

Minutes of the meeting of Wortwell Parish Council held at the Wortwell Community Centre on Monday 24th September 2018 at 7.30pm

1. **Welcome** by the Chairwoman
2. **Apologies** received in advance from Councillor Stone, Councillor Gray, Councillor Hadingham, Councillor Nutt

Councillor Aylett declared an interest in item 19.3 planning application.

There being no members of the public the meeting continued without adjournment.

3. **The minutes** of the meeting held on 30 July were signed by Councillor Shore, he being the presiding chair at that meeting, and the minutes of the meeting held on the 3rd September 2018 were signed by the chairman. Both reflect a true and accurate record of the meetings held.
4. Reports had been circulated in advance from our District Councillor - no further action required.
5. **Chairwoman's report** included adoption of Financial Regulations that had been previously circulated with this agenda: It was agreed that further amendments are required and these will be actioned by the clerk and re-circulated by the chairman for adoption.
6. **Parish Councillors' reports** had been circulated in advance and all necessary actions were itemised on the agenda with the exception of SAM 2 results.
 - 6.1. Councillor Shore presented results from the first 2 weeks SAM 2 readings. A summary of these results will be filed with these minutes.

7. **Clerk's Report**

- 7.1. A complaint has been received by the Clerk regarding the new styles on Bell Meadow. A full report was submitted and the conclusion is that they are a big improvement on the old broken styles, they comply with British Standards BS5709 and as the landowner intends to graze livestock in the future, the mesh at the bottom of the style is acceptable and also meets BS5709 requirements. Clerk to respond to complainant.

All other issues are reflected in the agenda of the meeting.

8. **RFO Report**

- 8.1. Accounts, Bank Statements and Payments to be made were all approved. The clerk reported that an interim VAT reclaim has been submitted.
 - 8.2. Council approved monthly payments schedule, previously circulated with agenda, and interim payments between meetings. Cheques were signed for distribution by the clerk.
 - 8.3. An internal control check is scheduled between the clerk and Councillor Shore, the internal control officer, for 3rd October.

- 8.4. The Core heating system - This is now complete and the clerk will raise a cheque for the final payment to Trade Bee, the heating engineers employed to complete the task. ¹

9. **PRECEPT 2019/20** Council agreed:

- 9.1. Council has arranged for a delegated committee to be formed. Their task is to prepare a budget for the coming financial year 2019/20, for submission to full council at the October meeting².

10. **GDPR** - a locked filing cabinet is now kept in a locked store room at the community centre with archived materials.

11. **WORTWELL CHARITIES:**

- 11.1. Wortwell Parish Council acts as Trustee to the following charities. The Clerk identified an area of risk and a working party has been convened to review these charities: date to be agreed.

1.1. Wortwell Land Charity

1.2. Wortwell Old Playing Field Charity

1.3. Margaret Clerke Charity

12. **Dog Exercise Area** - The clerk reported that she has met with the villager who emailed the website, requesting the council consider the provision of a Dog Exercise Area within the village. Council is happy to listen to the views and clerk to invite her and the other villagers referred to by the lady, to the next meeting.

13. **Allotments** - The clerk had identified an area of risk.

- 13.1. Council discussed the previously circulated report and approved the recommendations therein. Alburgh Parish Council have undertaken to review their own share of the land next to Wortwell Allotments.

- 13.2. Council approved and signed off the letter giving *Notice to Withdraw all Wortwell Allotments* pending refurbishment programme and installation of water supply. Clerk to mail to allotment tenants on 25th September 2018.

- 13.3. Council approved and signed off the letter of undertaking between Wortwell Parish Council and Star Twofold Ltd for the water supply to be connected to the allotments. ³ The costs are within the specific budget set aside for capital expenditure for the allotments in the current year.⁴

- 13.4. Council approved a Working Party being formed for the allotment project. This WP to report back at the November meeting.

¹ Local Government Act 1972, s. 139 permits council to equip community buildings

² Local Government Act 1972 s. 101 (1), (5) and (6)

³ Smallholdings and Allotments Act 1908, s.23

⁴ Local Government Act 1972, Sch 13, para 16.

- 14. Community Consultation Plan** - a draft outline had been circulated in advance.
- 14.1.** Council agreed that with some final tweaks, it can go out with the Mardler to all households in Wortwell during the first few days in November.
- 14.2.** Councillors will follow up this delivery within the next 10 to 12 days to 'door knock' and collect back completed forms and take the opportunity to chat with villagers about their thoughts, ideas and answer any questions.
- 14.3.** Council agreed to expenditure for printing copies as the costs will be inside budget previously set aside.
- 15. Playing Field issues:**
- 15.1.** Play fort is undergoing repairs. Council decided not to pursue an insurance claim as the excess would be more than the repair costs and may influence future premiums.
- 15.2. Weekly exception reports** for playing fields were received for Months: August and September. No issues.
- 15.3. Weekly exception reports** for recycling centre were received for Month: August and September: glass had to be cleared again from the area.
- 16. Correspondence** – file circulated including some items for reference and feedback at next meeting. (see 17 below)
- 17. Training** - Feedback from the September training on finance was unanimously good. A summary sheet has been circulated in the correspondence file for councillors to confirm which sessions they attended and which they missed.
- 18. WORLD WAR ONE Centenary Memorial Ceremony -**
- 18.1.** Clerk requested to purchase 21 wooden crosses from the British Legion to be personalised with the names of those soldiers who gave service from Wortwell
- 18.2.** Request to be placed in the Mardler for any villagers who can come forward with personal stories and family members remaining to be invited to the memorial service at the Knoll on **11/11/18 at 3.00pm**
- 19. Planning Applications - Determined applications by South Norfolk Council -**
- 19.1.** 2018/1958 - Broadwash Farm - works to outbuildings - approved no conditions
- 19.2.** 2018/2019 - Outline planning for 3 detached self build dwellings - approved no conditions
- 19.3.** 2028/1941 - Wortwell Hall Farm - New timber double garage - approved no conditions
- 20. To discuss and agree business for the next Parish Council meeting to be held on 29th October 2018**
- 20.1.** Allotments
- 20.2.** Fence - playing field perimeter - future plans

- 20.3. Financial Regulations - approval and adoption
- 20.4. Budget Committee presentation
- 20.5. Risk Assessment
- 20.6. Decision on Council's Direct Publication (circulated in correspondence file)
- 20.7. Dog Exercise Area
- 20.8. Village Consultation Plan - agree zones per councillor
- 20.9. Wortwell Charities - feedback from Working Party

21. Next meeting 29th October 2018 7.30pm at Wortwell Community Centre Waveney Room.

There being no members of the public the meeting was not adjourned

The meeting was closed to public for discussion of a confidential matter at 9.20pm

_____*Lua Leggett*_____

Certified by : LUA LEGGETT
Wortwell Parish Clerk and RFO
28th September 2018

Signed by: Allison Copeman
Chairman
29th October 2018