

Draft

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 3rd January 2018 at 7pm



Present: Cllrs James Wilson, Nick Bithray, Carole Casey, Darren Heffer, Nick Redwood, Tony Spinks, Borough Cllr Ian Devereux and the Clerk.

1. **APOLOGIES FOR ABSENCE** - Cllrs Wallace, Marten, Pratt, Borough Cllr Wright, Cty Cllr Dark.
2. **APPROVE MINUTES OF THE LAST COUNCIL MEETING** – Minutes of the meeting held on 29th November 2017 were approved & duly signed by Chairman Wilson as a correct record.
3. **RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED** - Cllr Heffer declared an interest in 8. Planning for The Old Hall.
4. **ALLOW PUBLIC PARTICIPATION** – None present.
5. **MATTERS ARISING FROM PREVIOUS MINUTES** – None.
6. **AGENDA**
 - (a) **Update from the Borough & County Council** – Cllr Devereux gave a brief report.
 - (b) **Budget 2018 & agree Precept request** – Council resolved to ask for £12k in-line with the previous 3 years and lower than the £12500 in 2012-14.
 - (c) **Allotments** – A £5 increase on the 1/8th acre plots up to £20 was agreed. £160 for allotments 33-48 and £65 for allotment 49. Cllr Heffer to read the meter on the Drift and investigate the leak. Clerk to await response from the Water Regulation part of Anglian Water re: the allotment standpipe issue in the large allotment.
 - (d) **Traffic Issues** – NCC forgot to paint the 30mph roundels at the Village gateways despite being asked on numerous occasions throughout 2017. They will not approve any additional roundels / 30mph signage in the Village. No volunteers for speedwatch on the Facebook post. Parking on roads (not corners) slows traffic.
 - (e) **Street Lighting** – Cllrs had no update on issues re: pavement quality. Cllr Casey commented that overflowing shingle from drives is a problem for those unsteady on their feet in the dark.
 - (f) **Playground** – Clerk to look at wood near sewage works for possible use. Cllr Heffer expects photo of equipment from the Clerk would cost £700-£800.
 - (g) **Wildflower Verge planting** – Clerk to find out cost from KLWNBC contact for this type of planting. CGM provided a quote based on the NCC grass cutting map. Clerk to add to the agenda for February with confirmation it does not include flailing.
 - (h) **Trees on Common affecting Ingoldsby Avenue** – Clerk to chase up removal of tree.
 - (i) **Agnes Bigge** – Cllrs discussed issues of giving the funds to a local charity and how this would not benefit the elderly Villagers. 3 parishioners have been identified. It was resolved to give them £25 each.
 - (j) **Neighbourhood Plan** – Council discussed whether to undertake this. No proposals.
 - (k) **Lighting Beacons for War Memorials** – A possible Beacon at top of the hill with a gathering. Agenda for February.
 - (l) **Charity review for 2018** – Council to review as letters come in based on past donations.
7. **Planning** – chaired by Cllr Bithray
 - (a) Discuss applications received between compilation of Agenda and the meeting – none.
 - (b) Discuss new/pending applications (overleaf):

Ref. No:	Address	Planning Details	Parish Council's Stance	Notes
17/00088/RMM	Land N of 130 & E of 147 Lynn Road	Residential development of 15 houses at Land opposite the current Post Office	✓ subject to no change to houses being overlooked in Grovelands	Awaiting decision
17/01843/F	Coaly Lane	Construction of a place of worship with car parking and landscaped grounds	Objected 1/11/17	
17/02005/F	11 Ingoldale	Rear extension, internal alterations, new roof to facilitate loft conversion	Supported, 1/11/17	✓
17/02119/F	157 Lynn Road	Two storey extension to rear of dwelling	Supported, 29/11/17	Awaiting decision
17/02368/F 17/02301/LB 17/02369/LB	The Old Hall	Proposed extensions to existing building	Supported, 3/1/18	

8. Finance

The monthly accounts and pending payments for January were approved by the Council:

Bank Account	02/01/2018 (£)	Jan-17
Current	1543.75	980.13
Deposit	15652.73	19329.82
Allotment	92.05	175.08
Agnes Bigge	82.08	90.08
TOTAL	17370.61	20575.11

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)	
Current	Clerk's wages	J Shah	December	BACS		247.33	
	Home Office (£10pm), Broadband (£5pm) & Expenses (print/postage)	J Shah	Oct / Nov / Dec	BACS		45.00	
	Street Lighting	E-ON	January	Direct Debit	1.55	32.51	
	Street Lighting maintenance	K & M Lighting Services	November	BACS	3.26	19.57	344.41
Allotment	Mowing pathways	C Waterson	Yearly	Direct Debit		155.00	
TOTAL					4.81	499.41	

9. Correspondence

- | | |
|--------------------------------|--|
| (a) SNAP meeting invite | (e) Norfolk Playing Fields Associations invite |
| (b) UK Power Networks roadshow | (f) NCC Budget consultation |
| (c) Norfolk Parish Training | |
| (d) CPRE Parish Pledge | |

The meeting closed at 20:13

Next meeting: Wednesday 7th February 7:00pm

Draft

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 7th February 2018 at 7pm



Present: Cllrs James Wilson, Nick Bithray, Carole Casey, Darren Heffer, Caroline Marten, Sylvia Pratt, Nick Redwood, Tony Spinks, Kathy Wallace, Borough Cllr Ian Devereux, County Cllr Dark and the Clerk.

- 1. APOLOGIES FOR ABSENCE** - Borough Cllr Wright.
- 2. APPROVE MINUTES OF THE LAST COUNCIL MEETING** – Minutes of the meeting held on 3rd January 2018 were approved & duly signed by Chairman Wilson as a correct record.
- 3. RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED** - Cllr Marten declared an interest with regards to 7. Planning re: Pond field correspondence.
- 4. ALLOW PUBLIC PARTICIPATION** – None present.
- 5. MATTERS ARISING FROM PREVIOUS MINUTES** – None.
- 6. AGENDA**
 - (a) Update from the Borough Council & County Council**
 - i. Cllr Dark gave a brief report on County Council matters along with an update on repairing footpath 4. He has met with Sally Bettinson at Highways but the cost would be £10-£15k for a proper job. He reported that footpath 4 is now on the priority list for NCC to fix using their funds as it is in such bad condition. The £1k of Cllr Dark's Highways pot can now be used by the PC to look at ways to improve Grovelands for the elderly in the dark.
 - ii. Cllr Pratt gave feedback to Cllr Dark regarding comments from staff at Heacham tip.
 - (b) Borough Council Planning update**
 - i. Cllr Devereux gave a brief report and mentioned some planning briefings in early March for PC to attend. (Cllr Wilson and Wallace are booked to attend). It is re: streamlining the process and he is happy to go into more detail if Councillors would like and take questions after the briefings.
 - ii. Cllr Wilson commented that the planning website was not user friendly. This was supported by other Councillors as others have also struggled to find information.
 - (c) Allotments**
 - i. Cllr Heffer has fixed the leak, read the meter (which corresponded with the bill) and reported this to the Clerk. The Clerk reported the leak and has had correspondence that the issue is resolved. Cllr Heffer to check fix and report back to the Clerk.
 - ii. Clerk to write a letter to allotment holder re: the large water bill and asking for payment as it has exceeded the allotment rent for the year.
 - iii. Update on the rents given by the Clerk who will chase those still outstanding and advertise the vacant lots.
 - iv. Cllr Heffer has fixed the issues identified by the water regulator and invoiced the Council. Clerk has contacted the Water Regulator to inspect and sign-off the work.
 - (d) Street Lighting** – Cllr Casey walked Grovelands to inspect pavements:
 - i. Trees have pushed up the pavements.
 - ii. Utilities have done similar.
 - iii. Shingle comes off several drives.

- iv. Blackspots on the estate. One such spot is due to the high conifer hedge.
- v. A Parishioner has reported that the pavements are very badly cracked in many places, parked cars on the pavements block the way, there is sometimes dog mess, the new LED street lamps are not bright enough and she feels at risk going at night.

Cllr Wilson asked what is proposed. Cllr Casey admitted that there is no answer to dropped kerbs as that is how pavements are made. Some form of low level lighting could be looked at, as pavement edges are an issue and County Cllr Dark's £1k could be allocated to this. Clerk to write to households with shingle coming off their drives and the household with the large conifer hedge due to people falling. Clerk to speak to Sally at Highways re: possibilities for lighting.

(e) Playground – Council discussed:

- i. purchase of ping pong table through 'keep in the loop'. Proposal for it to be concreted in place and have a recycled tyre surface on the playing area. Clerk to speak about this idea with the Social Club - for it to go on the grass area just outside the playground and next to the allotments. Cllr Spinks commented that the grass area in question was set aside for Tennis a number of years ago. Clerk to get price on tyre surface from Cllr Wallace's information.
- ii. oak climbing frame from tree on the common. Cllr Wilson questioned if the tree was still there and hadn't been taken for firewood. Clerk hadn't checked for 2 weeks. Issue of getting oak to playground also an issue.
- iii. parallel and hanging bars as per image provided to Cllr Heffer. Clerk priced up Xorbars and pencil posts from Sandringham sawmill.

