

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 6th January 2016 at 7:00pm



Present: Councillors Lionel Wragg (Chair), Alan Mitchell (Vice-Chairman), Carole Casey, Lucy Johnson, Sylvia Pratt, Nick Redwood, James Wilson and the Clerk, Jennifer Shah.

1. **APOLOGIES FOR ABSENCE** - Apologies were received from Parish Cllrs Spinks and Piggott, County Cllr Dobson and Borough Councillors Wright and Devereux.
2. **APPROVE MINUTES OF THE LAST COUNCIL MEETING** – The Minutes of the meeting held on 4th November 2015 were approved & duly signed by the Chairman LW as a correct record.
3. **RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED** - Cllr Wilson declared an interest in any planning matters.
4. **ALLOW PUBLIC PARTICIPATION** – None present.
5. **MATTERS ARISING FROM PREVIOUS MINUTES**
 - (a) Point 5(c) Clerk confirmed she delivered another letter to 8 Grovelands and spoke to the owner regarding the tree height and how it blocks the street light.
 - (b) Point 9(i) Clerk reported on parking near the junction of Hill Road and it being a police issue. Parking would need to be caught in the act. Following a discussion on the matter Cllr Casey asked if we had to wait for an accident to happen as she herself was stuck in a precarious position at the junction? She proposed the Clerk write to the houses at the bottom of Hill Road to remind them that it is illegal to park cars within 10 metres of the junction. Seconded by JW and voted for unanimously.
 - (c) Point 10(b) Footpath 4. Clerk read out correspondence from NCC Highways re: a programme of work for their regular gang to scrape/brush the foot way and side out the side near the wood which will be done in the next few weeks. Following a discussion, Cllr Wilson proposed Chris Waterson sort out the bottom of the path, seconded by Cllr Wragg and followed by a unanimous vote in favour.
6. **AGENDA**
 - (a) **Parish Precept**

Clerk reported that a grant of £320 is being awarded by BCKLWN vs. £480 last year. The PC requested £12k last year, a reduction of £500 from the previous few years. Following a discussion regarding expenditure in 2015 and expected spend for 2016, Cllr Wilson proposed the PC request £12k. Seconded by Cllr Redwood, followed by a unanimous vote in favour.
 - (b) **Allotment rents**

After reviewing the allotment account Cllr Wilson proposed keeping the allotment rents at £15 per 1/8th acre, seconded by Cllr Pratt and a unanimous vote in favour.
 - (c) **Village clock**

Clerk reported that it will be fitted on 25th January by Darren Heffer.
 - (d) **Bins by the bus stop**

Cllr Spinks wanted to thank Cllr Mitchell for removing the bin stands. Clerk reported verbal requests for a dog bin and litter bin. Two other Councillors have had dog mess left directly outside their properties. A discussion regarding dog waste ensued. Cllr

Johnson proposed the PC continue to monitor the situation, seconded by Cllr Wilson and voted for unanimously.

(e) **Casserole Club**

Cllr Johnson explained the scheme which connects people that could be socially isolated. Is there a need in Ingoldisthorpe? Cllr Casey remarked that it is difficult to answer, she could raise it and ask the WI. Cllr Redwood suggested local GPs could have a card with the scheme.

(f) **Street light on the junction of Hill Road and Lynn Road**

Clerk read out correspondence from NCC Highways regarding lack of street lighting and accident occurrence being a public perception as no correlation has been found. Clerk reported that a further written complaint from a parishioner had been received regarding the absent street light along with a verbal one. Cllr Redwood reported that we would give their comments due consideration. Cllr Casey remarked that the PC must take on board the serious matter about street lighting in the village. Some people are frightened of going out at night and are being trapped in their own homes. There is also an issue of the fear of falling in the dark. Cllr Johnson remarked that it is very dark outside the school. Clerk added that she heard similar comments.

7. APPROVE PENDING PAYMENTS

The monthly accounts were proposed for payment by JW, seconded by CC and Council approved for payment:

Bank Account	06/01/2016 (£)	01/2015 (£)
Current	406.17	832.32
Deposit	15197.74	16409.11
Allotment	340.81	279.62
Agnes Bigge	10.08	90.08
TOTAL	15954.80	17611.13

	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)	
Current a/c	Clerk's wages	J Shah	Monthly	BACS		214.50	
	Expenses (print and postage)	J Shah	Oct / Nov / Dec	BACS		30.98	
	Christmas Lights	Thaxters	Yearly	101367	17.49	104.96	
	Street Lighting (January)	E-ON	Monthly	Direct Debit	4.13	86.77	estimate, await invoice
	Street Lighting maintenance	K & M Lighting Services	01/12/2015 -31/12/15	BACS	4.71	28.28	
	Christmas Light fitting	K & M Lighting Services	One-off	BACS	89.75	538.51	£1,004.00
Allotment a/c	Mowing pathways	C Waterson	Yearly	100106		140.00	
	Water charges (Ingoldisthorpe)	Anglian Water	3 months	Direct Debit		31.24	
	Water charges (The Drift)	Anglian Water	3 months	Direct Debit		41.49	£212.73
TOTAL					116.09	1216.73	

8. PLANNING APPLICATIONS

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

(b)

Ref. No:	Address	Planning Details	PC's Stance	Notes
15/00854/OM	Land at Lynn Road	12 houses by the pond	✗	Appeal to Secretary of State
15/01512/F	27 Ingoldsby Ave.	Erection of two storey rear extension, demolition of conservatory and changes to roof profile of main facade	✗	Permitted by BCKLWN
15/01873/F	Hall Farm, Brickley Lane	Provision of new permeable hardstandings to existing CL caravan site	✓	Pending decision by BCKLWN
15/01900/F	Hollyoak, 6 Manor Close	Single storey extension and alterations to provide new sun lounge including conversion and extension of existing gazebo to garden office	✓	
15/01952/O	Aldorcar, Coaly Lane	Erection of single storey dwelling and associated works	Neutral	

On 10th December (i.e. after the Parish Council meeting of 2nd December) the Clerk received a letter notifying the Parish Council of an appeal of application 15/00854/OM (above) to the Secretary of State and for comments by 12th January. After notifying the Councillors by email and expressing concern over the village's lack of Neighbourhood or Parish Plan alongside the short time scale to respond, Cllr Piggott proposed a letter posted through every door in the village. It would ask each household's view on both the pond field site and the Borough Council's preferred option site for new housing development in the village. This was seconded by Cllr Mitchell and voted for by Cllr Casey, Johnson, Pratt, Redwood and Wragg. Cllr Spinks could not be contacted and Cllr Wilson abstained as he had previously declared an interest in this application.

Clerk reported on the current household responses and asked what else to put in the appeal response. She asked whether to ask Sir Henry Bellingham for help regarding planning application 15/00854/OM's appeal to the Secretary of State. Cllr Redwood proposed that the PC should report on the findings and ask Sir Bellingham for help, seconded by Cllr Wragg and voted for unanimously except for Cllr Wilson who abstained from any discussion regarding planning matters.

9. CORRESPONDENCE

(a) Pensions Regulator, actions to be taken by January 2017. Passed to Cllrs Casey and Mitchell for review. Cllr Wilson asked Clerk regarding remuneration which Cllrs Casey and Mitchell will respond in February.

10. ANY OTHER BUSINESS

(a) Cllr Wragg asked about the Recreation Ground Wall which has been reversed into. Clerk reported that John Lewis (who caused the damage) are arranging for the repair.

(b) Cllr Casey asked whether the PC pay their part for the upkeep of the Village Hall. Cllr Wilson proposed £10 per month, seconded by Cllr Redwood and voted for unanimously except for Cllr Mitchell who abstained as he is Chair of the Village Hall committee. Clerk to bring donation of £120 to February meeting.

(c) Cllr Wilson is concerned about the school and parking issues.

11. RECEIVE ITEMS FOR THE NEXT AGENDA – received throughout the meeting.

The meeting closed at 20.50

Next meeting: Parish Council meeting: Wednesday 3rd February 2016, 7.00pm, Village Hall.

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 3rd February 2016 at 7:00pm



Present: Councillors Lionel Wragg (Chair), Alan Mitchell (Vice-Chairman), Carole Casey, Lucy Johnson, Graham Piggott, Sylvia Pratt, Nick Redwood, James Wilson, Borough Councillor Avril Wright and the Clerk, Jennifer Shah.

Draft -Subject to confirmation

- 1. APOLOGIES FOR ABSENCE** - Apologies were received from Parish Cllr Spinks, County Cllr Dobson and Borough Councillor Devereux.
- 2. APPROVE MINUTES OF THE LAST COUNCIL MEETING** – The Minutes of the meeting held on 6th January 2016 were approved & duly signed by the Chairman LW as a correct record.
- 3. RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED** - Cllr Wilson declared an interest in any planning matters.
- 4. ALLOW PUBLIC PARTICIPATION** – None present
- 5. MATTERS ARISING FROM PREVIOUS MINUTES**
 - (a) Item 5(c) Clerk reported footpath 4 had been completed cleared by Highways. LW reported the Rangers had also cleared footpath 1 well. Clerk to express our gratitude.
 - (b) Item 6(b) Clerk reported that £150 allotment rents are to be chased.
 - (c) Item 6(c) JW asked about the Village Clock. Clerk confirmed that it had been fitted and the old one will be going on eBay at the end of the week.
 - (d) Item 6(e) CC reported that she had not had time to raise Casserole club at last month's WI meeting but will try and fit it in this month.
 - (e) AW commented that fly-tipping is on the increase and she would report any in the village. Docking has been saved. JW commented that the PC end up paying for it (Clerk commented it cost £285 ex VAT in April 2014). JW added that fly-tipping appeared circa. 2 months after the PC paid for it in 2014 so is reluctant to report. AW to investigate.
- 6. AGENDA**
 - (a) **Bins** - LJ reported she had seen a dog poo sign outside a house in Hill Road. Clerk reported that a large dog has been defecating on the allotment pathways. GP remarked that if owners are leaving their dog's mess despite the signs and bins they will not pay attention to more signs. They need to be caught doing it. No actions.
 - (b) **Street Lighting** - JW proposed the light at Hill Road is reinstated with an LED light, the light on the Drift to be changed to LED at the same time and the old lamp casing at the junction of Brickley Lane/Chalkpit Road be removed. Seconded by CC and voted for unanimously. GP reported that the light opposite no. 59 Grovelands at the junction has cracked glass and is full of flies. LW reported that the first light on the junction of Ingoldale/Hill Road is on in the daytime. Clerk to action and report to K&M lighting.
 - (c) **Clerk's Appraisal** - AM reported that he had met with CC and the Clerk at the end of January. He proposed a rise in pay scale to SCP 21 (£10.261 per hour) from SCP 20 (£9.90 per hour) backdated to September 2015 when the Clerk's appraisal should have taken place. The next appraisal will be in July/August in preparation for the 2nd year anniversary of the Clerk when she should have also completed the CiLCA (Certificate in Local Council Administration) qualification. Seconded by CC and voted for unanimously.

