

# INGHAM PARISH COUNCIL

Chairman: Mr. Adrian Dawson  
Clerk: Mrs. Michelle Thompson  
16 Klondyke Cottages, Bury St Edmunds

## Minutes of the Parish Council Meeting of Ingham Parish Council held on Tuesday 17<sup>th</sup> September 2019 in St Bartholomew's Church, Ingham

**Present:** Cllr A Dawson (Chair), Cllr.F.Stennett, Cllr P Scase, Cllr. K. Pyke,  
Cllr. M. Kovacic - Graham, Cllr C. Cadman Cllr L Anslow  
Michelle Thompson (Clerk) and one parishioner

### Democratic ½ Hour – Public Question Time:-

No members of the public participated

Chairman Cllr Dawson welcomed everyone to the meeting, in particular Linda Anslow who was co-opted on to the Parish Council due to the resignation of Cllr. Tibbett  
This was proposed by Cllr. Dawson and seconded by Cllr. Kovacic - Graham

**Suffolk County Councillor's Report** – Cllr Hopfensperger was not present but did provide a report  
(See the report in '*Councillors' Reports*')

**Borough Councillor's Report** – Cllr Glossop did not attend but did provide a report  
(See the report in '*Councillors' Reports*')

1. **Apologies** SCC Cllr.Rebecca Hopfensperger, Borough Cllr. Susan Glossop
2. **Declaration of Interest** Nil
3. **Dispensation** Due to unforeseen circumstance the Parish Council Meeting of Tuesday 24<sup>th</sup> September was cancelled and brought forward one week to 17<sup>th</sup> September 2019 Also a revised set of July Minutes were produced by the Clerk to incorporate Cllr Glossop's Report
4. **Minutes of Parish Meeting held 23<sup>rd</sup> July 2019** - Proposed by Cllr Stennett and Seconded Cllr Cadman that the minutes be accepted as a true record. Agreed unanimously.

### 5. Reports

#### Clerks' Report;

The Clerk informed the Council that an Income and Expenditure account for the Play Meadow had been circulated to the councillors. It showed once the VAT has been reclaimed there was an approx. figure of £10,000 remaining. This was approved by all

**Chairman's Signature**

She also informed the council that she had been corresponding with Cllr. Hopfensperger about the locality grant of £1500 towards the Play Area and was now waiting on a response

The Parish Council Insurance is due at the end of September for £330.40. The Clerk had gone back to the insurers to confirm that the figures were correct due to the value of the new play equipment and was waiting to hear. Although, once clarified, a cheque will be issued. All councillors agreed with this

## 6. Items for debate and decision: -

### a. Play Area

The Chairman reported that the last inspection carried out by West Suffolk Council was all good .

Councillors have planned to discuss what was going to happen next with the Play Area in the spring. In the mean time they will look at the possibility of tidying up the area by levelling off the soil and making it safe. Cllr Stennet was to arrange this.

There was also talks of getting quotes for top surfaces, but before this can happen the levelling needs to be done. It was suggested having “*Hard Core*” so that they could have a proper game of football and basketball. This would also probably warrant a fence being erected too. Another alternative was to have tarmac on one side.

It was, however, decided by the Parish Council to put this on hold for the time being sow the grass and see how thing are come next spring.

As part of the Sovereign warranty a weekly inspection needs to be carried out against a worksheet. It was noticed that the zip wire was hanging a bit low and could need tightening. Cllr Pyke was asked if he could carry the inspection for the Parish Council. It was also suggested that it might be advisable to purchase some anti – bird spikes for the play equipment, especially the swing, to prevent them from getting too dirty and to keep them in good condition.

### Highways –

- a. **Footpaths**- Over the last two months we have unfortunately seen muddy and untidy footpaths and pavements within the village. It has been decided to send a letter along with photographic evidence to Suffolk Highways to see what action can be taken

The Councillors discussed some issues surrounding the overgrown bushes/hedge of the Old Rectory, along with the Teachers House. It has now been resolved.

- b. **Lynch Gate** - this is still an on - going process and in need of some tender loving care and was last repaired in 2013 with Oak for the roof. Cllr Stennett has very kindly offered to look into some quotes.

**Chairman’s Signature**

**Village Sign** – Unfortunately, this leans towards one side and could do with some restoration. Cllr Dawson has made some enquires along with the Clerk. A contractor has now been found and an estimated price of approx. £650

## 7. Finance

### Bank Reconciliation

Bank Reconciliations for Barclays Parish Council, Lloyds Parish Council and The Playground Account were all agreed

The Financial Officer outlined to the Parish Council that everything had gone smoothly with the transfer of the Parish's money from the Barclays Bank a/c to the new Lloyds a/c. The Clerk was going to check the closure of that account at Barclay's

Also, the Clerk informed the Council that the Playground Account with a balance of £2,838.74 should be transferred over to the Parish Account. This would allow for the money to be used to purchase additional items for the Play Area. It was agreed by all to keep the account open to allow for more fund raising, if needed

Due to the resignation of Cllr. Lynne Tibbert, who was a signatory on the Lloyds Parish Bank

The Clerk therefore arranged for a new mandate form to be signed by two of the existing signatories to allow Cllr. C. Kovacic- Graham to be added and Cllr. Lynne Tibbert to be removed. All agreed

Cheques were authorized for	Michelle Thompson (Clerk's Salary)	£ 350.64
	Tops Garden Service (July Grass Cutting)	£ 240.00
	SALC – Annual Subscription 2019/20	£ 179.94
	Trevor Brown (Internal Auditor)	£ 115.75
	Elaine Dawson (Play Meadow Signs)	£ 58.80
	P. Graham (Play Area Fencing and Gate)	£ 675.00
	Sovereign (Play Equipment)	£ 5797.37

The Play Area Equipment needs to be updated on the Asset Register. This was discussed at the last meeting and agreed that the existing Registers be circulated prior to the November meeting, so they can have an input and then the final version produced.

## 8 Planning Application No DC/19/1704/HH Household Planning Application

- single storey side extension (following demolition of garage)  
Burford The Street Ingham Mr.M.Caird

The Parish Council had no objections

## 9. Clerks Report on Urgent Decisions From Last Meeting:-

There were no further matters for the Clerk to report back to the Council

**Chairman's Signature**

**10. Correspondence** read out at the meeting

**11. Councillors' Reports and Items for Future Agenda**

The Parish Council has now been reviewing the litter situation in the village for several months and the Clerk was asked to inquire into some more bins, as well as dog bins too and the annual charge.

Now the play meadow is almost completed the campaigning for a pedestrian crossing should be a priority as it is extremely important to the villagers

**12. Date of Next Meeting:-** Tuesday 26th November 2019.

**Meeting closed at 8.45pm**

**Chairman's Signature**