(f) Wildflower Verge planting – Clerk to apply for wildflower funding from Grow Wild. Cllr Wallace has agreed to help prepare the beds and sow them.

(g) Trees on Common affecting Ingoldsby Avenue – tree has been felled.

(h) Agnes Bigge – Due to issues with identifying the eldest in the Village and to aid the 'Labouring poor' in Ingoldisthorpe 2017's funds will be saved for next year. The WI will help to put on event for Agnes Bigge in early 2019.

(i) Lighting Beacons for War Memorials – Agenda for September.

(j) Village Seat – Cllr Pratt thanked Mrs Griffiths for weeding the Village seat and reporting on maintenance issues. Cllr Wallace volunteered to weed in the railings. All Councillors to assess railings for March meeting – should they be re-painted or removed? Cllr Wilson reported that teak should be left to weather and that UK Power Networks would sort the tree branches near the cables if required.

7. Planning – chaired by Cllr Bithray. No applications have been received since the compilation of the Agenda although correspondence has been received from Mr Marten regarding the pond field development which was read out by Cllr Bithray:

(a) *My intention is to progress a scheme for custom-build houses where individuals will be able to buy their own plot and build a house to their own specification within a defined 'design code' controlled as part of the planning permission.*

Plots will be sold with access and utility connections in place. Buyers will also be provided with various routes to complete their build so that the process is made as clear and simple as possible. This will include plenty of opportunities for local tradesman.

I see the custom-build approach as an antidote to generic developments - where the end-user is given more control to build the home they need. Self-builders do not just

build a home, but create sustainable communities; putting down deep roots and moving on average only once every 25 years compared to the national average of once every 6 years.

I think this is something that the Ingoldisthorpe community could really benefit from. I will be engaging the council with a pre-application in the next couple of months with a proposed scheme. I have already had a number of people from the village that I have spoken to about the scheme in principle and they have expressed an interest so it is positive to think that it will potentially enable locals to find a new home.

I have also attached a flyer from the project managers firm LivedIn that gives a little more information about the process. I propose to keep you up to date periodically with further news/ developments, however, please do feel free to get in touch.

Cllr Wallace asked how the affordable housing units will fit into this plan. Clerk to email Mr Marten with regard to this.

(b) Pending applications update as available on the planning portal:

Ref. No:	Address	Planning Details	Parish Council's Stance	Notes
17/00088/RMM	Land N of 130 & E of 147 Lynn Road	Residential development of 15 houses at Land opposite the current Post Office	✓ subject to no change to houses being overlooked in Grovelands	KLWNBC Approved
17/01843/F	Coaly Lane	Construction of a place of worship with car parking and landscaped grounds	Objected 1/11/17	Awaiting decision
17/02005/F	11 Ingoldale	Rear extension, internal alterations, new roof to facilitate loft conversion	Supported, 1/11/17	KLWNBC Approved
17/02119/F	157 Lynn Road	Two storey extension to rear of dwelling	Supported, 29/11/17	
17/02368/F 17/02301/LB 17/02369/LB	The Old Hall	Proposed extensions to existing building	Supported, 3/1/18	Awaiting decision

8. Finance

The monthly accounts and pending payments for February were approved by the Council:

Bank Account	07/02/2018 (£)	Feb-17
Current	1459.34	902.17
Deposit	14652.73	13697.74
Allotment	367.05	545.28
Agnes Bigge	82.08	10.08
TOTAL	16561.20	15155.27

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Current	Clerk's wages	J Shah	December	BACS		247.33
	Meeting room donation	Ingoldisthorpe Village Hall	Annual	BACS		120.00
	Tree felling on Common	Beowulf	One-off	BACS		495.00
	Street Lighting	E-ON	January	Direct Debit	1.55	32.51
	Street Lighting maintenance	K & M Lighting Services	November	BACS	3.26	19.57

TOTAL 4.81 914.41

9. Correspondence

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|---|---|
| <ul style="list-style-type: none"> (a) Police Newsletter (b) Parking near the school advice from the police (c) Community Capacity Coordinator for NCC re: services available to residents. (d) Norfolk ALC newsletter (e) Community Action Norfolk newsletter | <ul style="list-style-type: none"> (f) Norfolk ALC Spring Conference (g) In Good Company Summit 23rd Feb. (h) CPRE Pledge against excess housing (i) Norfolk Western Link road consult'n (j) 'Living Well' - Norfolk Adult Social Services Invitation |
|---|---|

10. AOB

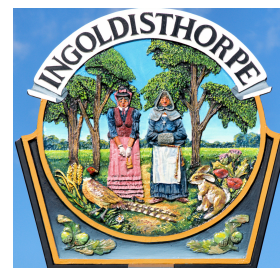
- (a) Cllr Wilson confirmed the path at the back of Grovelands isn't a bridle path.
- (b) Clerk to contact Social club re: honeysuckle planted along fence due to emails bouncing.
- (c) School competition re: design of a new sign on the bus stop. Does the PC approve? Yes.

The meeting closed at 20:18

Next meeting: Wednesday 7th March 7:00pm

Draft

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 7th March 2018 at 7pm



Present: Cllrs James Wilson, Nick Bithray, Carole Casey, Darren Heffer, Sylvia Pratt, Nick Redwood, Tony Spinks, Borough Cllr Ian Devereux and the Clerk.

- 1. APOLOGIES FOR ABSENCE** – Cllr Marten, Wallace, Borough Cllr Wright & County Cllr Dark.
- 2. APPROVE MINUTES OF THE LAST COUNCIL MEETING** – Minutes of the meeting held on 7th February 2018 were approved & duly signed by Chairman Wilson as a correct record.
- 3. RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED** - Cllr Wilson declared an interest with regards to 7. Planning 18/00333/F.
- 4. ALLOW PUBLIC PARTICIPATION** – A parishioner re: allotment water and Tony Bubb from Dersingham Council who is involved in the Boundary changes where part of Ingoldisthorpe will come into Dersingham. He also mentioned that it would be nice to see Ingoldisthorpe representation at SNAP meetings (4 per year) where worries can be raised for discussion.
- 5. MATTERS ARISING FROM PREVIOUS MINUTES** – None.
- 6. AGENDA**
 - (a) Update from the Borough Council & County Council**
 - i. Cllr Devereux gave an update on the bin collections and stated that compostable bags can be requested from BCKLWN which they will collect.
 - ii. The planning portal is being looked at as a number of people have issues with it.
 - (b) Allotments**
 - i. Clerk to speak to Anglian Water as the pipe is leaking near the meter again but also there is a leak between the meter and the standpipe (which was re-done last month). The pipe between the meter and the stand pipe will be replaced as there is now a leak at the standpipe and possibly underground. Currently the water supply is turned off, the allotment holder is not using it but we do not want to disconnect the water. With regard to the up-to-date bill, is there any possibility of this being reduced to this leak which has been an ongoing issue for a number of months now.
One parishioner left the meeting.
 - (c) Street Lighting** – Clerk showed Council images of some solar bricks which are designed to be set flush into outdoor flooring at £25 for two bricks. She will contact Norfolk County Council re: allowing these to be put in various blackspots on Grovelands. Cllr Casey is happy to speak to neighbours who would be affected by these solar bricks and will also inform the Clerk of how many would be required.
 - (d) Playground**
 - i. Council discussed Norfolk PFA. Clerk to find out if the Social Club are already members.
 - ii. Cost of a concrete base for the £650 Ping Pong Table from 'Keep in the Loop' is approximately £1000. A recycled tyre surface is an additional cost and would have to be laid on top of a concrete base so is too expensive for the Parish Council.
 - iii. Clerk to price the posts and steel bars properly and send to all Councillors to think about before April.
 - iv. Parish Council are having an issue spending the final £500 of Tesco funding.

