

DRAFT MINUTES

Please notes that these minutes are in DRAFT format only. They will be discussed, approved and signed off at the next parish council meeting on 26 February 2018

Wortwell Parish Council

MINUTES

Minutes of the meeting of Wortwell Parish Council held at the Wortwell Community Centre,

on 29 January 2018 - 7.30pm

Councillors attending:

Allison Copeman (Chair) Margaret Colyer (Vice Chair), Daphne Cook, Julie Nutt, Robert Hadingham

Also in attendance County Councillor M Stone NCC and District Councillor Gray, SNDC

1. **Welcome** by the Chairwoman Allison Copeman
2. **Apologies received from: Councillor Shore** - unable to attend due to annual leave - previously approved.

Declarations of interest

There were no declarations of interest.

As no members of the public were in attendance, the meeting was not adjourned.

3. **Minutes** of the meeting held 27th November 2017 were approved and signed by the chairwoman

4. Reports from District and County Councillors

4.1. County Councillor Stone presented her report.

- 4.1.1. Castle Museum, Norwich are offering a series of high quality learning family events over the next couple of months. Kicking off on the 3/2/18 with 'Show me the Money' - looking at the origins and history of money.
- 4.1.2. Norfolk Police and Crime Commission had been asked to look at amalgamating fire and police services under one scrutiny. An all party discussion concluded that there are insignificant reasons to change at the present.
- 4.1.3. Over the Christmas period A&E services came under immense pressure – Norfolk and Norwich Hospital Trust responded by opening up an elderly services unit to take the pressure off A&E and provide higher levels of social care.
- 4.1.4. Children's services have received an outstanding Ofsted report.
- 4.1.5. Speeding in the communities. A cross party committee, including a psychologist, investigated what can be done to reduce accidents, particularly in rural areas. Gathered facts reveal Friday afternoon is the most dangerous time with young men on motorbikes and older male drivers being the main cause.
- 4.1.6. Small rural roads continue to come under the National Speed Guidelines of 60 mph, which are generally considered to be too high for rural roads. Drivers often drive inappropriately for the conditions of these roads.

4.1.7.Public Consultation into the Budget is to look at bus subsidies, an area where NCC is very supportive. The overwhelming response is to continue with these subsidies.

4.1.8.NCC will be more selective in their gritting of roads.

4.2.District Councillor Dr Gray presented his report

4.2.1.Broadland and South Norfolk District Councils continue to look at shared office and services to manage their cost base more efficiently. A number of resignations in the planning offices has led to some changes: Senior Planning officer and Chief Planning Officer will amalgamate covering both councils and there will be shared Development management.

4.2.2.The Greater Norwich Plan covers Broadland/SNC/Norwich City and is holding a consultation until 15 March, website link www.gnlp.org.uk as 7200 new homes are to built in the area by 2036.The consultation proposes three sites in Wortwell - Meadow, Sancroft Way and the land opposite Willow Close. However there are more sites suitable than will be required. Link to be put in the Mardler with some background to the consultation.

4.2.3.The Long Stratton Leisure Centre is to be extended

4.2.4.The South Norfolk Community Awards, where you can nominate a volunteer for their actions in the community, is open on the 19th February 2018 and will remain open until the end of April. Also to go in the Mardler

Chairwoman to action 4.2.2 and 4.2.4

5. Report from Chairwoman

5.1. Council were informed that much work has been undertaken on updating the website with documents and the agenda and minutes from recent meetings. Work will continue with regards to the look of the website

5.2. Council were informed that a review of policies is currently being undertaken and, when complete, policies will be sent to Councillors over the coming weeks so they can be ratified at Parish Council meeting.

5.3. South Norfolk's Big Litter Pick will take place on Tuesday 3rd April between 10-12, meeting at The Knoll. The Clerk will inform litterpick@s-norfolk.gov.uk of the *Wortwell Womblers*, and request that equipment be sent to the Chairwoman. This will be advertised in the Mardler, and on the Website to encourage local villagers to participate and assist.

Chairwoman to action

Clerk to action

6. Reports from Parish Councillors

6.1. Council were informed that the top of Cuckoo Lane continues to attract further litter. Council will continue to monitor over the next month but if it continues will consider involving the local police. To be added to February Agenda for decision on any further necessary action.

Clerk to action

6.2. Council were informed that the Wortwell Core are holding an Art and Craft Fayre on Saturday 3rd March and are keen for as much support as possible to make this event a success.

- 6.3. The repairs on the play equipment, following vandalism, have been mostly completed but some finishing off of paintwork is required. This will be done when the weather improves.
- 6.4. Mr W has quoted for the completion of four new signs for the village. The figure of £50 per sign is within the budget and was approved. Clerk to advise Mr W to please complete the work.

Clerk to action

- 6.5. Council were informed of the theft of a bike from within the boundary of front garden on High Road at 7.30am on Saturday 27th January.

