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

on 26 March 2018 - 7.30pm

Councillors attending:

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

Also in attendance Dr Murray Gray South Norfolk District Councillor

Also in attendance applicant for Parish Councillor Vacancy - Mr Clive Aylett

9 members of the public were in attendance

1. **Welcome** by the Chairwoman Allison Copeman
2. **Apologies received from: Councillor Stone** - unable to attend

Declarations of interest

There was one declaration of interest from Mr R Hadingham

The meeting was adjourned to allow members of the public who were in attendance specifically to discuss concerns over the planning application appeal set for 6th April 2018 Local Planning Authority Reference: 2017/2080 - DCLG - Appeal Reference: APP/L2630/W/18/3193882

A number of strong Views were expressed vigorously and unanimously. Council resolved to pass on the views of the public through a considered response based on the internal planning process of Wortwell Parish Council, the local government guidelines, those of South Norfolk District Council and the Local Development plans. Council iterated that all responses would be based on material considerations only. Clerk to compile a response to the Appeal Authority.

All members of the public left the meeting at this point.

3. **Minutes** of the meetings held 26th February and 8th March (Extraordinary meeting) were approved and signed by the chairwoman

4. Reports from District and County Councillors

4.1. County Councillor Stone had not submitted a county report

4.2. District Councillor Dr Gray

4.2.1. Councillor Dr Gray confirmed that 1800 houses have been approved under the Long Stratton development together with approval for the bypass. These will now move to the next stage. The roundabout at Hempnall has been approved under a separate arrangement.

4.2.2. Dr Gray reminded Council that the Community Award remains open for nominations. The closing date is the 29th April 2018.

4.2.3. Reports have been received that the GNLP is difficult to access and navigate

5. Council Vacancy

Councillor Copeman welcomed Mr Aylett to the meeting and invited him to present his case for becoming a Parish Councillor. Mr Aylett had in advance provided a skills audit and his presentation strengthened the opinion further that he would make a valuable addition to the team. After a vote, Council approved the application unanimously and Mr Aylett was co-opted onto the Council with immediate effect. Mr Aylett joined the Council at the table for the remainder of the meeting.

Declaration to be completed -

Clerk to action

Training schedule to be organised -

Councillor Shore to action

6. Report from Chairwoman

- 6.1. Councillor Copeman stated that the white van that is parked with the rear butting out into the road has been reported and SNC are aware of the problem.
- 6.2. It was noted that a new company appears to be moving into the old First Class Cars site. It appears to be a landscape gardening company.
- 6.3. The bus shelter has been cleaned by Mr Copeman and will be included in regular checks for cleanliness and any damage or vandalism. It was noted that bus shelters do appear to attract trouble sometimes but it was felt that enough traffic occurs between members of the Council to enable regular checks to be made.
- 6.4. The working party met to approve and adopt a number of Policies which have now been added to the Website. Financial Regulations and Highways & Planning remain to be reviewed before adoption.

Clerk and Chair to action

7. Reports from Parish Councillors

- 7.1. Council were informed that the concrete pad at the top of Cuckoo Lane continues to attract litter. The litter pick due on the 3rd April will pay particular attention to this area.
- 7.2. Highways to be asked to remove a surf board and an office chair

Clerk to action

- 7.3. Notice boards are now ready for collection from Mr Wright. Councillors Shore and Hadingham will position them around the village: Willow Close, High Road, Low Road and Oak Hill.

8. Clerk and RFO Report

The Clerk presented a written report, explaining progress with ongoing items, routine matters and correspondence received - See attached report for details of ongoing issues.

- 8.1. Letters to be sent to charities - Marshes, Poors Allotment charity and Townlands charity
- 8.2. Clerk advised that a letter has been received from Harleston Town Council requesting contribution to support the continuance of free car parking in Harleston. This is not allowed for in the budget

precept so a letter explaining that on this occasion we cannot help to be sent to Harleston Town Council.

