



WORTWELL PARISH COUNCIL

MINUTES

Parish Councillors attended the Wortwell Parish Council meeting on

Monday 19th May at 7.30pm at the Waveney Room of the Wortwell Community Centre

Attendance: Cllrs: Aylett [CA], Carter [HC], Copeman [AC], Eddy [BE], Hadingham [RH], Randall [PH] and Cllr Worley [JW]

Also in attendance: Clerk, Tina Newby and two members of the public (arrived late).

26.1 Election of Chairperson and the signing of the Declaration Acceptance of Office:

Cllr Worley was elected as Chairperson. **RESOLVED: To propose Cllr Worley as Chairperson. Proposed by Cllr Eddy and seconded by Cllr Copeman. Unanimously agreed.** The Declaration of Acceptance of Office was signed.

26.2 Election of Vice Chairperson: Cllr Randall was elected as Vice Chairperson.

RESOLVED: To approve Cllr Randall as Vice Chairperson, proposed by Cllr Copeman and seconded by Cllr Hadingham, unanimously agreed.

26.3 Welcome by the Chairman

26.4 To receive and accept apologies. Apologies received from District Councillors: Eddy and Graham and County Councillor Stone.

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

26.6 Public Forum (suspend standing orders). Public to permit participation for 10 minutes. None

26.7 Reports: District Councillors and County Councillor

26.8 To receive an update on maintenance issues: The following maintenance issues were reported:

- Broken glass around the bottle bank.
- Small fence that was broken has been replaced.
- Wood rotten on the fort – wait until we have had the RoSPA Inspection Report, for their guidance on how to repair the issues.

Resume standing orders

26.9 Minutes: Council to approve the Minutes of 31/03/2025 meeting. **RESOLVED: To approve the minutes of 31st March 2025 as an accurate record of the proceedings. Unanimously agreed.**

26.10 Matters arising

26.10.1 To receive an update on the Land Registry and Possessory Title. (standing item). Ongoing.

26.10.2 update on 'no dogs bye-law' and signage. Close agenda item.

26.11 Update and new items on village matters, and agree any action: None.

26.12 To discuss the combined newsletter, funding and agree any action. Cllr Copeman reported that the costs from Roberts and Signs to print one sheet double sized, 300 copies would cost in the region of £40. The Council agreed to leave a Parish Council newsletter for the time being.

26.13 To receive an update on the street lighting and report any issues. (standing item).

No new issues reported.

26.14 To discuss Excite Solutions and agree any action. This item will be discussed below the line.

26.15 To receive an update on the Cemetery fees and agree any action. This was discussed and it was agreed to go with the original draft that Lua drew out. Not costs to Wortwell and no receipts received either. **Action Clerk** to contact RWHTC and let them know we approve of their suggestion.

26.16 To Events in the village, past and future

26.16.1 To receive an update on VE 80 event: We well, with about 100 people turning up throughout the evening. Well done Cllr Carter for reading the proclamation. The band was excellent and the fish and chips went down a treat.

26.16.2 To receive an update on the Litterpick: Daphne did a great job with organising on the day. There was a discussion that the Parish Council need to commit to the litter pick. The Council will need to advertise better.

26.16.3 To discuss the flagpole. The residents who set up the flagpole would be happy to donate this and let it be a permanent feature. There was a discussion over the legal aspects to this. **Action Clerk** to contact highways and see it is possible to keep and fly the flags. We may need to apply for a street licence.

26.16.4 To discuss better means of advertising. Consider Facebook and Next Door for advertising. **Action Clerk** to look into this.

26.16.5 To note NALC AGM is on 21/5/25, online. Noted.

26.17 Parish Councillor reports, including inspection reports. The Council reported that the RoSPA Inspection is due in June, some of the Councillors would like to attend the walk around. **Action Clerk** to arrange this.

26.18 Clerks Report: Nothing to report.

26.19 Appointment of roles and offices:

26.19.1 Policies and Procedures – [AC]

26.19.2 Street lighting and Utilities – [BE]

26.19.3 Street Furniture and Infrastructure – [PR]

26.19.4 Communications: GDPR, Accessibility, Website and Newsletter – [AC]

26.19.5 Asset Management and insurances [Clerk]

26.19.6 Open Spaces – Working Party – [AC, RH, JW]

26.19.7 Finance Working Group including appointment of Internal Control Officer: [JW, HC, BE]

- 26.19.8 Allotments Working Party [AC, RH, PR]
 26.19.9 Any other SAMS, Highways. [CA]

