
Minutes of the meeting of Wortwell Parish Council held at the Wortwell Community Centre, on 30th October 2017 - 7.30pm**Councillors attending:**

Allison Copeman (Chair) Margaret Colyer (Vice Chair) Robert Hadingham, Daphne Cook, Chris Shore, Julie Nutt, Lua Leggett

Two members of the public attended

- 1. Welcome** by the Chairwoman Allison Copeman
- 2. Apologies received from:** Mrs Margaret Stone and Dr Murray Gray and Mrs Jane Pearce
- 3. Declarations of interest**

Noted from: Robert Hadingham in connection with item 20 (e)

The meeting was adjourned to allow members of the public attending the meeting to speak.

The Sunshine Fund. Mr Malcolm Perry and Mrs Sarah Noy attended to discuss the future of the Sunshine fund. Open gardens raised money for planting of roses, flowerbeds and planting around the village sign. As Mr Perry will be moving away from the village, it is proposed that the Sunshine Fund be closed and remaining monies merged with the Parish Council to fund continuing maintenance of the three areas in the village where planting took place. Request was made for a letter of clarification to be provided around costs and funds available. This will be discussed at next month's meeting. The Council took the opportunity to thank both Mr Perry and Mrs Noy for the work that they did in the past to enhance the village appearance and that we wish Mr Perry well in his future plans. Item to be added to next month's agenda. **Clerk to action**

- 4. Minutes** of the meetings held July and September were approved and signed by Councillor Copeman.

5. Reports from District and County Councillors

1.1. No District council report received for this month.

1.2. **County Council Report** read out to council from Mrs Margaret Stone confirming

- 1.1.1. Update on Adult social service mental health provision.
- 1.1.2. Council services review to take place over next two years
- 1.1.3. ***In Good Company approved mark*** - Nominations can be made to recognise groups that work to reduce loneliness and isolation. Details can be found at www.norfolk.gov.uk/ingoodcompany
- 1.1.4. Norfolk County Council has won £3.05 million of government funding to replace a busy staggered crossroads on the A140 at Hemphall between Norwich and Ipswich with a roundabout.

6. Report on appointment of new Parish Clerk and Responsible Financial Officer from Chairwoman

- 1.1. Following the retirement of **Mrs Jane Pearce**, a recruitment process took place to find a replacement Parish Clerk and Responsible Finance Officer. An interview panel was convened and a transparent procedure was followed

7. Report from Chairwoman

- 1.1. **A Good Councillors Guide** will be provided to all councillors. **Councillor Copeman to action**
- 1.2. Councillor Shore and Councillor Colyer are attending the **Being a Councillor** training at Sprowston in November.
- 1.3. Following the change of appointment a number of signs and correspondence will need to be updated with the new clerk details. **Clerk to action**
- 1.4. **Willow Close Sign** - The lettering has deteriorated. LL to contact Highways for replacement. **Clerk to action**
- 1.5. **Play Equipment** - The small train has been vandalised by obscene language being carved in. Attempts to repair by sanding have not been effective and we will ask Mr Wright to undertake repairs. Also to look at the Slide which has a panel worn and ask for quotes. Dog fouling has been found in the flowerbeds near the play equipment. **Councillor Copeman to action**

8. Reports from Parish Councillors

1.1. Councillor Hadingham

- 1.1.1. Reported that Street light Number 14 on the Knoll is still not working. Attempts to repair this have failed and under recommendation from the Electrical Engineers the Council agreed to their quote for replacement of lamps and associated work. **Clerk to action**

1.2. Councillor Cook

- 1.1.1. Reported post opposite Willow Close with notice board was broken and temporarily the board is posted to a tree. In due course, once the winter storms have passed a new post will be erected
- 1.1.2. Toys were dumped at Cuckoo Lane which were later found vandalised. Councillor Cook was asked if she would kindly clear these away if they remain on her next visit. **Councillor Cook to action**
- 1.1.3. The drains and Gullies at Oak Hill remain blocked **Clerk to action**
- 1.1.4. The old wreath will be removed from the War Memorial and area to be tidied in time for the service. **Councillor Cook to action**

9. Report from Clerk

- 1.1. Apologies received from Mrs Jane Pearce who due to hospital operation was not able to attend her final meeting as parish clerk. She thanked the Councillors for their gift which was much appreciated.
- 1.2. Correspondence file for October provided
- 1.3. Cheques for signature
- 1.4. Auditors have signed off the 2016/17 accounts and new regulations state that these should now be uploaded to the website together with Standing Orders, Financial Regulations and Health & Safety Regulations. **Councillor Copeman to action**
- 1.5. Copies of accounts provided and confirmation of the payment of Community Investment Levy for £1237 has been paid into the account. See item 19 below.

10. Correspondence file circulated

11. SAM Machine

- 1.1. After lengthy discussions with Harleston and Redenhall Council, over the last few months to share/borrow their speed awareness machine it has been decided to explore purchasing our own machine.
- 1.2. Quotes have been received and the cost would be £3150 plus VAT for the purchase of a portable SAM2. This will enable us to move the machine to different hotspots. Data recording will allow us to identify high risk periods or regular infringements allowing us to provide the Police with further evidence for them to act on if necessary.
- 1.3. County Council Parish Partnership Scheme supports the implementation of SAM machines and the Council will apply to them for a 50% bid towards costs.
Clerk to action

12. Update on Redenhall Cemetery - Councillor Hadingham

- 1.1. **Councillor Hadingham** reported that the entrance lacks disabled access. A seat has been requested for elderly to sit on. A water supply for the new cemetery has been deemed infeasible but they will continue to look into this. As the public footpath passes through the churchyard and cemetery the Council will request that SNDC look into changing the gate from the current inaccessible 'Lytch' style to one that wheelchairs can get through. There is a dip in the ground that needs attention.
Clerk to action with SNDC