7. APPROVE PENDING PAYMENTS

The monthly accounts were proposed for payment by JW, seconded by SP and Council approved for payment:

Bank Account	02/02/2016 (£)	02/2015 (£)
Current	902.17	503.61
Deposit	13697.74	16409.11
Allotment	545.28	365.53
Agnes Bigge	10.08	30.08
TOTAL	15155.27	17308.33

Pending Transactions

	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Current a/c	Clerk's wages (rise by one scale to £10.261 per hour from £9.90)	J Shah	Monthly	BACS		222.32
	Clerk's wage increase (backdated to Sep 2015)	J Shah	One-off	BACS		39.11
	Donation	Ingoldisthorpe Village Hall	Yearly	101367		120.00
	Darren Heffer	Village Clock	One-off	BACS	30.00	180.00
	Street Lighting	E-ON	Monthly	Direct Debit	4.13	86.77
	Street Lighting maintenance	K & M Lighting Services	01/01/2016 -31/01/16	BACS	4.71	28.28
			TOTAL		38.85	676.48

Borough Councillor Wright and Parish Councillor Wilson left the meeting at 19:40

8. PLANNING APPLICATIONS

- (a) 16/00103/F, Alpine, Sandy Way - Single storey extension to rear of bungalow. LJ and LW to visit site and report to Clerk by 16th February.
- (b) Clerk reported the final findings of the Village Survey (see table opposite). 3 forms were received after the Parish Council had made their representation to the Secretary of State w.r.t 15/00854/OM.

	Pond Field	Opp. PO
Object	121	40
Support	17	71
Indifferent	10	38
TOTAL	148	149

- i. One form only had a view on the developments opposite the Post Office.
- ii. Clerk reported that findings including the change.org petition, expressions of support and objection on the Borough Council's planning portal and results of the June survey were also mentioned in the PC's representation w.r.t 15/00854/OM. Once households had been de-duplicated to show only one response, with the Village Survey taking precedence (as it was the most recent) the results were:
 - A. 189 out of 390 households in the village have expressed a view (48% of village)
 - B. Of which, 160 object which is over 40% of the village
 - C. 19 households support the plan 15/00854/OM
 - D. The difference of 10 is the 'indifferent' responses on the village survey

(c) Planning table:

Ref. No:	Address	Planning Details	PC's Stance	Notes
15/00854/OM	Land at Lynn Road	12 houses by the pond	✘	Appeal to Secretary of State
15/01512/F	27 Ingoldsby Ave.	Erection of two storey rear extension, demolition of conservatory and changes to roof profile of main facade	✘	Permitted by BCKLWN
15/01873/F	Hall Farm, Brickley Lane	Provision of new permeable hardstandings to existing CL caravan site	✓	
15/01900/F	Hollyoak, 6 Manor Close	Single storey extension and alterations to provide new sun lounge including conversion and extension of existing gazebo to garden office	✓	
15/01952/O	Aldorcar, Coaly Lane	Erection of single storey dwelling and associated works	Neutral	Pending consideration by BCKLWN
15/02129/O	Hagre, 57 Hill Road	New Dwelling at 57 Hill Road	✘	
15/02135/OM	Land N 130 and E 147 Lynn Road	15 houses opposite the Post Office	✓	
16/00063/F	Vine Cottage, The Drift	Garden room extension	✓	

- i. 15/02129/O: Clerk forwarded response from AM who had surveyed local residents to KLWNBC planning department. Not an objection per se, concern over siting with the busy junction (for parked cars) with Smithy Road.
- ii. 15/02135/OM: The survey results in item 8(b) above showed a larger number of respondents supported the development than objected to it. It is also the Borough Council's preferred option site for Ingoldisthorpe. Based on these figures CC proposed the application is permitted, seconded by GP and voted for unanimously.

9. CORRESPONDENCE

- (a) Parish Precept: It was agreed at the Council Meeting on 28th January that discounts relating to 2nd homes be reduced from 5% to 0%. As a result Ingoldisthorpe's tax base has increased from 301.3 to 301.9.
- (b) Letter from the 'No to Poultry Factory Action Group'. Noted.
- (c) Letter from Robinson Farms (Carbrooke) Ltd. A request for payment towards 'The East Wash Coastal Management Community Internal Company (CIC)' will be included with the Parish's Internal Drainage Board (IDB) charges in April. It is for £2.50 per acre per annum following the government's decision to protect the Coastline. Ingoldisthorpe paid £46.93 in 2015 to the IDB for the allotments and recreation ground. It is not a large area. LJ commented that the PC should think about paying more than suggested as a flood like 1959 would cost a lot more to clean-up. Add to March Agenda.

10. ANY OTHER BUSINESS

- (a) Clerk asked if the meeting could start at 19:30 in March, May and December this year due to childcare. Approved.

11. RECEIVE ITEMS FOR THE NEXT AGENDA

- (a) Item 9(d) above, flood defenses.
- (b) CC proposed a street party for the Queen's 90th birthday. Official date 11th June 2016. Ingoldisthorpe WI would like to try and bring the geographically separate three areas of the village together at the same time. Support from the Social Club (site and financial support), WI (food), Parish Council (financial support), School and Village hall (tables) would be ideal. The suggestion of a committee to take this forward with representatives from each organisation was brought up. NR suggested events would be needed to attract all demographics within the village. GP to discuss with Committee of the Social Club and members and the proposal to be put on the agenda for further discussion at the next PC meeting in March.
- (c) AM reported that the paperwork re: Pensions had to be completed. Clerk to action.
- (d) GP reported that some of the allotments were in a real mess. One had c.30 old car tyres on it, another had a pile of imported rubbish which will no doubt be burned. Noted.
- (e) GP reported that he had removed the damaged seats from the Children's playground but the matter of replacement equipment needed to be discussed at March's meeting.
- (f) LW reported that the wall had not been fixed. Clerk to chase.

The meeting closed at 20:25

Next meeting: Parish Council meeting: Wednesday 2nd March 2016, 7.30pm, Village Hall.

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 2nd March 2016 at 7:30pm



Present: Councillors Lionel Wragg (Chair), Alan Mitchell (Vice-Chairman), Carole Casey, Graham Piggott, Sylvia Pratt, Tony Spinks, James Wilson, County Cllr Dobson, Borough Cllr Avril Wright, the Clerk, Jennifer Shah.

1. **APOLOGIES FOR ABSENCE** - Apologies were received from Parish Cllrs Johnson, Redwood and Borough Cllr Devereux.
2. **APPROVE MINUTES OF THE LAST COUNCIL MEETING** – The Minutes of the meeting held on 3rd February 2016 were approved & duly signed by the Chairman LW as a correct record.
3. **RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED** - Cllr Wilson declared an interest in any planning matter and the Silica Sand review 6(i).
4. **ALLOW PUBLIC PARTICIPATION** – None present
5. **MATTERS ARISING FROM PREVIOUS MINUTES**
 - (a) **UPDATE FROM NORFOLK COUNTY COUNCIL** – With permission from the Chairman, County Cllr Dobson gave an update to the Parish Council. With regard to:
 - i. Silica sand – if the PC do not want this to happen, to let him know.
 - ii. Flood defence discussion – his view is that PCs shouldn't have to pay for tidal events as it is clearly not their responsibility. There are government agencies responsible for it and this includes NCC.
 - iii. Heacham recycling will go back to full hours, no fire station closures and Docking will re-open.
 - iv. A discussion took place regarding cuts to health care in the local area. Cllr Dobson explained the NCC couldn't influence this but the local MP, Henry Bellingham could.

Cllr Dobson left the meeting at 19:42

6. AGENDA

- (a) **VILLAGE CLOCK UPDATE** – The Clerk reported that the old clock sold for £82 on eBay. After seller's fees of £8.20 and a PayPal fee (how the purchaser paid for the clock) of £2.99 there was £70.81 to put into the Parish's bank account.
- (b) **PENSIONS PAPERWORK UPDATE** – Further to Cllr Mitchell passing the papers to the Clerk last month, the Clerk reported that they had been filled in and there was nothing else to do until next year.
- (c) **ALLOTMENTS UPDATE** - £30 to cash and still awaiting £90 in rents. Clerk to chase again.
- (d) **RECREATION GROUND WALL** – Cllr Wragg reported that it had been fixed.
- (e) **TRANSPARENCY FUNDING** – Clerk reported that £686.70 will be deposited in the Parish Council's account further to an application for funding towards meeting the transparency obligations for smaller councils.
- (f) **STREET LIGHTING** – a discussion regarding the light on Grovelands that needs fixing but is now obsolete. Clerk reported it would cost £250 for an LED replacement on the Grovelands lanterns. PC will change them at some stage. No actions.
- (g) **ANNUAL CHURCHYARD DONATION** – LW proposed the PC leave the donation the same as last year at £550. Seconded by Cllr Spinks and followed by a unanimous vote by all.

- (h) **FLOOD DEFENCE DONATION DISCUSSION** – When the PC get the demand for money they will assess it. No actions.
- (i) **NCC SILICA SAND EXTRACTION** – A discussion regarding silica sand extraction and Snettisham PC's correspondence asking Ingoldisthorpe to back their objection to it. While the PC can understand Snettisham may be worried about it from their village, from Ingoldisthorpe's end they can't see it would make a big difference. Cllr Casey proposed that unless the PC a solid proposal they will defer a decision on the matter. Seconded by Cllr Spinks and voted for by Cllr Mitchell, Piggott and Pratt. Cllr Wilson abstained due to his declared interest.
- (j) **NEW PLAYGROUND EQUIPMENT DISCUSSION** - Cllr Piggott raised the issue of the bouncing frog and dog needing more work. Does the PC want to replace rather than repair these old pieces of equipment. Cllr Spinks proposed the Clerk look at prices and funding options for new equipment. Seconded by Cllr Wilson & voted for unanimously.
- (k) **QUEEN'S 90th BIRTHDAY CELEBRATION** – Cllr Casey reported that the 12th June had been decided upon as a date for a party with entertainment that could possibly go on into the evening. To ensure the event is insured by the Parish Council's Insurance policy a sub-committee of the Parish Council representing the Social Club, WI, Mum's at the school, the Village hall and Parish Council has been set-up. The Church and School have also been approached and are supportive. The committee will meet on Friday at 11am but will meet on Thursday's after the first meeting. The venue will be the Recreation ground with marques although the Church's weekend celebrations will also be included on any advertising for the Village's celebrations. Cllr Casey is proposing the WI provide food, the Village Hall tables & the old chairs but the committee would need funding. Cllr Wilson proposed £500, seconded by Cllr Piggott & voted for unanimously.
- 7. APPROVE PENDING PAYMENTS** - The monthly accounts were proposed for payment by JW, seconded by GP and Council approved for payment:

Bank Account	02/03/2016 (£)	03/2015 (£)
Current	938.43	435.89
Deposit	13000.00	15910.98
Allotment	575.28	575.53
Agnes Bigge	10.08	30.08
TOTAL	14523.79	16952.48

Pending Transactions

Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Clerk's wages	J Shah	Monthly	BACS		222.32
Bus Shelter cleaning	D Spinks	3 months	101368		45.00
Dog Bins	Borough Council	Annual	101369	26.83	160.99
Street Lighting	E-ON	Monthly	Direct Debit	3.87	81.18
Street Lighting maintenance	K & M Lighting Services	01/02/2016-28/02/16	BACS	4.71	28.28
TOTAL				35.41	537.77

8. PLANNING APPLICATIONS

(a) None received.

