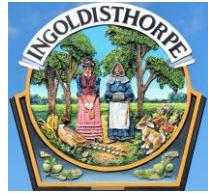


# Draft Minutes of Ingoldisthorpe Parish Council Meeting held in the Church Hall on Wednesday 7 January 2026 at 7pm

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

Borough Cty Cllr Dark, one member of the public and the Clerk.



## 1. APOLOGIES FOR ABSENCE.

Parish Cllr Wilson and Borough Cllrs Bubb and Collingham.

**2. APPROVE MINUTES OF THE LAST COUNCIL MEETING** – Subject to two minor corrections including a grammatical error on item 6 b) and that the Council were contributing 50% towards the costs for the internal auditor course for the Clerk, the minutes of the meeting held on 3 December 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. Cllr Beynon advised of an interest in Hillview.

**4. ALLOW PUBLIC PARTICIPATION** – The member of the public advised they were there in an observational capacity.

**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 Beynon advised that some residents had no knowledge of a meeting being organised by Cllr Collingham about the Hillview development, which was a concern. The Clerk advised that the meeting was no longer scheduled to take place. Although there was a sold notice outside the last available house, it had not been possible to confirm if the house had been sold.

Cllr Dark updated the meeting on the current uncertainty about timescales for implementing Local Government Reorganisation, particularly the Devolution and election of a Mayor. The Government had suggested that the elections in May 2026, including the election of a Mayor for Norfolk and Suffolk, be deferred. Across all political parties Norfolk County Council had unanimously agreed that elections should proceed, including election of a new Mayor, as prospective candidates had been identified and procedures were in place to manage elections. The Government were considering responses and would give their decision by February 2026. Cllr Dark advised that a decision on the proposed future structure of any unitary authority was also still undecided.

Cllr Oughtibridge asked whether there would be a Mayor retained for each unitary authority. Cllr Dark advised that as part of the feedback to Government there had been a strong desire to retain the heritage of individual places. It was hoped that along with election of a Strategic Mayor for Norfolk and Suffolk, the civic Mayoral positions would be retained in any unitary authority.

Given the current spell of cold weather 58 gritting lorries were undertaking nightly operations to grit approved roads across the County. There was a discussion about how the County dealt with gritting where there were official road closures in place, ensuring that safe routes were available, and an example was given. Cllr Dark agreed to follow up with Highway Officers. The member of the public asked about whether Brickley Lane up to the school was gritted, it was confirmed that it was the County Council's policy to only grit one road up to the top of the village and Hill Road had been gritted. It was suggested the public familiarise themselves with the [Priority Gritting Map Norfolk](#).

Additional funding for bus routes has been agreed, and better information was being provided at bus stops, including the introduction of QR codes.

Cllr Dark advised that the work at Lamsey Lane had been completed a week ahead of schedule. There was a comment that summer would be the test for whether the new junction would result in tailbacks of traffic. In response to a question Cllr Dark advised that the traffic lights did operate on a 'smart-basis', maintaining traffic flow.

Cllr Dark advised that the County were progressing highway matters with regards parking on Brickley Lane West; the Borough Council were responsible for the wider property aspects. Following a brief discussion and questions, it was suggested the meeting move into private session. The member of the public volunteered to leave the meeting. Given information related to an individual it was proposed by Cllr Newland, seconded by Cllr Kelly, and unanimously **RESOLVED**: to exclude the public and move into private session. Cllr Dark outlined the actions being taken by the County Council, providing reassurance that matters were in-hand and progressing. The meeting returned to open session and the member of the public rejoined the 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 been painted. The Head Teacher of Ingoldisthorpe Primary School had requested an update on implementation of the works. 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. Cllr Dark agreed to follow up with the Highway Officers as the scheme had been paid for out of the Local Members Fund.
- c) Parish Partnership Scheme - consider quotation for fixed Vehicle Activated Sign (VAS) and agree specification** — Cllr Dark advised that given there was only £11,000 allocated for the Local Members Fund and there were calls on these resources from nine parishes. Given works at Ingoldisthorpe Primary School would cost £6,500, there were no funds remaining in 2025/26 to contribute towards the VAS. The Clerk confirmed 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. It was agreed that the Clerk would contact Cllr Dark towards the end of the current financial year to ascertain if Local Member Funds had been approved for 2026/27 and if a contribution could be made towards the VAS. Cllr Dark hoped that given this was a highway safety issue a contribution would be available. Cllr Dark left the meeting.
- d) Update on the allotments** — the Clerk advised that rents had now been received from all tenants who had to pay by 1<sup>st</sup> January 2026. The Clerk advised that a tenant had agreed to assist with monitoring water usage and that a new water meter with telemetry had recently been installed.
- e) Update on ISSC** — there was a discussion about the need for a longer-term lease to enable the Club to apply for grant funding. The Clerk reiterated that at present the Parish Council had no power to authorise a lease longer than seven years, but the work to register the recreation ground was an important first step in the process to enable the Parish Council to have authority to grant a longer-term lease. Cllr Beynon suggested that a tennis club in East Runton had encountered similar problems and found a legal way of resolving the problem, it was agreed the Clerk would undertake some investigations.
- f) Update on pursuing first registration of Recreation Ground** — the Clerk had previously circulated a response to the further list of requirements from the solicitors acting on behalf of the Council in preparing the Statement of Truth to accompany an application to Land Registry. The Clerk advised of further unsuccessful investigations through the church and also relatives of a former Councillor to ascertain if Deeds for the recreation ground were held in the parish. Given these had been unsuccessful the only course available was to continue to pursue registration of the recreation ground with Land Registry. The solicitor had confirmed that an important document to accompany the Statement of Truth was a certified copy of the original Award of Inclosure for Ingoldisthorpe of 1857. The Clerk had been in contact with Norfolk Records Office who held the two original copies of the Award. They had agreed to provide high resolution images of the Award, at a cost of £50.00 which would need to be printed on at least A2 paper and taken to Norfolk Records Office to then be officially certified by the County Archivist. Following discussions it was proposed by Cllr Heffer, seconded by Cllr Newland and **RESOLVED**: that the
  - i. responses to the questions raised by the solicitor in relation to the submission of the Statement of Truth be approved and sent to Ward Gethin Archer who are acting on behalf of the Council; and
  - ii. the Clerk be instructed to obtain copies of the Ingoldisthorpe Award of Inclosure 1857 from Norfolk Records Office. That these be printed on at least A2 paper and that a meeting be arranged with the County Archivist at Norfolk Records Office so the Award could be officially certified;

