

WORTWELL PARISH COUNCIL

MINUTES

**Parish Councillors attended the Wortwell Parish Council meeting on
Monday 30 September 2024 at 7.30pm at the Waveney Room of the Wortwell
Community Centre**

7.30pm Main meeting opened

25.47 Welcome by the Chairman Mrs Julie Worley

No apologies. Present: Cllr Worley (JW) in the Chair. Cllrs Eddy (WE), Copeman (AC), Aylett (CA), Hadingham (RH), Carter (HC), Paul Randall (PR), Also in attendance Mrs Tina Newby Clerk and RFO

Guest: Councillor Trevor Graham, Councillor James Eddy, 5 members of the public attended.

There were no further declarations of interest (personal prejudicial or pecuniary) in particular matters to be raised at this meeting beyond the HC matter above.

25.48 Clerk and RFO

- Resignation of Mrs Lua Leggett
- Appointment of Mrs Tina Newby, started 16th September 2024.

25.49 Minutes: Council approved the minutes of the meeting held on 29 July 2024.

RESOLVED to approve the minutes as an accurate record of the meeting. Unanimously agreed.

25.50 Matters arising

25.50.1 CCTV to Pavilion – the CCTV has been set up await the painting.

Action [RH] to talk to Harleston Football Club.

25.50.2 Footpath attended to, but the general area remains degraded. Low Road still has issues, as the pothole repair was a patch job.

Action Clerk to log the problem.

25.51 Reports: Report received from James Eddy, which is in Appendix 2. Awaiting reports from Trevor Graham and Barry Stone. Both District Councillors mentioned their Ward Grants and the remaining funds.

Both District Councillors mentioned their Ward Grants and the money left in the fund.

Section 25.60 was discussed at this point by LL

25.52 Update on village matters.

25.52.1 Chairman's report – Discussion on changing the start times for meetings. It was decided to keep the start time at 7:30 pm. The Chair of Homersfield contacted [JW] regarding tree chopping and burning near the caravan site.

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25.52.2 Councillor's report – [CA] mentioned the new management of Puravida. The café and farm shop are expected to open in November 2024.

SAMs (Speed Awareness Monitors) show reduced speeding in the village.

[WE] reported that village pavements are in poor condition, and the footpath sign is down on Bell Meadow.

Action Clerk to report this.

Street Lights in car parks sorted, one at the bottom not fixed.

Action [WE] to communicate with TT Jones to fix the street light.

25.52.3 Robert – Harleston Youth Football Club – [RH] read out the report from HYFC: *The feedback from those using the facility was entirely positive, other than that it is a long way to the loo.*

As previously discussed with LL we think that in a 2nd phase it would be good to investigate the possibility and costs involved of reconnecting services to the hut so that we can look to get a working loo in there and also have the possibility of putting a tea urn in there for the winter months.

There is also the possibility at times over the winter that with our youngest groups in particular we might want to get them out of the weather over half time, in which case the main problem I see in the pavilion is the presence of the crossbar for the adult goal. Is there any possibility of either storing it outside or in fact disposing of that goal if you don't see it being used again? That would be the main trip hazard in there, the rest we can juggle around a bit to maximise the floor space and allow both teams to get in there.

Other than that, as the nights draw in we'll be looking to move more of our midweek training to Wortwell and we'll be able to get a better feel for the area the floodlights allow us to use and how well that ground stands up to it over the next couple of months.

Overall, it's working really well for us so far, and we're really happy to have been able to reach agreement with you for its use.

25.53 Annual Governance and Accountability Return (AGAR)

25.53.1 Two more queries raised by PKF Littlejohn – Both Clerks attended too – Noted.

25.53.2 To agree the external closure report – The External Auditor's Report and Certificate 2023/24 has been completed by PKF Littlejohn. The Exceptions were; The AGAR was not accurately completed before submission for review, Section 2, Box 9 for the prior year is incorrect and should read £167,256. RESOLVED to agree this, unanimously approved.

25.53.3 To note the Notice of Conclusion of Audit – This has been published by the Clerk on 20th September 2024. [AC] has uploaded to the website.

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25.53.4 To appoint an Internal Auditor – The previous Internal Auditor will not be recommended for this financial year. The Clerk has sourced; NALC £165 + £10 for allotments and Heelis and Lodge £220. This will be discussed by the Finance Committee and included in the Budget.

Action Clerk: to obtain quote from Norfolk PTS

25.54 Parish Councillor reports

25.54.1 Recycling Centre, Defibrillator, Adult Gym Equipment and Playground check
Report –

Defibrillator OK

Playground:

- New swing safety surfacing may need action soon
- Basketball still awaiting repair
- Fortress slat pulled off
- Loose netting on top of dugouts secured.
- Steering wheel missing from train. Noticeboard near pedestrian entrance from Packway missing.
- Adventure path raised log traverse uprights loose.
- Sweet wrapper rubbish around Adult Gym after football.
- The key has been lost to empty the litter bins. Agreed to purchase 2 more keys. The bin bags were discussed. Agreed to source the cost of wheelie bin bags extra strong.

