

Minutes of a meeting of Wortwell Parish Council, held in the Community Centre on Monday, 23rd May 2016 at 7.30pm

Councillors attending – Robert Hadingham (Chairman), Allison Copeman (Vice Chairman), Margaret Colyer and Lua Leggett.

Also attending – the Clerk, Mrs. Jane Pearce

1101.10 Apologies

1101.11 Apologies received and accepted from Councillor Cook due to a hospital appointment and also from District Councillor Dr. Murray Gray and County Councillor Mrs. Margaret Stone.

1102 Election of Chairman

1102.1 As no Councillor wished to accept the position of Chairman it was proposed by Councillor Leggett that Standing Order No. 4 be suspended and that Councillor Hadingham be appointed Chairman for the coming year. This was seconded by Councillor Colyer. Councillor Hadingham accepted and signed a Declaration of Acceptance of Office.

1102.2 Election of Vice Chairman

1102.3 Proposed by Councillor Leggett and seconded by Councillor Colyer that Standing Order No. 4 be suspended and that Councillor Copeman be appointed Vice Chairman for the coming year. Councillor Copeman accepted.

1103 Election of one parishioner to fill a vacancy on the Parish Council.

1103.1 An application had been received from Mr. Chris Shore to fill one of the vacancies on the Parish Council. He said in his application letter that "I would like to be considered for a place on the Parish Council. I have been a Wortwell resident for 18 months and as landlord of the village pub have vested interest in the village. Therefore please accept this email as an application to join the Parish Council". Proposed by Councillor Colyer and seconded by Councillor Leggett that Mr. Shore be elected to the Parish Council. Mr. Shore accepted and signed a Declaration of Acceptance of Office.

1104 Declarations of Acceptance

1104.1 None

1105 To approve the March Minutes

1105.1 These were approved and signed by the Chairman as a correct record.

1105.2 Reports from the District and County Councillors

1105.3 **County Councillor Mrs. Margaret Stone emailed a report which stated** - the County Council has agreed to put £1.25 million extra aside specifically for the repair of potholes and the Government added another £1.5 million this last week. Highways are prioritising this at the moment.

1105.4 Hempnall recycling centre has reopened full time following increased demands

1105.5 Many patients have complained that they are unable to get appointments with their GP's when they want them. She said "I have Chaired several Task and Finish Groups concerning these issues and as a consequence the Department of Health are looking at GP recruitment, training and retention. We have asked them to take an urgent look at a funding medical schools as an anomaly discourages medical students to train as GP's".

1105.6 **District Councillor, Dr. Murray Gray had emailed** – he hoped everyone had received a letter from SNC explaining that bin collection days are changing to Fridays from 6th June onwards.

1105.7 With regard the caravan on the north side of the A143, this issue is coming to Committee on Wednesday this week with a recommendation that the occupant be given a year to vacate the site and remove the caravan. (see also item 1117.1)

1105.8 Chairman's Report

1105.9 **Bollard at the Homersfield junction.** This had now been replaced.

1105.10 **New Car Sales Garage – Homersfield junction** - He (the Chairman) had been and looked at the facilities including signs and parking facilities and thought they were really good.

1105.11 **The Bell/Tunbeck Close** – During a music event at the Bell last weekend, he had received a phone call, Saturday evening, saying that Tunbeck Close was blocked and traffic couldn't get through to the Community Centre. It was thought that the cars were visiting a property in Tunbeck Close and were nothing to do with the Bell at all. It was thought that when future music events are planned at the Bell, the police should be asked to erect bollards from the Bell junction to half way along Tunbeck Close. Councillor Shore to contact the local police. **Action Councillor Shore**

1105.12 **Bowls Club** – The club had received £150 from the EDP Treasure Chest competition.

1105.13 **Redenhall Church** – It was wondered if we could now give our EDP coupons to the Redenhall Church. The Clerk to contact Brenda Le Grys to ask if they were collecting the coupons. **Action Clerk**

1106 Councillors Reports

1106.1 Councillor Copeman

1106.2 **Food Safety Course** – She said that this had been cancelled and would be re-arranged.

1106.3 **Plant and Garden Sale** – This had realised £181.31 on the 8th May and she thanked Councillors for their help. The Community Centre Management Committee had now agreed to refund the booking fee for this event plus three other events in any one year, provided that all proceeds were for the village. Agreed that the profit from the Plant and Garden Sale would go towards providing a Basket Ball net for the new playing field.