iii. the certified Award be delivered to Ward Gethin Archer to accompany the Statement of Truth and submission to Land Registry, enabling the first registration of the recreation ground to proceed.

**g) Policies, procedures and risks approve Asset Register 2025/26** – the clerk had previously circulated an updated copy of the Asset Register incorporating the costs for the purchase of the new self-closing gate at the play area. It was proposed by Cllr Beynon, seconded by Cllr Wallace, and **RESOLVED**: to approve the Asset Register 2025/26.

## 7. PLANNING

**Discuss any applications** – it was confirmed that permission for general purpose agricultural building on land north-east of Oak Farm, The Drift had been refused. There was no update on the agricultural land between Snettisham and Ingoldisthorpe.

## 8. FINANCE

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

Accounts		
Bank Account	Dec-25	Dec-24
Current	1185.61	2603.09
Deposit	10729.93	18839.48
Allotment	1583.39	1222.21
Agnes Bigge	90.00	160.00
<b>TOTAL</b>	<b>13588.93</b>	<b>22824.78</b>
Difference vs. last yr:		<b>-£9,235.85</b>

### Ingoldisthorpe Parish Council Transactions December 2025

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion				
Current	Clerk's basic salary	Clerk	Dec	BACS	482.60	0.00				
	Clerk Expenses (mileage, Instant Ink and paper)	Clerk	Dec	BACS	29.89	2.50				
	Income Tax and NI Clerk	HMRC	Dec	BACS	148.53	0.00				
	Street Lighting Maintenance	K&M Maint	Dec	BACS	24.95	4.16				
	Street Lighting Electricity	npower	Dec	DD	155.35	7.40				
	Donation to Norfolk CAB	Norfolk CAB	Dec	BACS	100.00	0.00				
	Annual licence fee	ICO	Dec	BACS	47.00	0.00				
	Donation RBL	RBL	Dec	BACS	100.00	0.00				
	Donation churchyard maintenance	St Micheal's	Jan	BACS	600.00	0.00				
	Donation hire of church hall	Church Hall	Jan	BACS	100.00	0.00				
					<b>Total</b>	<b>1788.32</b>				
						<b>14.06</b>				
Allot	Allotment Water The Drift	Wave	Jan	BACS	19.44	0.00				
	Allotment Water Main Site	Wave	Jan	BACS	201.08	0.00				
					<b>Sub Total</b>	<b>220.52</b>				
					<b>TOTAL</b>	<b>2008.84</b>				
						<b>14.06</b>				

**Receipts received December 2025**

A/C	Description	Payee	Period	Remittance Number	Amount (£)
Allot	Rental Income	Various	2025	N/A	1330.64
<b>Total</b>					<b>1330.64</b>

- b) **Appointment of internal auditor for 2025/26** – the Clerk confirmed that Ms J. Raby would again act as internal auditor for the Parish Council.
- c) **Storage of Electronic Files** - The Clerk raised a concern about storage of electronic files and need to consider purchasing a fire-proof box to retain a copy of the hard-drive used by the Clerk to save a copy of all electronic documents on a regular basis. The Clerk was instructed to obtain a quotation and Cllr Kelly agreed to investigate whether they had a spare fire-proof box that could be used.

**9. CORRESPONDENCE**

None received.

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

*Meeting closed at 19:58hrs*

Next meeting Parish Council Meeting: Wednesday 4 February 2026 at 7.00pm at the Church Hall.