

# Draft Minutes of Annual Meeting of Ingoldisthorpe Parish Council held in the Church Hall on Wednesday 6 May 2026



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

Borough Cllrs Bubb, Collingham and the Clerk.

## 1. APOLOGIES FOR ABSENCE.

Parish Cllrs Beynon, Johnson and Wallace.

## 2. APPROVE THE ELECTION OF OFFICERS AND TRUSTEES

- a) **Chairman** - Nominations for Chairman were requested, Cllr Heffer proposed Cllr Wilson. There being no other nominations this was seconded by Cllr Redwood and Cllr Wilson was duly elected Chairman.
  - b) **Vice Chairman** – Cllr Oughtibridge was proposed by Cllr Wilson. There being no other nominations this seconded by Cllr Newland and Cllr Oughtibridge was duly elected Vice Chairman.
  - c) **Planning Chairman** - Cllr Oughtibridge was proposed by Cllr Wilson. There being no other nominations this was seconded by Cllr Newland and Cllr Oughtibridge was duly elected Planning Chairman.
  - d) **Trustees for Allotment Charities** – *Allotment for Labouring Poor; Fuel Allotment for Cutting Whins and Flags*. The current trustees with Chairman for each Cllr Wilson, together with Cllrs Newland and Redwood, were proposed by Cllr Kelly, seconded by Cllr Oughtibridge and there being no other nominations they were confirmed as trustees of the two charities.
  - e) **Agnes Bigge Charity** - The current trustees with Chairman being Cllr Wilson, together with Cllrs Newland and Redwood, were proposed by Cllr Kelly, seconded by Cllr Oughtibridge and there being no other nominations they were confirmed as trustees of the Agnes Bigge Charity.
  - f) **ISSC & Recreation Ground Representatives** - Cllr Redwood was proposed to continue in his role to lead the annual inspection of the Ingoldisthorpe Sports and Social Club (ISSC) and Recreation Ground, and this was proposed by Cllr Wilson, seconded by Cllr Newland and unanimously approved. It was agreed that Cllrs Wilson and Cllr Newland continue to support Cllr Redwood.
3. **APPROVE MINUTES OF THE LAST COUNCIL MEETING** – the minutes of the meeting held on 1 April 2026 having been previously circulated, were accepted as a true record & signed.
4. **RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED** –Cllr Kelly advised of an interest in the ISSC.
5. **ALLOW PUBLIC PARTICIPATION** – there were no members of the public present.
6. **MATTERS ARISING FROM PREVIOUS MINUTES** – there were no matters arising from the minutes of the previous meeting.

## 7. AGENDA

- a) **Update from the County Council & the Borough Council** – in response to a question from the Chairman, Cllr Collingham gave an update on the Hillview development. Cllr Collingham advised that the sale of the last house was hopefully progressing, and that a management company for the development needed to be established by the developer. There were some concerns about potential liabilities, particularly the ditch at the front of the development.

Cllr Bubb gave an update on the local government reorganisation and the proposed Wards for the new West Norfolk Unitary Authority. Cllr Bubb advised that it was proposed that Snettisham and Ingoldisthorpe would form a new Ward. Elections for the shadow Unitary Authority would take place in 2027, with the new West Norfolk Unitary Authority coming into operation on the 1 April 2028.

A further meeting had been held with the organisers of the RHS Show at Sandringham, who it was hoped were now taking a more proactive approach to local traffic management.

- b) **Highway Matters** - The Clerk advised that the order for Vehicle Activated Sign (VAS) paid for through the Parish Partnership Scheme and Cllr Dark, at a total cost of £7171.00, had been received by Westcotec. The lead-in time for installation of the sign would be between 8-12 weeks. Concerns were raised that parking was still possible along the first stretch of Shernborne Road

leading to the school, resulting in congestion at the start and close of the school day. The location of the recently installed flashing sign was also questioned.

- c) **Update on the allotments** – the Clerk advised although a further water leak had been reported by Anglian Water, the water meter was being monitored and there was no leak apparent. There was a feeling that the telemetry on the new water meter was not functioning appropriately as other local organisations had received similar reports from Anglian Water.
- d) **Update on ISSC** – Cllr Kelly confirmed that works to install a disabled toilet at the clubhouse were complete and that quotations had been received and that work to refurbish the kitchen area in the clubhouse was scheduled to commence in the near future. It was also proposed that during the year the female toilets would be refurbished. Cllr Kelly advised of a number of forthcoming events at the ISSC, including music and barbecue events to be held monthly on a Sunday afternoon.  
Cllr Kelly raised concerns about rabbit damage on the recreation ground, and it was agreed to inspect the area at the annual allotment inspection. There was also a discussion about the need to level grass areas within the play area, and a proposal was made about the supply of some topsoil.
- e) **Update on pursuing first registration of Recreation Ground** – the Clerk had received an email from the solicitor from Ward Gethin Archer acting on behalf of the Council confirming that the first registration application for the recreation ground had been sent to HM Land Registry. The solicitor advised that Land Registry could be a bit unpredictable when it comes to completing applications and that there are, unfortunately, significant delays due to a backlog of applications.
- f) **Annual insurance renewal 2026-27** – the Clerk had previously circulated a number of documents from Clear Council insurers for the annual renewal of the insurance, including the renewal letter, Policy Schedule and Statement of Fact. The Clerk advised that the insurance premium had only increased marginally compared to 2025/26 premium. On that basis it was agreed to proceed with the renewal of the insurance with Clear Council for 2026/27 at a total premium of £711.29.

