

# Draft Minutes of Ingoldisthorpe Parish Council Meeting held in the Church Hall on Wednesday 1 April 2026 at 7pm



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

Cllr Dark, Borough Cllr Bubb and the Clerk.

## 1. APOLOGIES FOR ABSENCE.

Parish Cllr Outibridge.

2. **APPROVE MINUTES OF THE LAST COUNCIL MEETING** – the minutes of the meeting held on 4 February 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 minutes of the previous meeting.

## 6. AGENDA

- a) **Update from the County Council & the Borough Council (including Local Government Reorganisation/Election** – Cty Cllr Dark updated the meeting on the Government’s preferred approach to establishing three new unitary authorities for Norfolk and set out some of the issues regarding transitioning arrangements, particularly what finances and assets would be transferred to any new authority. It was confirmed that the County Council elections would be held on the 7 May 2026. Cty Cllr Dark also informed the meeting that the proposed Mayoral election for Norfolk and Suffolk had been delayed until 2028.

Cty Cllr Dark confirmed that the new chevrons had been marked out at the Primary School. There were concerns about whether the arrangements were in accordance with agreed plans and Cty Cllr Dark agreed to raise these concerns with the Highway Engineers.

Cty Cllr Dark advised that the County had invested £50M in bus services which had resulted in a 26% increase in people using bus services.

Cty Cllr Dark was pleased to advise that a £1,000 grant had been awarded to ISSC from Norfolk Community Fund.

Cty Cllr Dark raised the concerns of Snettisham Parish Council regarding a proposed new housing development off Beach Road, which the Council were opposing. There was some discussion on whether Ingoldisthorpe Parish Council should support opposition of the development and although there was some support, the majority of the Council considered there was insufficient information on which to reach a decision and that it inappropriate to comment on planning applications outside of the parish. It was agreed that individuals submit comments if they consider it appropriate to do so.

In response to a question Cty Cllr Dark confirmed that the parking issues on the highway along Brickley Lane had been resolved but acknowledged that there were still cars parking on private land, but that was not a matter where the County Council could take any action.

Cty Cllr Dark advised that this was the last meeting he would be attending, before standing down as a County Councillor. Cty Cllr Dark thanked the Councillors for their support. The Councillors thanked Cty Cllr Dark for all the support he had given the Parish and wished him well for the future.

Borough Cllr Bubb advised that £100 of the local Members Fund had been awarded to the ISSC and that it was hoped that a further grant be awarded early in the Borough Council’s new financial year.

In terms of planning, Borough Cllr Bubb advised that Anglian Water were amending the way in which they calculate capacity of the local sewage systems for new developments. It was envisaged that this would help alleviate issues with housing developments being refused permission.

In terms of the Governments preferred decision on the local government reorganisation, Cllr Bubb advised that as a result, it had been determined that the Borough Council elections in 2027 would be delayed by 12months.

Borough Cllr Bubb advised that the renovation works on the Guildhall were on target, but a further

£15.1M was required to complete the work.

- b) Highway Matters including Vehicle Activated Sign and Ingoldisthorpe Primary School** - The Clerk advised that the Vehicle Activated Sign (VAS) paid for through the Parish Partnership Scheme and Cllr Dark, at a total cost of £7171.00, has been ordered by the County Council. In response to a question the Clerk was unable to confirm the timescales for installation of the VAS. The Council thanked Cllr Dark for supporting the scheme from the Local Members Fund.

It was confirmed that the dead Laburnum tree on the grass verge by the bus stop had been removed earlier that day. Cllr Wallace advised that it was now too late to plant a replacement tree, this would now be undertaken in the autumn of 2026.

- c) Update on the allotments** – the Clerk advised that one of the recently tenanted plots was not being actively cultivated, the tenant had been contacted, and the Clerk had confirmed that a further inspection of the plot would be undertaken. Councillor Johnson asked if a large birch tree at the rear of their plot which was blocking light could be felled. The Clerk advised that a birch tree on their plot had been felled as a large part of the plot could no longer support growth of vegetables. After some discussion it was agreed that whilst fruit trees could not be removed, it was inappropriate to allow large trees to grow on allotment plots.