1106.4 **Litter Pick** – This had been very successful with 13 people taking part. They covered the village within an hour.

1106.5 Councillor Shore

1106.6 **Playing Field surrounds** – The Groundsman had complained that Norse were not strimming the edges of the playing field. The Clerk pointed out that these were only done once a month. The Clerk to speak to Mr. Reynolds. **Action Clerk**

1106.7 Councillor Leggett

1106.8 **Community Centre Notice Board** – She wondered whether we could move our Notice Board on the knoll to allow for the erection of a Notice Board for the Community Centre. Councillor Shore said that he would be prepared for the Centre to hang a Notice Board on the corner of the pub instead. This offer was gratefully accepted.

1107 Clerk's Report

1107.1 **Waste Bin Washers** – These had been received from Glasdon.

1107.2 **Ditch on Low Road** – The Chairman to forward the Clerk a letter regarding an agreement with NCC saying that they would accept responsibility for the maintenance of the ditch, outside Mill Lane. **Action Chairman**

1107.3 **Parish Council Notice Board** – Councillor Leggett had given the Board one coat of varnish. She would give it a further coat in the near future. **Action Councillor Leggett**

1107.4 **Pot Hole at the entrance to the Knoll** – A further letter to be written to Highways regarding the large dip at the entrance to the Knoll. **Action Clerk**

1107.5 **Change of Bank Signatories** – Barclays had now approved Councillors Hadingham, Copeman and Colyer as signatories for the Parish Council and Playing Field Accounts but now wanted either the Clerk or Malcolm Perry to sign the Parish Land application form. **Action Clerk**

1107.6 **Spraying of both Playing Fields** – Norse had completed the work at a cost of £720.

1107.7 **New Polygoals** – These had arrived from Harrods at a cost of £303.00

1107.8 **VAT Claims** – Following an enquiry from the Management Committee, asking if the Parish Council could pay for their large orders and then reimburse us, in order that we could claim the VAT, the Clerk had discovered that we cannot claim VAT on grants.

1107.9 **Joint Meeting – 13th June** – The Clerk reminded everybody of the Joint Meeting of the five Parish Councils to be held at Wortwell at 7.30pm. on the 13th June.

1108 Correspondence (for information only)

1108.1 NALC News letter – May

1108.2 Clerks and Council's Direct

1108.3 NCC – Better Broadband Sheet 23

1109 Proposed Waveney Valley Signs

1109.1 Dr. Gray had reported at the March meeting that he was waiting for a response from Highways regarding our request. It was thought that there was currently no funding available. Dr. Gray had suggested at the Annual Parish meeting that the Parish Council might be interested in £200 that he could provide from his District Council allowance, towards the signs. It was agreed to discuss the matter further at the June meeting.

1110 Speeding on Tunbeck Close

1110.1 Further to our letter in April to Highways requesting that speed humps be laid on Tunbeck Close and also enquiring about a visit from the Road Safety Team. A reply had been received saying "The Road Safety Team works County-wide and they assess accident cluster sites so that improvements can be carried out on a priority basis. Even if it were assessed, Tunbeck Close has no recorded injury accidents so it would achieve no priority for funding. With regard to Tunbeck Close itself signage is unlikely to have any effect on driver behaviour".

1110.2 The letter recommended applying for funding as part of the Parish Partnership Scheme to construct a footway/Trod Path. This would cost around £5,000 and would need to be constructed by Highways. A hardened path would cost around £9,000. It was agreed that due to cost these proposals were out of the question.

1110.3 It was agreed that the Clerk write a letter to Julie Ash asking her to remind the parents of the Dancing classes, to drive with consideration to pedestrians on Tunbeck Close

Action Clerk

1111 Playing Field

1111.1 In a report for April, Councillor Colyer reported that all equipment was in a safe condition although at least six screw caps were missing from the train. She had cleared bird droppings from the swing seats on the old field, and had removed litter from the bins

1111.2 In a report for May, Councillor Leggett reported that all equipment was in a safe condition. There was a small burnt area behind the Bowls Club, suggesting that somebody had had a barbecue. She had removed a dead pigeon from old field and beer cans from Community Centre car park.