Action [CA] will source a quote and order the keys and the bags. Bags to be approved via WhatsApp messenger.

25.54.2 RoSPA Report and recommendations – actions to be agreed – discussed above.

25.55 Clerk Report

25.55.1 Induction completed, including a drive around the village. Only policies remain outstanding.

25.55.2 Regular Surgeries: Monthly drop-in surgeries will alternate between Fridays and Saturdays, 10 am – 12 pm. The first surgery is scheduled for 15th November 2024.

Action Clerk to set up a poster/flyer.

25.56 Financials and RFO report

25.56.1 The note the payment authorisation section of the Financial Regulations – This was discussed. The payment schedule produced at the meetings will be approved by the Parish Council. The authorisers will be checking the amounts and BACS details before approval. LL, DC will be taken off and TN, PR will be added.

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25.56.2 Cashbook against Budget and Bank Reconciliation. The Clerk reported that she does not have access to the banking. However, she has reconciled the bank account and cash book up to 20th September 2024.

25.56.3 Accounts for payment (appendix 1).

25.56.4 VAT for reclaim. This will be reclaimed once the Clerk has access to the bank accounts.

25.56.5 Internal Controls – [RH] will do this in the morning of 14th October 2024.

25.56.6 2025-2026 Budget planning and precept – arrange a Finance Committee meeting. First meeting is arranged for 14/10/24 2pm in the Clerk's Office.

25.56.7 Donation £25 Remembrance wreath from RBL, chosen charity/charities. s137 has been spent so far £116.67. Wreath has been paid £25. There was an unanimous agreement to donate £100 to the Guide Dogs.

Action [CA] to set up payment

25.57 Roles and Responsibilities: [RH] will send the Clerk the approved version.

25.58 Set up Committee meetings: The Finance Committee was set up as original membership and first budget meeting will be 14th October 2pm in the office.

25.59 Receive an update on the pub

25.59.1 Clive and Paul, update on the closure of Wortwell Bell. Funding the of pub is still in the balance. The Parish Council has applied for Asset of Community Value.

25.60 Land Ownership, Registration, Loan agreement and Terms of Agreement. [LL]

25.60.1 Land Ownership

25.60.2 Land Registration

25.60.3 Loan Agreement

25.60.4 Terms of Agreement

Summary of the above:

- Spent numerous hours looking in Archives records office for years 1979 – 1991.
- Old playing field, Bowls Club ownership, car parks.
- Collating a report from the archives. Noted conveyance strip of land which is now Goodswens houses.
- Cadge and Gilbert Solicitors have been absorbed into Simper Law.
- National Lottery withdraw their support as there is no knowledge of the land under the Core building being owned by anyone.
- Perhaps consider an indemnity Policy for the lack of ownership. For lost title.
- [LL] additional consultation will be charged at £25 per hour.
- Seek advice from Norfolk PTS

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- [LL] source reported 3 options for Core to repay back the loan. Option 3 was match funding. Option 2 over 10 years CC to pay what they can afford. Option 1 preferable without the interest being charged. **RESOLVED: To agree Option 1 without the interest charges. £1,000 per annum. Unanimously agreed.**
- Repayment will start on the annual anniversary, 1st August 2025.

25.61 Planning Applications: None.

Action Clerk to provide a list of Enforcements.

Meeting closed at 9:55pm

Date of next meeting 28th October 2024.

Future meetings: 28/10/24 and 25/11/24

Appendix 1 Payment schedule:

Wortwell Parish Council Payment schedule

Sep-24

Payments between meetings

Signomatic	2092089	38	£23.56
SNC Dog Bin	701086558	39	£74.32
Wreath - RBL		40	£25.00
Allison copeman - litter pickers etc		41	£23.98
MH Goals - Net repair		42	£7.20
Excite Solutions	3282	so	£567.35
			£721.41

Payments to be approved

PKF Littlejohn	SB20242352	44	£252.00
TT Jones Electrical	13506	45	£288.46
T Newby M6 (2 weeks) + Exps	M6	46	£414.20
Wortwell Core, Hall Hire	H25-44	47	£175.00
Excite Solutions	3338	SO	£567.36
			£1,697.02

Balances at 20th September 2024

Main Account £22,916.41

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Business Premium Reserves

£17,320.34

£40,236.75

Appendix 2 District Councillors reports:

District Councillor Report – September 2024 – James Eddy

It's hard to believe that we are already heading towards autumn. The weather might not have been the best this year but it has been another successful summer for community events in this part of the Waveney Valley. Amongst many other things we have had a Summer Solstice street food festival, Harleston Beer Festival, the beach party on Harleston Marketplace, D-Day Commemorations, a car boot and volunteer fayre, the Harleston and Waveney Festival and the recent heritage open days. These have all been well supported by the people of our community and this once again shows the tremendous community spirit at the heart of our ward, from those who volunteer their time and efforts to put on these events to those who go to enjoy them.

