

WORTWELL PARISH COUNCIL

MINUTES

A meeting of Wortwell Parish Council took place on Monday 28 March 2022 at 7.30pm

in the Waveney Room at the Wortwell Community Centre

22/89 Welcome by Chairman - there were no members of the Public in attendance but correspondence had been received from a Parishioner.

Apologies accepted from Cllr White due to Covid.

Councillor Hadingham declared a prejudicial interest in item 22/92 but was not asked to leave the room as no updates or decisions required.

22/90 As requested a letter was read to the room from a parishioner regarding the Precept for 22/23 and budget setting process. This was fully discussed and a response will be sent by the Chairman with RFO input, answering the Enquiry.

22/91 Minutes: Council approved, Chairman signed and Clerk will retain in records, Minutes of the meeting held on 28 February 2022.

22/92 South Norfolk District Council Cluster Plan - there has been no news or updates from the South Norfolk Village Cluster team and the one landowner present (and affected) confirmed that he has had no contact either. Council to continue to monitor progress in the coming months. Clerk to keep item on the agenda going forwards.

22/93 Policy Review - Standing Orders and Risk Management policies Council requested by Clerk to examine the Standing Orders and Risk Management policies and revert to Clerk with any changes by the next meeting. Cllr Copeman to confirm version control of policy documents (word or pdf?)

22/94 Reports:

22/94.1 Emergency Plan

Chairman walked Council through the Emergency Plan document and there are still gaps in the document regarding volunteers, equipment and resources. Councillors will co-ordinate a village consultation as follows;

Low Road Councillors Copeman, Hadingham and Aylett

High Road Councillors Worley, Eddy and Cooke

Willow Close, Windmill Close and The Packway Councillor White

Emergency Plan to be updated and signed off at the next meeting.

Clerk to ask The Lakes to confirm whether they have an emergency plan of their own and whether they wish to be included in the refuge at the Community Centre in case of disaster evacuation.

The Wind up Radio is with Cllr Copeman

Walkie Talkies were discussed but dismissed.

An Emergency First Aid Box to be stored at the Centre for use only in the case of Evacuation/Refuge scenario. Clerk to purchase suitable contents.

Chairman to consult with Environment Agency regarding use of Sluice Gates BEFORE flooding becomes a problem rather than as a response to flooding. Would the Council be able to influence this with local knowledge - contact needed.

A closed WhatsApp group will be formed with all Councillors for ease of swift contact - only to be used by Councillors and NOT open to the public.

22/94.2 District Councillor Jeremy Savage Reported on the works concluding in Harleston being successful and that there is a surplus of funds which will be distributed around projects in the town of Harleston.

22/94.3 Councillor Eddy reported that the Trustees of the Centre do not feel there is adequate return on investment to warrant high expenditure on repairs or survey of floodlights on playing field (The Centre pays the energy costs on usage and re-coups from players) Council agreed that this is a dying asset and will be allowed to play out its life but not be replaced. (safety of course will continue to be monitored)

22/95 Planning Applications there were no planning applications received. Clerk commented that the CIL report will be completed to reflect the expenditure from 2021/22 year on play equipment repairs.

22/96 Playground, Recycling Centre and Defibrillator Report

22/96.1 In his absence Cllr White had reported to the Clerk that the bird defenders have been placed on the swings and further supplies are ordered to complete remaining equipment

22/97 The Queen's Platinum Jubilee Pageant Celebration Report by Working Group:

22/97.1 Risk Assessment conducted regarding the proposed open air film show on the Saturday Nigh of the Jubilee weekend in June

22/97.2 Cllr Eddy confirmed that the Bar Supervisor, Jo Chung, will do the outside catering for both days (?)

22.97.3 Thursday Night will be Beacon lighting and Disco event

Friday Night will be Quiz night at the Core

Saturday Night will be Film Night - Barry Thornton to conduct as MC -

Expenditure agreed within the Jubilee Budget for this but Mr Thornton has offered to sponsor the costs of the film evening - Chairmen Eddy (CORE) and Aylett to formally write to confirm and thank Mr Thornton.

22/97.4 Cllr Eddy confirmed that the Grant Application had been completed and submitted to SNDC for the Jubilee Grant

22/98 Open Spaces Committee: update provided by the committee that swings replacement had been completed, signage approved and Gym Equipment chosen. Location to be approved

22/99 Groundsman to be requested to report at Annual Parish Meeting on outside spaces, plans and any issues that Council need to be aware of.

22/100 Annual Parish Meeting: Invitation has been sent out by the Clerk

22/101 Future meetings: 25 April 2022 - Annual Parish Meeting

23 May 2022 - Annual General Meeting (Accounts sign off and approval for Audit)

27 June 2022
Further meetings subject to change
18 July 2022
no meeting in August
26 September 2022
31 October 2022
28 November 2022
no meeting in December

1. Meeting closed: 9.37pm

**APPENDIX A
ACCOUNTS FOR PAYMENT**

Accounts for Payment

1	Excite Solutions Winter works on hedging and clearance	102228	£456.00
2.	Playground Supplies Ltd Invoice 6138 Playground wood and swing replacement	102229	£477.60
3	M L Leggett Reimbursement - Bird Defender Spikes	102230	£ 19.99
4.	South Norfolk District Council Dog Bin Maintenance and Emptying	102231	£530.88
5.	Exhaust Products Ltd Memorial Bench *parish partnership scheme	102232	£670.00*
			£2,154.47
2022/2023 Financial Year:			
1.	James Shore Annual Email Hosting Fee	102233	£124.00
2.	Norfolk Parish Training Support Annual Membership Fee	102234	£294.73
3.	HMRC PAYE & NIC M 12	102235	£193.37
4.	M L Leggett Shortfall in pay Q4 and backdated pay award to 1/4/21	102236	£198.31
Total			£810.41