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

on 21st May 2018 - 7.30pm

Councillors attending:

Allison Copeman, Margaret Colyer, Daphne Cook, Chris Shore, Robert Hadingham, Julie Nutt, Clive Aylett

1. **Welcome** by the Chairwoman
2. Apologies received from Mrs M Stone, County Councillor and Dr M Gray, District Councillor.
3. **Election of Chairperson** - Mrs Allison Copeman was proposed, seconded and unanimously approved by Council as Chairperson for another year. This will be the second year of a three year tenure.
4. **Election of Vice Chairperson** - Mr Chris Shore was proposed, seconded and unanimously approved by Council to take the position of Vice Chair.
5. **Election of Internal Control officer** - Mr Chris Shore was proposed, seconded and unanimously approved by Council to take the position of Internal Control Officer for the whole of the coming financial year (2018/19)

Councillors completed a new register of officials, a copy of which will be attached to these minutes.

Declarations of interest

There were no declarations of interest.

There being no members of the public in attendance the meeting was not adjourned.

6. **Minutes** of the meeting held 26th March 2018 were approved and signed by the chairwoman. Minutes of the Parish Meeting will be circulated round the Council, together with the reports from clubs and societies and will be signed at the June meeting.

7. Annual Governance and Accountability Return for the 2017/18 Wortwell Parish Accounts

- 7.1. Internal Audit Report - Approved by Mr David Renaut, Internal Auditor was submitted to Council and approved for the record.
- 7.2. Annual Governance Statement - was approved, signed and dated
- 7.3. Accounting Statements - were approved, signed and dated
- 7.4. Bank reconciliation statement and balance sheets were approved
- 7.5. Council formally approved the declaration and confirmation to adopt the accounts unanimously. Public Rights notice set for 11/6/18 to 22/7/18 inclusive. Clerk to display on notice board from 10th June. Chair to post to Website from the 10th June. Both to be taken down 22 July 2018.
Clerk and Chair to action

8. **No district or county reports received.**

9. Report from Chairwoman

- 9.1. Concerns continue regarding the Cuckoo Lane Ditch and dugout. The land that has been banked up has already been damaged by large lorries taking the narrow lane up to the concrete pad at the top. Jets have been sprayed through and the ditch is clear for now but there is still further work needed. It is noted that this remains a problem. Clerk to speak with Highways

Clerk to action

10. Reports from Parish Councillors

- 10.1. Council were informed that the concrete pad at the top of Cuckoo Lane has shown limited sign of improvement but Council will continue to monitor.

- 10.2. The verges appear to be neglected by Highways particularly down High Road around the village sign. Clerk to speak to Highways

Clerk to action

- 10.3. A bike with the wheels removed needs to be cleared from the roadside ditch at the entrance to the village at the top of High Road.

Clerk to action

- 10.4. Council were informed that the asbestos on the pavilion is very low grade and can be removed by anyone wearing suitable protective clothing. We await the full report from the survey before deciding on what future action to take.

- 10.5. The new notice boards need to be sunk in cement and Councillor Shore will take responsibility for setting these up in the designated positions around the village.

Councillor Shore to action

11. Clerk and RFO Report

- 11.1. The Clerk presented a written report, explaining progress with ongoing items, routine matters and correspondence received - a copy of the report is held on file

- 11.2. GDPR - Councillors Shore, Colyer and Copeman will meet on Wednesday 30th May to audit the paper files and identify which documents and papers need to be kept in a secure location and which can be shredded and disposed of in a sure manner. A suitable shredder machine to be purchased for this purpose. Clerk to purchase.

Councillors Shore, Copeman and Colyer to action

Clerk to action

12. RFO Report - To discuss and approve Accounts, Bank Statements and Payments to be made.

- 12.1. Clerk presented monthly summary and Council confirmed all payments are within the budget set by Council.

- 12.2. Council agreed to quarterly internal control checks.

