

Minutes of a meeting of Wortwell Parish Council held in the Community Centre, on Monday, 26th January 2015 at 7.30pm

Parish Councillors attending – Councillors Robert Hadingham (Chairman), Allison Copeman (Vice Chairman), Daphne Cook, Jayne Moore, Sarah Noy and Derek Woollorton.

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

815.2 Apologies

815.3 These were accepted from Councillor Perry owing to family commitments

816 Declarations of Interest

816.1 None

817 To approve the Minutes of the November 2014 meeting

817.1 These were signed by the Chairman as an accurate record.

818 To receive Reports from our District and County Councillors

818.1 District Dr. Murray Gray reported:

- 12 possible sites have been proposed for Gypsy and Travellers. Decisions will be delayed until after the elections on the 7th May.
- The District Council are hoping to freeze Council Tax again for the coming year.
- A Cabinet meeting held this morning to discuss the Long Stratton Area Action Plan voted unanimously in favour of the Plan. He had reminded the Cabinet that it is important that the roundabout at the Hempnall cross roads will be included and constructed very early on in the Plan.
- A new scheme for Broadland and South Norfolk titled 'Warm up Britain' will provide grants for insulating homes. Grants of up to 2/3 for properties with solid walls to a maximum £7,000. Smaller grants will also be available for insulating lofts. Every house in South Norfolk would be receiving a letter explaining the scheme.

818.2 **Old Farm Shop site** – Dr. Gray said that an Enforcement Officer had visited the site. Planning consent would be needed for the proposed car sales business. The owner hoped to commence business in March.

818.3 **Willow Close, - ref 805.3 November Minutes** – An Enforcement Officer had visited the site and discovered that lopping some trees and removal of others had been carried out without consent.

819 Update on the Community Centre

819.1 Mike Whitehouse, Chairman of the Management Committee told Councillors that a new committee would be in place at the beginning of April. Only three of the original 12 village organisations remained and a new Trust Deed was needed. The NRCC had recommended a solicitor to carry out this work at a cost of £280. The Charity Commission now required vetting procedures for all new Trustees. It was hoped that the current problems with the Noise Limiter could be overcome and that the noise level could be increased. The District Council would only get involved if there were further complaints.

819.2 All six potential new Trustees have been contacted thanking them for their nominations. One of the potential trustees has offered to be Treasurer and another had offered to be Booking Clerk and main key holder. He has said that he would want at least 2 deputy Key-holders to cover the whole job. Seven people from the 'maintenance' volunteers list were given a guided tour of the Centre by three current committee members and were told they will be approached individually and collectively to help in the next few months as 'jobs' become necessary.

819.3 As far as finances are concerned, we have regular weekly user groups that just about cover regular expenses costs, but we will continue to need more 'casual' bookings etc to ensure that we keep a 'contingency fund' for large expenditure items as the Centre ages. Eg boiler, radiators, floors etc. or more fund raising will be needed. He thanked the Parish Council for their support.

819.4 The Chairman thanked Mike Whitehouse for his detailed report.

820 Chairman's Report

820.1 Councillor Hadingham complained at the amount of litter on Low Road.

821 Parish Councillor's Reports

821.1 Councillor Copeman

821.2 **Mud on Low Road** – A lot of mud on the bend due to cars parking at the Bell.

821.3 Councillor Moore

821.4 **Footpath behind the Bell** - Brambles were blocking the footpath behind the Bell. Councillor Hadingham agreed to deal with the problem **Action Councillor Hadingham**

821.5 Councillor Cook

821.6 **Fly Tipping – Low Road** – Rubbish is being dumped on Low Road near Cuckoo Hill. Agreed that it was the landowners responsibility to move it.

822 Clerks Report

822.1 **Homersfield Junction** – The Clerk had contacted Highways on two occasions requesting that the white lines be renewed at this junction. No reply received and the work is still awaited. She later contacted our County Councillor asking if she could ask Highways to reply to our emails. No reply received.