7. Clerk and RFO Report

- 7.1. The clerk introduced a new format for the clerk's report which was approved by council. This consists of two parts: Clerk Report Summary Sheet and Supplementary Information Sheet.
- 7.2. The Clerk presented a written report, explaining progress with ongoing items, noting new routine matters and correspondence received together with a supplementary information sheet.
- 7.3. Clerk to add Came & Co Insurance policy, due for renewal in June, to the (not April as this is the Annual Parish Meeting) Agenda to accommodate new infrastructure: Bus Shelter and potential SAM2 machine.
- 7.4. Councillor Stone offered to provide County Council funding and to support our campaign to resolve the ongoing issue of a deep pot holes and poor drainage at the foot of Cuckoo Lane on junction with Low Road.

Clerk and Councillor Stone to liaise.

8. Tree Warden's report

- 8.1. The tree warden was unable to attend but provided a suggestion for planting of more fruit trees in the orchard. Council agreed the need to discuss this in person with the Tree Warden, to better understand the issue and suggested planting. Clerk to invite him to present to the February meeting.

Clerk to action

9. Training

- 9.1. Council still wish to proceed with joint training initiatives in the future with Alburgh Council.
- 9.2. Clerk has attended comprehensive GDPR training through two organisations and it is noted that similar training is urgently required for Councillors. NPTS are to be asked to provide bespoke training to the Council on the 5th March. The Trustees of Wortwell Community Centre (and Alburgh PC?) will be invited to join the training session.
- 9.3. Clerk confirmed that she has completed two day induction course on Regulations, Policies, Procedures and other key duties in particular in relation to the financial management of her RFO role. Further training is planned.
- 9.4. Membership for NTPS approved by Council

Clerk to action

10. Correspondence File circulated

- 10.1. Council asked to pay particular attention to the 2012 report on Asbestos in the Pavilion. Clerk to seek advice on how much a new survey would cost. Add to the Agenda for February discussion.

Clerk to action

11. Community Emergency Plan and Community Consultation

- 11.1. The working party was not yet ready to present to the Council. Carried forward to February agenda

Clerk to action

12. Playing Field and Play Equipment

- 12.1. Council was presented with risk management reports on the status of play equipment and any arising health and safety issues. There was nothing to report on the latter.

- 12.2. Water gutters on both the pavilion and the football pavilion have disappeared so the water butts will not refill to provide water in the summer months. Clerk to approach plumber for quotes to repair/replace guttering.

Clerk to action

- 12.3. A sheet of wood has come from a villager's property and is lying in the play field. This has been moved to the side and it is hoped that the owner will retrieve it.

- 12.4. The fence by the Packway has been damaged in the recent storm. Photos of the damage to be taken and investigation into quotes for repair and consult insurance company to see if we are covered and extent of excess.

- 12.5. Football goals will be added to the RoSPA inspection Meanwhile Clerk to investigate cost of replacements and whether grants are available

Clerk to action 12.4.and 12.5

13. Planning

13.1. Planning Applications

- 13.1.1. 2017/1730 **Variation** of condition 2 of planning permission 1984/2553/F and 1 of 1993/1152 - Change siting of restricted caravan from plot E16 (approved under 2012/1799) to plot B20 at Waveney Valley Lakes Park, Wortwell.

- 13.1.2. 2017/2530 **Withdrawn:** Notification for Prior Approval for a proposed change of use of an agricultural building to a dwelling house – Barn1 Cooks Lane, Wortwell.

- 13.1.3. 2017/1804 **Pending:** Update from District Councillor. A meeting of The Development Committee will take place on the 31/1/18 to review this case and make a formal recommendation on how to proceed.

13.2. Planning Process

- 13.2.1. Report on internal process for planning applications was presented to Council for approval and sign off. Policy to be adopted forthwith.

14. Accounts, Bank Statements and Payments to be made

14.1. Ongoing work to reconcile accounts following changes to Bank Mandate and awaiting bank statements.

14.2. Cheques paid over £100

Cheque	101916	NPTS	Training/Budgets	£107.50
	101919	Clerk	Computer	£328.99
	101921	Clerk	Expenses	£137.31
	101922	T T Jones	Lamp Replacement	£628.82
	101923	Bungay Printers	Mardler	£146.00
	101926	Clerk	Training Clerk duties	£162.00

15. Items for consideration at the next meeting 26th February 2018

15.1. Litter at the top of Cuckoo Lane - update and decision on any necessary action

15.2. Resolution of Cuckoo Lane/Low Road drainage problem - update and decision on any necessary action

15.3. Tree warden report and presentation - decision on any necessary action

15.4. Asbestos in the Pavilion - update and decision on necessary action

15.5. Community Emergency Plan and Community Consultation - update from Working Party and decision on any necessary action

15.6. Adoption of Policies

There being no public present the meeting was not adjourned for public participation

Council passed a resolution to close the meeting to the public in order to discuss a confidential matter

Close of Meeting 9.40pm5

DRAFT ONLY

Signed: _____

Date: 26th February 2018

Name: Allison Copeman

Position: Chairwoman