## 7. PLANNING

**Discuss any applications** – Cllr Oughtibridge advised that no new planning applications received.

## 8. FINANCE

- a) **Payments for April 2026** – the Clerk had previously circulated an updated bank balance as of 1 April 2026 and schedule of payments and receipts for April 2026. It was agreed to approve the payments and receipts.

### Accounts

Bank Account	May-26	May-25
Current	3417.02	8745.16
Deposit*	12756.04	10000.00
Allotment	1357.30	1092.21
Agnes Bigge	10.00	10.00
<b>TOTAL</b>	<b>17540.36</b>	<b>19847.37</b>
Difference vs. last yr:		<b>-£2,307.01</b>

\*includes £70.98 CIL funding

### Ingoldisthorpe Parish Council Transactions April 2026

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£)
Current	Clerk's basic salary	Clerk	Apr	BACS	494.64	0.00
	PAYE and Employers NI	HMRC	Apr	BACS	153.79	0.00
	Mileage and expenses (paper)	Clerk	Apr	BACS	12.60	0.00
	Internal Audit Report	Ms J. Raby	Apr	BACS	75.00	0.00
	Street Lighting Maintenance	K&M Maint	Apr	BACS	24.95	4.19
	March 2026 electricity	npower	Apr	DD	134.54	6.41
	Annual insurance premium	Clear Council	Apr	BACS	711.29	0.00
	Annual payroll services	James Johnson	Apr	BACS	201.60	33.60

	Strimming Brickley Lane	HHA Grds Maint	Apr	BACS	48.00	8.00
				<b>Sub Total</b>	<b>1856.41</b>	<b>52.20</b>
<b>Allot</b>	Water Main Site	Wave		DD	31.80	0.00
	Water The Drift	Wave		DD	19.39	0.00
				<b>Sub Total</b>	<b>51.19</b>	<b>0.00</b>
				<b>TOTAL</b>	<b><u>1907.60</u></b>	<b><u>52.20</u></b>

**Receipts received April 2026**

	Description	Payee	Period	Remit- tance Number	Amount (£)
<b>Cur</b>	Precept	BCKLWN	Apr- Sept	22017386	8500.00
	CIL receipt	BCKLWN	Apr	22017478	7.91
				<b>Total</b>	<b>8507.91</b>

- b) **AGAR 2025/26 – Receive the Certificate of Exemption Internal Audit Report; Approve Governance Statement and Accounting Statement; Notification of the Dates of the Period for the Exercise of Public Rights** – the Clerk introduced the item having previously circulated the Certificate of Exemption, independent Internal Audit Report, and Annual Governance Statement and Accountability Statement.

The Clerk advised that as the gross income and gross expenditure was below £25,000 there would be no requirement for the Council to have a limited assurance review, but that the Council would need to approve the Certificate of Exemption. On the agreed basis that the total gross income for 2025/26 was £17,116 and the total gross expenditure was £20,113, it was proposed by Cllr Wilson and seconded by Cllr Kelly and **RESOLVED:** to approve the Certificate of Exemption.

The Clerk advised that there were no recommendations within the Internal Audit Report. It was then proposed by Cllr Oughtibridge, seconded by Cllr Wilson, and **RESOLVED:** to accept the Annual Internal Audit Report for the Financial Year ending 2025/26.

The Clerk then went through the items on Section 1 of the Annual Governance Statement 2025/26 that had been previously circulated. On a proposal by Cllr Kelly seconded by Cllr Redwood it was **RESOLVED:** that the Chairman and the Clerk sign the Annual Governance Statement.

The Clerk advised on Section 2 – Accounting Statements for 2025/26 that had been previously circulated and confirmed the balances carried forward for the year 2025/26 were £8994. With the Accounting Statement having been previously signed by the Responsible Finance Officer it was proposed by Cllr Newland, seconded by Cllr Kelly and **RESOLVED:** that the Chairman sign the Accounting Statement.

The Clerk advised on the dates for Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return that would be published on the 10 May 2026 and that the public would have a statutory period of 30 days during the dates set out in the Notice to inspect the accounting records of the Parish Council for the financial year 2025/26. This was agreed.

The CIL Return for 2025/26 was discussed and the Clerk advised that on 31 March 2026 there were £63.07 CIL funds remaining. The Chairman and Clerk signed the CIL Return.

**9. CORRESPONDENCE**

There was no correspondence.

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

**Meeting closed at 19:48hrs**

**Next meeting Parish Council Meeting: Wednesday 3 June 2026 at 7.00pm at the Church Hall**