

WORTWELL PARISH COUNCIL

AGENDA

To Parish Councillors: you are summoned to attend the meeting below

There will be a meeting of Wortwell Parish Council on Monday 25th February 2019

at 7.30pm a Wortwell Community Centre

Members of the public are welcome to attend and there will be an opportunity for public participation after agenda items 2 and 21

Please note that there are confidential contractual matters arising on this agenda under items 5 and 6 during which members of the public attending will be asked to leave the room.

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meetings lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

1. **Welcome** by the Chairwoman
2. To receive and accept **apologies** from members unable to attend

To receive any declarations of interest (personal, prejudicial or pecuniary), in particular matters to be raised at this meeting (Note: A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates and in this case the member may speak and vote, however if it is a prejudicial or pecuniary interest, the member should withdraw from the meeting whilst the matter is discussed.

The meeting will be adjourned for public participation (maximum 10 minutes) for Agenda only items to be discussed.

3. **Minutes:** Council to approve, Chairman to sign and Clerk to retain in records, minutes of the meeting held on 21st January 2019
4. **Introduction of new Internal Auditor:** Mrs A B to be **formally appointed** by Council as the new Internal Auditor for Wortwell Parish Council Annual Governance and Accounting Review
 - 4.1. Mrs B will present a short summary of the work to be undertaken and the report that the Council can expect following annual audit of accounts.
5. **Confidential item: Presentation by Excite Solutions - Land Management Contractor:** Mr W to present works schedule and **Formal Appointment** to be passed by Council resolution (budget previously signed off 7th January 2019)
 - 5.1. Works schedule including long term management of Perimeter Fence
 - 5.2. Resolution to be passed for formal appointment
6. **Confidential item: Presentation by Groundsman:** Mr R to present works schedule
 - 6.1. Works schedule to be approved
 - 6.2. **Contract Renewal** - Resolution to be passed for formal confirmation of continuation of contract

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- 6.3. **Contract** - confidential matter - smoothing of annualised payment (budget previously signed off 7th January 2019)

7. Allotments

- 7.1. **Appointment of solicitors:** Council to approve proposal for Jackamans Solicitors, in Harleston, to act on behalf of Wortwell Parish Council in the matter of an easement across land formerly known as 7 Willow Close to provide water supply to Wortwell allotments and act in any other matters arising from the allotments refurbishment programme.
- 7.2. Two councillors to meet and discuss the allotments upgrade with Mr and Mrs F (only remaining holders) with a view to advancing the clearance project. Decision to be made on timing.
- 7.3. Alternative time frames to be agreed with Land Contractor for renovation works
- 7.4. Meeting with Alburgh Parish Council agreed for 28th March 2019, venue to be agreed - regarding their contiguous plot.

8. **Reports from District and County Councillors:-** agree any necessary action

9. **Chairwoman's report** : - agree any necessary action

10. **Parish Councillors' reports:** - agree any necessary actions

11. **Clerk's Report:** - agree any necessary actions

- 11.1. Training evaluation and action points circulated in advance - agree any necessary actions

- 11.2. Collapsing of **ancient bridge** over drainage culvert leading from Low Road to Marshes - feedback from Clerk meeting with Internal Drainage Board

12. **RFO Report:** circulated with this agenda - agree any necessary actions

- 12.1. **Accounts:** circulated with this agenda.

- 12.2. **Accounts for payment schedule:** incorporated in RFO Report- Council to approve and sign cheques for distribution by clerk.

13. **Greater Norwich Local Plan:** council to discuss and minute the change of Wortwell from 'Service village' to 'Other village' - and agree any necessary action.

14. **Elections:** Council to discuss and sign off timeline, publicity and deadlines for nominations and election process - 2nd May 2019 - including retrospective minute of public notice (agreed by email)

15. Infrastructure:

- 15.1. **St Mary's Church, Redenhall:-** Public meeting 20th March 2019 - Chairwoman to read out letter from the Ref. NT regarding the future of St Mary's

- 15.2. **Bus Shelter:-** Proposed new overhang shelter at High Road South

- 15.3. **SAM2:-** report from Councillor Aylett

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16. Community Consultation Open Day - 17th March

- 16.1. Agree topics and timetable
- 16.2. Agree attendees
- 16.3. Agree any necessary actions

17. Playing Field issues:

- 17.1. Weekly exception reports for February: agree any necessary action.
- 17.2. Update from Chairwoman re play equipment repairs

18. Recycling Centre: discuss and agree any necessary actions

19. SN Big Litter Pick - Council to agree date

20. Correspondence: file to be circulated (for information only)

21. Planning Applications received since last meeting: - No new applications received

21.1. Planning application rejected:

- **2018/2741** Land south west of the Bell Public House High Road Wortwell.
 - Land south west of The Bell - Footpath clearance and notice to 'keep out'.

The meeting will be adjourned for public participation (maximum 10 Minutes)

22. Close of Meeting

Confidential matter - contracts

Signed: LUA LEGGETT
Wortwell Parish Clerk and RFO

20th February 2019