(b) Correspondence received relating to the planning application 15/02135/OM. Cllr Casey proposed a courtesy letter in response to say that the PC had expressed the opinion decided upon in the PC meeting of 3rd February where no members of the public were present. The PC's opinion was taken based on the results of the village survey (which was conducted before any plans were available). Despite the PC's opinion, the BC will make the decision. Seconded by Cllr Wragg and voted for unanimously.

9. CORRESPONDENCE

(a) Training session on planning system – Clerk attended on 29/02/16. The Borough Council mentioned that they would be happy to come out to Parish's to let them know what is involved and how to go about a Neighbourhood plan.

(b) Norfolk Biodiversity Partnership – Request for any species being monitored. Cllr Wragg commented that he knew a villager who monitored wildlife. Clerk to pass correspondence on.

(c) An overgrown hedge at the corner of Hill Road / Ingoldale. Clerk to write a letter.

(d) Queen's commemorative medal – PC discussed giving a memento to every child in the village. Cllr Casey to take to the Village Party committee on Friday.

(e) Football Club request for additional football field – Cllr Piggott proposed the Clerk write a letter to inform them that the land is not currently available and that it is very difficult to change the use of allotment land to recreation land i.e. an act of parliament and the involvement of the Charity Commission. Seconded by Cllr Pratt, voted for unanimously.

10. ANY OTHER BUSINESS

(a) Cllr Spinks commented that there had been no issues since the bins had been removed.

The meeting closed at 20:50

Next meeting: Parish Council meeting: Wednesday 6th April 2016, 7.00pm, Village Hall.

Draft Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 6th April 2016 at 7pm



Present: Councillors Lionel Wragg (Chair), Alan Mitchell (Vice-Chairman), Carole Casey, Lucy Johnson, Graham Piggott, Sylvia Pratt, James Wilson, Borough Cllr Ian Devereux, Borough Cllr Avril Wright and the Clerk, Jennifer Shah.

1. **APOLOGIES FOR ABSENCE** - Apologies were received from Cllr Spinks & Cty Cllr Dobson.
2. **APPROVE MINUTES OF THE LAST COUNCIL MEETING** – The Minutes of the meeting held on 2nd March 2016 were approved & duly signed by the Chairman LW 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) **VILLAGE CLOCK UPDATE** – Timekeeper's Cottage can not operate the clock from inside the house. Clerk has reported that the mechanism is not working to D Heffer.
 - (b) **ALLOTMENTS UPDATE** – Cllr Johnson reported a dead Muntjac deer on Allotment path one. Cllr Piggott will remove. Clerk reported complaints of loose chickens. Another allotment has been given up and passed to the next Villager on the list. She is still awaiting one payment from an existing allotment holder.
 - (c) **NEW PLAYGROUND EQUIPMENT DISCUSSION** – Clerk reported the cost of a mini roundabout, a double rocker and some chin-up bars will cost just over £4k. Also investigated fixing the existing rockers at a cost of just under £300. Cllr Piggott proposed that the Clerk investigate funds available to pay for the *new* equipment and report back next month. Seconded by Cllr Pratt and voted for unanimously.
 - (d) **GATHERING ON THE GREEN** - Cllr Johnson gave an update for the event. Cllr Wright offered her support and would bake a cake. Cllr Casey reported that two parishioners have donated a total of £600 and Cllr Piggott announced that the Social Club is donating £200. With these donations in mind the committee will book the vintage Carousel with two limited edition Centaurs that were made for the Queen's coronation. Clerk (as a 'Gathering on the Green' Committee member) asked if the graffiti'd pin boards in the bus stop could be painted to advertise the event and painted over in black afterwards. Cllr Wilson proposed it would be nice, seconded by Cllr Johnson, voted for unanimously.
 - (e) Consultation re: Universal Service Obligation for Broadband in Norfolk. No proposals.
7. **APPROVE PENDING PAYMENTS** - The monthly accounts were proposed for payment by Cllr Redwood, seconded by Cllr Pratt and approved for payment by the Council:

Bank Account	06/04/2016 (£)	04/2015 (£)
Current	1158.17	7597.34
Deposit	13000.00	8410.98
Allotment	665.28	613.03
Agnes Bigge	10.08	30.08
TOTAL	14833.53	16651.43

Pending Transactions

	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)	
Current a/c	Clerk's wages	J Shah	Monthly	BACS		222.32	
	Home Office (£10pm), Broadband (£5pm) & Expenses (print/postage)	J Shah	Jan/Feb/Mar	BACS		101.29	
	Churchyard donation	IPCC	Annual	101370		550.00	
	Drainage Rates	KL Drainage Board	01/04/16-31/03/17	Direct Debit		148.79	
	Street Lighting	E-ON	Monthly	Direct Debit	4.13	86.77	
	Street Lighting maintenance	K & M Lighting Services	01/03/2016-31/03/16	BACS	4.71	28.28	£1,137.45
Allotment a/c	Water charges (Ingoldisthorpe)	Anglian Water	3 months	Direct Debit		1.75	
	Water charges (The Drift)	Anglian Water	3 months	Direct Debit		92.70	£94.45

TOTAL 8.85 1231.90

8. PLANNING APPLICATIONS

- (a) None received although one showing on the planning portal. When paperwork received Clerk will give to Cllr Wragg for consultation with Cllr Spinks/Johnson.
- (b) Current planning applications statuses as per the Agenda. No comments.

9. CORRESPONDENCE

- (a) CPRE Norfolk Planning training. No actions.
- (b) Planning applications only available online from June. Cllr Wilson commented that it would be unnecessary to print them all out, just email them to the Council to view.
- (c) Invitation to Hunstanton Twinning Event. Clerk to email to Councillors.

10. ANY OTHER BUSINESS

- (a) Cllr Pratt commented that the street light at the bottom of Ingoldsby Avenue is constantly flashing. Clerk to report.
- (b) Cllr Wragg commented that the white road markings at the bottom of Hill Road (the hatchings across the road as well as those up the middle of the road) need re-painting. In addition the manhole cover outside the second house up from the pond field on Hill Road is a good few inches proud of the pavement. Clerk to report.
- (c) Cllr Johnson reported that the middle of the road between Hall Farm and Mount Amelia is full of mud, could the Rangers remove it. Clerk to report.

Meeting closed at 20:00

Next meeting: Annual Parish Council meeting: Wednesday 4th May 2016, **7.30pm**, Village Hall followed by the usual Parish Meeting.

Minutes of the Ingoldsthorpe Parish Council meeting held in the Village Hall, Ingoldsthorpe on Wednesday 4th May 2016 at 7:45pm



Draft minutes, subject to confirmation

Present: Councillors James Wilson (Chair), Lucy Johnson (Vice-Chair), Carole Casey, Alan Mitchell, Sylvia Pratt, Lionel Wragg and the Clerk, Jennifer Shah.

- 1. APOLOGIES FOR ABSENCE** - Apologies were received from Cllrs Piggott, Spinks, Borough Cllrs Devereux and Wright & County Cllr Dobson.

2. APPROVE THE ELECTION OF OFFICERS & AREAS OF RESPONSIBILITY

Chairman: James Wilson

Under the conditions that a Planning Committee is set-up which discusses all planning matters separate to the main Parish Council meetings and without him.

Proposer: Cllr Pratt

Seconded: Cllr Redwood

ALL IN FAVOUR

Cllr Wilson thanked Cllr Wragg for his work over the past 8 months and commented that the Parish Council needed new people involved.

Vice-Chairman: Lucy Johnson and Chair of the Planning Committee

Proposer: James Wilson

Seconded: Sylvia Pratt

ALL IN FAVOUR

Planning Committee:

Chair: Lucy Johnson

Areas:

Grovelands:

Carole Casey & Sylvia Pratt

Hill Road/Smithy Road:

Alan Mitchell

Top of Hill Road/Manor areas:

Nick Redwood

Lynn Road/Sandy Lane areas:

Lucy Johnson, Tony Spinks & Lionel Wragg

Lynn Road/The Drift areas:

Lucy Johnson, Tony Spinks & Lionel Wragg

Allotments:

Tony Spinks, Lionel Wragg, Alan Mitchell

Agnes Bigge Charity:

Carole Casey, Sylvia Pratt & Lucy Johnson

ISSC Committee representatives:

Graham Piggott & Nick Redwood (Chairman)

Recreation Ground Charity Trustees:

James Wilson, Lucy Johnson, Alan Mitchell,

Graham Piggott, Nick Redwood & Tony Spinks

ALL IN FAVOUR

- 3. APPROVE MINUTES OF THE LAST COUNCIL MEETING** – Minutes of the meeting held on 6th April 2016 were approved & duly signed by Chairman Wilson as a correct record.
- 4. RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED** – None.
- 5. ALLOW PUBLIC PARTICIPATION** – None present.
- 6. MATTERS ARISING FROM PREVIOUS MINUTES** – None.

7. AGENDA

- (a) **Update from Borough Council & County Council** – Not present due to time of meeting.
- (b) **Allotments update** – Clerk reported on correspondence from three separate allotment holders regarding children witnessing savaged chickens and loose chickens eating the neighbouring plot's produce. Cllr Johnson suggested cable ties on the chicken area if clipped wings haven't helped. Cllr Wilson proposed Clerk write a letter to the allotment holder. Seconded by Cllr Casey and voted for by all.
- (c) **New playground equipment** – Clerk reported that she is applying for the Tesco bag-it scheme (deadline 3rd June 2016) to apply for £8k in funding. She will look at more items which will pull the amount of work required up to £8k.
- (d) **Queen's 90th birthday celebration** - Cllr Casey gave a brief report on the Gathering on the Green and what will be available on the day. A good volunteers meeting was held and everything is coming together. Clerk to resend 'Market Fair Scheme' to Cllr Casey.
- (e) **Christmas lights** – Clerk gave an update on the whereabouts of our Christmas lights. They were considered an illegal installation by UK Power Networks who will not allow any equipment on their pole (bar our street lanterns). Cllr Wilson offered some spare armoured cable for underground electricity supply if required. Clerk to continue to talk to UK Power Networks & K&M Lighting (our street-light maintenance providers) to ensure lights will be seen in Ingoldisthorpe this Christmas.
- (f) **Consultation re: Proposed Main Modifications to the Site Allocations & Development Management Policies Document (SADMP) from the Borough Council** – Further to point 2. above this matter was moved to the end of the meeting.
- (g) **Requests for Rangers Visit w/c 23rd May** – Two potholes. One in Shernborne Road between the School and the Old Rectory (on the Old Rectory's side of the road) and one at the bottom of the hill on Hill Road.