822.2 **Groundsman's Worksheets** – Councillor Noy to request the July Worksheet from Mr. Reynolds. **Action Councillor Noy**

822.3 **'Low Road' sign on the Knoll** – The Clerk had completed the necessary forms for ordering a new sign. This would take about three months.

822.4 **Stile at the Old Mill** – Councillor Hadingham had carried out the necessary repairs.

822.5 **Footpath Sign on the Knoll** – Councillor Woollorton said we had two spare signs in the Pavilion. Agreed to renew the sign after the trees had been trimmed.

822.6 **Overgrown Trees on the A143 next to chain link fencing** - Two emails had been sent to Highways requesting that the trees on the verge of the A143, be trimmed. No reply received and no work carried out. Clerk later contacted our County Councillor asking if she could ask Highways to reply to our emails. No reply received.

823 Playing Field

823.1 In a report for December, Councillor Copeman reported:

- Cleared tape, bottles and tins from the fields.
- Checked all bins, not much rubbish.
- Lots of mole hills on old field. (Clerk had asked the 'mole man' to deal with the mole hills)
- All equipment in good order.

823.2 In a report for January, Councillor Cook reported:

- Very little litter.
- Dog excrement in Morrison bags in litter bin on old playing field
- All equipment in good order.

823.3 **'No Dog' Sign** – Councillor Perry had erected the new sign at the entrance to the new Playing field.

823.4 **Highways 30mph sign** – A large 30mph sign had been left at the entrance to the new field. The Clerk to ask the District Council to remove it. **Action Clerk**

823.5 **Keys for the Playing Field Barrier** – Councillor Woollorton had had two keys cut. One for the Groundsman and one to be held in reserve

823.6 **Strimming in the Orchard** – Councillor Perry had completed this work

823.7 **Playing Field Maintenance - 2015** – A letter to T.T.S.R. Ltd requesting a quotation for maintenance of the two fields for 2015 had received no response.

- Quotation from Eastern Facilities Management Solutions Ltd amounted to £2,768.72 plus VAT for 21 cuts. The Clerk to request details of the cost of additional cuts.

Action Clerk

- Quotation from Norse, the second year of our three year contract, amounted to £2,519.23. This was for two cuts per month beginning in mid-March to the end of October. Our Contract with Norse says *"For contracts of longer than 12 months duration, if the Customer wishes to terminate this Agreement early, it must give a minimum of 12 months notice. In the event of this not being given, an 'early termination fee' of 25% of the annual Charges will become immediately payable in addition to any sums due"*. Clerk to write to Norse requesting a quotation for the fields to be cut every 10 days from mid March to the end of October.

Action Clerk

823.8 **Chain Link Fencing – new field** – A quotation from Waveney Trees amounted to £400 for clearing the chain link fencing of brambles, on the new field. Also to lift canopy on x3 fir and x1 lime tree on the driveway £70. Agreed that all work should be put in hand.

Action Clerk

823.9 **Maintenance of Mowers** – The Groundsman had said that the Mower does not servicing at the moment.

823.10 **Monthly report from the Playing Field Fund Raising Committee** – The sub committee would be requesting grant aid from Cemex, Awards for All and Adnams. These companies would be prepared to provide grants to Parish Councils which would enable us to reclaim the VAT.

823.11 **Car Boot Sale** – The next fund raising event would be a Car Boot Sale to be held on Sunday, 12th April

824 Recycling Centre

824.1 Councillor Copeman reported that during December she had cleared up glass and removed a large box.

824.2 In January Councillor Cook had removed a carrier bag of out of date tinned food.

825 Light Pollution Questionnaire

825.1 Agreed that a Light Pollution Questionnaire from the CPRE should be completed by the Clerk.

Action Clerk

826 District Council's 2015 Litter Pick

826.1 Agreed that members of the Parish Council would carry out a Litter Pick on Sunday, 22nd March between 10am and 12pm. Councillor Cook to act as Group Leader. Clerk to send details to the District Council.

Action Clerk

827 Parish Allotments

827.1 An allotment holder had telephoned the Clerk saying that the new resident at 4 Willow Close had removed part of the Parish Council's hedge, at the bottom of his garden allowing him access through the allotments, to the playing field, where he was exercising his dog. The Clerk to write and ask him to reinstate the hedge as he was trespassing by using the allotments as a short cut. Also to point out that we have a Byelaw in force which bans all dogs from both playing fields.