- (e) **Grass Verges** – Council discussed and decided *not* to take on the grass cutting for the Village. They could hire someone to strim Brickley Lane as and when it is required if County Council can not cut it as often.
 - (f) **Wildflower Verge planting** – Clerk awaiting decision re: wildflower funding from Grow Wild. Cllr Wallace has already agreed to help prepare the beds and sow them.
 - (g) **Railings** – Cllr Wilson & Heffer have assessed and they need painting. Clerk to get two quotes and email the Council for deliberation in April.
- 7. Planning** – chaired by Cllr Bithray.
- (a) No applications have been received since the compilation of the Agenda.
 - (b) Although Mr Marten has updated the Clerk re: affordable housing with the proposed scheme of self-building, Cllr Wallace asked at Tuesday's planning meeting and the affordable housing ratio still stands.
 - (c) Planning table: Clerk to contact planning department as no plans on website for 18/00333/F:

Ref. No:	Address	Planning Details	Parish Council's Stance	Notes
17/01843/F	Coaly Lane	Construction of a place of worship with car parking and landscaped grounds	Objected 1/11/17	KLWNBC Approved
17/02368/F 17/02369/LB	The Old Hall	Proposed extensions to existing building	Supported, 3/1/18	
18/00333/F	Winslow Lodge, 130 Lynn Road	New Dwellings	Unable to discuss 07/03/18 as plans not available on website	

- (d) Cllr Wilson updated the PC on the site opposite the Post Office which will start very soon. It is the Developer's responsibility to come up with a name that they submit to BCKLWN. Parish Council agreed that if the field is known as 'Sheldrakes' the development name could be 'Sheldrakes Close'. Clerk to write to the Developer.
 - (e) Cllr Wilson and Wallace attended the Borough Council's Planning meetings earlier this week. Neighbourhood plans are being encouraged but Cllr Wilson thinks they are too burdensome for small parishes. They supposedly have their advantages for planning. If the parish has one it would get 25% CIL payment as opposed to 17%. Cllr discussed whether to invite Alan Gong to a meeting.
- 8. Finance**

The monthly accounts and pending payments for March were approved by the Council:

Bank Account	07/03/2018 (£)	Mar-17
Current	739.93	2870.44
Deposit	14660.39	18329.82
Allotment	367.32	340.35
Agnes Bigge	82.08	2.08
TOTAL	15849.72	21542.69

Pending Transactions

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Current	Clerk's wages	J Shah	February	BACS		247.33
	Bus Shelter Cleaning	D Spinks	3 months	101389		45.00
	Allotment stand pipe	D Heffer	One-off	BACS	50.00	300.00
	Dog Bins	BCKLWN	Annual	BACS	27.46	164.74
	Street Lighting	E-ON	March	Direct Debit	1.40	29.36
	Street Lighting maintenance	K & M Lighting Services	November	BACS	3.26	19.57
TOTAL					82.12	806.00

9. Correspondence

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|--|---|
| <ul style="list-style-type: none"> (a) A Vision For Norfolk to 2021 from Norfolk County Council. Noted. (b) Norfolk Community Biodiversity Awards. Noted. (c) Norfolk Playing Fields Association newsletter. Noted. (d) Norfolk ALC newsletter. Noted. (e) Police newsletter. Noted. (f) Early Help Bulletin and Service | <ul style="list-style-type: none"> Directory. Noted. (g) UK Parliament EqualiTeas. Noted (h) GDPR coming into effect 22/05/18. (i) Norfolk Superhero. Noted. (j) eON price. Noted. (k) Average speed camera going up on A149. Noted. (l) Silhouettes of Tommy's from 'therebutnotthere.org' April Agenda |
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The meeting closed at 20:15

Next meeting: Weds 4th April 7pm

Draft

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 4th April 2018 at 7pm



Present: Cllrs James Wilson, Nick Bithray, Carole Casey, Darren Heffer, Caroline Marten, Sylvia Pratt, Nick Redwood, Borough Cllr Ian Devereux, Avril Wright, County Cllr Dark and the Clerk.

- 1. APOLOGIES FOR ABSENCE** – Cllr Spinks and Wallace.
- 2. APPROVE MINUTES OF THE LAST COUNCIL MEETING** – Minutes of the meeting held on 7th March 2018 were approved & duly signed by Chairman Wilson as a correct record.
- 3. RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED**
Cllr Marten and Wilson declared with regards to item 7. Planning.
- 4. ALLOW PUBLIC PARTICIPATION** – None present.
- 5. MATTERS ARISING FROM PREVIOUS MINUTES** – None.

6. AGENDA

(a) Update from the Borough Council & County Council

- i. The Borough Councillors gave a brief update and confirmed the new Ward Boundaries would come into effect in May 2019 after the next election.
- ii. Cllr Dark gave a report on recycling and the speed management on the A149. The proposal for average speed cameras on the A149 are on hold pending further consultation. Clerk to send the email chain to Cllr Dark between herself and Sally Bettinson re: low-level lighting on Grovelands.

Cty Cllr Dark, and Borough Cllrs left the meeting at 19:25

(b) Allotments

- i. Clerk gave an update on Anglian water & the leaks. Awaiting their response/refund.
- ii. Cllrs discussed empty allotments. Cllr Marten suggested asking the school if they would like one per class. Clerk to contact the school.

(c) Playground

Cllrs discussed the cost of Parallel bars & 3 different heights of Hanging bars to spend the last of the Tesco money. Cllrs resolved to purchase the Hanging Bars, Clerk to action.

(d) Remembrance & 100 years for Women's vote, Nov 2018

- i. WI are doing something in July for the Suffragettes.
- ii. The WI have booked the Village Hall for the Saturday *after* Remembrance Day (17th).
- iii. Cllr Pratt asked whether a wreath should be put on Private Fenn's grave (a Commonwealth War Grave) who died at the age of 18 on 15th November 1918.
- iv. Cllrs liked the idea of a Community Orchard. Clerk confirmed she had applied for funding from the Orchard Windfall fund offered by the Tree Council for ancient varieties of Apples and Pears, 1 tree for each fallen soldier – 7 trees for WWI and 5 for WWII either side of a winding path with a reflection bench.
- v. Clerk to contact Allotment contractor re: cost of preparing allotment 14A.
- vi. Cllr Casey offered to create a sub-group separate from the Parish Council to progress the ideas of all those in the Village.

(e) Wildflower sowing – Cllr Wilson, Marten and the Clerk will prepare the beds for sowing which Cllr Wallace has already offered to help sow. Chairman signed the Cultivation

licence, Clerk to send to Highways who will inform the Borough Council not to mow.

(f) Bus Stop cleaning – Cllrs discussed, there are no issues at present.

7. Planning – chaired by Cllr Bithray.

(a) No applications have been received since the compilation of the Agenda.

(b) Mr Marten has emailed the Council re: pond field and self-build home concept. Noted.

(c) Planning table:

Ref. No:	Address	Planning Details	Parish Council's Stance	Notes
18/00333/F	Winslow Lodge, 130 Lynn Road	New Dwellings	N/A	Awaiting for plans to go onto the planning portal
18/00462/F	11 Ingoldale	Rear extension & internal alterations	Approved	As last time – plans have been amended slightly

8. Finance

The monthly accounts and pending payments for April were approved by the Council:

Bank Account	03/04/2018 (£)	Apr-17
Current	394.54	626.83
Deposit	14660.39	18329.82
Allotment	577.32	457.95
Agnes Bigge	82.08	2.08
TOTAL	15714.33	19416.68

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Current	Clerk's wages	J Shah	February	BACS		247.33
	Home Office (£10pm), Broadband (£5pm) & Expenses (print/postage)	J Shah	Jan, Feb, Mar	BACS		78.86
	Annual Subscription	Norfolk ALC	Annual	BACS		178.98
	Annual Membership	Norfolk Playing Fields Association	Annual	BACS		20.00
	Standpipe and underground pipe re-fix next to the meter	D Heffer	One-off	BACS	30.00	180.00
	Festive Lighting	E-ON	Annual	BACS	0.21	4.39
	Street Lighting	E-ON	April	Direct Debit	1.55	32.51
	Street Lighting maintenance	K & M Lighting Services	March	BACS	3.26	19.57
TOTAL					35.02	761.64

9. Correspondence

- (a) PKF Littlejohn external auditor for next 5 years. Clerk actioning.
- (b) NCC Roadshow invite. Noted.
- (c) Westminster briefing invite re: GDPR. Noted.
- (d) Playmaintain re: inspection Oct £81 +VAT. Clerk to book in.
- (e) SNAP meeting invite for 9th May. Noted.
- (f) Quote for an outdoor defibrillator £1498.80 inc. VAT. Clerk to forward information to the ISSC in case they had thought about getting one.
- (g) Parish Council Public Transport Brief (Stagecoach Withdrawal). Noted.
- (h) Consultation: draft Norfolk Access Improvement Plan (2018 – 2028). Noted.
- (i) Norfolk ALC Newsletter. Noted.
- (j) Tree preservation strategy. Noted.
- (k) Dersingham Councillor re: Neighbourhood plan. Noted.
- (l) Norfolk Age UK charity request. Noted.
- (m) KL&WN Ward Boundary recommendations. Noted.
- (n) CAN newsletter. Noted.

The meeting closed at 20:15

Next meeting: Wednesday 2nd May 7pm

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 2nd May 2018 following the Annual General Meeting at 7pm.



Present: Cllrs James Wilson, Nick Bithray, Carole Casey, Darren Heffer, Caroline Marten, Sylvia Pratt, Kathy Wallace, Borough Cllr Ian Devereux, Avril Wright, County Cllr Dark and the Clerk.