1111.3 Councillor Copeman to prepare weekly reports for June. **Action Councillor Copeman**

1111.4 **Football Training – Norwich City** – Councillor Leggett had agreed at the November meeting to ask the Community Centre Management Committee to invoice Norwich City for use of the field as well as use of the Centre, and pass the income from the field onto us. To date no income had been received. Councillor Leggett said that the Management Committee had now agreed that we should invoice Norwich City ourselves. The Management Committee would be contacting the Clerk to discuss this. **Action Clerk**

1111.5 Councillor Hadingham to speak with the trainer this week regarding their attendance. The trainers had not shown up one Wednesday evening recently and non attendance had also been happening on Friday evenings in March. **Action Councillor Hadingham**

1111.6 **Harleston Youth Football Club** – In a report at the Parish Meeting the Club had said that they would provisionally book the pitch for three teams to play on Sundays. They would confirm this in early July.

1111.7 **Proposal to reform the Wortwell Football Club** – An email from Mr. Dave Loomes said that he was interested in re-forming the Wortwell Football Club. If this did go ahead it was agreed that we would not charge them the full fees for the first season. We await further details.

1111.8 **NFPA – Subscription** – Agreed that we renew our subscription for 2016/17 costing £20. Also to ask for a grant application form to be sent to Councillor Copeman **Actions Clerk**

1112 Recycling Centre

- 1112.1 Councillor Colyer said that during April she had removed cardboard from the site and disposed of it in her green bin.
- 1112.2 Councillor Leggett had changed the bin bag at the Recycling Centre during May.

1113 Redenhall Communal Cemetery

- 1113.1 Councillor Hadingham said that work on the new Memorial garden was now complete and it looked impressive. The mesh on the new path to the cemetery has been repaired but will need further attention before long.
- 1113.2 Both he and the Clerk had met with the Harleston Clerk and Andy Jackson to discuss cemetery issues. Since the opening of the Cemetery income and expenses had been based on the population of Harleston and Wortwell and this had been agreed at 12% for Wortwell. As Harleston now had more than 200 new homes it was felt that this should be looked at again. They pointed out however that we did not currently pay for any grass cutting of the new cemetery.
- 1113.3 He had recently spoken to the Harleston Chairman who reported that due to 2 field land drains running across the cemetery we could not use ten metres either side of the drains which meant that we would lose 37% of the site.

1114 Waveney Valley Responders

- 1114.1 A communication had been received from the Waveney Valley Responders. Their aim is to reach a potential life threatening emergency in the first vital minutes before the ambulance crew arrive. Councillor Shore to inform Councillor Copeman of convenient dates when a meeting could be arranged between the Responders and the Community Heart Beat Trust. Interested parishioners would receive awareness training and also how to use the Defibrillator. A leaflet drop would be organised informing parishioners of the event.

Actions Councillors Shore and Copeman

1115 Appoint a Trustee to Wortwell Town Lands

- 1115.1 Agreed that Councillor Leggett would fill the vacancy caused by the resignation of Councillor David Moore. The Clerk to inform the Secretary of the Charity. **Action Clerk**

1116 Grand Funding

- 1116.1 Councillor Leggett reported that the Community Centre had received a quote for the installation of spot lighting and a PA system amounting to £14,500. The Management Committee would be applying for grants.

1117 Planning

- 1117.1 **2040/0254 – Mr. Paul King** – The occupier of the caravan parked off the Bypass. An email from Dr. Gray had said the issue is coming to Committee on Wednesday this week with a recommendation that the occupant be given a year to vacate the site and remove the caravan.
- 1117.2 **2016/0374 – Mrs. Gillian Seaman** – Application for the replacement of existing rear conservatory with new conservatory and utility room to side and rear at 4 Willow Close, Wortwell. Decision awaited.
- 1117.3 **2016/0470 – Mr. Damien Kerslake** – Application for a single storey side extension to chalet at 30 Low Road, Wortwell. Decision awaited.
- 1117.4 **2016/0440 – Mr. Steve Hayes** – Application for a double garage at 12 Willow Close (single garage approved under application 2012/1818F) Approval of Planning Permission.
- 1117.5 **2016/0757 – Mr Matthew Seaman** – Application for a garage at Bracys Barn, Stony Lane, Wortwell IP20 0HP. Decision awaited.
- 1117.6 **2016/0851 – Mrs. Hannah Butler-Bird** – Application for the installation of Photovoltaic panels to south-west side of annexe roof. Parish Council recommend approval.
- 1117.7 **99 High Road** – An enquiry had been received from Mr. Nick Durrant in March, informing us that the owners hoped to develop the old pit site at 99 High Road later in the year. They asked if the Parish Council would be interested in retaining an access to the

allotment site from High Road. The access could be provided through the pit area at the rear of No. 99 High Road. A map showing the proposed access had now been received. Councillors debated the issue, but due to the expense that would be involved agreed unanimously not to proceed with the purchase of the land to the allotment site. The Clerk to inform Mr. Durrant.

