

Minutes of a meeting of Wortwell Parish Council, held in the Community Centre, on Monday, 27th July 2015 at 7.30pm.

Councillors attending – Robert Hadingham (Chairman), Daphne Cook, Lua Leggett, Jayne Moore, David Moore and Malcolm Perry

Also attending District Councillor, Dr. Murray Gray and the Clerk Mrs. Jane Pearce.

925 Apologies

925.1 Apologies had been received from Councillor Copeman due to work commitments and also from County Councillor Mrs. Margaret Somerville.

926 Declarations of Interest

926.1 None

927 To approve Minutes of the June meeting

927.1 These were signed by the Chairman as a correct record.

928 Report from District and County Councillors

928.1 District Councillor Dr. Murray Gray reported:

- The Long Stratton Action Plan is now subject to examination in public. It is reported that the building of the bypass could begin in 2017. The construction of a roundabout at the Hempnall crossroads should be completed early in the project.
- The Gypsy Task Force has been finalised and will be taken to Cabinet on the 14th August. It will be open to the public for inspection early September.
- Due to recent work at the local Homersfield exchange, Broadband in our area should be getting better during the next 10 days.

929 Chairman's Report

929.1 **Repair to Play Equipment** – Mr. Mac Wright had thanked the Parish Council for its letter of appreciation, following his repair to the Fortress Bridge.

929.2 **Pemberton Cars** – There was a rumour that Pemberton Cars was up for sale.

930 Councillors' Reports

930.1 Councillor Leggett

930.2 **Dog Bin on Knoll** – She had received a report that the Dog Bin on the Knoll was not emptied the previous Monday. The Clerk had phoned the District Council and had received an apology. The bin was then emptied the same day.

930.3 Councillor David Moore to erect a "No Fouling" notice at the entrance to the footpath on the Knoll. The Clerk to also put a notice on the Parish Council's Notice Board.

**Action Councillor David Moore
Action Clerk**

930.4 Councillor David Moore

930.5 **Three new Notice Boards** – He had started work on the new Notice Boards.

930.6 Councillor Perry

930.7 **Three new Notice Boards** – He had purchased 3 posts for the 3 new Notice Boards at a cost of £17.64.

931 Clerk's Report

931.1 **Training session for Parish Councillors** – The Course on the 23rd July was completely full so our name has been added to a reserve list.

931.2 **Pot Holes – Low Road** – Work on the pot holes was meant to have been carried out during the road closure on 2nd June. The agreed repairs have now been passed to the Highways Works Team and should be completed shortly. The road will be surface dressed in a few weeks time.

931.3 **Ranger Visit** - The Clerk had contacted the Rangers again regarding the blocked drain at Mill Lane and the "Willow Close" sign which needed cleaning. Work awaited.

- 931.4 **Dog Excrement on footpath to Waveney Valley Lakes** – Councillor Perry had spoken to the owner of Waveney Valley Lakes and he had confirmed that 90% of the dog walkers were members of the public and not people staying at the Lakes. He had bins on the site and these were emptied regularly.
- 931.5 **Dog Fouling – High Road** – The Clerk to put notices in the Mardler and on the notice board regarding dog fouling from opposite the old shop on High Road to opposite Goodswens garage. **Action Clerk**
- 931.6 **Flooding outside 131 High Road** – Now that we have had some rain, the Clerk to contact Highways again regarding flooding in this area. **Action Clerk**
- 931.7 **Change of Bank Signatories** – A letter from Barclays required new signatures from Councillor Perry, and up to date records of Councillor Hadingham and the Clerk **Action Councillor Hadingham**
Action Clerk
- 931.8 **Building work at Willow Close** – A telephone call from a resident in Willow Close informed the Clerk that phase one of the work would soon be completed and the building would be offered for rent.
- 931.9 **Recycling Centre** – Councillors discussed and agreed the Conditions of the Agreement for 2015/16. This would provide us with an annual payment of £200. **Action Clerk**

932 Correspondence

- 932.1 Parish Crime Statistics – June 2015 – 2 Violence against a person
932.2 Clerks and Councils Direct – July 2015

933 Playing Field

- 933.1 In weekly reports for June, Councillor Cook reported:
- Slat missing from front of locomotive.
 - Small amount of litter. Beer glasses and bottles found on picnic tables. These had been removed.
 - Wasps nest at entrance to new field, reported to Clerk for action.
 - Emptied all bins and replaced with new liners.
 - No bird excrement on swings.
- 933.2 Councillor Hadingham to prepare weekly reports for August. **Action Councillor Hadingham**
- 933.3 Councillor Jayne Moore to prepare weekly reports for September. **Action Councillor Jayne Moore**
- 933.4 **Dog Fouling** - Councillor Cook to erect a "No Dogs" sign on the new Field. **Action Councillor Cook**
- 933.5 **Report from Fund Raising committee** – An email from Councillor Copeman confirmed that applications had been submitted for funding to "Awards for All" and "Norfolk Community Foundation".
- 933.6 **Maintenance of Playing Fields by Norse** – The Groundsman had reported to the Clerk that the Gang Mower was now leaving a 6-8 feet gap at the edges of the fields. Normally the verges were cut with a ride on tractor. The Clerk to write to Norse. **Action Clerk**
- 933.7 **Cleaning the inside of the Pavilion** – Councillor Perry had obtained the key to the Pavilion from Mr. Derek Woollorton and had begun cleaning the inside of the building. He had removed a lot of rubbish. It was thought that 3 Butler sinks could be sold on ebay.
- 933.8 **Annual Play Inspection Report** – The Chairman said that the report gave an overall medium risk when all the individual equipment was rated as low risk. The report highlighted some action was necessary.
- The train has a piece of roof trim missing.
 - The basket swing safety surfacing needed attention for a potential trip hazard.
 - There is a loose bolt on the rope traverse of the trim trail.
 - The pedestrian gate on the old field needs rubber trim to prevent fingers being jammed