8. **APPROVE PENDING PAYMENTS** - The monthly accounts were proposed for payment by Cllr Wilson, seconded by Cllr Redwood and approved for payment by the Council:

Bank Account	04/05/2016 (£)	05/2015 (£)
Current	801.90	7597.34
Deposit	18158.11	8410.98
Allotment	600.83	613.03
Agnes Bigge	10.08	30.08
TOTAL	19570.92	16651.43

Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Clerk's wages	J Shah	Monthly	BACS		222.32
Annual subscription to NALC	Norfolk Association of Local Councils	Annual	101372		173.09
Street Lighting	E-ON	Monthly	Direct Debit	4.13	86.77
Street Lighting maintenance	K & M Lighting Services	01/04/2016-30/04/16	BACS	4.71	28.28
TOTAL				8.85	510.46

9. PLANNING APPLICATIONS

Further to point 2. this matter was moved to the end of the meeting.

10. CORRESPONDENCE

- (a) Mazars audit pack. Noted.
- (b) Norfolk Association of Local Council's response to LAIS1388 Planning changes. Further to point 2. this matter was moved to the end of the meeting.
- (c) £12,320 Precept payment and grant received. Noted.
- (d) Active Places Data Platform. Clerk to pass onto Cllr Piggott.
- (e) Loose chickens on the allotments – covered in point 7(b).
- (f) Parking on grass verge opposite terraced houses on Lynn Road. Noted.
- (g) Dog Poo signage. Noted.
- (h) Notification of application to designate a neighbourhood area for Snettisham. Noted.

11. ANY OTHER BUSINESS

- (a) Cllr Pratt commented that the street light outside 39/41 Grovelands is constantly on. Clerk to report to K&M lighting.
- (b) Cllr Mitchell commented that the pavement between Coaly Lane and Snettisham has been refurbished.

12. ITEMS FOR THE NEXT AGENDA

- (a) Possible trod between Mount Amelia and Hall Farm on the verge. Cllr Johnson (who has suggested this) will speak to Highways before the next meeting.
- (b) Village Gateway. Cllr Johnson to bring photos of Castle Rising's gateway. Clerk to bring costs (as in discussion with Highways regarding a similar gateway in Old Hunstanton).

Cllr Wilson left the meeting at 20:35

THE REMAINING COUNCILLORS REVIEWED THE PLANNING RELATED ITEMS ON THE AGENDA:

7.(f) Consultation re: Proposed Main Modifications to the Site Allocations & Development Management Policies Document (SADMP) from the Borough Council – Cllrs to review and make any comments by Friday 13th May for Clerk to compile and submit (if any).

9. PLANNING APPLICATIONS

- (a) Discuss any planning applications received after compilation of the agenda. None.
- (b) Review current planning applications:

Ref. No:	Address	Planning Details	PC's Stance	Notes
15/00854/OM	Land at Lynn Road	12 houses by the pond	✘	Appeal to Secretary of State
15/02135/OM	Land N 130 and E 147 Lynn Road	15 houses opposite the Post Office	✓	Permitted by BCKLWN
16/00596/F	7 Sandy Crescent	Single Storey extension to front of bungalow	✓	Pending consideration by BCKLWN

10.(b) Norfolk ALC's response to LAIS1388 Planning changes. Noted.

Meeting closed at 20:48

Next meeting: Wednesday 1st June 2016, 7pm, Village Hall.

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 1st June 2016 at 7pm



Draft minutes, subject to confirmation

Present: Councillors James Wilson (Chair), Lucy Johnson (Vice-Chair), Carole Casey, Alan Mitchell, Graham Piggott, Sylvia Pratt, Tony Spinks, Lionel Wragg, Borough Cllr Devereux, County Cllr Dobson and the Clerk, Jennifer Shah.

One member of the public and one member of the press.

- 1. APOLOGIES FOR ABSENCE** - Apologies were received from Borough Cllr Wright
- 2. APPROVE MINUTES OF THE LAST COUNCIL MEETING** – Minutes of the meeting held on 4th May 2016 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 in the discussion regarding Silica Sand.
- 4. ALLOW PUBLIC PARTICIPATION** – A parishioner (also reporting for the Lynn News) is interested in what the Parish Council has to say on the Silica Sand review. A resident of Snettisham with land in Ingoldisthorpe was also interested in the Silica Sand review.
- 5. MATTERS ARISING FROM PREVIOUS MINUTES**
 - (a)** May Agenda item 7(e) Christmas Lights. Add to agenda for September.
 - (b)** May Agenda item 7(g) Rangers visit. Shernborne road still has two large potholes.
- 6. AGENDA**
 - (a) Update from Borough Council & County Council**
 - i. Cllr Dobson gave a report on the devolution, elected mayors and the issue that it appears to introduce a new layer of bureaucracy. He also updated the PC on the Silica Sand consultation which is part of the minerals and waste plan. “There isn't sufficient silica sand to maintain our glass industry.” There will be several bites of the cherry whether the PC support or oppose the proposal for extraction.
 - ii. Cllr Devereux reported that at the annual meeting of Snettisham there were 120 people in attendance. It was handled well by Simon Bower (Clerk) who had done a lot of preparation. WASP (Wash Against Silica Sand Pit) has been set-up and they are trying to get a lot of people involved and momentum is being gained. Landowners didn't know much about it until the open meeting was held. There is strong cultural input in the area, how would the proposed silica sand pit affect our tourist industry.
 - (b) Silica Sand Extraction consultation** – A discussion on the consultation further to a correspondence from a Parishioner and Snettisham Parish Council's correspondence. Cllr Wilson reiterated his declared interest as a landowner. He has offered his land for surveying and has known about it for some time. The County Council have a legal requirement for a 10m tonne land bank of Silica Sand extraction. There is a national shortfall and it needs to be found somewhere. A narrow seam of it exists in the area. It isn't everywhere and it is a high grade at Bawsey. It is used for optical equipment and car windscreens. It is a strategic resource. How the sand is moved to Bawsey where it is processed and where the rail head is will be an issue. His land accesses straight onto the bypass on the other side of the village. Yes, there can be disruption and disturbance but it could be re-wilded back to an environmental wetland. It is for the Parish Council to decide whether they object or support the proposed site. Cllr Devereux commented

that the consultation has opened and any comments need to be received by the 27th June 2016. Cllr Wilson clarified that he could not be involved in the discussion and moved the item to the planning meeting which follows the general meeting. As many people as possible should be made aware of it and what the implications are. Clerk to put information on the website. Cllr Mitchell asked what it means for the future.

Cllr Devereux and Dobson left the meeting at 19:34

- (c) **Trod between Mount Amelia and Hall Farm** – Cllr Johnson has discussed options with Sally Bettinson at NCC Highways. Cllr Johnson proposed the Clerk write a letter to SB requesting the cost for a trod which we would apply for 50% funding for through the Parish Partnership scheme. Seconded by Cllr Casey and voted for unanimously.
 - (d) **Village Gateway** – Cllr Johnson would like to have a gateway similar to Castle Rising. People view our village as a main road and a gateway would help put drivers in the mindset that they are entering a village and to drive accordingly. She has got quotes and companies that supply the fencing and signage. She proposes four white fences 1.5m wide x 1.3m high (two on each side of the carriageway at each end of the village on the main road - Glasdon do the gateways which look wooden but are plastic). A white metal 'Ingoldisthorpe' sign with a wooden border so it looks traditional without the maintenance with a narrow 'welcome to our village' line underneath will cost £600-£700 for two. Cllr Johnson proposes the PC apply through the Parish Partnership scheme for 50% funding for the approximate total cost of £2600. She also suggests a 30mph on the road with red tarmac to make people stop and think. Seconded by Cllr Wilson and voted for unanimously.
 - (e) **Playground funding** – Clerk updated Council on the Tesco bid which needed to go-up to £12k. She has looked at a picket fence to replace the existing fence (no gateway into the allotments), at a cost of c.£5.5k.
 - (f) **Clerk position** – Cllr Wilson asked the Clerk to get NALC to advertise as they have had applicants in the past.
7. **Planning Committee Update** – Nothing to update until next month.

8. FINANCE

- (a) **Clerk to present the accounts for the year 2015/16.** The annual accounts were proposed as accurate by Cllr Wilson, seconded by Cllr Pratt and voted for unanimously.
- (b) **Approve pending payments for June.** The monthly accounts were proposed for payment by Cllr Wilson, seconded by Cllr Redwood and approved for payment:

Bank Account	01/06/2016 (£)	06/2015 (£)
Current	488.80	294.07
Deposit	16958.09	20293.36
Allotment	600.83	544.51
Agnes Bigge	10.08	30.08
TOTAL	18057.80	21162.02

Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Clerk's wages	J Shah	Monthly	BACS		222.32
Bus Shelter Cleaning	D Spinks	Annual	101373		45.00
Peppercorn Rent for Village Clock	Mr & Mrs Walmsley	Annual	101374		15.00
Annual Insurance	Zurich	Annual	BACS		559.21
Concert Band deposit at Gathering on the Green	c/o J Mitchell for Hunstanton Concert Band	One-off	101375		100.00
Street Lighting	E-ON	Monthly	Direct Debit	4.00	83.97
Street Lighting maintenance	K & M Lighting Services	01/05/2016-31/05/16	BACS	4.71	28.28
Internal Audit	Jo Raby	Annual	101376		75.00
TOTAL				8.71	1128.78

9. CORRESPONDENCE

- (a) Centenary Field. No proposals.
- (b) eON – deemed contract rates increasing from 1st July.
- (c) Parishioner re: Silica Sand consultation. To be discussed in the planning meeting.