Action Clerk

828 Overgrown Trees on the Knoll

828.1 A quotation amounting to £400 had been received from Waveney Trees to trim the hedges and overhanging trees on the Knoll. Agreed that all work should be put in hand. The Clerk to remind them that we need to know well in advance when the work will be carried out in order that we can include a notice in the Mardler requesting parishioners to remove their cars from the Knoll on the day the work will be carried out.

Action Clerk

829 2015 Parish Council Elections

829.1 The Parish Council elections will be held on 7th May. The District Council will arrange for all nomination forms to be downloaded next month. The Clerk to put a notice in the Mardler and on the website informing parishioners of the elections and arrangements. She would also download the nomination forms for people without internet facilities.

Action Clerk

830 Clerke Charity

- 830.1 As it was difficult to get the relevant parishioners to pay the annual Rent Charges and cost more in postage to collect than the annual Charges, it was thought to be unfair to pass the Charity over to the Poors Allotment Charity to run, as had been originally agreed. Instead the Clerk would write to the Charity Commission asking if we could wind up the Charity
Action Clerk

831 Giving

- 831.1 Letters requesting donations had been received from Norfolk Accident Rescue and Norfolk Age UK. It was proposed however by Councillor Cook and seconded by Councillor Hadingham to donate £50 to Borderhoppa only as it helped local parishioners by taking them shopping, and also to the doctors and dentist.
Action Clerk

832 Clerks Salary

- 832.1 New Salary increases had been received from NALC and SLCC, to take effect from 1st January 2015 and was agreed. Salary scale to remain at SCP22. Basic 364 hours per annum. Holiday allowance 49 hours per annum. Hourly rate of £10.527. The total salary for the year being £4,354. The Clerk was happy with the current allowance agreed in April 2013 and didn't seek any increase. These were allowance for the Clerk's home used as a parish office which amounted to £533 per annum. Computer allowance £433.32 per annum, but the Clerk said she was happy with £300 per annum. Pension gratuity £162.27 to be held until the Clerk retires.
- 832.2 A non-consolidated (one off) payment of £100 pro rata for employees on SCPs 5 – 49 to be paid in December 2014 worked out at £18.

833 Parking at the Bell

- 833.1 Information received from Land Registry said that the piece of land behind the Bell belonged to Enterprise Inns. Agreed that we request a 'Certificate of Result of Search' cost £4.
Action Clerk

834 Planning Applications

- 834.1 None.

835 Accounts

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

836 Business for the February meeting

- 836.1 2015 Litter Pick, and Fencing Bond to be included on the February agenda.

837 Close of meeting

- 837.1 There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.30pm

838 Payment of Accounts

838.1 Expenditure

- 838.2 E.on – December - £151.98
838.3 Bungay Printers – Jan/Feb Mardler - £143
838.4 HMRC – Oct/Nov/Dec - £151.80
838.5 Wortwell Community Centre – Jan – 2 meetings - £28
838.6 Mrs. Pearce – December – Salary £320.94, Allowance £69.44 Expenses £69.33 = £459.71
838.7 Mrs. Pearce – January – Salary £311.83, Allowance £69.44 = £381.27
838.8 Land Registry - Certificate for result of searches - £4
838.9 S. Reynolds – December - £48
838.10 E.S. Bond – Hedge Cutting Playing Field - £36
838.11 Norfolk Pest Control – January - £105
838.12 S. Reynolds – January - £48
838.13 E.S. Bond – Hedge Cutting Allotments - £21.60

838.14 Income

838.15 Sale of WW1 Booklets - £82.40
838.16 Sale of WW1 Booklets - £8
838.17 Village Books - £10
838.18 Earsham Football Club – November - £104
838.19 Mettingham Football Club – November – £26
838.20 Harleston Youth Football Teams - £335
838.21 Earsham Football Club – December - £78
838.22 Mr. Falvey Allotment Rent 2014/15 - £24