

Minutes of a meeting of Wortwell Parish Council, held in the Community Centre, on Monday, 29th February 2016 at 7.30pm.

Councillors attending – Robert Hadingham (Chairman), Allison Copeman (Vice Chairman), Margaret Colyer, Daphne Cook, and Lua Leggett (arrived at 7.50),

Also attending, District Councillor Dr. Murray Gray, three members of the public and the Clerk Mrs. Jane Pearce.

1050 Apologies

1050.1 None

1051 Declarations of Interest

1051.1 None

1052 To approve the January Minutes

1052.1 These were approved and signed by the Chairman as a correct record.

1053 Report from our District Councillor

1053.1 Dr. Gray had been asked if he would explain to us how we should respond to Planning Applications. He used current applications to demonstrate how we should look at boundaries, access, design, visibility and also highway and agricultural issues. He advised us on the regulations in the Local Development Boundary document and quoted information from the Development Management Policy. Dr. Gray agreed to email all Councillors and the Clerk with the details of his presentation. He was thanked by the Chairman for a very informative presentation. Councillor Leggett arrived during Dr. Gray's presentation and offered her apologies.

1053.2 Dr. Gray informed us that the District Council would be raising the Precept by 3.3% from April 2016. This was the first increase for several years. The Police would also be increasing their share of the Precept

1054 Chairman's Report

1054.1 **"Watching Norfolk Grow"** – Both he and Councillor Copeman had recently attended a meeting where Richard Bacon MP had spoken on "How Should Norfolk Grow"

1054.2 A new Constitution for the Norfolk Association of Local Councils had also been discussed at the meeting.

1055 Parish Councillor's Reports

1055.1 Councillor Colyer

1055.2 **Ditches on Low Road** – Ditches from Mill Lane to Dr. Gray's property needed cleaning out. The Clerk to contact Highways department. **Action Clerk**

1055.3 Councillor Leggett

1055.4 **Road Sweeping** – Highways had now swept the chippings from the Tunbeck Close/High Road junction.

1055.5 **Allotment Boundary/Willow Close** – An allotment holder had contacted Councillor Leggett regarding the possible removal of a hedge between the allotment boundary (the property of the Parish Council) and an adjoining property in Willow Close. Agreed to monitor the situation.

1055.6 **Footpath Notice Board** – She had cleaned the Footpath Notice Board.

1056 Clerk's Report

1056.1 **Cook's Hill** – No reply received from Highways following our two letters asking them to investigate the water which is running down Cook's Hill and is flooding Sally Dixon's driveway.

1056.2 **Pot Hole at the entrance of the Knoll** – Two letters had been written to Highways regarding a large pothole at the entrance to the Knoll. Work awaited.

- 1056.3 **Hedge Cutting on Tunbeck Close** – Mr. Bond had trimmed the hedges on the Playing Field and the Allotments
- 1056.4 **Missing Bollard at the Homersfield junction.** The replacement of the missing bollard awaited by Highways Department.
- 1056.5 **Waveney Village Signs** – Dr. Gray to contact Highways again. **Action Dr. Gray**
- 1056.6 **Village Events Committee** – Simon Leggett would represent the Community Centre on the Village Events Committee.
- 1056.7 **Parish Council's Notice Board** – Councillor Leggett agreed to give the notice board a coat of stain/varnish. **Action Councillor Leggett**
- 1056.8 **Councillor Training** – Councillor Loggett would attend a course on 28th April which will include grant funding. **Action Councillor Leggett**

1057 Correspondence

- 1057.1 SN – Planning Applications
- 1057.2 NALC February edition "What we do for our Councils"
- 1057.3 New post to help NCC target Blue Badge fraud
- 1057.4 NCC – Budget 2016/17 to protect range of key services and invest in the future

1058 Two Parish Council Vacancies

- 1058.1 Resignation letters had been received from both Jayne and David Moore. The vacancies were being advertised. Agreed that the Clerk prepare a flyer advertising the vacancies to be delivered to every home in the village. **Action Clerk**
Action Delivery Councillors
- 1058.2 A letter to be written to Jayne and David Moore, thanking them for the work they had carried out in the village, during their time on the Parish Council. **Action Clerk**

1059 Speeding on Tunbeck Close

- 1059.1 A communication had been received from a Parishioner expressing concern for the safety of children leaving the playing fields on Tunbeck Close. She felt that traffic is travelling too fast on this small road. Due to the increased use of the Community Centre and additional football training on the fields there is a higher percentage of traffic using the road now. Agreed to ask Highways Department if a 20mph speed restriction could be implemented on Tunbeck Close. Alternatively for the erection of a "Children Playing" sign **Action Clerk**

1060 Change of Bank Signatories

- 1060.1 Due to the resignation of David Moore an additional Bank Signatory was required. Councillor Colyer agreed to act as the third signatory. She would register her details with Barclays and provide the Clerk with a copy. New forms for changes to the signatories were signed by Councillors Hadingham, Copeman and Colyer. **Action Councillor Colyer**
Action Clerk

1061 Playing Field

- 1061.1 A report for December 2015 had been received from David Moore
- 1061.2 In a report for February, Councillor Cook reported a small amount of litter in the bins. The remains of a Kite and Vegetable peelings found in the bin close to the Packway. A plastic cap was missing from the Climbing Frame leaving a protruding screw.
- 1061.3 Councillor Hadingham to prepare a report for March. **Action Councillor Hadingham**
- 1061.4 **Football Training** – The Chairman had discussed new goals with the Trainer of Norwich City. Councillors agreed that 500 tokens which had been collected from the Eastern Daily Press Community Chest competition, would be sent to the paper, hoping that we might win money for the agreed Poly Goals. **Action Councillor Copeman**
- 1061.5 If this action was unsuccessful it was agreed to purchase a set of poly goals at a cost of £290. **Action Clerk**
- 1061.6 It was agreed to mark out a second pitch on the new field.
- 1061.7 It had been agreed with Norwich City that additional Floodlights would not be needed.

