
Minutes of the meeting of Wortwell Parish Council held at the Wortwell Community Centre on Monday 25th March 2019 at 7.30pm

1. **Welcome** by the Chairwoman
2. **Apologies** received in advance from District Councillor Stone.

There being 0 members of the public attending, the meeting was not adjourned by the Chairwoman to permit 10 minutes of public discussion.

3. **Minutes:** Council approved, Chairwoman signed and Clerk has retained in records, the minutes of the meeting held on 25th February 2019
3. **Purdah** - Councillors confirmed their understanding and compliance with PURDAH and its limitations.
4. Report from County Councillor Margaret Stone had previously been circulated. No actions required.
5. Report from District Councillor Murray Gray:
 - 5.1. Dr Gray announced he will be retiring as a District Councillor and not contesting the upcoming election in May 2019. All thanked Dr Gray for his many years of service to the village as a whole and to the Parish Council in particular. His support and advice over the years will be greatly missed. He will attend the Parish Meeting at the end of April.
 - 5.2. Dr Gray reminded us of the upcoming South Norfolk Community Awards and how to make nominations - deadline 28th April¹
6. **Chairwoman's report** - nothing that was not already on the agenda
7. **Parish Councillors' reports** - nothing that was not already on the agenda
8. **Clerk's Report:** - nothing that was not already on the agenda. Proposed and unanimously agreed that day to day matters can be delegated to the clerk and only brought to the meeting if exceptional or requiring funding or decisions by councillors. In the latter case they will be formal agenda items.
9. **RFO Report:** -
 - 9.1. **Accounts:** Cashbook distributed and noted by all that the charity accounts will be removed from future cash book summaries.

clerk to action
 - 9.2. **Accounts for payment schedule:** Approved and cheques signed for distribution by clerk.
10. **End of year:** Clerk confirmed that she is gearing up for end of year accounts and part of the upcoming audit will include an insurance and asset review. Clerk to write to Came and Co to confirm a number of items and will bring quotes back to the May meeting for June renewal.

¹ Awards: Volunteer of the Year; Young volunteer of the year, Community Group of the year; Community fundraiser of the year; Community Wellbeing Champion; Business Community Champion; Environmental Champion of the year and Lifetime Community Hero of the year.

11. **Charities under the Trusteeship of Wortwell Parish Council:** Following two trustee meetings for the below charities, Council noted all the necessary actions and will strip out the management and financial records of the charities from the Parish Council accounts and records and hold these under separate cover.

Wortwell Parish Lands Charity Number 284783 (Tunbeck Close Allotments) - Trustee meeting held on Thursday 21st March 7.30pm- copies of Trustee minutes held with these minutes. Council approved all the resolutions passed by the Trustees and these will be actioned with immediate effect.

Wortwell Old Playing Field Charity Number 304124 (Football field) - Trustee meeting held on Thursday 21st March 8.30pm - copies of Trustee minutes held with these minutes. Council approved all the resolutions passed by the Trustees and these will be actioned with immediate effect.

In summary - the Management of the Charitable Trusts, will be referred to in future as the Board of Trustees representing the Wortwell Parish Council as the Sole Managing Trustee. The Chairman in situ of the Parish Council will chair the trustee meetings, the Parish Clerk in situ will clerk and administer all matters on behalf of the Managing Trustee within the parameters of normal clerk duties. (pay and allowances, time all to be contained within current clerk salary)

11.1. Financial and Management Implications (including grants and donations).

11.1.1. Cash book implications - The Councillors recognised the need for a change of structure to cash book - clerk to action.

11.1.2. Bank accounts - the playing field account needs to have the words Parish Council removed from the bank account and cheque books. **Clerk to action.**

11.1.3. Schedule an action plan- The tidying up of the Charity accounts and records will be reviewed and concluded over the Summer 2019 (post election) Trustees should be removed as individuals as they are NOT trustees in and of themselves but rather the entity of the Council is the Sole Managing Trustee **Clerk to action.**

12. **Elections:** 2nd May 2019 - Nomination forms have all been delivered to South Norfolk Council.

13. **Allotments**

- 13.1. Appointment of solicitors:** Councillors discussed options and have agreed to appoint Mr R Taylor of Wellers Law Group to represent the Council on the self lay agreement and deed of easement for water supply.

clerk to action

- 13.2. Councillor and Clerk to meet plot holders 29th March 2019 at 10.30am to discuss future of allotments.

- 13.3.** Meeting with Alburgh Parish Council: 28th March 2019, Alburgh Village Hall 7.30pm

14. **Annual Parish Meeting** - April 29th at 7.00pm Wortwell Community Centre - agreed a list of invitees. **clerk to action**

15. **Infrastructure:**

- 15.1. St Mary's Church, Redenhall:-** The church is in a very poor state of repair and without toilets, heating, suitable access and car parking none of the normal routes to grants have been successful (Heritage Lottery funding and others) Custodian would guarantee repairs but these are likely to be circa £250K.

15.2. SAM2:- report from Councillor Aylett - Improvements have been seen in speeding overall but there are still some persistent pockets early morning and evening. Review bi monthly - next review May 2019.

15.2.1. The forming of a new speedwatch team is on hold until after the election.

16. Community Consultation Open Day - 12th May

16.1. Meeting again on the 1st April to progress presentations. Figures to Councillor Hadingham from Clerk

17. Playing Field issues:

17.1. Weekly exception reports for February: problem emerging on the play adventure trail- the adventure logs are rotting. Chairwoman will speak to play equipment company about repairs.

Chairwoman to action

17.2. Trees near the pavilion are dying - write to the Tree Warden to have removed.

17.3. Pavilion: boarded windows are deteriorating and need replacing - monitor over time.

17.4. Groundsman to be asked to clear area around dug outs and also tidy up the flower beds near the play area on the new playing field.

17.5. Councillor Hadingham to do April playground checks

18. **Recycling Centre:** Monthly report : monitor the British Heart Foundation bin that is filling up again.

19. **SN Big Litter Pick** - 10th April - all volunteers welcome - meet at 10.00am on the Knoll

20. **Correspondence:** there was no correspondence to be circulated.

21. Planning Applications received since last meeting: -

21.1. There were no new planning applications received since the last meeting.

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

Meeting closed 9.30pm

Signed:.....

NEXT MEETING - Annual Parish Meeting

7.30pm ON Monday 29th April in the Community Centre.

NEXT FULL PARISH COUNCIL MEETING - post election - will include appointments and disclosures of pecuniary interest and Internal Auditors report.

7.30PM on Monday 13th May 2019 in the Community Centre