
Minutes of a meeting of Wortwell Parish Council held at the Wortwell Community on**Monday 21st October 2019 at 7.30pm**

1. **Welcome** by the Chairman

2. Present: Councillor Savage (JS), Chairman (CA) Councillors Copeman (AC), Cook (DC), Eddy (BE),

Apologies from Councillor Stone, Councillor Colyer, Councillor Hadingham and Councillor Worley

There were no declarations of interest (personal, prejudicial or pecuniary), in particular matters to be raised at this meeting

3. **Minutes:** Council approved and the Chairman signed the minutes of the meeting held on 23rd September 2019

Matters arising: Chairman asked if dog fouling would be in the next mardler - Councillor Copeman confirmed it would be.

With no members of the public attending there was no adjournment for public participation.

Councillor Worley joined the meeting at 7.47pm

4. County and District Councillor

Councillor Savage(JS) presented his District Council report a copy of which is attached to these minutes. JS also reminded all that there are funds still available for grants from CAF to the level of £40K. His own funding has been allocated to the Harleston Mayflower project.

JS also confirmed that the onus is on supporting small local builders with smaller planning developments on a local basis. It is highly unlikely that the field East of High Road would be used for a large development but we await the decisions from GNLP (see below item 6)

4.1. Chairman's report: CA confirmed that he had conducted a full Risk Assessment and Method Statement with the Groundsman. A copy is held with these minutes. Signed and dated by both parties 15/10/19. Follow up reports will be provided month by month to understand the flow of work and any attendant factors within Health and Safety risk factors. A grey scale copy has been circulated with the correspondence file for all councillors to review. Clerk to add to November agenda

Clerk to action

Chairman to monitor

4.2. Parish Councillors' reports:.

AC will respond to SNDC regarding their email on Community and neighbourhood development.

Councillor Copeman to action

4.3. Clerk's Report - previously circulated with agenda, approved and a copy is filed with these minutes.

4.3.1. Clerk to write to Highways to request 12 new fruit trees for the new orchard to replace/compensate for the loss of the 42 year old mature silver anniversary silver birch tree that was removed without consultation with the Parish Council

Clerk to action

4.4.2020/21 Financial year: Report from Finance Committee presented by the CA and the Clerk. First Draft which will be refined as the year unfolds. Initial figures suggest a 'dipping into' reserves to circa £5K. In principle this has been unanimously agreed with the caveat that we can't continue to dip into reserves every year and this needs to be watched carefully. There is a possibility that the carry forward figure may counteract this shortfall. Clarity will come as the year unfolds

Finance Committee to refine and present final figures to the January Precept meeting when SNDC figures are released and end of year projections are more reliable.

Finance Committee and Clerk to action

4.5.Parish Lands Charity (Allotments): Report presented by CA from Allotments Committee, a copy is attached to these minutes. Funding up to £1000 approved in principle to surface protection of un-let plots and public areas of allotments. VAT reclaimed from Land Management and other land projects will be diverted to support the cost of this - Options, costs and recommendation, will be reviewed by Allotment Committee ahead of next meeting, to enable decisions and actions to be taken without delay (to avoid weed growth undoing all the good work done from the clearance)

Allotment Committee to convene between meetings

Clerk to action

4.6. Playing Field and Recycling Centre: reports and agree any necessary action

AC reported that the British Heart Foundation bin continues to overflow.

The signs on the play area are unsatisfactory and AC will liaise with the school on obtaining some new signage

Overgrowth of lower suckers and branches to be removed from trees. Excite Solutions to action.

Councillor R Hadingham joined the meeting (having previously been attending an AGM in the same building)

4.7. Outcome from RoSPA report and play equipment review: Report from Councillor Copeman

AC spoke to her report including a matrix of the past three years to give context to some of the comments on the RoSPA report. There is little to worry about as most items are either low risk or low impact. Three areas that should be addressed:

Adding weights to the goal posts for stability

Completing the caps on the small train in the play area - assistance offered by CA to loosen the tight screws and assist the cap replacement.

Wood chips to be moved from play field to allotments (CA and BE to action)

Council unanimously approved these actions.

The smaller goals need to be infilled with grass and earth as they are becoming deep and unfit for purpose. Clerk to speak to NCFC to confirm when there would be a period of non play (eg Christmas) when this can be done and not interfere with their Wednesday night fixtures.

Clerk to action

4.8. Financials:

4.8.1.**RFO Report:** - JW spoke to the Internal Report and circulated to the room. Satisfied that all activities on debits and credits are properly recorded and actioned and the cashbook reflected accurate records. JW confirmed that she is happy that internal controls are sufficient for the Council's needs

JW left the meeting.

4.8.2.**Accounts for payment schedule:** Council approved and signed cheques for distribution by the clerk. A copy of the schedule is attached to these minutes.

5. **Training:** Health and safety training is scheduled with NPTS for the February meeting.
6. **GNLP** - Update and next round of consultation has been put back to January 2020. There still seems to be some confusion as to the status of the consultation response. Clerk to re-submit the reports sent previously to reinforce that nothing has changed in our objections to the development of the field South East of High Road.
7. **Remembrance Day Wreath Ceremony** will take place at 3.00pm on the Knoll on Sunday 10th November Rev Nigel Tuffnell to attend
8. **Correspondence:** File to be circulated with Risk Assessment and Method Statement on Groundsman's work and New Bins price sheet.
9. **Planning Applications received since last meeting:** none

There being no members of the Public present the meeting was not adjourned for public participation

10. **Next meeting Date:** 25th November 2019 at 7.30

11. **Items for next meeting:**

Correspondence - response from councillors
Allotments update
Playground signs, equipment and NCFC update
VAT return
GNLP
Groundsman

Close of Meeting at 9.40pm

Signed: _____ **Chairman 25th November 2019**