- 8.3. 2012 Asbestos Report on old pavilion: - quotes for cost of this investigation £175 plus VAT was approved.

Clerk to action

- 8.4. Clerk confirmed that the application for Parish Partnership Funding to fund the cost of a new SAM2 machine has been approved. Council approved the purchase of the machine and for the Clerk to set in motion.

Clerk to action

- 8.5. New audit requirements now that PKF Littlejohn has replaced Mazaars as external auditors. Clerk to seek a new internal auditor with sufficient knowledge of local government requirements for audit purposes.

Clerk to action

9. Election of a Councillor to serve on the Community Centre Management Committee. Councillor Aylett will take on this role.

10. The Groundsman's contract has been recently reviewed and will remain the same for the coming year.

11. Council received report from the Community Action Plan and Consultation working party.

- 11.1.1. Item to be carried forward to the June Agenda

Clerk to action

12. Standing Orders have been reviewed by Council. Resolution passed to adopt

13 Tree Warden's report

A number of trees are to be planted by Mr Pemberton when the time is right for them to be moved from their current location.

14. Greater Norwich Local Plan - no action required

- 14.1. Sale of land at Homersfield Bridge: - Councillor Denny has received donations of £3475 to date. After discussion Council approved a donation towards the purchase cost. Alburgh Council to be advised to apply for a grant from Wortwell Council for £500.

Clerk to action

15. **Pavilion** - concerns that youngsters have been seen jumping on the roof - reinforcing the decision to have an up to date asbestos report conducted and agree any necessary future actions.

Clerk to action

16. Training

16.1. The Council Training Working Party met in December and had agreed a group of four training sessions over the coming months. Now that we are members of NPTS there is a 20% discount reducing the cost from £1000 to £800.

16.2. Dates and schedule to be agreed with NPTS and room booking at the Community Centre. (Preference for Wednesday evenings.) suggested dates: 23rd May, 6th June, 4th July - dependent on availability of trainers.

16.3. Chairman to attend special one to one training on Chair skills

Councillor Shore to action

17. Correspondence File circulated

18. Playing Field and Play Equipment

18.1. No issues reported.

18.2. April checks to be Councillor Shore

18.3. May checks to be Councillor Colyer

19. A meeting with the allotment holders and with Alburgh council will be beneficial. Clerk to invite both groups to meeting in the Spring.

Clerk to action

20. Planning

20.1. Planning Applications

2018/0464 and 2028/0484 - Councillors reexpressed concerns over access, drainage and the traffic at the main junction - response to be made accordingly.

Clerk to action

21. Responsible Financial Officer Report

21.1. Clerk confirmed that most of the amalgamation of bank accounts has been completed but further authority required by Barclays regarding the Land accounts. Council agreed to this process and that we would be left with a working account and two further separate charity accounts:

21.2. Reconciliation of accounts conducted and preparation being made for financial year end and audit.

21.3. Maturity of Fence Bond Account to be directed to release funds to Current account in preparation to realignment of funds into reserves and earmarked funds.

Clerk to action

21.4. Accounts, Bank Statements and Payments to be made

21.4.1. Monthly Summary presented and Reconciliation Statement with Bank Accounts. Clerk able to report all accounts reconciled with Cash Book.

21.4.2. Cheques paid over £100

21.4.2.1.1. Cheque number 101933 Dated 05/03/18 Queensbury Shelters £3,124.50

21.4.2.2. Cheque number 101935 Dated 05/03/18 Bungay Printers £ 146.00

21.4.3. Remittances allocated over £100

21.4.3.1. Receipt of Transparency Funding Grant £ 383.15

22. Items for consideration at the next meeting 21st May 2018

- Annual Parish Meeting - invitations to attend and request for reports to be sent to all village groups and surrounding groups as per annual list.
- Accounts - approval and adoption of 2017/18 Accounts and Audit procedures approved.

Close of Meeting 10.25 pm

Signed: _____

Date: 26th March 2018

Name: Allison Copeman

Position: Chairwoman