10. ANY OTHER BUSINESS

- (a) Cllr Casey reported on the Gathering on the Green. A risk assessment has been completed and a final volunteers meeting is being held on Friday at 7pm. The committee would like to purchase medals for children attending in fancy dress. Would the Parish Council like to purchase these commemorative coins at a cost of £200 as they had discussed giving one to every child in March. Any left over could be given to the volunteers. The idea behind the Queen's celebrations is to bring communities together and do charitable work. Cllr Casey proposed the coins are bought seconded by Cllr Pratt and voted for by Cllr Wilson, Mitchell, Johnson, Piggott and Wragg. Cllr Spinks voted for it being for every child in the village. Cllr Redwood abstained. Cllr Casey commented that she hopes to see everyone there on the day.
- (b) Cllr Wragg commented that Highways never cut the verge between Sandy Lane and the Drift. Cllr Johnson reported that the County Council are cutting back on their cuttings and focusing on junctions and dangerous areas.
- (c) Cllr Mitchell asked what to do with the Parish Chest (empty tin box). Parish Council asked him to sell it on eBay.
- (d) Cllr Johnson reported that the drain outside the Village Hall is full of water.

The meeting closed at 20:23

Next meeting: Wednesday 6th July 2016, 7pm, Village Hall.

Minutes of the Ingoldisthorpe Parish Council planning sub-committee meeting held in the Village Hall, Ingoldisthorpe on Wednesday 1st June 2016 at 8:25pm



Draft minutes, subject to confirmation

Present: Councillors Lucy Johnson (Chair), Carole Casey, Alan Mitchell, Graham Piggott, Sylvia Pratt, Tony Spinks, Lionel Wragg and the Clerk, Jennifer Shah.

Two members of the public were in attendance.

1. Take apologies for absence – None
2. Record declarations of interest in any items to be discussed – None
3. Discuss any planning applications received after the compilation of the Agenda – None
4. Discuss the following planning applications:

Ref. No:	Address	Planning Details	PC's Stance	Notes
15/00854/OM	Land at Lynn Road	12 houses by the pond	✘	Allowed by Secretary of State
16/00596/F	7 Sandy Crescent	Single Storey extension to front of bungalow	✓	Permitted by BCKLWN
16/00815/F	57 Hill Road	Two storey dwelling extension and detached garage		

15/00854/OM – Land at Lynn Road: Cllr Redwood commented that the Parish Council need to address the issue of who takes ownership of pond once the planning goes ahead. He proposed the Council object strongly to the pond being given to the Village / Parish Council as a gift due to issues of maintenance and safety. Seconded by Cllr Piggott and voted for unanimously.

16/00815/F – Hill Road: Cllr Mitchell spoke to seven householders in the immediate vicinity to the property. They expressed concern about planning generally. Three houses had concern about additional traffic but this application has off-road parking which the previous application didn't. Four householder saw no issues at all. With this in mind, Cllr Mitchell proposed the Parish Council support the application, seconded by Cllr Johnson and voted for unanimously.

5. Silica Sand Consultation

Cllr Johnson showed the Outline search area for Silica Sand across the County. A discussion took place regarding possibly affects on the tourist industry, increased risk and danger on the Bypass with heavy goods vehicles and the potential risk to wildlife such as pink footed geese and Harriers.

Cllr Wragg commented that most of the sand occurs above 50ft and questions whether there will be much depth of sand if found and if it will be economic. Cllr Redwood commented that the Parish Council needs to wait until the sites are surveyed and then fight it, if that is what we want to do.

A Parishioner commented that the County Council has identified 7 sites but they have located half the shortfall at **Mintley**. This leaves 6 sites to look at, of which Snettisham, Ingoldisthorpe and Dersingham is one. There needs to be valid reasons for objection, it can not be NIMBY. Concerns have been raised over the addition of sand in gales as we have seen in recent days. How these sahara sands would affect the villages if the site is chosen. The area will be desecrated.

Cllr Casey was concerned that we need to disseminate this information to the Village. The Parish Council need to make some effort to let the Village know through advertising and generally raising awareness on what is happening. She proposed the Clerk contact Stuart Dark and see if he is prepared to address a public meeting in Ingoldisthorpe and if we can have some bullet points that we can put on the website regarding the proposal. Then arrange a public meeting before the 27th June. Seconded Cllr Redwood and voted for unanimously.

The meeting closed at 20:58

Next meeting: Wednesday 6th July 2016, following the General Parish Council Meeting, Village Hall.

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 6th July 2016 at 7pm



Draft minutes, subject to confirmation

Present: Councillors James Wilson (Chair), Carole Casey, Alan Mitchell, Sylvia Pratt, Tony Spinks, Lionel Wragg, Borough Cllrs Devereux and Wright, the Clerk (Jennifer Shah) and three members of the public.

1. **APOLOGIES FOR ABSENCE** - Apologies were received from Cllr Johnson, Redwood and County Cllr Dobson
2. **APPROVE MINUTES OF THE LAST COUNCIL MEETING** – Minutes of the meeting held on 4th May 2016 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 in the discussion regarding Silica Sand.
4. **ALLOW PUBLIC PARTICIPATION** – Two members of the public attended re: planning for the field in Brickley Lane. Cllr Wilson explained that Pigeon Investment would be attending the next meeting and it may be better to attend the September meeting.

Two members of the public left the meeting at 19:11

5. MATTERS ARISING FROM PREVIOUS MINUTES

- (a) Cllr Wilson reported that there are still large potholes on Shernborne Road.
- (b) Cllr Wilson reported that the Gathering on the Green was a fantastic day and he congratulated all those involved. £2000 in total was raised which will be split equally between the Village Hall heating fund and East Anglia Air Ambulance.

6. AGENDA

(a) Councillor resignations

Cllr Piggott has stepped down in-between meetings and Cllr Wragg has formally notified the Council that he will be retiring in September. This leaves the Parish Council with two vacancies which need to be advertised. Cllr Devereux explained that if there are more applicants than the number of vacancies the current Councillors will choose who they elect. Cllr Wilson asked the Councillors to give a push between now and September to ensure people apply. Clerk to advertise online and around the Village.

(b) Update from Borough Council & County Council

- i. Cllr Wright spoke about the vote on devolution and reported that BCKLWN have voted for everyone in the area to have a vote. October will be the definitive vote for devolution (or not). She also mentioned that she will ask Sally Bettinson at NCC about the pothole on Shernborne Road.
- ii. Cllr Devereux reported that he put the paper before NCC regarding BCKLWN objections with regard to the Silica Sand proposal citing special considerations for the area such as the archaeological heritage.

Cllr Wright and Devereux left the meeting at 19:20.

- (c) **Silica Sand Extraction consultation** – Cllr Wragg reported that in the extraordinary meeting of Ingoldisthorpe Parish Council held on 22nd June, the Council aligned itself with neighbouring villages in objecting the proposal for Silica Sand exploration in the area. An objection letter was sent to BCKLWN by the consultation deadline. Cllr Casey

signed the minutes and letter as a true record of what was discussed and agreed.

(d) Highways update Parish Partnership applications for a trod & village gateway

- i. Trod between Mount Amelia and Hall Farm** – Clerk reported the cost and placement of the trod which includes the corner opposite the junction by the post box. A discussion took place regarding the exact placing of the trod. Cllr Mitchell proposed the Council support the trod at a cost of £1640 to the Council (total cost £3280, 50% funding to be applied for through the Parish Partnership scheme 2016/17). Seconded by Cllr Wilson and voted for by all. Clerk to notify NCC.
- ii. Village Gateway** – Clerk reported that the red tarmac is not supported by Highways as it is too expensive to maintain. However, two 30mph roundels on the tarmac are supported at £28 for the two. Cllr Pratt commented that the gateways would make the village look better and make drivers aware that they are entering a village. Cllr Casey propose we proceed with a funding application for c.£1564 which is half the cost of two gateways at either end of the Village on the B1440 (installation of four gates in total, two signs and the roundels). Cllr Wilson commented that we need to refine exactly what it is the Council would like to put up and the cost. The Council agree in principle and the Clerk to notify NCC. With regard to shared space, Sally Bettinson has said it is usually for built-up areas and that the pedestrian and cycling traffic (or lack of) may not warrant the cost of making Brickley Lane a shared space.

(e) Playground funding – Clerk updated re: not applying for the Tesco Bag-It scheme this time. The scheme manager had suggested getting community involvement and preparing a comprehensive proposal for the October applications. Clerk reported that she will look at smaller funds as the Councils proposals amount to a small amount which could be covered by other funds.

(f) Clerk position – Clerk to pursue NALC to advertise the vacancy with a closing date of 22nd July to allow time for interviews in early August followed by recommendations and having a new Clerk in place for September. Cllr Wilson confirmed with Cllr Casey and Mitchell that they would be happy interviewing and completing the contract. The third member of the public gave a brief background of her experience as a Councillor and her wealth of knowledge.

7. Planning Committee Update – In Cllr Johnson's absence there was nothing to report on the planning committee meeting held on Wednesday 1st June.

8. FINANCE

(a) Approve pending payments for July. The monthly accounts were proposed for payment by Cllr Wilson, seconded by Cllr Wragg and approved for payment:

Bank Account	06/07/2016 (£)	07/2015 (£)
Current	3006.97	2329.61
Deposit	22324.32	17654.56
Allotment	608.33	545.79
Agnes Bigge	10.08	10.08
TOTAL	25949.70	20540.04

Pending Transactions

	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)	
Current a/c	Clerk's wages	J Shah	Jun-16	BACS		222.32	
	Home Office (£10pm), Broadband (£5pm) & Expenses (print/postage)	J Shah	Apr/May/Jun	BACS		92.04	
	Street Lighting	E-ON	Monthly	Direct Debit	4.00	83.97	
	Street Lighting maintenance	K & M Lighting Services	01/06/2016-30/06/16	BACS	4.71	28.28	426.61
Allotment a/c	Water charges (Ingoldisthorpe)	Anglian Water	24/3/16 – 13/06/16	Direct Debit		25.66	
	Water charges (The Drift)	Anglian Water	24/3/16 – 13/06/16	Direct Debit		56.35	82.01
TOTAL					8.71	508.62	

9. CORRESPONDENCE

- (a) Pigeon Investment – their interest in land in Ingoldisthorpe between Brickley Lane and Lynn Road. Simon Butler-Finbow and Rob Snowling will attend the September meeting as they would like Community involvement in any development that will be put forward.
- (b) Anglia Water Pumping Stations – They will be taking responsibility for these from October 2016. Clerk to put up posters to encourage any in the village to be identified.
- (c) ALCC – free membership to the new Association of Local Council Clerks. Paperwork being saved for the new Clerk.
- (d) NCC sent information regarding Safeguarding Adults. Clerk has advertised around the village (post office, bus stop, Village Hall).

10. RECEIVE ITEMS FOR THE NEXT AGENDA / ANY OTHER BUSINESS

- (a) Cllr Pratt commented that a new bank mandate will be required for September for the new Clerk and possibly another Councillor.
- (b) Cllr Pratt mentioned that the Sycamore trees overhanging the vehicle route into the Church by Stonecross are being discussed with the PCC. Cllr Wilson commented that he was under the impression that the trees were the Church's responsibility.
- (c) Cllr Wragg commented that old freezer boxes and chest of drawers are on the Bowman's allotments. Cllr Spinks will have a look and talk to the tenant.
- (d) Cllr Spinks commented that Rob Sadler has asked whether the Parish Council would clear the dyke. Agenda for September.