1. **APOLOGIES FOR ABSENCE** – Cllr Spinks and Redwood.
2. **APPROVE MINUTES OF THE LAST COUNCIL MEETING** – Minutes of the meeting held on 4th April 2018 were approved & duly signed by Chairman Wilson as a correct record.
3. **RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED**
Cllr Wilson declared with regards to item 7. Planning.
4. **ALLOW PUBLIC PARTICIPATION** – None present.
5. **MATTERS ARISING FROM PREVIOUS MINUTES**
Agenda Item 6(d)iii from the meeting held on 29th November 2017 was discussed. Clerk to contact NCC re: not re-painting of white lines down the centre of the carriageway.

6. APPROVE THE ELECTION OF OFFICERS & AREAS OF RESPONSIBILITY

Chairman: James Wilson

Proposer: Cllr Casey Seconded by: Cllr Bithray ALL IN FAVOUR

Vice-Chairman and Chair in Planning related matters: Nick Bithray

Proposer: Cllr Wilson Seconded by: Cllr Casey ALL IN FAVOUR

Planning Areas:

Grovelands: Carole Casey & Sylvia Pratt

Hill Road/Smithy Road: Kathy Wallace

Top of Hill Road/Manor areas: Nick Redwood & Caroline Marten

Lynn Road/Sandy Lane areas: Nick Bithray

Lynn Road/The Drift areas: Darren Heffer

Allotments: James Wilson

Agnes Bigge Charity: Carole Casey, Sylvia Pratt & Caroline Marten

ISSC Committee representatives: Nick Redwood (Chairman)

Recreation Ground Charity Trustees: James Wilson, Nick Redwood & Tony Spinks

ALL IN FAVOUR

7. AGENDA

(a) Update from the Borough Council & County Council

- i. The Borough Councillors gave brief reports on the upcoming Hanse Festival on 20th May, the restoration of the Guildhall, King's Lynn, fly-tipping, anticipated traffic issues when the new Lidl supermarket opens in Heacham, charging for uncontested elections (and how it will not effect us) and finally the Coastal management plan for the cliffs/promenade which will be set for the next 50 years.

Borough Cllrs Devereux & Wright left the meeting at 19:20

- ii. Cty Cllr Dark has been speaking to Tom McCabe and Henry Bellingham re: A149 speed cameras . They will be inviting affected Parish Councils to a meeting to

discuss road safety in partnership. He has also been to the Norfolk Health & Wellbeing board, the 3 NHS hospitals of Norfolk & Norwich, Great Yarmouth and the QEH are looking at working together with Norfolk & Norwich being the centre and the other two being hubs. Cllr Dark has made clear that here in West Norfolk we wouldn't want to see any changes w.r.t clinical outcomes.

Cty Cllr Dark left the meeting at 19:40

(b) Allotments – Clerk will chase water supplier re: partial refund for the underground leak. With the proposed Community Orchard/Garden on plots 14a, 15a, 16a and other plots being taken on there are now no longer any free allotments as of May 2018.

(c) Playground

Clerk asked for recommendations to put up the hanging bars in the playground and will action. Clerk has also put an enquiry in with Streetscape who Cllr Bithray came across in Nottingham. They appear to offer a full spectrum service where they can will apply for Lottery funding as well as design and install a low impact adult playground area.

(d) Remembrance & 100 years for Women's vote, Nov 2018

Cllr Casey asked the Parish Council to donate allotments 14a, 15a and 16a for a Community Orchard & Garden with heritage apples, pears, gages, cherries and plums with the first tree being planted in Remembrance week and hopefully for Reverend Capron to dedicate it. Approved. Currently Cllr Casey, Pratt, Marten and the Clerk are working together to make the centenary of the end of WWI memorable but will also look to include the Village Hall Committee and Social Club. Costs are being compiled and sponsorship towards the Orchard Garden are being looked for. A parishioner has been approached to design the orchard and has contacts in the industry to obtain plants at trade prices. *Cllr Dark suggested speaking to Andrew Jameson at Drove Orchards.* They are also looking at purchasing shadows of Tommy's from therebutnotthere.org , planting trees for each fallen soldier from Ingoldisthorpe as well as those who came back, with a plaque by each tree and a plaque listing the sponsors of the Orchard Garden. They are hoping it will be a focal place for the Village and will also require Benches for parishioners to sit and reflect on. The WI have said they are prepared to move their event forward one week, to the weekend of Remembrance. Cllr Casey commented that the Allotment holders would need to be contacted, Cllr Wilson responded that they could read the minutes.

(e) Wildflowers – Cllr Marten proposed sowing seeds at the Village Signs.

Cllr Marten left the meeting at 19:45

(f) Large Leilandii hedge, Grovelands – Clerk has received a quote to trim the hedge and will post to the home owner.

(g) Dog poo signage

Clerk to approach school re: competition for litter/dog poo signage and/or the bus stop.

8. Planning – chaired by Cllr Bithray. No applications have been received since the compilation of the Agenda. Planning table:

Ref. No:	Address	Planning Details	Parish Council's Stance	Notes
18/00333/F	Winslow Lodge, 130 Lynn Road	New Dwellings	Supported 02/05/18	Awaiting decision from KLWNBC
18/00462/F	11 Ingoldale	Rear extension & internal alterations	Supported 04/04/18	

9. Finance

The monthly accounts and pending payments for May were approved by the Council:

Bank Account	02/05/2018 (£)	May-17
Current	859.37	1843.28
Deposit	24800.39	27199.68
Allotment	617.32	376.72
Agnes Bigge	82.08	2.08
TOTAL	26359.16	29421.76

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Current	Clerk's wages	J Shah	April	BACS		247.33
	Re-paint black railings	Terry McNaughton	One-off	BACS		170.96
	5ft Xorbar stainless steel £95.99 each plus delivery £9.59)	Xorbar	One-off	BACS	49.59	297.56
	Rubber matting (inc. £25 shipping)	Mats Direct	One-off	BACS	22.65	136.00
	Swing chain fixings	Fenland Leisure	One-off	BACS	28.90	173.40
	Drainage Rates	KL Internal Drainage Board	2018-2019	Direct Debit		150.33
	Street Lighting	E-ON	May	Direct Debit	1.65	34.61
	Street Lighting maintenance	K & M Lighting Services	April	BACS	3.26	19.57
TOTAL					106.05	1229.76

10. Correspondence

- (a) Norfolk ALC newsletters – update on requirement to appoint a DPO. Noted.
- (b) Society of Local Council Clerks newsletter – provides a checklist of Data Protection issues to be looked at. Noted.
- (c) Return to Learn Open Day at UEA 23rd May 6-8:30pm. Noted.
- (d) Norfolk Playing Fields Association newsletter. Noted.
- (e) Norfolk County Council information from event on 10th April. Noted.

The meeting closed at 20:15

Next meeting: Wednesday 6th June 7pm

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 6th June 2018 at 7pm.



Present: Cllrs James Wilson, Darren Heffer, Caroline Marten, Sylvia Pratt, Nick Redwood, Tony Spinks, Kathy Wallace, Borough Cllr Ian Devereux & the Clerk.

1. **APOLOGIES FOR ABSENCE** – Cllrs Nick Bithray, Carole Casey and County Cllr Dark.
2. **APPROVE MINUTES OF THE LAST COUNCIL MEETING** – Minutes of the meeting held on 2nd May 2018 were approved & duly signed by Chairman Wilson as a correct record.
3. **RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED**
Cllr Wilson declared with regards to item 7. Planning.
4. **ALLOW PUBLIC PARTICIPATION** – None present.
5. **MATTERS ARISING FROM PREVIOUS MINUTES** – None.
6. **AGENDA**
 - (a) **Update from the Borough Council & County Council**
Cllr Devereux spoke about the sad loss of Cllr Wright who resigned in May. She will be sadly missed especially with regard to heritage. He gave a brief report on the Housing minister visiting King's Lynn, £30bn external investment into King's Lynn to regenerate Nelson Quay waterfront and how he is now a member on the Regional flooding board.
Borough Cllr Devereux left the meeting at 19:25.
 - (b) **Allotments** – Refund of £234.43 from Anglian Water - Clerk to contact allotment holder.
 - (c) **Playground** – Cllrs considered quotes re: equipment & accepted Mr Rager's quote.
 - (d) **Remembrance & 100 years for Women's vote, Nov 2018** – Brief report by Cllr Pratt.
7. **Planning** – Planning table:

Ref. No:	Address	Planning Details	Parish Council's Stance	Notes
18/00333/F	Winslow Lodge, 130 Lynn Road	New Dwellings	Supported 02/05/18	Approved by KLWNBC
18/00831/F	Hall Farm, Brickley Lane	Change of use of land to enable siting of 7 holiday lodges (mobile)	Supported 06/06/18	

Pond Field – Cllr Wilson asked if Mr Marten could come to the July meeting for reassurance on the houses being proposed looking the same.

