

WORTWELL PARISH COUNCIL

MINUTES

A Council Meeting of Wortwell Parish Council took place on Monday 27 June 2022 at 7.30pm

at the Waveney Room Wortwell Community Centre

Members of the public were invited to attend.

1. **7.30pm** Welcome by the Chairman Cllr Clive Aylett

Apologies were received from Cllr Worley on annual leave and Cllr Cook absent through illness.

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 was adjourned to permit one member of the public to request a new dog bin be sited on Low Road.

S AND S attended to advise that following our request to ensure Low Road residents are happy to have a bin sited - something the Council has wanted to do for some time, - a suitable location has been agreed. Clerk to order a new bin, post, concrete and bracket to site in lay-by area beyond the 30mph zone. Council authorised using some of the VAT rebate to pay for this as it was not included in this year's budget.

The two members of the public then left the meeting.

2. **Minutes:** Council approved, Chairman signed and Clerk to retain in records, minutes of the meeting held on 23 May 2022

3. **Annual Governance and Accountability Return - Clerk**

- 3.1. The RFO confirmed that Audit Papers for financial year 2021/22 have been submitted to PKF Littlejohn, on 20 June 2022, within deadline of 1 July 2022, for External Audit.

4. **RoSPA Inspection - PlaySafety Ltd Report** - Circulated prior to the meeting. The report confirmed that the majority of the play equipment is in good order with only minor changes. Those areas that are of medium concern are already being addressed by the Open Spaces Committee and anything new raised by the report will be attended to and reported on at the next meeting.

Action: **Clerk to add to July Agenda**

- 4.1. The Zip Wire has been in place for a number of years. Clerk to contact providers to request a full service including the 'hidden parts' which the Councillors cannot get to without specialist tools.

Clerk to action

- 4.2. Play Equipment jobs outstanding to be picked up by volunteers on Sunday 3 July 10.30 to 12.30 all volunteers welcome

5. **Councillor Reports none received ahead of the meeting.**

- 5.1. **Chairman:** Cllr Aylett provided an update on Vandalism and Gate Entry to the Field and Community Centre. Quotes are being obtained from R Thurston, for an additional gate between the southern end of the Old Playing Field and the Community Centre car park. To report back at the next meeting.

Action: **Chairman to report back to July Meeting.**

- 5.2. Concerns expressed over speeding of van through village at the same time as dray lorry was reversing (with assistance and perfectly legitimately and safely) from Bell car park entrance. The SAM 2 Machine has been moved constantly and data continues to show fewer incidents but this could have been a disaster. Signage to be considered regarding warning of major hidden entrance/exit.

WORTWELL PARISH COUNCIL

5.3. Cllr Copeman: Bench remains in her garden. Clerk to chase Highways on License for Street Furniture.

Action: **Clerk to action**

5.4. Cllr Hadingham: It is considered a good idea to resurrect the old bi-party meeting. Invitation to be sent to Alburgh to discuss a joint Parish Council meeting in December. A speaker to be booked on a matter of joint interest.

Action: **Clerk to action**

5.5. Cllr Savage: a tree is blocking the Sluice Gate 100m down Mill Lane - clerk to contact the landowner to have it removed.

Action: **Clerk to action**

5.6. Recycling Centre and Playground Inspections - Nothing to report beyond normal annoyances of dog faeces and litter.

5.7. District and County Reports: no reports received ahead of the meeting.

6. Finance Committee -

6.1. The committee met to discuss the contract for the New Garden and Maintenance Vacancy. An application and process was agreed and implemented. Applications close on 30 June. To date only one application received although two further expected.

6.2. The committee met to review the Asset Register against replacement values. This has been split between three councillors to research replacement values and return to Council in the Autumn with revised valuations. To liaise with the Open Space Working Party to agree replacements and values and costs going forwards.

6.3. The Committee to report back to September Meeting.

7. Emergency Plan - Cllr Copeman, after a lot of research and work submitted the finalised Community Emergency Plan. She was congratulated and thanked for the huge amount of work she has put into this document. Council approved the document. Next review date to be 2025 unless any issues arise meanwhile.

7.1. Emergency Blankets have been received from SNDC with thanks and it is agreed that an emergency box will be obtained to store all items in once it is known what size is required. A Really Useful Box 60 litres may be the right size but check once we have everything on the list.

Action: **Cllr Copeman to action**

7.2. Plus Net to be approached for cost of adding a landline to the Community Centre. Passed to the Trustees of the Wortwell Community Centre to discuss and decide.

Action: **Cllr Eddy to action**

8. Electric Charging - Cllr White presented the up to date findings of SNDC and NCC with their new proposals for fully funding the provision of electric charging for vehicles. The preferred site is the first two or four bays of parking at the top of the Old Playing Field. Deadline for Expression of Interest is 30 June.

Action: **Cllr White to action**

9. Clerk and RFO Report

9.1. Accounts for payment by cheque- see attached schedule Appendix A note. All payments approved

9.2. Barclays online automated payments - to date Cllrs Eddy, White, Hadingham and Aylett are active. A process was agreed in principle and the clerk to advise between meetings how payments can be made in a secure and accurate manner.

WORTWELL PARISH COUNCIL

Action: **Clerk to action**

9.3. Internal Control Check - to be conducted when Cllr Worley returns from holiday.

9.4. A number of Mardler invoices have been sent out for advertising in the July edition.

9.5. An Outstanding debt for unpaid Mardler Invoices is to be chased and seven day notice letter to be provided prior to further action for non payment.

Action: **Clerk to action**

10. **Appointment of new Gardening and Maintenance Service Provider** - A panel of interviewers agreed: Cllrs Eddy, White and Hadingham with support from the Clerk. Date to be agreed post application closure. Clerk to inform and arrange.

Action: **Clerk to action**

11. **Open Spaces Committee** - Cllr Copeman presented an updated report - the main pressure is that the to do list just gets longer and volunteers badly needed from the village to help shoulder some of the burden. See above for play equipment meeting on Sunday 3/7

12. **Planning Applications:** previously circulated: NONE

Meeting was not adjourned as no members of the public remained.

Topics for Future meetings:

RoSPA Report, New Entry Gate, Electric Charging, External Audit (July)

Budget 23/24 Phase 1, Play Equipment and Open Spaces Dog Bin (September)

Review of Clerk Contract, Joint meeting with Alburgh (October)

Meeting ended 9.51pm

APPENDIX A ACCOUNTS FOR PAYMENT June 2022

HMRC PAYE NI M2	102251	£168.74
Arthur J Gallagher Replaces cha 248 to Hiscox	102252	£508.00
Moviola Ltd Film Night Jubilee Celebrations	102253	£187.00
Black Dog Signs Ltd Village Signage	102254	£402.00
HMRC PAYE NI M3	102255	£168.48
Play Safety Ltd RoSPA - Annual inspection of play equipment	102256	£180.60
T T Jones Maintenance July August September	102257	£243.67
		£1858.49

WORTWELL PARISH COUNCIL