The meeting closed at 20:04

Next meeting:

- Allotment inspection, Wed 7pm 3rd Aug. Clerk to give folder/list of past prizes to Cllr Casey.
- Parish Council meeting, Wed 7th Sept, Village Hall.

Minutes of the Ingoldisthorpe Parish Council planning sub-committee meeting held in the Village Hall, Ingoldisthorpe on Wednesday 6th July 2016 at 8:04pm



Draft minutes, subject to confirmation

Present: Councillors Carole Casey, Alan Mitchell, Sylvia Pratt, Tony Spinks, Lionel Wragg and the Clerk, Jennifer Shah.

1. Take apologies for absence – Cllr Johnson and Redwood
2. Approve minutes of the last planning committee meeting – The minutes of the planning committee meeting held on 1st June 2016 were approved and duly signed by Cllr Casey as a correct record.
3. Declarations of interest in any items to be discussed – None
4. Discuss any planning applications received after the compilation of the Agenda – None
5. Discuss the following planning applications:

Ref. No:	Address	Planning Details	PC's Stance	Notes
16/00815/F	57 Hill Road	Two storey dwelling extension and detached garage	✓	Permitted by BCKLWN
15/01422/F	Samphire Developments, Coaly Lane	Variation of condition 20 of planning permission 15/01422/F to update approved frontage boundary treatment	✗	

15/01422/F – The Council wish to object to the variation in frontage treatment. Removal of hedgerow to replace with fence would increase visibility of what has become a significant industrial development with potential of becoming an eyesore. Retaining the hedge would offer a softened view more in keeping with countryside around the site.

The meeting closed at 20:15

Next meeting: Wednesday 7th September 2016, following the General PC Meeting, Village Hall.

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 7th September 2016 at 7pm



Draft minutes, subject to confirmation

Present: Councillors James Wilson (Chair), Carole Casey, Lucy Johnson, Alan Mitchell, Sylvia Pratt, Nicholas Redwood, Tony Spinks, Lionel Wragg, Borough Cllr Wright, County Cllr Dobson, the Clerk and nine members of the public.

1. **APOLOGIES FOR ABSENCE** - Apologies were received from Borough Cllr Devereux
2. **APPROVE MINUTES OF THE LAST COUNCIL MEETING** – Minutes of the meeting held on 6th July 2016 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 in all planning matters. Cllr Wright declared that she is on the planning committee and has already attended a presentation by Pigeon. Further to this, Cllr Wilson swapped item (a) and (c) on the Agenda.
4. **ALLOW PUBLIC PARTICIPATION** – Five members of the public attended with regard to Agenda Item 6(b) and responded to Pigeon Investment in this item.
5. **MATTERS ARISING FROM PREVIOUS MINUTES**
6. **AGENDA**

(a) Update from the Borough Council and County Council

Cllr Dobson gave a brief update on the removal of the AOS-A area of land (which included Ingoldisthorpe) as an area of search for the extraction of Silica Sand. He also spoke about Devolution, with the public consultation producing a supporting result. Cllr Wright gave an update on the Poultry Farm in Sedgford (which has been approved) and stated that the Borough Council are working hard to operate with the 20% budget cuts across the board.

Cllr Dobson and Cllr Wright left the meeting at 19:12

(b) Pigeon Investment re:field opp. P&A (Cllr Johnson chaired as it is planning related)

Simon Butler-Finbow (SBF), Planning Director at Pigeon Investment Management (PIM) introduced himself and his colleagues: Rob Snowling (Planning Manager) and Ryan Bruty (Technical co-ordinator). He explained that PIM would always approach the Parish Council in the first instance for a collaborative approach to any new development as they wish to bring forward land in community-led schemes. He is happy to provide references to other PCs where they have already gone through the process. PIM are very much in the conceptual stage and are looking for views on how a development should look. It is not just looking at residential options and gathers that any development should be in keeping with it's surroundings.

Cllr Johnson thanked Pigeon for attending but impressed upon them that the Village values it's green-spaces and having had 27 new houses in the village recently approved would rather not have another field developed. Cllr Casey asked PIM whether there is a need for more housing in this area? SBF responded that there is an umbrella view to build houses in the UK and that locally there is a market demand to some extent. He reiterated that PIM are not a house-builder as a core and they do not take a standard approach to development. He asked whether the PC felt there was a need in the village

for those to downsize within their community. Cllr Johnson asked about their Heacham application which was rejected at appeal. RS stated that the Borough Council is looking at the housing needs up to 2036 and will be looking to carry out a 'call for sites' later in the year. Cllr Casey asked whether there was the infrastructure to support anymore development in the village? Medical resources are stretched and there is an ageing population, especially in Norfolk. Cllr Johnson confirmed with PIM developed St. Nicholas Court in Dersingham and PIM explained that they also had Care Homes, assisted living developments and doctors surgeries, one in particular where they had built a large car park next to it to future proof the surgery for expansion in the future. Cllr Redwood asked for honesty from PIM, if the PC would like Japanese water gardens on the field would they develop these? SBF stated that they have been honest, they have the flexibility to explore different options and came along to understand the PCs views. Their normal modus operandi is to see what is on the agenda for the village. Cllr Johnson stated that she is worried about traffic, yet more cars, pressure on our school and access with the likelihood of more accidents. She wants a respite from all the development in the village and would like to preserve it's green-spaces. PIM stated that they have not yet been to planning office. Cllr Pratt asked whether PIM would report the PCs thoughts to the landowner? To which they responded "yes".

Mr and Mrs Arterton who have lived adjacent to the field for 30 years responded that the examples given by PIM were "tosh". The village is complete with bus service, library, shops and nearby train service to central London. A development on the field would dramatically alter the nature of the village that they love so much. There are bigger issues to consider, peoples livelihoods and what they treasure. Three other members of the public agreed with this. Mr Arterton stated that PIM have already surveyed the land and asked whether PIM are the developer or the man in-between the owner of the land and the developer? SBF stated that PIM do build. He can understand concerns that any plans will go onto another developer who could develop the land in a different way e.g. volume house builders. He confirmed that even if the scheme is passed on, it could be delivered similarly by use of contract and covenants, to give added confidence and comfort. Cllr Redwood stated that realistically what the village is facing is mitigation, development will happen and we need to make the best of it. Mrs Arterton asked what PIM thought they would be able to sell from the site. RS stated that it would be in keeping with it's surroundings. Possibly starter homes at a discount to market homes. However architecturally they do not take a standard approach and could also look at self-build as part of the house offer.

SBF, RS and RB of PIM left the meeting 19:58

(c) Co-option of a new Councillor

Darren Heffer has expressed an interest in becoming a Parish Councillor. With no applications in response to the advertised vacancy the PC, Cllr Wilson recommended that Darren Heffer is co-opted as a Member, seconded by Cllr Redwood and voted for unanimously. Clerk to inform the Borough Council.

In a separate matter, Cllr Wragg had informed Cllr Wilson that he would be retiring at the September meeting. Cllr Wilson thanked Cllr Wragg for his service and for carrying out the role as Chairman well for a few months. Clerk to advertise the vacancy.

(d) Allotments – update following the August inspection

Clerk confirmed that gardening vouchers and letters had been sent to the winners of this year's allotment inspection as follows:

Allotment No.	2016
16	HC (£15)
17	HC (£15)
28	1 st (£30)
31 & 32	HC (£15)
TOTAL PRIZES:	£75.00

Another allotment (14a) has been given up and given to the next person on the waiting list. None of those who were written to regarding the state of their allotments has responded to give them up. Cllr Spinks confirmed that Bowman is clearing his allotment of rubbish.

(e) Footpath from Smithy Road Cllr Mitchell has suggested using chalk from the pit to stop the soil / make the footpath a little wider. Cllr Wilson has sprayed the path and stated that the path is in quite good shape. No proposals.

(f) Brickley Lane

SB of NCC Highways has approved:

- i. 4 pedestrian refuges in principle from the junction of Brickley Lane West and Brickley Lane up to the sharp corner on Brickley Lane.
- ii. A trod from Hall Farm to Brickley Lane's junction with Chalkpit Road. She has suggested the PC speak to the residents of Hall Farm to let them know what is being planned.

Cllr Pratt who has been curious about the use of the road conducted a traffic survey. On 15th August between 3pm and 3:30pm, 9 cars, a cyclist and a parcel force van went by. On 4th September (once the school had gone back) between 2:45pm and 3:15pm, 29 cars went through, the majority of those were probably getting to and from school. There was just 1 person on both afternoons walking. Cllr Wilson asked for a plan of exactly where they are. Cllr Redwood asked how many people use it as a walking route due to the cost. Cllr Johnson responded that the PC have the money so we can afford it. Clerk to present plan next month.

(g) Village gateways

Clerk reported that she is still chasing a quote for a 2m wide village sign at either end of the Village with a sign similar to Castle Rising's and showed the Council the proposed layout. Council to decide in October once quote is in.

(h) Playground funding

Clerk informed the Council that the Tesco 'Bag It' scheme has changed to a rolling programme and is therefore now open. Unfortunately the amount on offer has decreased. Even so, an application has been submitted and Tesco have said they will respond within 6 months. The Clerk has also looked into other funds but for one reason or another the Parish Council have not been eligible to apply for them.

(i) ISSC inspection

Cllr Redwood plans to carry this out next Wednesday 14th at 7pm. Cllr Johnson asked if they could check outside for cigarette butts as children are forever picking them up.

7. Planning Committee Update – Cllr Johnson had nothing to update from the last Planning Committee meeting.

8. FINANCE

(a) **Approve pending payments for August and September.** The monthly accounts were proposed for payment by Cllr Wilson, seconded by Cllr Wragg and approved for payment:

Bank Account	07/09/2016 (£)	09/2015 (£)
Current	333.06	2044.08
Deposit	22327.20	17793.36
Allotment	325.38	459.78
Agnes Bigge	10.08	30.08
TOTAL	22995.72	20327.30

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)	
Current	Clerk's wages	J Shah	Jul & Aug-16	BACS		444.64	
	Trimming verge	MP Dennis & Sons	12/07/16	BACS	14.00	84.00	
	Trimming hedge and ditch	MP Dennis & Sons	16/08/16	BACS	30.00	180.00	
	External Audit	Mazars	Annual		25.00	150.00	
	Society of Local Council Clerks	SLCC	Annual			59.00	
	Bus Shelter Cleaning	D Spinks	3 months	101377		45.00	
	Street Lighting	E-ON	Jul & Aug-16	Direct Debit	8.26	173.54	
	Street Lighting maintenance	K & M Lighting Services	Jul & Aug-16	BACS	9.43	56.56	1192.74
Allotment	Annual Prizes: 1 st £30 / 3xHC £15 each	J Shah (refund)	Aug-16	BACS		75.00	75.00
TOTAL					86.69	1267.74	

9. CORRESPONDENCE

- (a) Correspondence received after the compilation of the Agenda. None.
- (b) Mazars completion of audit. Noted.
- (c) Eastern Power Networks PLC way-leave payment of £34.87. Noted.
- (d) Public Rights of Way recording. Noted.
- (e) Henry Bellingham re: devolution. Noted.
- (f) SADMP final report. Noted.

