

WORTWELL PARISH COUNCIL

MINUTES

**Parish Councillors attended the Wortwell Parish Council meeting on
Monday 21st October 2024 at 7.30pm at the Waveney Room of the Wortwell
Community Centre**

25.62 Welcome by the Chairman Mrs Julie Worley

Present: Cllr Worley (JW) in the Chair. Cllrs: Eddy (WE), Copeman (AC), Aylett (CA),
Hadingham (RH), Carter (HC), and Paul Randall (PR).

Also in attendance Mrs Tina Newby Clerk and RFO

Guest: District Councillor James Eddy and County Councillor Stone.

25.63 To record Declaration of interest, Pecuniary and Non Pecuniary: None declared.

25.64 To receive and accept apologies: Apologies were recorded for District Councillor
Graham.

25.65 Public Forum: No public attended.

25.66 Minutes: Council to approve the Minutes of the meeting held on the 30th
September 2024. **RESOLVED: To approve the minutes of 30th September 2024,**
proposed by Cllr Carter and seconded by Cllr Eddy. Unanimously agreed.

25.67 Matters arising

25.67.1 Pot holes in Low Road footpath attended to but general area remains
degraded – add this to the highways maintenance list. Also the drain under Mill Lane
gravel track has cleared the pipe on one side of the track, but not under the road, the
other side has not been touched.

25.67.2 [RH] to report back from Harleston Football Club regarding painting of the
pavilion – The painting is scheduled for the pavilion when the contractor is available
and the weather is suitable. There was parking on the grass. No Parking sign to be
put up.

25.67.3 Clerk to log a report regarding the footpaths in the village. Logged under
Highways Rangers.

25.67.4 [WE] to log the street lights that do not work. Ongoing.

25.67.5 Clerk to provide a quote for Internal Audit from Norfolk PTS. Norfolk PTS do
not undertake internal audits.

25.67.6 [CA] to provide costs for litter keys and order bin bags. Keys have been found
and the bin bags ordered and received. There is a health and safety need to purchase
disposable gloves. Action CA to purchase the gloves, from Force Fresh using the PC
account.

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25.67.7 Clerk to create a poster/flyer for the Parish Council Surgeries. Poster has been created. Will be on the noticeboards shortly.

25.67.8 Clerk to obtain a list of enforcements. The Clerk has requested a list of enforcements and monthly updates.

25.68 Reports: District and County Councillors: The reports will be added to the website separately.

25.69 Update on village matters.

25.69.1 Chairman's report – The hedge at the back of the playing field needs to be cut back. **Action BE** to check and take photos so that we can progress this.

25.69.2 Councillor's report – CA has spoken to Excite Solutions regarding the damage of the gate and lock. In future take photos before repairing the damage. AC has ordered two noticeboards. Hedging on Low Road has now been cut.

25.69.3 Harleston Youth Football Club – updated earlier.

25.70 To appoint an internal auditor – RESOLVED: To appoint Heelis and Lodge for this year's internal audit. Proposed by Cllr Carter and seconded by Cllr Eddy. Unanimously agreed.

25.71 Parish Councillor reports

25.71.1 Recycling Centre, Defibrillator, Adult Gym Equipment and Playground check Report – Pauline Allen's bench is in need of a coat of varnish. Also there is a dead tree behind it.

Remind residents that there is a Bye-law in place 'no dogs on the footprint' of the Community Centre and fields.

25.72 Clerk Report

25.72.1 Continued Induction – continued.

25.72.2 Regular Surgeries – first meeting is 15th November 2024 10-12.

25.72.3 Clerks observations on Internal Audit issues. **Action Clerk** to report her findings, to be discussed at a later date.

25.73 Financials and RFO report

25.73.1 To approve payments in (appendix 1). **RESOLVED: To approve the payments for £2,934.52 and between meetings of £1,183.68. Proposed by Cllr Hadingham and seconded by Cllr Aylett. Unanimously approved.**

25.73.2 Cashbook against Budget and Bank Reconciliation – noted.

25.73.3 To note the draft budget for 25/26 - – The first draft was discussed, the reserves fund has a ring fenced fence fund – try to make up to £40,000 over time.

25.73.4 Outstanding VAT for reclaim – ongoing.

25.73.5 Internal Controls – completed. Councillors to rotate the approval of the Internal Controls.

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25.73.6 Review consultancy fees going forward. JW left the meeting at 9pm, the Vice Chair CA took over the running of the meeting. The Parish Council proposed to not sign up to the contract for consultancy work at £25.00. All the necessary paperwork to be delivered to JW.

25.74 Receive an update on the pub: The Wortwell Bell has been approved for the 'Asset of Community Value'.

25.75 Planning Applications: None.

Meeting Closed 9.25pm

Future meetings: 25/11/24 no December meeting.

Meeting Dates for 2025:

Precept Meeting: 13th January 2025

27th January 2025

24th February 2025

31st March 2025

28th April 2025

19th May 2025

30th June 2025

28th July 2025

No August meeting

29th September 2025

27th October 2025

24th November 2025

No meeting in December

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Appendix One – Payments

Wortwell Parish Council Payment schedule

Oct-24

Payments between meetings

16/10/2024	Huws and Gray	51	£52.25
16/10/2024	Huws and Gray	52	£26.30
16/10/2024	HMRC Tax deductions	53	£295.13
16/10/2024	SNC Dog Bins	54	£810.00
			£1,183.68

Payments to be approved

TT Jones Electrical	13470	55	£349.68
TT Jones Electrical	13471	56	£1,815.84
T Newby M7 (1 month) + Exps	M7	57	£769.00
			£2,934.52

approximately

Balances at 1st October 2024

Main Account £20,367.05

Business Premium Reserves £17,320.34

£37,687.39