26.20 Financials

26.20.1 To approve payments for this meeting and in between meetings.

Wortwell Parish Council Statement of Account 19th May 2025

Balances	01/04/2025	Community Acc	£2,833.35	
		Reserves Acc	£17,419.47	
			£20,252.82	
Receipts received	April and May 2025			
	SNC	Precept	£19,787.50	
	SNC	VE80 Grant	£300.00	
	HMRC	VAT Reclaim	£1,386.56	
	Lloyds	Interest	£26.26	
			£21,500.32	£41,753.14
Payments between meetings	2025-20269			
April	Nest	Pension	£69.93	
	James Shore	Website etc	£177.00	
	Kevin Vincent	Maintenance	£320.70	
	Norfolk ALC	Subs	£191.20	
	Norfolk PTS	Subs	£355.75	
	Bank Charges		£6.25	
	HMRC	Tax	£675.38	
	Tina Newby	Wages April	£767.04	
	C Aylett	Expenses	£19.29	
	Excite	Cutting	£567.35	
			£3,149.89	£38,603.25
Payments for May	2025-2026			
	Nest	Pension	£69.93	
	Core	Hall Hire	£210.00	
	Kevin Vincent	Maintenance	£460.35	
	Huws and Gray	Maintenance	£34.55	
		last year un		
	Heelis and Lodge	precented cheq	£260.00	
	Heelis and Lodge	This year	£233.34	
	Huws Gray	Maintenance	£76.98	
	Huws Gray	Maintenance	£69.12	
	Tina Newby	Wages May	£767.04	
	Tina Newby	Expenses	£69.96	
	Excite	Cutting	£567.35	
			£2,818.62	£35,784.63
	Total Payments		£5,968.51	

Reserves	19/05/2025
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Fence Repairs	£9,700.00
Precept 3 months	£15,000.00
Play equipment	£1,700.00
Grants	£230.00
CIL	£8.34
	£26,638.34
working balance in banks	£35,784.63
<i>WIP balance</i>	£9,146.29

Payments between meetings £3,149.89 were approved. Payments for May were approved at £2,818.62. **Unanimously agreed.**

26.20.2 To note bank account balances. Noted

26.20.3 To receive and discuss the car park repair quotes and agree any action. No quotes have been received. Discuss using spray paint around the potholes for health and safety.

26.20.4 To note the AGAR Internal Audit report: Noted. Item N states the AGAR was not fully published on the website. **Action Clerk** to look into this.

26.20.5 To note the detailed Internal Audit Report and agree any actions.

The following was discussed.

Recommendation 1 To include a reference to GDPR in the Council's Risk Assessment.

Recommendation 2 Publish the Council's Privacy Policy on the website.

Recommendation 3 To undertake and minute a review of the Risk Assessment and the Internal Controls during the year of audit.

[AC] will action 1 and 2. The Clerk will action 3.

26.20.6 To agree Section 1 Annual Governance Statement page 4. **RESOLVED: To approve Section 1 Annual Governance Statement, proposed by Cllr Carter and seconded by Cllr Worley. Unanimously agreed.**

26.20.7 To agree Section 2 Accounting Statement page 5. **RESOLVED: To approve Section 2 Accounting Statement. Proposed by Cllr Carter and seconded by Cllr Worley. Unanimously agreed.**

26.20.8 To note the Exercise of Public Rights dates of Tuesday 3/6/25 to Monday 14/7/25. **Approved the dates stated above.**

26.20.9 To agree the CIL Report Return. **RESOLVED: To approve the CIL return for 2024-2025, leaving unspent balance of £8.34**

26.20.10 To appoint an internal auditor for 25/26. **RESOLVED: To appoint Heelis and Lodge for next year's audit.**

26.21 Planning applications received for consultation. None

26.22 Correspondence to note: None

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

26.24 To receive an update in the Football Club. (standing item). Still ongoing. It was noted that the football club were still playing in May, they should have finished in April 2025.

26.25 To discuss Excite Solutions and agree any action. Cllr Randall and Barry had a productive telephone conversation. It appears that Parish Council's rely on the contractors contracts. There is a concern that we do not manage our own contracts. Excite will not be willing to change their contract to suit. It was admitted that the contract was originally taken off the internet. Barry is ready to discuss costings with us. Cllr Randall is looking to reduce our costings by 15-20% and then the fee will go up at annual review with CPI. There was a suggestion of a 'walkaround' site visit with Barry and the Councillors.
Cllr Randall will report back.

Future meetings: Next meeting 30th June 2025, Parish Council Meeting.

28th July 2025

No August meeting

29th September 2025

27th October 2025

24th November 2025

No meeting in December 2025