

WORTWELL PARISH COUNCIL

MINUTES

**Parish Councillors attended the Wortwell Parish Council meeting on
Monday 27th January 2025 at 7.30pm at the Waveney Room of the Wortwell
Community Centre**

25.101 Welcome by the Chairman Mrs Julie Worley

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

Also in attendance Mrs Tina Newby Clerk and RFO

Guest: None

25.102 To receive and accept apologies. Cllr Aylett apologies were accepted.

25.103 To record Declaration of interests, Pecuniary and Non Pecuniary. None.

Public Forum (suspend standing orders). None

25.104 Minutes: Council to approve the Minutes of November and 06/01/2025 meetings.

RESOLVED: To approve the minutes of November and 06/01/2025 meetings.

Unanimously approved.

25.105 Matters arising

25.105.1 To receive an update on the Land Registry and Possessory Title. Ongoing.

25.106 Reports: District Councillors and County Councillor

The reports will be uploaded to the parish council website.

25.107 Update on village matters:

25.107.1 To receive an update on the street lighting and report any issues. No street light problems at the moment.

25.107.2 Chairman's report – no report

25.108 Parish Councillor reports, including inspection reports.

Cllr Worley doing it for January. She found a dog ball on the playing field, there should be no dogs allowed.

The Council agreed to purchase some 'no dog' signs and place on the pavilion.

25.109 Clerks Report

25.109.1 Induction completed. Noted.

25.109.2 To receive an update on the probationary period. Clerk's position is now permanent. Unanimously agreed.

25.109.3 To receive an update on the open surgeries. Only one person attended at the first surgery. No one has attended since then. Review these after February Surgery.

25.109.4 To note the completion of the Internal Control check for Quarter 3. Completed by Cllr Worley with no concerns.

WORTWELL PARISH COUNCIL

25.109.5 The maintenance of the parish and the grass cutting was discussed. There is a meeting with Excite solutions on 13th February to discuss reducing their services. The Council does not want duplication of tasks done by them and Kevin. Cllr Copeman to provide Cllr Carter with a 'to do list' for Kevin and keep an eye of the tasks he does. Two priority tasks are: Some of the play equipment need maintenance, repair and painting. The noticeboard on the Knoll needs attention. The Pride in Bloom project is still outstanding. **Action Cllr Carter** to obtain the list of flowers/seeds/hedges to be purchased. The project will need evidence of the purchase, and installation of the plants etc, by photograph.

25.110 Council Matters and Events:

25.110.1 VE Day Event 8th May 2025 and any other events. **Action Cllr Eddy** to ask the CORE what they plan to do, would they need any support from the Council. The Council would be happy to lead this event. The Beacon will probably be lit. There was an idea of a commemorative book. **Action Mr Copeman** to talk to Cllr Carter's neighbour.

Action Clerk to add to March agenda.

25.110.2 To discuss the Norfolk ALC voting paper and agree a reply. **Action Clerk** to obtain more information about the options.

25.110.3 To discuss the dark skies. Lots of villages take pride in the darker skies. This can be achieved without turning the street lights off. **Action Cllr Worley**. To look into this more. **Action Cllr Copeman** to add the findings into the Biodiversity policy.

25.111 To review the new policies and the updated policies.

25.111.1 Financial Regulations

25.111.2 Sexual Harassment Policy: This was a new policy, approved adoption of policy.

25.111.3 Environmental and Biodiversity Policy

25.111.4 Financial Reserves Policy

All the above policies (1,3 & 4) were reviewed, unanimously approved.

25.112 Financials

25.112.1 To approve payments for this meeting and in between meetings. Payments between meetings totalled £3,056.54, payments at the meeting totalled £2,521.73. **RESOLVED: To approve the total payments of £5,578.27. Unanimously agreed.**

Receipts received

Dec	VAT reclaim	£2,249.54
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Payments between meetings

Dec	Excite Solutions	£567.35
	Npower	£422.79
	HMRC Tax NI	£88.00
	HMRC Tax NI past payment	£297.87
	TT Jones	£288.46

WORTWELL PARISH COUNCIL

	Nest		£82.36
Jan	Nest		£69.93
	Excite Solutions		£567.35
	Norfolk PTS		£156.00
	Npower		£446.50
23/01/2025	Nest (Jan)		£69.93
			£3,056.54
Payments at meeting			
27/01/2025	Heelis and Lodge	000061	£260.00
	VESPA VAT		£1,295.49
	RwHTC Cemetery maintenance		£172.80
	External memory drive		£26.40
	Wages (Jan)		£767.04
			£2,521.73
	Total Payments	£5,578.27	

The Clerk mentioned the payment to RwHTC regarding the cemetery maintenance fees. Lua's suggestion in July 2024 that the payments and receipts cancel each other out, this was not agreed by RwHTC. The latest correspondence states that we will be reimbursed as and when necessary, which gives the opinion that this is not annually. **Action Clerk** to arrange a meeting with RwHTC.

- 25.112.2 To note bank account balances. Balances @ 27th January 2025 were: Community Account £11,891.53, Reserves Account £17,390.87.
- 25.112.3 To discuss the Knoll noticeboard repair and agree any action. The Council agreed for Kevin to rub down and stain.
- 25.112.4 To receive an update on the noticeboards and funding and agree any action. After some discussion of the costings. The Council agreed to purchase 2 x (A4 x 6) and 1 (A2 wide, 750x550mm). Total cost with January Promotion discount and delivery, £1063.16 excluding VAT. The rest of the CIL will be used to install them with post crete.

The Council agreed that the money that has been loaned to the CORE for the VESPA project, the repayment will go back into the reserves, Earmarked for the fence fund. Unanimously agreed.

25.113 Planning applications received for consultation. None.

25.114 Correspondence to note:

- 25.114.1 Police surgery; The Knoll 15th February 2025 11-12.30. noted.
- 25.114.2 Norfolk PTS; Spring Seminar 20th March 2025, £56 Noted.

25.115 Admission to meetings:

ADMISSION TO MEETINGS - PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IT IS PROPOSED THAT, BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE

WORTWELL PARISH COUNCIL

TRANSACTED, THE PUBLIC AND PRESS LEAVE THE MEETING DURING CONSIDERATION OF THE REMAINING MATTERS.

25.116 To receive an update on the Allotments:

[REDACTED]

25.117 To receive an update in the Football Club. Robert had some information regarding the football club. As follows:

[REDACTED]

WORTWELL PARISH COUNCIL



Action Robert to obtain more information, hire and costings etc.

Meeting closed 9.30pm

Future meetings: Next meeting 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 2025