1061.8 In answer to our question as to whether they would consider training for the over 11 age group, they had replied that this is something they would like to do.

1061.9 **New Play Equipment Opening** – A Celebration to mark the opening of the new play equipment, a Zip Wire and a High Swing, had been opened by Dr. Gray on Tuesday, the 16th February.

1061.10 **Cost of Project** - This amounted to £12,596 + VAT. A cheque for £7,557.60 (being 50% of the project) had been sent to the Children's Playground Company on the 4th December 2015 and the balance of £7,557.60, following installation and a full inspection of the equipment, had been paid to the company on the 25th January 2016.

1061.11 **Guarantee** - Agreed that the length of guarantee on the new equipment be checked with the Company and also to ask that the tension on the Zip Wire be tightened.

Action Councillor Copeman

1061.12 **Insurance** - Agreed that we insure the Zip Wire and the High Swing for £6,000.

Action Clerk

1062 Recycling Centre

1062.1 Councillor Cook reported that Cardboard had been left at the Centre. She had taken this home and put in her Recycling Bin. She had swept out the Centre.

1063 Redenhall Communal Cemetery

1063.1 Following complaints to Harleston Town Council regarding the mesh which was laid by the District Council on the Cemetery path, the District Council had now inspected the area and had made further suggestions to correct the problems. We will receive quotes, for the proposed additional work in due course.

1064 Audit Regulations 2017/18 financial year

1064.1 We had agreed in December 2015 to stay opted in to the new Audit Regulations. This would mean that we stayed in the Audit for Smaller Authorities – this is all parish and town councils with an income of less than £6.5m. We will be informed of our new Auditors in due course and the new contracts will run for a period of five years.

1065 Fencing Bond 2016/17

1065.1 The current Bond matures on 16th March. Agreed that the sum of £24,641.41 plus a further £10,000 which had been returned to the current account, be reinvested on the 16th March in a Money Market Bond for a period of one year at the prevailing interest rate.

Action Clerk

1066 Welcome Pack

1066.1 Councillors updated the Welcome Pack.

Action Clerk

1067 Food Safety Course

1067.1 Agreed that Councillor Copeman attends a Food Safety Course later in the year.

1068 Proposed Village Events

1068.1 **Queen's 90th Birthday Celebration** – The Celebration would be held on Saturday, the 4th June.

1068.2 Councillor Copeman had applied for a £400 grant from the District Council.

1068.3 Details of a Commemorative Medal had been received.

1068.4 It was hoped to involve the Community Centre and the Bell PH in the celebrations

1068.5 **Plant and Garden Sale** – This event would be held on Sunday, 8th May. Councillor Copeman was in touch with various Garden Centres and Art and Craft Shops.

1069 Grant Funding

1069.1 A survey of the Community Centre had been carried out. It was thought that 2 screens were needed and a projector that could be moved to either room. The Committee would be applying for a grant towards new lighting and also a loop for hearing aids.

1070 Complaints Procedure for members of the Public

1070.1 This item would be debated at the meeting on Monday, 21st March.

1071 South Norfolk's Big Litter Pick

1071.1 The Clerk had booked the village Litter Pick for Thursday, 7th April between 2 and 4pm. Any winnings would go towards the proposed new Goal Posts.

1072 Planning

1072.1 Agreed that the Chairman would join Councillors Copeman and Leggett as the third member of the planning sub committee

1072.2 **2016/0179 – Mr. and Mrs. Daryll Self of 21 High Road, Wortwell** – Application for a 2 storey side and single storey rear extension. The Parish Council sub committee commented "Brickwork and roof tiles are in keeping with the existing property. There will be ample room for off street parking". Decision awaited from the District Council.

1072.3 **2016/0374 – Mrs. Gillian Seamons of 4 Willow Close** – Application for the replacement of existing rear conservatory with new conservatory and utility room to side and rear.

1073 Accounts

1073.1 Copies of budget figures and all payments made to date, including current bank statements were circulated and approved by members.

1073.2 **March cheques** – It was agreed that the March cheques could be signed early in the month in order that they would clear before the 31st March 2016 (last day of the 2015/16 financial year)

1074 Business for the March meeting.

1074.1 Agreed that the Queens 90th Birthday, Plant and Garden Sale and Norwich City would be included on the March Agenda

1075 Close of Meeting

1075.1 There being no further business, the Chairman thanked everybody for attending and closed the meeting at 10.10pm.

1076 Payment of Accounts

1076.1 Community Centre – February - £14

1076.2 Mrs. Pearce – Salary £318.63, Allowance £69.44 = £388.07

1076.3 Bungay Printers – March/April Mardler - £143

1076.4 Community Centre Plant Sale Deposit - £50

1076.5 S. Reynolds – 6 hours February - £48

1076.6 Mark Harrod – Line Paint - £34.80

1076.7 E.S. Bond - Playing Field Hedge Cutting - £72

1076.8 E.S. Bond – Allotment Hedge Cutting - £36

1076.9 Income

1076.10 Community Centre - Peppercorn Rent- £5

1076.11 Community Centre – ½ share of Groundsman's wage - £677