- 12.3. Council approved monthly payments schedule and all interim payments between meetings. Cheques were signed. A copy of the schedule will be filed with these minutes.

- 12.4.** Internal control check: The first to take place in the second week of July to review quarter one (April, May, June) following receipt of bank statements.
- 12.5.** RFO pointed out that there needs to be greater clarity between the Old Playing Field (Charity) the Land Charity (Allotments) and the Parish Council Accounts. To be discussed further at next meeting.
- 13. CORE Grant Application** - Council agreed to await the outcome of the District Council application (31/5/18) before formally agreeing to a grant towards the cost of the heating at the Wortwell Community Centre. Add to next month's agenda.

Clerk to action

14. GDPR update - see 11.2 above.

All councillors with the exception of Mr Aylett have attended GDPR training and are fully conversant with the needs for privacy for data subjects within the context of Parish Council duties. Mr Aylett as a businessman is also well aware of the GDPR requirements. A sample Privacy Policy is to be circulated with the correspondence file.

- 14.1.** Council will explore the implementation of [wortwellpc](#) email addresses to replace their personal ones - Councillor Shore will review and come back to Council with a recommendation.

Councillor Shore to action

- 15. Correspondence** – File handed out to be circulated over the coming month, including a document on footpaths and rights of way for Councillors to familiarise themselves with the requirements and legal regulations. Public Rights of Way to be added to next month's agenda for discussion.

Clerk to action

16. Playing Field issues:

- 16.1.** Weekly exception reports received:-

- 16.1.1. March 2018** - Councillor Copeman requests new signage on new field needed. Add to next month's agenda for discussion

- 16.1.2. April 2018** - Councillor Colyer identified a number of issues.

- Ladder rung on fortress snapped off (wood rotten) jagged sides sawn off to make safe.
- More rotting wood on Fortress walkway - safety inspection due in June should pick up any other issues.
- Old field swings showing signs of splitting on seat sides.
- Patch of rubber safety surfacing in front of new swings disintegrating.

All to be added to agenda for June meeting to discuss and agree any actions also in light of the RoSPA report which should have been done by next meeting. Clerk to add to agenda as specific item for discussion.

Clerk to action

16.2. Glass had to be swept up at recycling centre

16.3. RoSPA report - June 2018 - confirmation has been received that they will visit in June. .

16.4. Future play field and recycling checks:

- JUNE - Councillor Aylett
- JULY - Councillor Nutt
- AUGUST - Councillor Cook
- SEPTEMBER - Councillor Hadingham

17. Policies Review.:-

17.1. Standing Orders including GDPR update approved unanimously and adopted with immediate effect.

17.2. Financial Policies - adopted

18. Training -

18.1. Dates confirmed with NPTS and rooms booked. Alburgh/Denton to be invited.

18.2. Planning Programme 18th June 2018 - Councillors Copeman and Nutt to attend. Clerk to book.

Clerk to action

19. Planning Applications - Determined applications by South Norfolk Council -

19.1. Change to planning process - Proposal to hold interim meetings, by exception, to be held 2nd Monday month between PC Meetings, where it is necessary to meet planning deadlines - policy change unanimously adopted.

19.2. Planning application: 2018/0907 - change of use from holiday let to residential. Application type: Change of Use. Council have no views or comments and Clerk to respond accordingly.

Clerk to action

20. Business for the next Parish Council meeting to be held on 25th June 2018

20.1. SAM2

20.2. Pavilion report and any necessary actions

20.3. RoSPA report and Playing Equipment - any necessary actions

20.4. Cuckoo Lane - progress update

20.5. CORE grant application

20.6. GDPR - emails

20.7. Community Action Plan and Consultation

20.8. Public Rights of Way

The meeting was not adjourned there being no members of the public.

Close of Meeting 10.05 pm

Signed: _____

Date: 2018

Name: Allison Copeman

Position: Chairwoman