8. **Finance**
 - (a) Clerk presented Annual Accounts for 2017/18 which had been sent to Councillors via email in May. The Annual Governance statement and Accounting Statements were approved by the Council.
 - (b) The Council approved Cllr Wilson's proposal that the Clerk's pay be increased from SCP24 (£11.61) to SCP26 (£12.37) back-dated to the beginning of April 2018.
 - (c) The monthly accounts and pending payments for June were approved by the Council.
 - i. Insurance: 3 quotes had been considered (Zurich, Came & Co., Norris & Fisher). The chosen company gave the cheapest like-for-like cover and a one-year policy was opted for over a marginally cheaper 3 year policy (£320.94) as there was no guarantee on the premium in subsequent years. Clerk to check re: Tree roots.

Bank Account	06/06/2018 (£)	Jun-17
Current	887.53	1253.71
Deposit	24810.67	27199.68
Allotment	330.32	246.73
Agnes Bigge	82.08	2.08

TOTAL 26110.60 28702.20

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Current	Clerk's wages (SCP26) & April backdated	J Shah	April / May	BACS		290.18
	Churchyard Donation	IPCC	2017/18	101390		550.00
	Insurance	Norris & Fisher Insurance Brokers	2018/19	BACS		334.17
	Peppercorn Rent for Village Clock	Mr & Mrs Walmsley	Annual	BACS		15.00
	Internal Audit	J Raby	Annual	BACS		75.00
	Refund to Cllr Marten: 3x Wildflower mix for Village Signs	Thaxters	One-off	BACS	2.50	14.97
	Street Lighting	E-ON	May	Direct Debit	1.76	36.95
	Street Lighting maintenance	K & M Lighting Services	May	BACS	3.26	19.57
TOTAL					7.52	1335.84

9. Correspondence

- (a) Request to fly the Red Ensign on 3rd September, Merchant Navy Day. Noted.
- (b) West Norfolk Early Help and Service Directory for June. Noted.
- (c) Ingoldisthorpe Pond Field update. Cllrs request Mr Marten attend July meeting.
- (d) Norfolk Wildlife Trust re: surveying the Common. Noted.
- (e) Police Newsletter. Noted.
- (f) SNAP Newsletter. Noted.
- (g) Growing Communities Project in West Norfolk. Noted.
- (h) NCC Roadshow event in Cromer 12th June 7-9pm. Noted.
- (i) CPRE Newsletter. Noted.
- (j) Norfolk ALC Newsletter. Noted.
- (k) Family Friendly Trails in King's Lynn. Noted.
- (l) Parish Partnership Scheme. Noted.
- (m) Norwich Western Link consultation. Noted.

The meeting closed at 20:02

Next meeting: Wednesday 18th July 7pm

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 18th July 2018 at 7pm.

Present: Cllrs James Wilson, Carole Casey, Darren Heffer, Caroline Marten, Sylvia Pratt, Tony Spinks, Kathy Wallace & the Clerk.



1. APOLOGIES FOR ABSENCE

Cllrs Nick Bithray, Nick Redwood, Borough Cllr Ian Devereux and County Cllr Dark.

2. APPROVE MINUTES OF THE LAST COUNCIL MEETING – Minutes of the meeting held on 6th June 2018 were approved & duly signed by Chairman Wilson as a correct record.

3. RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED

Cllr Marten declared an interest in item 7. Planning re: discussions about the Pond Field.

4. ALLOW PUBLIC PARTICIPATION – 11 members of the public were present.

5. MATTERS ARISING FROM PREVIOUS MINUTES – None.

6. AGENDA

(a) Update from the Borough Council & County Council - No councillors present.

(b) Allotments

- i. Date for annual inspection set for 8th August 7pm. Meet in the Social Club car park, Clerk to bring map for Councillors.
- ii. Allotment holders with issues regarding the siting of the Memorial Orchard Garden on 2 unused plots are invited to come along and those who are volunteering their time to design / maintain the proposed garden.

(c) Memorial Orchard Garden

- i. Cllr Marten and Casey explained the background behind the Memorial Orchard Garden to all present - a place for the Village to come together outside such as Blossom Day. They explained the Clerk had come across some objections and the idea to have the Orchard around the Recreation Ground was discussed. The Social Club object to this idea and all issues were discussed e.g. there has been a security problem where the club was shielded in the past.
- ii. Cllr Wilson can see no issue with siting the garden on the vacant allotments. It would not increase access as there is nothing preventing people going through there anyway. He favours the allotments. Cllr Spinks commented that the PC had stopped a parishioner growing Christmas trees in recent years. Albeit for profit the site was very tidy. Other Councillors commented that the Orchard is for Community produce.
- iii. Clerk confirmed to Cllr Wallace that the Oak tree on one of the allotments to be used would not be harmed and native planting will be used.

(d) Parish Partnership Scheme

- i. Bus stop window: Cllr Heffer offered to source and install a window. Cllr Spinks said a hole would suffice but Cllr Wilson did not want people complaining about wind or rain through it
- ii. Parish Council to ask Highways re: design and cost of a pedestrian crossing island just North of the bus stops. Half of the cost can be applied for via the annual PPS.

(e) Playground – Clerk confirmed the bars have been put-up. Social Club agreed to look at replacing the gate and submit a cost to the Parish Council before it is changed. Cllr

Casey commented that the Recreation Ground is a Village amenity.

3 members of the public related left the building.

- (f) **Bus Shelters** – quotes have been received from 3 cleaning companies: £8, £10 & £24 per week. Cllrs expressed surprise as have only been paying £45 per quarter for a number of years. Clerk offered to take it on. Cllrs proposed and agreed £50 per quarter.
- (g) **Post Office Closure** – Clerk to chase-up email sent to Post Office. Clerk to ask new owner if the footpath map isn't staying in the current location, please can relocate it.
- (h) **Community Speedwatch** – Cllr Wallace meeting with Mrs Pattison to discuss in August. They need 6 volunteers who can offer 1 hour per week. Agenda for September.

7. Planning – No applications have been received since the compilation of the Agenda. Table:

Ref. No:	Address	Planning Details	Parish Council's Stance	Notes
18/00831/F	Hall Farm, Brickley Lane	Change of use of land to enable siting of 7 holiday lodges (mobile)	Supported 06/06/18	
18/01082/F	Manor Farm Rest Home	Change of use to private dwelling	Supported 18/07/18	

Cllr Wilson thanked Mr Marten for coming along to give an update on the Pond Field and to answer questions. Ben Marten explained he had submitted a 'Reserved matters application' to design 12 individual houses for self-build. He confirmed it is for 12 houses, not 17. He also confirmed that he will start by doing the landscaping, road access and utilities. His plan is to line-up 2/3 local builders to work with those that buy the plots and build in accordance with the overall design of the development.

A member of the public asked why he wanted to build on the field? Cllr Wilson interjected that we have gone past the point of the why the field is being developed. The Council have already accepted the principle of development on that land.

Cllr Wallace asked what will happen with the quota of affordable homes? Mr Marten confirmed that they are in dialogue with a housing association who will take 2 of the plots – semi-detached. This information will be in the planning application.

Some of the Councillors were also concerned about the design of the development. Mr Marten confirmed that the local vernacular with a modern design. There is one architect for the whole development.

A member of the public asked about the pond, whose domain is that remaining in? It will be set-up with a trust with a service charge to the 12 houses so that there is no responsibility to the public or Parish Council.

8. Finance

The monthly accounts and pending payments for July were approved by the Council:

Bank Account	18/06/2018 (£)	Jul-17
Current	1950.55	328.71
Deposit	23810.67	22949.68
Allotment	196.77	246.73
Agnes Bigge	82.08	2.08
TOTAL	26040.07	23527.20

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Current	Clerk's wages	J Shah	June	BACS		268.75
	Home Office (£10pm), Broadband (£5pm) & Expenses (print/postage)	J Shah	Apr, May, Jun	BACS		50.92
	Install hanging bars (playground)	M Rager	One-off	BACS		485.00
	Street Lighting	E-ON	June	Direct Debit	1.70	35.75
	Street Lighting maintenance	K & M Lighting Services	June	BACS	3.26	19.57
Allotment	Water charges (Ingoldisthorpe)	Anglian Water		Direct Debit		13.43
TOTAL					4.96	873.42

9. Correspondence

- (a) Cats eye request for North of the Village & repainting of white lines. Cllr Wilson commented that they don't generate light. Clerk to add to agenda for some months before reconsider repainting the lines. Cllr Casey commented that she felt people don't take as much care going past the parked cars anymore.
- (b) Borough Council By-Election. Noted.
- (c) Growing Communities Project Launch Event. Noted.
- (d) Police information re: reporting crimes & stolen items list. Noted.
- (e) Consultation re: Gambling Act 2005 from BCKLWN. Noted.
- (f) Norfolk Accident and Rescue Service. Noted.
- (g) Norfolk Minerals & Waste Local Plan review. Noted.
- (h) Police Newsletter. Noted.
- (i) NALC Newsletter. Noted.
- (j) Invite for Chairman to the Mayor's civic service. Noted.
- (k) Complaint re: motorhome living on Grovelands. Cllr Wallace commented that wild camping is illegal in England & Wales. Cllr Wilson commented that it is a police matter. Noted. Cllr Casey to update Clerk if required.