Action Clerk

- 1117.8 **2016/0841 – Mr. Darren Grundy - Pemberton Cars** – Application for the retention of 3 illuminated signs advertising the company and contact number. This had been approved by the Parish Council sub committee

- 1117.9 **2016/1052 – Mr. Darren Grundy – Pemberton Cars** – Application for variation of condition 2 of planning permission 2015/0445/CU – extend sales/display area. Sub committee commented “Approve, as recently cars have been parking in the bus stop bay opposite, causing obstruction to the buses”

1118 The Queen’s 90th birthday celebration

- 1119 A party for the village would be held in the Community Centre on Saturday, the 4th June. Plans are well in hand. Admission would be free. A tea party would be provided together with games, a raffle, live music, an exhibition, rose planting and a talent contest. Commemorative coins would be presented to village children.

- 1119.1 The Clerk to contact the Groundsman to ask if he had any ideas of where to plant the four rose bushes within the village..

Action Clerk

1120 To Review Standing Order, Financial Regulations and Health and Safety Regulations

- 1120.1 Agreed that no amendments were necessary.

1121 Street Lighting Contract

- 1121.1 Three quotations had been received from E.On. regarding energy for our street lights. They amounted to £1,484 for twelve months, £1,478 for twenty-four months and £1,469 for thirty-six months. Proposed by Councillor Leggett and seconded by Councillor Copeman that we opt for the twenty-four month quotation. All agreed.

Action Clerk

1122 Subscription to Norfolk Association of Local Councils - £135.56 or Local Council Public Advisory Service - £50

- 1122.1 Due to one or two complaints from Councillors regarding recent communications with NALC it was wondered whether we should in future subscribe to the LCPAS instead. This had been recommended by the Harleston Town Clerk. It was agreed however to stay with NALC.

Action Clerk

1123 Accounts

- 1123.1 Copies of budget figures and all payments made to date, had been circulated and approved by Councillors.

- 1123.2 **2015/16 Governance Statement** – The internal audit had been completed and signed by Mr. Dave Renaut and the 2015/16 Governance Statement was signed by the Chairman and Clerk.

1124 To discuss business for the June Meeting

- 1124.1 Agreed that Waveney Valley Signs, Waveney Responders (Defibrillator) training, be included on the June Agenda.

1125 Close of Meeting

- 1125.1 There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.55pm.

1126 Payment of Accounts

1126.1 Expenditure

- 1126.2 E.On – April - £151.98

- 1126.3 Community Centre – March - £14

- 1126.4 Community Centre – Queen's 90th - £55

- 1126.5 Community Centre - April - £14

- 1126.6 Mrs Pearce – April Salary £322.43, Allowance £69.44 = 391.87

1126.7 South Norfolk – Dog Bin maintenance - £227.30
1126.8 Tower Mint – 50 Queen's 90th Coins - £128.40
1126.9 Rackhams – Keys for barrier - £17
1126.10 Glasdon – Rubbish Bin Washers - £2.73
1126.11 Mark Harrod – Poly Goals - £363.60
1126.12 S.Reynolds – Groundsman – April, 25 hours - £200
1126.13 E.On – May - £147.07
1126.14 Community Centre – May - £14
1126.15 Mrs Pearce – May – Salary £322.43, Allowance £69.44 = £391.87
1126.16 Came & Company – Parish Council Insurance - £170.80
1126.17 T.T.Jones – Street Lighting maintenance – 3 months -£233.17
1126.18 Bungay Printers – May/June Mardler - £143
1126.19 NALC – Word Press Training - £65
1126.20 World of Roses - £85.91
1126.21 Precept to Playing Field – 1st half - £3,000
1126.22 NALC – 2016/17 Subscription - £135.56
1126.23 A. Copeman – Drinks/Lollipops – Plant Sale - £16.41
1126.24 Came & Company – Playing Field Insurance - £170.81
1126.25 S. Reynolds – May – 25 hours - £200
1126.26 NPFA 2016/17 Subscription £20
1126.27 Norse – Field Maintenance – 1st payment - £1,649.24
1126.28 Norse – Spraying both fields - £864