10. RECEIVE ITEMS FOR THE NEXT AGENDA

- (a) 8 Grovelands overgrown hedge. Also, the electricity sub station between 8 & 10 has weeds & rubbish as you approach it. Clerk to inform UK Power networks.
- (b) Christmas lights / possible event involving the WI, Social Club. A nice community event.

Next meeting: Wednesday 5th October, Village Hall.

The meeting closed at 20:47

Minutes of the Ingoldisthorpe Parish Council planning sub-committee meeting held in the Village Hall, Ingoldisthorpe on Wednesday 7th September 2016



Draft minutes, subject to confirmation

Present: Councillors Lucy Johnson (Chair), Carole Casey, Darren Heffer, Alan Mitchell, Sylvia Pratt, Nicholas Redwood, Tony Spinks, Lionel Wragg, the Clerk and two members of the public.

1. Take apologies for absence – None
2. Approve minutes of the last planning committee meeting – The minutes of the planning committee meeting held on 6th July 2016 were approved and duly signed by Cllr Johnson as a correct record.
3. Declarations of interest in any items to be discussed – None
4. Discuss any planning applications received after the compilation of the Agenda – None
5. Discuss the following planning applications:

Ref. No:	Address	Planning Details	PC's Stance	Notes
15/01422/F	Samphire Developments, Coaly Lane	Variation of condition 20 of planning permission 15/01422/F to update approved frontage boundary treatment	✘	Permitted by BCKLWN
16/01430/F	Ingoldisthorpe Hall	Extension to dwelling	✓	
16/01544/LB				
16/01434/F		New Multi-sports court with red brick wall pavillion & new / realignment with Ingoldisthorpe Hall	✓	
16/01545/LB				Approved – N/A

The following discussion took place regarding planning application 16/01434/F before coming to the decision to support the applications at Ingoldisthorpe Hall.

Cllr Johnson stated that the owners have a duty of care to maintain the character of the grounds in any improvements that they make. Cllr Casey and Pratt stated that the owners have done an excellent job in doing this and Cllr Redwood added that it is important that the Parish Council do not block everything put forward from the applicants.

Mr Gerald and Rosslyn Rager of Hall Farm, the residents closest to the development, stated that they went to see the applicant and although the plans show the Court right against the road, it will in fact be 20-30 ft away from the boundary and no trees will need to be removed. The Ragers support the application subject to it being in the area described to them. The Clerk confirmed the PC had also received an email confirming this.

Cllr Johnson proposed the applications were supported by the Parish Council subject to the Court being sited further from the boundary to where the plan shows, seconded by Cllr Casey and approved unanimously.

Next meeting: Wednesday 5th September 2016, following the General PC Meeting, Village Hall.

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 5th October 2016 at 7pm



Draft minutes, subject to confirmation

Present: Councillors James Wilson (Chair), Darren Heffer, Lucy Johnson, Alan Mitchell, Nicholas Redwood, Tony Spinks, Borough Cllr Wright, County Cllr Dobson, the Clerk and three members of the public.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Casey, Pratt and Borough Cllr Devereux

2. APPROVE MINUTES OF THE LAST COUNCIL MEETING – Minutes of the meeting held on 7th September 2016 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 – The residents of Hall Farm attended with regard to the proposed trod (in agenda item 6(c)). Cllr Johnson explained the background and proposed trod and that NCC would maintain it. The residents were concerned about the trod's chippings filling the drains and also, with the trod being 1m wide, how they would not be able to maintain the verge anymore. Cllr Wilson explained the PC are trying to improve the walking routes in the village. Cllr Johnson said the PC did not want to urbanise more than we have to, outside Hall Farm is OK with the verge but the nettles outside the paddock are an issue. The residents are concerned about the maintenance costs if cars end up pulling up onto the trod. Will it be effective? Cllr Redwood asked how many people will realistically use the trod although he accepted that cars do zoom up and down. The Council agreed to trod as far as Hall Farm's grass verge. The PC may reconsider extending the trod after seeing how the shortened trod works and will consult with Hall Farm at this point, They also asked about the pedestrian refuges which Cllr Johnson explained to them.

The three members of the public left the meeting at 19:16.

5. MATTERS ARISING FROM PREVIOUS MINUTES – Allotments, two have been given up and passed on to new tenants. A third may be given-up.

6. AGENDA

(a) Update from the Borough Council and County Council

Cllr Wright asked the IPC to send back the grass cutting survey from KLWNBC. "New stories of Lynn" is starting on Tuesdays (18th Oct - 22nd Nov) with two readings (1pm and 6:30pm) on some very interesting topics. The telephone number for more information is 01553 616506. She also mentioned a 'household enquiry form' which was sent to all households in August. Please could everyone fill it in and return it. Cllr Dobson spoke about buses. A bus bill is going through Parliament at present. He also mentioned the Devolution project which may be held up by the County Council.

Cllr Dobson and Cllr Wright left the meeting at 19:22

(b) Councillor Advert

Although there have been no applicants a couple of people have shown interest and will hopefully attend in November for co-option.

(c) Parish Partnership Bids

- i. **Trod:** As discussed in item 4. Public Participation, Cllr Wilson proposed the PC apply

for a reduced length so it is not in-front of the Hall Farm verge. Cllr Redwood is concerned about how many people will use it and if only part is made into a trod will parents deem it safe, the cost is not an issue for him (as suggested by Cllr Wilson). Cllr Mitchell said the PC should do what has been decided with Hall Farm. We have to improve it. Cllr Wilson proposition was seconded by Cllr Johnson and voted for by all.

ii. **Pedestrian Refuges:** Cllr Wilson read out correspondence from a mother in support of the refuges. Cllr Johnson also has a letter from the school in support of them. She has walked it with the location map on her phone and confirmed the spacing suggested by Sally Bettinson at NCC would be beneficial. As the fourth refuge at the right-hand side looks like it would be in the car pull-in Cllr Johnson proposes the PC only apply for three refuges (omitting the top one suggested by SB), seconded by Cllr Spinks and voted for by all.

iii. **Gateway:** The PC looked at the visuals and Cllr Wilson talked through the costs. Clerk to confirm the maintenance of the gateways and to obtain sample colours from Glasdon. The PC are leaning toward light oak but will confirm in November. Cllr Wilson proposed the L-shape gateways, seconded by Cllr Johnson and voted for by all.

(d) Playground

Clerk confirmed the annual inspection will be carried out in the next two weeks at a cost of £79 +VAT. Clerk has not got anywhere with funding for the playground and Tesco have not replied yet. Cllr Mitchell has information about Dog Fouling being an offence in some playgrounds e.g. Dersingham, however Ingoldisthorpe is not on the list. Clerk to investigate.

(e) ISSC Inspection

Took place on 14th September. It is in very good shape and the building is in good order. Since the inspection the gas boiler inspection has been completed and Cllr Redwood viewed the accounts which are healthy. The matter of playground insurance came up, the club insure the playground as does the PC. Clerk to call our insurance company to confirm the public liability and equipment cover. Cllr Wilson said the PC should take responsibility for it an insurance perspective, seconded by Cllr Redwood and voted for by all. Clerk to action. Cllr Redwood propose the PC waive the rent, seconded by Cllr Wilson and voted for by all.

7. Planning Committee Update – Cllr Johnson had nothing to update. A discussion took place regarding the holding separate meetings for the committee. Cllr Johnson proposed the meeting take place at item 7. of the main meeting which she will continue to Chair, seconded by Cllr Redwood and voted for by all.

8. FINANCE

(a) The monthly accounts were proposed for payment by Cllr Wilson, seconded by Cllr Heffer and approved for payment:

Bank Account	05/10/2016 (£)	10/2015 (£)
Current	608.56	1601.89
Deposit	21327.20	17795.63
Allotment	325.38	459.78
Agnes Bigge	10.08	30.08
TOTAL	22271.22	19887.38

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)	
Current	Clerk's wages	J Shah	September	BACS		222.32	
	Home Office (£10pm), Broadband (£5pm) & Expenses (print/postage)	J Shah	Jul /Aug /Sep	BACS		62.69	
	SLCC – error in subscription amount paid by Clerk in September	SLCC	Annual			18.00	
	Street Lighting	E-ON	September	Direct Debit	4.00	83.97	
	Street Lighting maintenance	K & M Lighting Services	September	BACS	4.71	28.28	415.26
Allotment	Water charges (Ingoldisthorpe)	Anglian Water	14/06/2016 – 29/09/2016	Direct Debit		79.84	
	Water charges (The Drift)	Anglian Water	14/06/2016 – 29/09/2016	Direct Debit		70.46	150.30
TOTAL					8.71	565.56	

9. CORRESPONDENCE

- (a) Consultation on Public Spaces Protection Order (Control of Dogs) – Borough Council of King's Lynn & West Norfolk 2015. Clerk to get Ingoldisthorpe added to the list.
- (b) LAIS1393 Precept Consultation Norfolk. Noted.
- (c) Grass Cutting Survey. Clerk to respond.
- (d) Email from Parishioner asking about the bench on the common engraved 'Dick Gray, Chairman of this parish for 25 years'. Clerk spoke to Cllr Wilson and responded directly.
- (e) Workshops on 'Considerations when determining Planning Applications'. Noted.
- (f) Talk on 'the essential benefits of trees within the built environment and the need for a revaluation for future planning'. Noted.
- (g) Council Tax Support scheme consultation. Noted.
- (h) Norfolk Silica Sand Review - Pre-Submission Addendum: Modifications. Noted.
- (i) Letter from the new Planning Minister, Gavin Barwell, MP. Noted.

10. RECEIVE ITEMS FOR THE NEXT AGENDA - None

Next meeting: Wednesday 2nd November, Village Hall.

The meeting closed at 20:28

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 2nd November 2016 at 7pm



Draft minutes, subject to confirmation

Present: Councillors James Wilson (Chair), Darren Heffer, Lucy Johnson, Sylvia Pratt, Borough Cllr Wright, the Clerk and Nick Bithray.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Casey, Mitchell, Redwood, Spinks, Borough Cllr Devereux and County Cllr Dobson.

2. APPROVE MINUTES OF THE LAST COUNCIL MEETING – Minutes of the meeting held on 5th October 2016 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 – .

