilise powers where necessary under s.137 Local Government Act 1972 to award the following grants:

- i. Royal British Legion - £100.00
- ii. Maintenance of St Michael's churchyard - £600.00
- iii. Hire of Church Hall for 2025/26 - £100.00
- iv. Norfolk Citizen's Advice Bureau - £100.00

9. CORRESPONDENCE

Dealt with earlier in the meeting.

10. RECEIVE ITEMS FOR THE NEXT AGENDA – none were received.

Meeting closed at 19:55hrs

Next meeting Parish Council Meeting: Wednesday 7 January 2026 at 7.00pm at the Church Hall.