13. Playing Field issues:

- 1.1.1. Weekly reports received from **Councillor Shore** and **Councillor Nutt** copies on file.
- 1.1.2. The Zip Wire needs tightening RH and CS to see if this is something we can do ourselves. **Councillor Hadingham to action**
- 1.1.3. **NCFC** one of the goals has been removed from the pavilion. LL to email Jason at NCFC to ask for its return. **Clerk to action**

1.1.4. Request from Mr Steve Hicklin for access to field and Community Centre for football training.

1.1.4.1 RH to confirm re field availability.

1.1.4.2 RH and Sheila Rusted to liaise on availability of rooms. **Clerk to action**

1.1.5. Cricket Pavilion. Mick Fisher to be asked to re-quote for repairs. Roof needs new felting, balustrade and verandah but without the flooring. Creosote building. **Clerk to action**

14. Weekly exception reports received for recycling centre for Month: July and October

1.1. TV found dumped by recycling bins. Councillor Shore will take to Hempnall dump

15. Ownership of Land and Buildings per Wortwell Community Centre

1.1. The community Centre has a 99 year lease from the Parish Council for the buildings.

1.2. Confirmation needed from SNDC as to the ownership of the land **Clerk to action**

16. Wortwell Community Centre rebrand.

1.1. **Clerk** handed out the first edition of the Core News which explains the philosophy behind the four **CORE** elements. Culture, Occasions, Recreation and Enterprise. All agreed this is a modern logo and takes the community centre forwards.

1.2. **Councillor Cook** will include a copy with each Mardler as it gets delivered this Friday. (3/11)

17. Installation of water supply to allotments

1.1. Quotes to be obtained from Anglian Water **Clerk to action**

18. Tree Warden's Report - No action required. We continue to support the work that is being undertaken in the village.

19. Proposed Bus Shelter

1.1. Three quotes have been received and although aesthetically the councillors preferred one style it was not felt that it justified the extra £800 just for looks. We have selected the **Winchester Economy** bus shelter. This provides protection from the weather and a perch seat. No information board will be required as timetables are no longer supplied.

1.2. Before actioning further, consent will be sought from neighbouring property owners. Letter to be drafted and sent. **Councillor Copeman and Clerk to action**

20. Planning Applications

a) **2017/2007 - P Bliss** - Notification for change of use of agricultural building to dwelling barn on Cooks Lane Wortwell. **Approved**

b) 2017/1707 - Miss Anna Clark - Proposed first floor extension to rear of property and replace roof to front porch with tilted pitched roof, 70 High Road, Wortwell
Approved

c) 2017/1947/48 - Mr Paul Randall - Proposed single extension linking dwelling and outbuilding and replacement windows and doors and lime render walls to Broadwash Farm.
Approved

d) 2017/1639 - Mrs Kerry Wostear - Proposed single storey side extension to Lakeland Bungalow at 76B High Road, Wortwell **Pending Consideration**

e) 2017/2080 - Mr and Mrs Riches - Proposal - Outline for erection of No 1 two storey dwelling and garage, including access landscape and layout with matters reserved.
Decision awaited

f) 2017/2195 - Mr Jennings - Proposed two storey extension at 61 High Road, Wortwell, Norfolk **Decision awaited**

g) 1984/2553/F and 1 of 1993/1152 - Mr Michael Davis - Variation of condition 2 of planning permission. Change of siting of restricted caravan from plot E16 (approved under 2012/1799) to plot B20 at Waveney Valley Lakes Park **Pending consideration**

21. Community Emergency Plan

- 1.1.1. Further work needed to identify villagers with access to support materials, tools or other supplies. Move higher up the agenda for next month's discussion.
Clerk to action

22. Quotes from TT Jones to replace two street lights. Accepted. **Clerk to action**

23. Joint Parish Council Meeting - Alburgh - 7 November. MC DS JN and AC will attend.

24. Remembrance Day Service at Wortwell War Memorial - Sunday 12 November

- 1.1. **Councillor Hadingham** to collect wreath from George Grist. **Councillor Hadingham to action**

25. Discuss and approve accounts

- 1.1. Copies of budget figures and all payments made to date were provided in advance of the meeting by Mrs Jane Pearce and have been circulated and approved by councillors.
- 1.2. LL to obtain bank statements, invoices and other necessary documents to enable transfer of responsibility to move from Mrs Pearce to Mrs Leggett.
Councillor Copeman and Clerk to action

26. Business for next meeting - Monday 27 November

- 1.1. Community Emergency Plan
- 1.2. Sunshine Fund

1.3. SAM2 Machine

1.4. Cemetery

1.5. Bus Shelter

27. Payment of Accounts

1.1. Income - October 2017

1.1.1. Parish Council Account

1.1.1.1. Recycling Grant - SNDC - £200.00

1.1.2. Playing Field Account

1.1.1.1. Norwich City Training - £234

1.1.3. Parish Land Account

1.1.1.1. Allotments Rents/Charity - £26

1.2. Expenditure - October 2017

1.3. Parish Council Account

1.1.1. E-On Street Light Energy - £121.52

1.1.2. TT Jones Street Light Maintenance - £302

1.1.3. Street Light Repairs - £37.86

1.1.4. Audit - £125

1.1.5. New Lanterns - £267

1.4. Playing Field Account

1.1.1. Groundsman - £243

1.1.2. Exceptions

1.1.1.1. Nil

The meeting was not adjourned as members of the public that were in attendance left after their earlier slot.

28. Close of meeting

There being no more business, the Chairwoman thanked everyone for attending and closed the meeting at 10.05pm.