- d) Update on ISSC** – Cllr Kelly thanked Cllr Dark and Borough Cllr Bubb for supporting grant applications for the ISSC. Cllr Kelly confirmed that works to install a disabled toilet at the clubhouse were complete and the upgrading of the kitchen area in the clubhouse was scheduled to commence in the near future. Cllr Kelly advised of a number of forthcoming events at the ISSC.

Cllr Redwood confirmed that a meeting had been convened in early March 2026 to undertake the annual inspection of the clubhouse. The inspection had confirmed that management of the clubhouse was extremely pro-active with all records in place, sound finances and plans for enhancement works being progressed. On that basis Cllr Redwood proposed and Cllr Newland seconded and it was unanimously **RESOLVED**: to waive the rent for the clubhouse for the ensuing year. Cllr Redwood provided a copy of the annual inspection to the Clerk, which included the date on which the current lease would expire.

- e) Update on pursuing first registration of Recreation Ground** – the Clerk had previously circulated an email from the solicitor from Ward Gethin Archer acting on behalf of the Council. The solicitor had advised that ordinarily, HM Land Registry (HMLR) requires original documents when submitting a first registration application. In this case, only a certified copy of the original Award was available, which means there is no certainty that the application would be successful.

The solicitor had contacted HMLR for guidance, and they advised that the Parish Council may submit the application using the certified documents. However, there is no assurance that HMLR would accept the application.

If HMLR accept the application based on certified documents, it is most probable that the Council would only get possessory title. However, if only possessory title is granted it can be upgraded to a higher class of title after it has been registered for 12 years with no challenge

After some discussion the Council agreed to continue to pursue the first registration of the Recreation Ground. The Clerk was instructed to advise Ward Gethin Archer to proceed with the application.

- f) Proposed Date for Annual Parish Meeting 2026** – it was agreed that the date for the Annual Parish Meeting be set for the 6 May 2026.

## 7. PLANNING

**Discuss any applications** – The Clerk introduced the item and advised that the only matter was an amendment to the layout of the Samphire Developments Norfolk Container Storage Coaly Lane Ingoldisthorpe Norfolk, to relocate 12No previously approved storage containers and installation of additional 13 containers. This amendment was noted.

## 8. FINANCE

- a) Payments for March 2026** – the Clerk had previously circulated an updated bank balance as of 1 April 2026 and schedule of payments and receipts for March 2026. It was proposed by Cllr Heffer, seconded by Cllr Kelly and **RESOLVED**: to approve the payments and receipts.

**Accounts**

Bank Account	Apr-26	Apr-25
Current	1238.18	2011.99
Deposit*	7756.04	10000.00
Allotment	1408.49	1201.99
Agnes Bigge	10.00	10.00
<b>TOTAL</b>	<b>10412.71</b>	<b>13223.98</b>
Difference vs. last yr:		<b>-£2,811.27</b>

\*includes £63.07 CIL funding

**Ingoldisthorpe Parish Council Transactions March 2026**

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
<b>Current</b>	Clerk's basic salary	Clerk	Mar	BACS	494.44	0.00
	PAYE and Employers NI	HMRC	Mar	BACS	153.99	0.00
	Clerk Instant Ink	Clerk	Mar	BACS	6.49	1.08
	Clerk	Mileage & ink	Mar	BACS	6.75	0.00
	Street Lighting Maintenance	K&M Maint	Mar	BACS	24.95	4.19
	Drainage fee annual fee	KLDB	Mar	DD	173.67	0.00
	February 2026 electricity	npower	Mar	DD	136.07	6.48
<b>Sub Total</b>					<b>996.36</b>	<b>11.75</b>
<b>TOTAL</b>					<b><u>996.36</u></b>	<b><u>11.75</u></b>

**Receipts received March 2026**

	Description	Payee	Period	Remittance Number	Amount (£)
<b>Allot Sav</b>	Interest from Deposit Acct	Barclays Bank	Jan-Mar	N/A	26.11
	Rent for allotment plot	Tenant	Mar	N/A	50.00
<b>Total</b>					<b>76.11</b>

**9. CORRESPONDENCE**

There was no correspondence.

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

*Meeting closed at 19:44hrs*

**Next meeting - Parish Meeting followed by the Annual Meeting of the Parish Council:  
Wednesday 6 May 2026  
at 7.00pm at the Church Hall**