- At the top of the slide there is a potential toggle entrapment.
- 933.9 Councillor Hadingham to ask Mr. Wright to replace the roof trim and the missing slat on the top of the train.
Action Councillor Hadingham
- 934 Proposed Dog Bin on Low Road**
- 934.1 The Clerk had received comments from four parishioners. One requested a bin outside the Anglian Water sub station and the other three were against the idea of a Dog Bin on Low Road. It was agreed not to proceed with the installation of a Dog bin in this area.
- 935 Maintenance of the Knoll**
- 935.1 Mr Derek Woollorton had said that he wished to give up maintaining the Knoll at the end of March 2016. Councillor Perry had mentioned this to Mr. Steve Reynolds, our Groundsman and he was willing to take over the maintenance of the area. Clerk to write to him with details.
Action Clerk
- 936 Capital Funding Grants**
- 936.1 Councillor Leggett had made enquiries regarding grants from the Community Action Fund. It was hoped to obtain grants for a better Broadband connection for the village, a projector and screen for the Community Centre and for a stand pipe for the village allotments. She said that we had to tackle one project at a time and had to state the Council's priorities. Criteria for funding being:
- (1) Enhancing the quality of life and the environment
 - (2) Promoting a thriving economy
 - (3) Being business-like, efficient and customer aware and
 - (4) Supporting communities to realise their potential
- Councillors voted unanimously in favour of making an application for a projector and screen perhaps with a mobile public address system, for the Community Centre. Councillor Leggett to draw up a business plan.
Action Councillor Leggett
- 937 Speeding in the village**
- 937.1 Notification from the Police that Air tubes will be installed at the end of Willow Close, in approximately three weeks.
- 938 Employee Grievance Procedure**
- 938.1 A sample of the Employee Grievance Procedure had been obtained from Earsham Parish Council. Agreed that the document be amended to apply to Wortwell Parish Council before adoption.
Action Clerk
- 939 Equal Opportunity Policy**
- 939.1 Councillors agreed that we adopt this document as discussed at last months meeting.
- 940 Complaints Procedure**
- 940.1 The NALC had informed the Clerk that we should have a Complaints Procedure in place. The Clerk had downloaded two examples from the web site. These had been emailed to Councillors for perusal. It was agreed to put copies of the Procedures in the Correspondence file for circulation. This item would be discussed again at the September meeting.
- 941 Standing Order, Financial Regulations and Health and Safety Regulations**
- 941.1 Members agreed to amend Condition 3 of the Standing Orders to read"If the Vice Chairman has served for at least three consecutive years and they then succeed the Chairman, they will serve for three consecutive years only".
Action Clerk
- 942 Planning Applications**
- 942.1 **2015/0084 – Mr. Tony Sprake** – Approved with Conditions
- 942.2 **2015/1437 – Mr. Robert Oberhoffer** – Change of Use from restaurant lounge to retail at The Dove, Station Road, Wortwell IP20 0EP. Sub committee commented "There is sufficient parking available for the public and the building is in a suitable location for the retail business with much potential passing trade, due to its location on the A143 Bungay/Harleston road"

942.3 **2015/1513 – Mr. Philip Newcombe** – Change of Use from holiday let to residential use at 3 Oaktree, Park Farm, Tunbeck Road, Wortwell IP20 0HP. Sub committee had no comments to make.

942.4 **2015/1276 – Enterprise Inns plc** – New pub signs for The Bell, at 52 High Road, Wortwell IP20 0HH. Sub committee commented “The proposed new signs are in keeping with the building”

943 Resignation

943.1 Councillor Malcolm Perry then told the meeting that he would be resigning from the Parish Council in the near future. Councillors reluctantly accepted his resignation. The Chairman expressed his gratitude for all the work he had carried out on behalf of the Council since 2005.

944 Accounts

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

945 Business for the September meeting

945.1 Complaints Procedure and Capital Funding Grants to be included on the September Agenda. Councillors to inform the Clerk of any additional items they would like included.

946 Close of Meeting

946.1 There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.15pm

947 Payment of Accounts

947.1 Expenditure

947.2 E.On Street Lighting - £147.07

947.3 Wortwell Community Centre – July meeting - £14

947.4 Mrs. Pearce July Salary £311.83, Allowance £69.44 = £381.27

947.5 T.T. Jones – Lighting maintenance and repairs - £220.72

947.6 Playing Field VAT 2014/15 - £677.13

947.7 Mr. Reynolds – July, 25 hours - £200

947.8 Playsafety – Equipment Inspection - £156

947.9 SNDC – Wasps Nest on new Playing Field - £64.61

947.10 Income

947.11 2014/15 VAT - £1,072.13

947.12 SN – Litter Pick - £20

947.13 Playing Field VAT - £677.13