The meeting closed at 20:16

Next meeting: Wednesday 5th September 7pm

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 5th September 2018 at 7pm.



Present: Cllrs Nick Bithray, Carole Casey, Darren Heffer, Sylvia Pratt, Nick Redwood, Tony Spinks, Borough Cllr Ian Devereux and County Cllr Dark, the Clerk and one member of the Public.

1. APOLOGIES FOR ABSENCE

Cllrs Marten, Wallace and Wilson.

2. APPROVE MINUTES OF THE LAST COUNCIL MEETING – Minutes of the meeting held on 18th July 2018 were approved & duly signed by Vice-Chairman Bithray as a correct record.

3. RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED

Cllr Heffer and Cllr Redwood re: 7. Planning.

4. ALLOW PUBLIC PARTICIPATION – The Editor of Village Voice would love to have information on Ingoldisthorpe in the magazine and distribution throughout the Village. A bi-monthly publication with a distribution of 2800. Next Tuesday is the deadline for the next issue, then it will be the Christmas / New Year issue. He also urged us to attend SNAP meetings.

He left the meeting at 19:34

5. MATTERS ARISING FROM PREVIOUS MINUTES – None.

6. AGENDA

(a) Update from the Borough Council & County Council

- i. Cllr Devereux gave a brief report re: planning, how the National planning framework is changing & AONB are being encroached. He believes a Neighbourhood plan may help. He also spoke about fly-tipping & the surprise that no. incidents are down.
- ii. Cllr Dark spoke about the public consultation re: fire service, how the A149 speed cameras are not going ahead and they are looking more at junction re-design & possibly changing speed limits on the road. With regard to Ingoldisthorpe, footpath 4 is still on the PROW priority list for a resurface but there is no funding or understanding as to when that may happen. Patch & mend may be the way forward. The bus issue is being flagged up by Martin Stringfellow. It is a big issue around the night time economy. Pressure is being brought to bear.
- iii. Cllr Dark is also looking at school parking at pick-up and drop-off – he is in discussion with Sally Bettinson as he is also responsible for the schools in his role.

Cllr Dark and Devereux left the meeting at 19:20

(b) Allotments – Prizes totalling £80 have been distributed to 3 winning allotments. Clerk to review Tenancy Agreement and send to Councillors due to a brick built structure having been erected on one of the Allotments.

(c) Memorial Garden – After a lengthy discussion re: location of the Orchard following objections from a small number of allotment holders, Cllr Marten's meeting with ISSC and possible loss of funding, Cllr Heffer proposed the Orchard is planted in the original location in the funding applications. This was voted for by all but one Councillor who was against the specific location on the allotments, preferring a roadside allotment.

(d) Parish Partnership Scheme – Island near crossroads will cost between £5 & £10k. Clerk

awaiting a more precise quotation from Highways.

- (e) **Bus stop window** – Cllr Heffer has ordered a window 400mm x 600mm.
 - (f) **Playground** – Council discussed adult park equipment and where to situate it further to Cllr Marten's meeting with ISSC. Streetscape are happy to apply for Lottery Funding on behalf of the Village. Council to approach ISSC regarding using the corner of the Recreation Ground near the gas tanks that was spoken about at the meeting with Cllr Marten. In addition, ISSC have provided a quote of £2981 for a new gate to the playground. This is comparable to quotes the Clerk has received in the past. Cllr Heffer will look at the gate and quote.
 - (g) **Bus Shelters** – Clerk requested she arrange for holes to be drilled at the bottom of the bus shelter where the level isn't quite correct. Bins that are not 140l or 240l will not be emptied by the BCKLWN.
 - (h) **Post Office Closure** – Clerk is still trying to get hold of someone who can initiate a Mobile post office in the Village. Update in October.
 - (i) **Community Speedwatch** – Cllr Wallace to update. Agenda October.
- 7. Planning** – One application has been received since the compilation of the Agenda – 18/01580/F, in the last line of the table below. Cllr Redwood expressed a vested interest in the case and that he and his wife hadn't had chance to view the plans properly as yet. He was advised to log any concerns in the normal online methods.

Ref. No:	Address	Planning Details	Parish Council's Stance	Notes
18/00831/F	Hall Farm, Brickley Lane	Change of use of land to enable siting of 7 holiday lodges (mobile)	Supported 06/06/18	Awaiting Decision
18/01082/F	Manor Farm Rest Home	Change of use to private dwelling	Supported 18/07/18	BCKLWN Permitted 16/08
18/01378/F	Samphire Developments, Coaly Lane	41 Storage Containers	Security issues / Increased traffic on Coaly Lane	
18/01529/F	Warren Farm	2 New Dwellings	Supported 05/09/18	
18/01580/F	1 Old Rectory Flats	Proposed Triple Car Garage with additional leisure space	Supported 05/09/18	

8. Finance

The monthly accounts and pending payments for August & September were approved by the Council:

Bank Account	05/09/2018 (£)	Sep-17
Current	713.04	2845.93
Deposit	23822.56	18649.68
Allotment	103.34	83.58
Agnes Bigge	82.08	2.08
TOTAL	24721.02	21581.27

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)	
Current	Clerk's wages	J Shah	Jul / Aug	BACS		537.50	
	Trimming hedge and ditch	MP Dennis & Sons	August	BACS	18.00	88.00	
	Bus Shelter Cleaning	J Shah	3 months			50.00	
	Street Lighting	E-ON	July	Direct Debit	1.76	36.95	
	Street Lighting	E-ON	August	Direct Debit	1.70	35.75	
	Street Lighting maintenance	K & M Lighting Services	Jul / Aug	BACS	6.52	39.14	787.34
Allotment	Allotment Prizes – refund Clerk	J Shah	Annual			80.00	
	Water charges (Ingoldisthorpe)	Wave	3 months	Direct Debit		0.00	Still £127.79 in credit
TOTAL					27.99	867.34	

9. Correspondence

- (a) Norfolk ALC Newsletters. Noted.
- (b) CPRE Norfolk Alliance. Noted.
- (c) Sea Defence Newsletter. Noted.
- (d) Emergency Road Closure on Brickley Lane – received 30th August! Noted.
- (e) Mayors Civic Service invite for Chairman. Noted.
- (f) Cherry Tree Paddocks asking for funding. Noted.
- (g) Norwich Western Link consultation – initial results. Noted.

Items for the next meeting:

- Agnes Bigge. A decision on how to distribute the funds this year.
- Light on all day towards Snettisham. Clerk to report.

The meeting closed at 20:42

Next meeting: Wednesday 3rd October 7pm

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 3rd October 2018 at 7pm.



Present: Cllrs James Wilson, Nick Bithray, Darren Heffer, Caroline Marten, Nick Redwood, Tony Spinks, Kathy Wallace, Borough Cllr Ian Devereux the Clerk and one member of the Public.

1. APOLOGIES FOR ABSENCE

Cllrs Casey, Pratt and County Cllr Dark.

2. APPROVE MINUTES OF THE LAST COUNCIL MEETING – Minutes of the meeting held on 5th September 2018 were approved & duly signed by Chairman Wilson as a correct record.

3. RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED

Cllr Heffer and Cllr Redwood re: 7. Planning.

4. ALLOW PUBLIC PARTICIPATION – Member of the public was interested to see the meetings.

5. MATTERS ARISING FROM PREVIOUS MINUTES – None.

6. AGENDA

(a) Update from the Borough Council & County Council

- i. Cllr Devereux gave a brief report on the Norfolk Waste Partnership and the impact of fly-tipping. It costs £1.3m to the Council for the current clean-up schemes. He suspects under-reporting may be happening as it can't be collected from private land. Cllr Wilson confirmed that fly-tipping is seriously under recorded as it is not always reported, especially by landowners and farmers. He commented that it tends to drop-off in Summer as offenders prefer to fly-tip after dark. A new campaign against illegal waste dumping involving the police, environment agency, NFU, CLA and the judiciary is being pulled together with an enforcement theme to reduce illegal waste whether on private or public land.

Cllr Devereux left the meeting at 19:11

- ii. School parking. There was much debate over the issue with it being the first time it had been discussed in recent times. The report received by the County Council and the School's response made it clear that solutions need to be looked at. It was proposed that Cllr Bithray write to the Headteacher to see if there was anything that the Parish Council could do to help resolve the long-standing issue.

(b) Allotments – Complaint received re: rubbish and wood chippings. Council noted this. Clerk to write to the tenant of the allotment with the Pizza oven as it is a permanent structure and tenants do not have the freedom to built permanent structures.

(c) Memorial Garden – Cllrs support this, Clerk to proceed.

(d) Parish Partnership Scheme – Clerk to chase up cost. Agenda November.

(e) Playground – Cllr Heffer can get the gate changed cheaper than the quote received. He expects for about £1300. Clerk to confirm the safety requirements. Agenda for Nov.