The kindness of the people in our ward was further illustrated to me recently when I went online looking for help. After a lot of waiting, a lady living in the town had finally secured somewhere to live that was better suited to her physical needs. However, she required some help to actually conduct the move from one part of Harleston to another and having volunteered to help, I soon realised that I would also need some assistance. Luckily, as is so often the case, the people of our community swiftly came through with offers of their expertise and time. I am therefore happy to report that the lady successfully moved into her new home without any problems. As has also been illustrated by the campaign to preserve the Wortwell Bell as an asset for the people of the village, we are lucky to live in an area where so many people are willing to go the extra mile for individuals and for the community as a whole.

I'd like to take this opportunity to draw your attention to my District Councillor Members Ward Grant, which is an annual fund of £1000 that I can use to support various local clubs and organisations that are based in our Ward. So, if your club or organisation needs some financial support of over £100 for a specific project then please let me know how much money you require and what it is specifically for. For this and any other queries then please get in contact by emailing me at james.eddy@southnorfolkandbroadland.gov.uk or pop in to see me at Harleston Information Plus on the last Saturday of every month between 10am and 12.

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SEPTEMBER MEETING 2024

DISTRICT COUNCILLORS' REPORT

I have been addressing many concerns raised by residents. From potholes to conservation issues, overhanging trees, and blocked drains. There is a wide range of issues. I appreciate that it can be very confusing with three layers of Council all with different roles and responsibilities. If you would like to discuss your concerns, please get in touch with me.

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I may not have the answer myself, but I may be able to find the person who does. I will try to help.

While not within Wortwell, it is nearby and within our Ward. The Heritage Open Days programme has completed, and feedback forms are currently being collated by the national team. This may be the largest collective event put together within Harleston. The Round Table raised £161 at a quiz evening and Ladies Circle raised £261 at a bingo evening which they kindly donated to the Historical Society to help cover costs this year and contribute towards funding another programme for 2025. The large number of participating voluntary groups and organisations is a great advert for our community spirit. Legacy walks and trails will be available for future visitors. South Norfolk Council are proud to have supported Harleston Heritage Open Days. I wonder whether there is an opportunity to include Wortwell next year.

I gave an interview as part of a video being created by the Diocese of Norwich to promote nature recovery. This will highlight the concept supported by Wortwell which has now progressed to the Our Nature Recovery movement endorsed by South Norfolk. Brockdish and Thorpe Abbots parish council passed a resolution for their own community based nature recovery and they have joined the movement with a page on the collective website. I provided a short update as part of a Nature Recovery presentation in St John's Church, Harleston on Saturday.

The UK has set ambitious climate change targets to achieve net zero carbon emission. A new utility-scale solar and battery energy storage system project is proposed on land near Long Stratton. This could provide approximately 500 megawatts of solar energy generation, supplying enough clean and affordable electricity to power approximately 115,000 homes. The developers have set up a project website which will be updated as more information becomes available, including details about upcoming engagement and consultation opportunities. The local community and interested individuals can register their details through their project website www.eastpyesolar.co.uk if they would like to be updated.

Councillors who sit on the Development Management Committee were invited to visit development sites across the district to reflect on the success or otherwise in design terms of those schemes. This provided an opportunity to discuss specific items of design in the real world.

All Councillors have an annual budget of £1,000 to spend on projects within their wards. Last year I was able to assist the Harleston Players, Wortwell Bowl Club, and the Friends of Harleston Primary School. I am still to receive any request for support this year. I encourage people to have a look at the guidelines:

<https://www.southnorfolkandbroadland.gov.uk/downloads/file/1491/members-ward-ground-rules> and get in touch if appropriate. I would like to help.

I am taking my Councillor surgery on the road and will hold my next surgery on Saturday 12 October at the Wortwell Community Centre between 10:00 and 12:00. Should this prove popular I hope to make this a regular feature along with visits to Needham to be better able to talk with residents across the whole Ward.

Cllr Trevor Graham

South Norfolk Council, Member for Harleston

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The Trustees of the allotments opened the meeting to discuss the following issues:

No apologies. Present: Cllr Worley (JW) in the Chair. Cllrs Eddy (WE), Copeman (AC), Aylett (CA), Hadingham (RH), Carter (HC), Paul Randall (PR), Also in attendance Mrs Tina Newby Clerk and RFO

Declarations: None.

25.62 New Allotments Policy and future arrangements [AC]

- 25.62.1 Allotment inspection
- 25.62.2 Increase allotment rent
- 25.62.3 Review of the allotment plots
- 25.62.4 Tenancy Agreement
- 25.62.5 Fencing off plot.

The above was discussed all together; The new Terms of Agreement has been created using the needs of the Parish Council and Norfolk PTS.

Allotments run from 1st November 2024 to 31st October 2025. All water charges are incorporated within the hire agreement.

Increase the allotment rent for 1st November 2025. Keep the same fees this year.

There will be a review of allotment plots and the contact details.

The plot that needs fencing will be completed by [RH].

Meeting Closed 10.05pm.