

# Draft Minutes of Ingoldisthorpe Parish Council Meeting held in the Church Hall on Wednesday 3 June 2026 at 7pm



**Present:** Parish Cllrs Wilson (Chairman), Beynon, Heffer, Kelly, Johnson, Newland and Outibridge  
Borough Cllr Collingham, County Cllr Jarvis and the Clerk.

## 1. APOLOGIES FOR ABSENCE.

Parish Cllr Redwood & Borough Cllr Bubb.

2. **APPROVE MINUTES OF THE LAST COUNCIL MEETING** – the minutes of the meeting held on 6 May 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 Collingham updated the meeting on a recent Community Infrastructure Levy meeting, which had considered some major applications under the Borough Council's revised procedures. These included projects over £100,000 such as the public conveniences in Hunstanton and the Hunstanton cliffs project.

Cllr Collingham asked for an update on the situation with the vehicle parking in and around Brickley Lane West. Members of the Council updated Cty Cllr Jarvis on the problems that had been experienced with cars encroaching on the public highway and on local verges and advised that although the situation had improved, recently the situation had once again deteriorated. Cty Cllr Jarvis agreed to seek an update from the Highway Officers on the current situation.

As the recently elected member for the Dersingham Division, Cty Cllr Jarvis gave a brief introduction and updated the meeting on two of the immediate decisions taken by the new County Council administration, with removal of the Political Assistant positions and adoption of a revised policy on flying of flags on public buildings.

Several other updates were provided, including reporting of potholes, road surfacing program in the parish, that finalists had been announced for the Norfolk Rural Business Awards and the Children's Services had been awarded Outstanding in all service areas by Ofsted.

The Chairman raised concerns about the ongoing situation with the daily parking at the Ingoldisthorpe Primary School, exacerbated by the increasing number of pupils. Cty Cllr Jarvis acknowledged that there was an issue and provided some context on local school closures and likely ongoing impact on Ingoldisthorpe Primary School who provide after school care.

There was an exchange about the proposed introduction of three unitary authorities for Norfolk and the County Council's opposition. In response to a question from Borough Cllr Collingham, Cty Cllr Jarvis advised that it was his intention to stand in the proposed 2028 elections.

- b) **Highway Matters** – the Clerk advised that a bough of a tree that had fallen onto Brickley Road and this had been cleared by a local resident. The Highway Officers had requested that the property owner undertake an inspection of all their trees adjacent to the highway. The Clerk had also reported concerns raised by residents of the overgrown state of the footpath from Smithy Road to Brickley Lane to the Highway Department. It was confirmed that the post for the new Vehicle Activated Sign had been installed on the verge adjacent to the allotment site. Cllr Johnson advised of a fallen tree on Ingoldisthorpe Common and the Clerk was instructed to arrange for its removal.
- c) **Update on the allotments** – the date for the annual inspection of the allotment was agreed as 5 August 2026 at 7:00pm.
- d) **Update on ISSC** – Cllr Kelly advised of forthcoming events and updated the meeting on the current works to enhance the kitchen facilities at the clubhouse. Cllr Johnson thanked Cllr Kelly for arranging the recent work party and it was confirmed that Cllr Heffer had arranged for topsoil to be

delivered, to be used to level areas of uneven grass in the play area. Cllr Kelly advised that ISSC were looking to organise a Scarecrow competition over the August Bank Holiday weekend.

## 7. PLANNING

**Discuss any applications** – Cllr Outbridge introduced the item with one new planning application having been received, 26/00811/F at Whithouse Farmhouse for extensions and alterations. It was agreed that these works fell within the approved planning policy agreed by the Council and no comments would be submitted by the Parish Council.

## 8. FINANCE

- a) **Payments for May 2026** – the Clerk had previously circulated an updated bank balance and schedule of payments and receipts for May 2026. The payments presented were approved.

### Accounts

| Bank Account            | Jun-26          | Jun-25          |
|-------------------------|-----------------|-----------------|
| Current                 | 2724.35         | 2352.04         |
| Deposit*                | 12756.04        | 14033.70        |
| Allotment               | 1357.30         | 1055.20         |
| Agnes Bigge             | 10.00           | 10.00           |
| <b>TOTAL</b>            | <b>16847.69</b> | <b>17450.94</b> |
| Difference vs. last yr: |                 | <b>-£603.25</b> |

\*includes £70.98 CIL funding

### Ingoldisthorpe Parish Council Transactions May 2026

| A/C          | Description                                                                           | Supplier       | Period | Payment Type | Gross (£)             | VAT (£) portion     |
|--------------|---------------------------------------------------------------------------------------|----------------|--------|--------------|-----------------------|---------------------|
| Current      | Clerk's basic salary                                                                  | Clerk          | May    | BACS         | 494.64                | 0.00                |
|              | PAYE and Employers NI                                                                 | HMRC           | May    | BACS         | 153.79                | 0.00                |
|              | Mileage and expenses (including backdated increase in national car mileage allowance) | Clerk          | May    | BACS         | 14.59                 | 1.08                |
|              | Street Lighting Maintenance                                                           | K&M Maint      | May    | BACS         | 24.95                 | 4.19                |
|              | May 2026 electricity                                                                  | npower         | May    | DD           | 105.92                | 5.04                |
|              | Strimming Brickley Lane                                                               | HHA Grds Maint | May    | BACS         | 48.00                 | 8.00                |
|              | Website Plan with Wix.com 3-year contract May 2026 May 2029                           | Wix via Clerk  | May    | BACS         | 259.20                | 43.20               |
| <b>TOTAL</b> |                                                                                       |                |        |              | <b><u>1101.09</u></b> | <b><u>61.51</u></b> |

### Receipts received May 2026

|              | Description         | Payee | Period  | Remittance Number | Amount (£)            |
|--------------|---------------------|-------|---------|-------------------|-----------------------|
| U            | VAT Reclaim 2025/26 | HMRC  | 2025/26 | N/A               | 1296.54               |
| <b>Total</b> |                     |       |         |                   | <b><u>1296.54</u></b> |

## 9. CORRESPONDENCE

None received.

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

*Meeting closed at 20:42hrs*

**Next meeting Parish Council Meeting: Wednesday 1 July 2026 at 7.00pm at the Church Hall.**