(f) ISSC inspection – Cllr Redwood to complete this month. Agenda for November. The lease ends 31/01/2019 and was written by Ward Gethin Archer. Clerk or Cllr Redwood to give Cllr Wilson a copy to look at the lease and arrange a new one.

(g) **Consultation on PSPO (Dog Control Order) 2015** – the Council support it.

(h) **Post Office Closure** – Clerk has spoken to the Post Office re: arranging for the Mobile Post Office to stop in Ingoldisthorpe. There is no timescale on when they will get back to us. Clerk will send the details of a form which members of the public can make the same request to hopefully add pressure to the requirement in the Village.

(i) **Community Speedwatch** – Cllr Wallace has had a negative response from those she has spoken to. Agenda for November.

7. Planning – chaired by Cllr Bithray. Discuss applications 18/1710/LB below:

Ref. No:	Address	Planning Details	Parish Council's Stance	BCKLWN
18/00831/F	Hall Farm, Brickley Lane	Change of use of land to enable siting of 7 holiday lodges (mobile)	Supported 06/06/18	Permitted 06/09
18/01378/F	Samphire Developments, Coaly Lane	41 Storage Containers	Security issues / Increased traffic on Coaly Lane	Awaiting Decision
18/01529/F	Warren Farm	2 New Dwellings	Supported 05/09/18	
18/01580/F	1 Old Rectory Flats	Proposed Triple Car Garage with additional leisure space	Supported 05/09/18	
18/1710/LB	The Old Hall	Change of approved casement windows to sliding sash	Supported 03/10/18	

8. Finance

The monthly accounts and pending payments for October were approved by the Council:

Bank Account	03/10/2018 (£)	Oct-17
Current	1372.64	1723.99
Deposit	22822.56	18649.68
Allotment	103.34	83.58
Agnes Bigge	82.08	2.08

TOTAL 24380.62 20459.33

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Current	Clerk's wages	J Shah	Sep	BACS		268.75
	Office (£10pm), Broadband (£5pm), Expenses: (ink/laminate/paper/calls)	J Shah	Jul, Aug, Sep	BACS		82.74
	Memorial Trees	East of England Orchard Project	One-off	BACS		167.40
	Street Lighting	E-ON	Sep	Direct Debit	1.70	35.75
	Street Lighting maintenance	K & M Lighting Services	Sep	BACS	3.26	19.57

TOTAL 4.96 574.21

9. Correspondence

- (a) Consultation on NHS Services in West Norfolk and Breckland. Noted.
- (b) Norfolk ALC Newsletter. Noted.
- (c) Invite to Chair for Dersingham Village Centre. Noted.
- (d) Village Hall works to improve access. Noted.
- (e) LoveWestNorfolk campaign request. Noted.
- (f) Police parish newsletter. Noted.
- (g) Notice re: Sedgeford Neighbourhood Plan. Noted.
- (h) Ingoldisthorpe Village Sign is in Snettisham. Noted.
- (i) Review and update of the Norfolk Coast AONB Management Plan. Noted.
- (j) KLFM Local Hero Awards. Noted.
- (k) County Council and School re: parking. Discussed in item 6.(a)(ii).

Items for the next meeting:

- Agnes Bigge. A decision on how to distribute the funds this year.
- 3 trees have come-up by the railway line. Cllr Marten to investigate.
- Cllr Bithray asked whether there would be a Christmas tree competition this year? And asked whether a big Christmas tree could be in the corner somewhere near the ISSC.

The meeting closed at 20:12

Next meeting: Wednesday 7th November 7pm

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 7th November 2018 at 7pm.



Present: Cllrs James Wilson, Nick Bithray, Darren Heffer, Nick Redwood, Kathy Wallace, Borough Cllr Ian Devereux and the Clerk.

1. APOLOGIES FOR ABSENCE

Cllrs Marten, Pratt, Spinks and County Cllr Dark.

2. APPROVE MINUTES OF THE LAST COUNCIL MEETING – Minutes of the meeting held on 3rd October 2018 were approved & duly signed by Chairman Wilson as a correct record.

3. RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED

4. ALLOW PUBLIC PARTICIPATION – None present.

5. MATTERS ARISING FROM PREVIOUS MINUTES

(a) Cllr Marten had reported after October's meeting that trees had not been removed from the old Railway Line by the football club. The Club advised Cllr Marten that brambles had been removed as they kept puncturing the footballs. Cllr Wallace has recovered two Hawthorn Tree roots from the site and will investigate who the land belongs to as at least two trees have been taken out.

(b) Thank you to Cllr Bithray for drilling holes in the bus stop near P&A for drainage.

6. AGENDA

(a) **Update from the Borough Council & County Council:** Cllr Devereux gave a brief report. He has raised School Parking even though it is mostly handled at County level.

(b) **School Parking** – Cllr Bithray met with Mr Wright, Headmaster at Ingoldisthorpe Primary. The following is a summary of their meeting:

- i. the land on the corner of Brickley Lane which was investigated as a car park option has issues given the listed building regulations;
- ii. the land opposite the Shernborne Road junction has a right of way through it which would make this problematic **for a car park**.
- iii. all staff will now park within the staff car park;
- iv. a new system to speed-up pick-up in the turning circle is being implemented;
- v. the school is at maximum capacity and will not increase in pupil numbers;
- vi. the use of the land opposite the Shernborne Road junction is allowed during special events such as the music night or sports event
- vii. a walking bus will be looked into with the "Friends" - Cllr Bithray yet to meet with.

(c) **Allotments** – Clerk has received more complaints about the mulch and also regarding an allotment being used as a rubbish / storage pile. Clerk to draft a letter and send to the Councillors (along with the rules) for approval to go out with the Tenancy Agreements for 2019 in December. Letter is to remind tenants that old building materials should not be moved to the allotments if they are not to be used to help cultivate their allotments and the erection of permanent structures is prohibited. The rents will be increased to £25 per 1/8th acre to cover the maintenance of the allotments (specifically NOT the Orchard Garden) e.g. taps, hire of skip, clearing rubbish which shouldn't have been brought onto the allotments in the first place and usage of water.

Cllr Devereux left the meeting at 19:18

(d) Memorial Garden – Cllr Casey gave an update on the garden. A total of £12289.55 has been raised through funds applied for by the Clerk. The site was cleared last week with the assistance of Cllr Wilson, the Clerk and some volunteers. Cllr Heffer has had a draft plan drawn to scale and a Villager is designing the garden. 80m of path suitable for wheelchairs and those unsteady on their feet will cost £4k +VAT in Concrete. Cllr Wallace offered to investigate recycled options although concern was shown regarding meeting timescales so that those with disabilities can visit the site over Winter.

Cllr Casey stressed that this is a Living Memorial to remember the 13 soldiers lost during WWI & II. It is hoped that the Garden will become a focus for Community events in 2019 and in the future. Villagers have been invited to come and see the space on 10th November where 100 red recycled poppies will be displayed along with 13 'ghost' poppies to represent Ingoldsthorpe's fallen soldiers. Wooden crosses will mark where the 13 trees (representing the soldiers) will be planted. These will be replaced with formal plaques once the trees are planted. Villagers are invited to hang a poppy on the Christmas tree on 1st December when it is hoped Reverend Mark Capron will bless the site and the last tree will be planted. The pathways will have been dug out by this point & the first 12 trees will also have been planted by the school children.

The Council voted to pay for the cost of the “There but not There” perspex figures that are to be found around the Village along with an increased donation of £100 to this year's Poppy Appeal.

- (e) Parish Partnership Scheme** – County Council have confirmed that a pedestrian refuge near the main bus stops in the Village will cost £2627 to the Parish Council (which is 50% of the cost). The Council agreed that a more visually appealing refuge would be preferred to the example sent by County Council. Clerk to apply for funding.
- (f) Playground** – Cllr Heffer has investigated and Council supported the supplier of a new gate with hydraulic closer and rubber damper for £1250 +VAT. This is cheaper than the quote received by both the Clerk and the Social Club for something similar.
- (g) ISSC inspection** – Cllr Redwood must **complete** the inspection this month, especially as the Lease is due for renewal on 31/01/2019. Agenda for December.
- (h) Post Office Closure** – Cllr Pratt has received a letter from the Post Office. Agenda Dec.
- (i) Community Speedwatch** – Cllr Wallace has investigated. Other Villagers used 'SAM' signs which flash up the speed cars are travelling at although they cost c.£3k. She is meeting with someone from Stanhoe Council as they have the longest running scheme (since 2008) and still run one session a week to monitor speed.
- (j) Agnes Bigge** – The Council discussed the distribution of funds, Cllr Casey can only think of 3 individuals over 90 years of age. Clerk to send Shernborne Hall a letter for the rent. Cllr Wilson proposed the money is donated to the WI to spend as they think fit as they put on a lot for the elderly in the Village. This was supported by all.
- (k) Christmas Lights** – The Council discussed the current lights and what could be used to light-up the Bus Stop. Clerk given a budget of £100 to do this.
- (l) Willow Tree** – Councillors listened to the complaint received regarding the tree outside 37 Hill Road. Noted.

