

Draft Minutes of Ingoldisthorpe Parish Council Meeting held in the Church Hall on Wednesday 2 September 2026 at 7pm



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

Borough Cllr Bubb, and the Clerk.

1. APOLOGIES FOR ABSENCE.

Parish Cllr Beynon and County Cllr Jarvis.

2. APPROVE MINUTES OF THE LAST COUNCIL MEETING AND EXTRAORDINARY MEETING – the minutes of the meeting held on 1 July 2026, and the minutes of the Extraordinary Meeting held on the 22 July 2026, 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 (ISSC).

4. ALLOW PUBLIC PARTICIPATION – there were no members of the public present.

5. MATTERS ARISING FROM PREVIOUS MINUTES – there were no matters arising from the previous minutes.

6. AGENDA

a) Update from the County Council & the Borough Council – Cllr Bubb updated the meeting on proposed changes to the planning system with more delegated authority being given to Planning Officers to determine planning applications. It was noted that the right for Borough Councillors to 'call-in' planning applications was being withdrawn. Cllr Bubb advised that if future planning applications came forward where the Parish Council wanted to object, contact should be made with the Borough Councillor representatives who would assist with registering concerns.

There was a brief update on the local government reorganisation and that the County Council and South Norfolk Council were in the process of challenging the Government's decision to introduce three unitary authorities for Norfolk. Cllr Bubb also confirmed that shadow elections for the new Wards would take place in 2027 and that it was proposed that the existing term of office for current members of the Borough Council would end in 2028.

b) Update on appointment of new Clerk/Locum – adverts had been placed on the local Ingoldisthorpe Facebook page, the Norfolk Clerks Facebook page and on the Norfolk PTS website, and the closing date had been extended. It was reported that the recruitment panel had received applications which were currently being assessed.

c) Highway Matters – there was a discussion about parking arrangements at the Ingoldisthorpe Primary School it was agreed that the Clerk would seek clarification from the Highway Engineers why the yellow chevron markings had not been extended further west as agreed back in April 2025. The Clerk advised that the Vehicle Activated Sign had been installed, and that it is operational.

d) Update on Ingoldisthorpe Allotments – the Clerk advised that one of the access gates off Lynn Road had been damaged by a tenant but had received an assurance that it would be repaired.

Cllr Wallace enquired about the Memorial Garden sign on the allotment, the Clerk advised that the posts were rotten and the sign had collapsed, it was currently being stored on site. Cllr Kelly agreed to assist the Clerk in repairing the sign.

e) Update on ISSC and consider repair of the – Cllr Kelly advised of further improvements to the clubhouse including refurbishment of the kitchen and improved electrical supply. It was hoped that a new hard floor would be installed over the coming months. Cllr Kelly advised that there was only one football team using the pitch this season and was concerned about the impact on revenue, however, a number of successful events had been held over the summer.

The Clerk introduced the item for the repair of the chin-up bars and toddler cradle swing and had previously circulated a quotation from Online Playgrounds. The Clerk advised that the quotation allowed for replacement of the wooden uprights which had rotted in the ground with new metal sockets to extend the life expectancy and that this had increased the costs. After some discussion and confirmation from the Clerk of the current financial position of the Council it was proposed by

Cllr Outibridge, seconded by Cllr Wallace and **RESOLVED**: to instruct Online Playgrounds to undertake the repair works to maintain the quality of the play environment at a cost of £2553.30 (exc VAT).

- f) **Grants Opportunities - Community Projects Fund and Parish Partnership Scheme** – the Clerk had previously circulated emails with details of the Borough Council's Community Project Fund and the County Council's Parish Partnership Scheme. It was noted that any applications would need the support of the local Ward/District Councillors. Cllr Wallace asked about grants to complete the Neighbourhood Plan; it was confirmed that no grants were available from government. Cllr Wallace agreed to investigate whether any grants or other external funding avenues were available.
- g) **Policies, procedures and risks – Approve Standing Orders, Financial Regulations for 2026/27 and Health and Safety Policy** – the Clerk introduced the item having previously circulated copies of the policies. The Clerk advised that both Standing Orders and Financial Regulations had been prepared by lawyers and ought to be approved without further amendment. The approval of the Health and Safety Policy was required for the Council's insurance policy to be valid. It was a requirement that these policies be approved annually. It was proposed by Cllr Kelly, seconded by Cllr Heffer and **RESOLVED**: to approve Standing Orders, Financial Regulations for 2026/27 and the Health and Safety Policy.

7. PLANNING

Discuss any applications – There were no planning applications to review.

8. FINANCE

- a) **Payments for July and August 2026** – the Clerk had previously circulated an updated bank balance for August 2026, and this was received. The schedule of payments for July 2026 was approved retrospectively. The schedule of payments and receipts for August 2026 had also been previously circulated and was approved.

Accounts

Bank Account	Aug-26	Aug-25
Current	1487.12	1450.70
Deposit*	8785.71	14033.70
Allotment	752.80	427.65
Agnes Bigge	10.00	10.00
TOTAL	11035.63	15922.05
Difference vs. last yr:		-£4,886.42

*includes £70.98 CIL funding

Ingoldisthorpe Parish Council Transactions July 2026

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's basic salary July 2026	Clerk	July	BACS	494.64	0.00
	PAYE and Employers NI	HMRC	July	BACS	153.79	0.00
	Mileage and Ink	Clerk	July	BACS	13.09	0.00
	Street Lighting Maintenance	K&M Maint	July	SO	24.95	4.19
	June 2026 electricity	npower	June	DD	87.06	4.15
	Strimming Brickley Lane	HHA Grds Maint	July	BACS	48.00	8.00
	July 2026 electricity	npower	July	DD	95.80	4.56
Sub Total					917.33	20.90
Allot	Verge cutting	M.P. Dennis & Sons	July	BACS	96.00	16.00
	Water bill main site	Wave	July	DD	257.00	0.00
	Water bill The Drift	Wave	July	DD	45.50	0.00
Sub Total					398.50	16.00
TOTAL					<u>1315.83</u>	<u>36.90</u>

Ingoldisthorpe Parish Council Transactions August 2026

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's basic salary Aug 2026	Clerk	Aug	BACS	370.88	0.00
	PAYE and Employers NI	HMRC	Aug	BACS	99.80	0.00
	Mileage	Clerk	Aug	BACS	5.50	0.00
	Street Lighting Maintenance	K&M Maint	Aug	SO	24.95	4.19
	Strimming Brickley Lane	HHA Grds Maint	Aug	BACS	48.00	8.00
Sub Total					549.13	12.19
Allot	Hedge cutting	M.P. Dennis & Sons		BACS	216.00	36.00
TOTAL					<u>765.13</u>	<u>48.19</u>

Receipts received August 2026

	Description	Payee	Period	Remittance Number	Amount (£)
Cur	Wayleave payments	UK Power Networks	August	N/A	34.87
Total					34.87

The Clerk advised of one late payment of £50.00 for hedge cutting within the allotment site and this was approved.

It was noted that the 2026/27 NJC national salary award had been agreed effective from the 1 April 2026 and that backpay would be claimed in the September 2026 payroll. The Clerk advised that additional hours would also be claimed for attending and administering the Council meeting which was agreed.

9. CORRESPONDENCE

The Clerk advised that concerns had been raised in August during the heatwave, about cigarette butts being discarded by a person who appeared to be living in their vehicle in the lay-by off Lynn Road. The Clerk had reported the matter to the Borough Council's Environmental Health Department who had agreed to investigate the matter.

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

Meeting closed at 7:30hrs

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