6. AGENDA

(a) Update from the Borough Council and County Council. Cllr Wright gave a brief report of the Borough Council reviewing grass cutting in the area. She expects the vote on devolution would be before 21st November and she has been involved in lots of Heritage and Arts projects.

(b) Co-option of new Member to the Parish Council. Cllr Wilson proposed that Nick Bithray be co-opted as a Member onto the Parish Council. Seconded by Cllr Heffer and voted for by Cllrs Johnson and Pratt.

(c) Parish Partnership bids

Cllr Wilson proposed the Clerk apply for 50% funding (detailed below) for three projects which will improve the Highways in the Village. Seconded by Cllr Pratt and voted for by all.

Description of Works	Detail of works	Total Cost	PC's contribution (50%)
1 Trod from Chalkpit Road end of Brickley Lane (Mount Amelia) to Hall Farm	175m long by 1m wide and kerbing around corner opposite Brickley Lane Junction	£2,611.00	£1,305.50
2 Three pedestrian refuges, Brickley Lane	See plan for suggested places. Small kerbed, slabbed areas big enough for pedestrians, guarded by timber post to stop vehicles using them as passing areas	£2,405.00	£1,202.50
3 Village Gateway	Two 30mph roundels painted on the road	£28.00	£14.00
	Village signs: L-Shape option	£2,732.28	£1,366.14
	Installation by NCC	£500.00	£250.00
	Right to cultivate licence	£0.00	£0.00
TOTAL COST OF WORKS:		£8,276.28	£4,138.14

(d) Playground.

i. Insurance; Clerk confirmed that the playground insurance has been taken off the Parish Council's insurance as the ISSC insure this. Clerk still to obtain a copy of the insurance held by the ISSC on file.

ii. Inspection report; Clerk has forwarded the annual RoSPA report to Graham Piggott.

iii. Public Spaces Protection Order; Clerk confirmed that the Parish do not need to do anything else regarding this. Signs stating that no dogs are allowed could be put up.

iv. Funding; Clerk is applying to two funds for the replacement equipment discussed in Spring and will report back in December.

(e) Christmas Lights. Clerk reported that the Parish have now got the necessary paperwork

to have the Christmas lights put up again. She is awaiting the cost from Maurice at K&M. They will be lit for 8 hours a day between 1st December and 5th January inclusive and has asked for the individual branches to be wrapped in lights.

(f) BT Payphone removal consultation. All of the Members agreed that the Village does not have a requirement for the two Payphones (next to the Village sign and P&A garage). Cllr Johnson raised the issue that old red Phone boxes can be adopted for a £1. Add to December's Agenda.

(g) Replacement street light post and lamp in Grovelands. Following an Ambulance's collision with the lamp outside 74 Grovelands the Clerk has received invoices from Amey and UK Power Networks for the removal and disconnection of electricity. Along with the cost of a new post, these amount to almost £3k. Clerk is in correspondence with the Ambulance Freight networks with regard to paying these and will update in December.

7. Planning – chaired by Cllr Johnson

(a) The last two applications in the table below were received between the compilation of Agenda and the meeting. Cllr Johnson proposed these should be supported, seconded by Cllr Pratt and voted for by Cllrs Bithray and Heffer. Cllr Wilson abstained.

Ref. No:	Address	Planning Details	PC's Stance	Notes
15/01422/F	Samphire Developments, Coaly Lane	Variation of condition 20 of planning permission 15/01422/F to update approved frontage boundary treatment	✘	Permitted by BCKLWN
16/01430/F	Ingoldisthorpe Hall	Extension to dwelling	✓	Withdrawn by applicant
16/01544/LB		New Multi-sports court with red brick wall pavillion & new / realignment with Ingoldisthorpe Hall	✓	
16/01434/F				
16/01633/RM	Aldorcar, Coaly Lane	Reserved matters application: erection of single storey building and associated works	✓	Awaiting decision by BCKLWN
16/01666/F	Oak Farm	Erection of stable / field store on land adjacent to Oak Farm, The Drift	✓	
16/01754/AG		Prior notification of agricultural storage building	✓	

(b) Pending applications – Cllr Johnson commented that the applications at Ingoldisthorpe Hall had been withdrawn and that the dwelling at at Coaly Lane had been supported.

8. Finance - Approve pending payments for November. The monthly accounts were proposed for payment by Cllr Wilson, seconded by Cllr Pratt and approved by all:

Bank Account	02/11/2016 (£)	11/2015 (£)
Current	197.76	293.02
Deposit	21327.20	17295.63
Allotment	175.08	340.81
Agnes Bigge	10.08	110.08
TOTAL	21710.12	18039.54

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Current	Clerk's wages	J Shah	October	BACS		222.32
	Poppy appeal donation	British Legion	Annual	101378		50.00
	Playground inspection	Playmaintain	Annual	BACS	15.80	94.80
	Street Lighting	E-ON	October	Direct Debit	4.80	100.77
	Street Lighting maintenance	K & M Lighting Services	October	BACS	4.71	28.28
TOTAL					25.31	496.17

Cllr Pratt proposed that the Council donate to the British Legion (as in previous years). Seconded by Cllr Wilson and voted for by all.

9. Correspondence

- (a) Norfolk ALC AGM. Noted.
- (b) Training schedule. Noted.
- (c) Precept consultation (automatic referendums) – Ingoldisthorpe PC do not support this.
- (d) Snettisham road closure 14th Nov - 18th Nov. Noted.

10. Receive items for the next agenda

- (a) Discuss concrete bollards on Lynn Road at the North of the Village.
- (b) Adoption of an old red phone box.
- (c) Agnes Bigge charity.

Next meeting: Wednesday 7th December, Village Hall.

The meeting closed at 19:50

Minutes of the Ingoldisthorpe Parish Council meeting held in the Village Hall, Ingoldisthorpe on Wednesday 7th December 2016 at 7:30pm



DRAFT - SUBJECT TO CONFIRMATION

Present: Councillors James Wilson (Chair), Carole Casey, Alan Mitchell, Nick Redwood, Darren Heffer, Lucy Johnson, Sylvia Pratt, Borough Cllr Wright & the Clerk.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Bithray, Spinks, Borough Cllr Devereux & Cty Cllr Dobson.

2. APPROVE MINUTES OF THE LAST COUNCIL MEETING – Minutes of the meeting held on 2nd November 2016 were approved & duly signed by Chairman Wilson as a correct record.

3. RECORD DECLARATIONS OF INTEREST IN ANY ITEMS TO BE DISCUSSED – Cllr Redwood re: tree preservation order in planning 7.

4. ALLOW PUBLIC PARTICIPATION – None present.

5. MATTERS ARISING FROM PREVIOUS MINUTES – A discussion took place re: the concrete bollards. Cllr Wright suggested replacing with trees. Cllr Johnson agreed. Clerk confirmed it is another psychological factor in slowing drivers down. Cllr Mitchell suggested we would have more trees to hang Christmas lights on! Clerk to ask residents and NCC Highways if this would be viable and report back to the Council in January.

6. AGENDA

(a) Update from the Borough Council: Turned down Devolution with a resounding 'no.'

(b) Agnes Bigge distribution: Clerk to check on the ONS on the age of residents and Cllrs Casey and Pratt will continue their investigations on how the fund split.

(c) Parish Partnership bid: Bid is ready for submission once Cty Cllr Dobson emails his support for the applications. IPC expect to hear back in March/April 2017.

(d) Playground: Insurance documents still required. The IPC have managed to get on the Tesco Bags for Help scheme this December in local Tescos and will receive £1k, £2k or £5k next year towards the playground renovations. Clerk still applying for more funding.

(e) Christmas Lights – Cllr Casey suggested we buy more but cost of putting these up is limiting. Clerk to ask if some Villagers would be willing to put them up. Cllr Wilson proposes £150 is spent on more lights to finish the existing tree. Seconded by Cllr Johnson and voted for by all.

(f) BT Payphone removal consultation / Adopt-a-kiosk – Adopt-a-kiosk scheme is for the existing phone boxes, not an old red one. Clerk has confirmed that we want the existing payphones removing.

(g) Timekeepers Cottage – Clerk to speak to occupants so Cllr Heffer can check mechanism.

(h) Grovelands street light replacement – Clerk received email today re: Ambulance service paying for the UKPower Networks and Amey invoices. This came along with confirmation that they will pay for the replacement which Clerk has ordered.

7. Planning – chaired by Cllr Johnson

- (a) Discuss applications received between compilation of Agenda and the meeting – Tree Preservation Order below (although not strictly for PC to decide on).
- (b) Discuss new/pending applications – none received throughout the month.

Ref. No:	Address	Planning Details	PC's Stance	Notes
16/01633/RM	Aldorcar, Coaly Lane	Reserved matters application: erection of single storey building and associated works	✓	Permitted by BCKLWN
16/01666/F	Oak Farm	Erection of stable / field store on land adjacent to Oak Farm, The Drift	✓	Consent not required
16/01754/AG		Prior notification of agricultural storage building	✓	Consent not required
16/00081/TPO (2/TPO/00076)	2 Old Rectory Cottages	T1: Sweet Chestnut – crown reduction back to previous cutting point. Prune branches leaning towards house and driveway. T2: Horse Chestnut – removal of diseased tree replacement already there. T3 Horse Chestnut – removal and replace with Yew Tree	N/A	

8. Finance - Approve pending payments for November. The monthly accounts were proposed for payment by Cllr Wilson, seconded by Cllr Heffer and approved by all:

Accounts

Bank Account	06/12/2016 (£)	12/2015 (£)
Current	751.59	969.07
Deposit	20329.82	16406.96
Allotment	175.08	279.62
Agnes Bigge	90.08	90.08
TOTAL	21346.57	17745.73
Difference vs. last yr:		£3,600.84

Pending Transactions

A/C	Description	Supplier	Period	Payment Type	VAT (£)	Gross (£)
Current	Clerk's wages	J Shah	November	BACS		222.32
	Plug for Christmas lights	Screwfix (refund to clerk)	December	BACS	1.35	8.15
	Bus Shelter Cleaning	D Spinks	3 months	101379		45.00
	Christmas lights	K & M Lighting Services	December	BACS	69.20	415.20
	Street Lighting	E-ON	November	Direct Debit	4.64	97.51
	Street Lighting maintenance	K & M Lighting Services	November	BACS	4.71	28.28
	TOTAL					79.91

9. Correspondence

- (a) Pensions Regulator re: staging date for pensions: Clerk will complete before 1/1/17 deadline
- (b) Meeting re: tidal flooding from KLWNBC. Meeting on 22/12/16. Cllr Johnson will attend.

10. Receive items for the next agenda – covered throughout the meeting.

Next meeting: Wednesday 4th January at 7:00pm.

The meeting closed at 20:10