7. Planning – chaired by Cllr Bithray. No new applications received in November. The outstanding planning applications from October are still awaiting a decision from BCKLWN.

8. Finance

The monthly accounts and pending payments for November were approved by the Council:

Bank Account	06/11/2018 (£)	Nov-17
Current	317.01	1175.20
Deposit	22822.56	18649.68
Allotment	65.52	143.37
Memorial Orchard Garden	835.00	0.00
Agnes Bigge	82.08	82.08

TOTAL 24122.17 20050.33

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Current	Clerk's wages	J Shah	Oct	BACS		268.75
	Trimming hedge and ditch	MP Dennis & Sons	Annual	BACS	31.00	155.00
	Bus Stop window	D Heffer	One-off	BACS	50.00	300.00
	Website Management & Domain Name Renewal	TsoHost (taken over MrSite)	Annual	BACS	11.67	70.00
	3 Silhouettes of soldiers with fund going to help soldier charities	There But Not There	One-off		24.40	146.42
	Poppy appeal donation	British Legion	Annual	Cheque		100.00
	Annual Inspection	Playmaintain	Annual	BACS	16.20	97.20
	Street Lighting	E-ON	Oct	Direct Debit	1.76	36.95
	Street Lighting maintenance	K & M Lighting Services	Oct	BACS	3.26	19.57
Allotment	Water charges (Ingoldisthorpe)	Wave		Direct Debit		37.82
TOTAL					138.29	1231.71

9. Correspondence

(a) Norfolk & Waveney Mental Health Review. Noted.

(b) Police Newsletter. Noted.

(c) CAN Newsletter. Noted.

(d) Norfolk ALC Newsletter. Noted.

Items for the next meeting:

- Councillors discussed concerns regarding drainage on Hill Road following the improvements to the Village Hall access project with a concerned Villager. Council will monitor this.
- Cllr Bithray informed the Council of the annual Christmas Celebration at the Village Hall will take place on 16th December between 2-4pm. Father Christmas will be present along with mulled wine, mince pies and carols.

The meeting closed at 20:12

Next meeting: Wednesday 5th December 7pm

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 5th December 2018 at 7pm.



Present: Cllrs James Wilson, Darren Heffer, Caroline Marten,
Nick Redwood, Kathy Wallace, County Cllr Dark and the Clerk.

1. APOLOGIES FOR ABSENCE

Cllrs Bithray, Casey, Pratt, Spinks and Borough Cllr Ian Devereux.

2. APPROVE MINUTES OF THE LAST COUNCIL MEETING – Minutes of the meeting held on 7th November 2018 were approved & duly signed by Chairman Wilson as a correct record.

3. RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED – None.

4. ALLOW PUBLIC PARTICIPATION – None present.

5. MATTERS ARISING FROM PREVIOUS MINUTES – None.

6. AGENDA

(a) Update from the Borough Council & County Council: County Cllr Dark reported on:

- i. the Childrens service redesign committee;
- ii. A149 issues including speed calming, limits and possible junctions re-design. He will report back in January after his meeting with the Executive Director of Community and Environmental Services, Tom McCabe.
- iii. School parking – he has had correspondence from Sir Henry Bellingham MP and will arrange to meet with the school.
- iv. Parish Partnership Scheme bids – Cllr Dark is in full support of both the pedestrian refuge and pulling the kerbline out by a small amount at the North side of the Hill Road / Lynn Road junction to aid pedestrian visibility past the house.
- v. Buses – he is supportin Dersingham's bid for 2 bus stops, 1 at the Doctors Surgery and the other opposite, for the Village Centre. This ties in with the bus timings from Lynn, how they need to marry up with the Train timetable but also for trade, work and tourism.
- vi. Footpath 4: Cllr Dark will chase up the resurfacing of the footpath although patch works would be a huge improvement. Clerk to arrange a clean of FP4.

On the Borough side of things, Cllr Dark said it had been quiet. Cllr Wilson commented that fly-tipping may have been reported as going down but from experience has not seen that this is the case. It doesn't get recorded because people don't report it.

Cllr Stuart Dark left at 19:24

(b) School Parking – The PTA, known as the 'Friends' have reported that they *“are very keen to support any ideas discussed between the school and the Parish Council to help reduce the amount of cars parking along the roadside near and around the school.”* Whilst this is encouraging it does not offer any solutions to the issue.

(c) Allotments – Councillors read through the letter drafted regarding the upcoming Allotment rents and how to address those gardens in breach of the Tenancy Agreement. Clerk to add in a question regarding adding combination locks for the gates to stop unwanted vehicles from entering the area. Tap covers and Deposits raised as suggestions from an Allotment holder were discussed and noted.

(d) Memorial Orchard Garden – Cllr Heffer is in the process of laying the pathways. The Christmas Light Switch-on was a success and 12 trees have been planted by the Children of the Village with the Lynn News recording the planting & switch-on.

(e) Parish Partnership Scheme

- i. Further to the Councils decision to apply for £2627 towards a pedestrian refuge in November's meeting, the Clerk updated the Council that NCC have specified it will be 1.6m wide (1.5m being the absolute minimum, 1.8m standard but the road does not allow for this). Council reiterated that the aesthetic of what NCC had sent through needed improvement and agreed to apply for a cultivation licence with low creeping, self contained herbs, grasses and/or bulbs. Cllr Dark supports the bid as noted in 6 (a) iv. Cllr Wilson asked to ensure the refuge was as close to the bus stops as possible.
- ii. The Council discussed and agreed to apply for funding to reduce the radius of the kerbline turning left into Hill Road from the North (Snettisham direction) which would give pedestrians visibility past 102 Lynn Road when crossing the road and also slowing traffic down that is turning into Hill Road. Sally Bettison has emailed to say this change in kerbline would cost £500.

(f) Playground – Cllr Heffer has completed the new playground gate.

(g) ISSC Inspection – Cllr Redwood has completed the inspection with Cllr Wilson, Sylvia Plaice and Graham Piggott. All relevant insurances were in place and they were pleased with how it runs. Cllr Redwood will give a copy of the signed inspection report to the Clerk and proposed the rent is waived for the year. Seconded by Cllr Wilson and voted for by all. The current lease is due to expire on 31st January 2019. A new lease is being looked into with Cllr Bithray being added as a Trustee and the rent increased to £6000.

(h) Mobile Post Office – Clerk has complained to the Post Office for their lack of response to the Mobile Post Office. Update in January.

(i) Community Speedwatch – Cllr Wallce to update in February

(j) Agnes Bigge – Cllr Casey or Pratt to update in January with the WI's plans.

(k) Removal of Hawthorn Trees by the Railway Line – Cllr Wallace to update in January.

7. Planning – No new applications received. The outstanding planning applications are below:

Ref. No:	Address	Planning Details	Parish Council's Stance	BCKLWN
18/01378/F	Samphire Developments, Coaly Lane	41 Storage Containers	Security issues / Increased traffic on Coaly Lane	Application Permitted
18/01529/F	Warren Farm	2 New Dwellings	Supported 05/09/18	Awaiting Decision
18/01580/F	1 Old Rectory Flats	Proposed Triple Car Garage with additional leisure space	Supported 05/09/18	
18/1710/LB	The Old Hall	Change of approved casement windows to sliding sash	Supported 03/10/18	Application Permitted

8. Finance

Bank Account	04/12/2018 (£)	Dec-17
Current	2005.75	255.00
Deposit	20833.68	17649.68
Allotment	65.52	143.37
Memorial Orchard Garden	515.01	0.00
Agnes Bigge	162.08	82.08
TOTAL	23582.04	18130.13

The monthly accounts and pending payments for December were approved by the Council:

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Current	Clerk's wages	J Shah	Nov	BACS		268.75
	Christmas Lights (refund to Clerk)	The Range	One-off	BACS	16.65	99.90
	Bus Shelter Cleaning	J Shah	3 months	BACS		50.00
	Domain Name Renewal of ingoldisthorpe.org	TsoHost (taken over MrSite)	Annual	BACS	2.19	13.14
	Playground Gate	D Heffer	One-off	BACS	250.00	1500.00
	Street Lighting	E-ON	Nov	Direct Debit	1.70	35.75
	Street Lighting maintenance	K & M Lighting Services	Nov	BACS	3.26	19.57

TOTAL 273.80 1987.11

9. Correspondence

- (a) Early help bulletin December. Noted.
- (b) NALC Bulletin. Noted.
- (c) Anti-social behaviour, crime & policing act 2014 - public spaces protection order. Noted.
- (d) Football club complaint re: smoke. Noted.
- (e) Norwich Western Link Options consultation. Noted.
- (f) Polling District & Places Review – deadline 10th December. Noted.
- (g) Hunstanton SNAP programme. Noted.
- (h) Parish Precept letter. Agenda for January.

The meeting closed at 19:52

Next meeting: Wednesday 2nd January 7pm