



WORTWELL PARISH COUNCIL

MINUTES

**Parish Councillors attended the Wortwell Parish Council meeting on
Monday 24th November 2025 7.30pm at the Waveney Room of the Wortwell
Community Centre**

Attendance: Cllrs: Aylett [CA], Carter [HC], Eddy [BE], Randall [PR] and Worley [JW].

No members of the public in attendance.

District Councillor Eddy and Tina Newby (Clerk) also in attendance.

26.113 Welcome by the Chairman

26.114 To receive and accept apologies. Cllrs: [RH], [AC], District Councillor Graham and County Councillor Stone apologies were recorded.

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

26.116 Public Forum (suspend standing orders). Public to permit participation for 10 minutes.

26.117 Reports: District Councillors and County Councillor: Noted

Resume standing orders

26.118 Minutes: Council to approve the Minutes of 27th October 2025 meeting. **RESOLVED: To approve the 27th October 2025 minutes, unanimously agreed.** With one amendment of the Police surname to Phillips.

26.119 Matters arising

26.119.1 Parish Partnership Scheme– additional Speed Awareness Machine. After some discussion, the village gate signs would be £4,000-£4,500 per sign. This was considered too expensive. The SAM machines quotes from Westcotec, these were considered not necessary. With the funding expiry date as 1st December 2025, the Council agreed to continue for the Parish Partnership this year.

The Parish Council would still like to start the Community Speed Watch. **Action Clerk, [AC]** to add an advert to the website asking for volunteers.

26.120 Update and new items on village matters, and agree any action:

26.120.1 To receive an update on the overgrown hedges – The Laurel by the pavements at 73 High Road still hasn't been trimmed. **Action Clerk** to write a letter to the occupiers, asking for this to be cut.

26.120.2 To receive an update on the state of the pavements – report ongoing.

26.120.3 To review what additional flags are needed for 2026/2027. There was a long

discussion over the additional flags to be flown in the new year. The Parish Council agreed with the Saints flags only. **Unanimous agreement.** The discussion of Christmas and Easter flags were rejected 3 against and 2 for. The Saints flags will be the digital options sourced from the same company the Union Flag came from.

Action Clerk to confirm whether planning permission is needed for the Saints flags.

26.121 To receive an update on the street lighting and report any issues. (standing item). Column 13, The Packway, still not working. Clerk has reported this a few weeks back. There is an issue with the broken lamp and whether it is under warranty. TT Jones is looking into this.

26.122 Parish Council Matters, to discuss and agree.

26.122.1 To discuss the attendance rota for CORE meetings. The next CORE meeting is 6th January 2026. The order of representatives attending will be; [CA, HC, PR, AC, RH]. The meetings are about 6 weeks apart, no future dates other than January are provided.

26.122.2 To receive an update on the car park repairs. The Clerk confirmed that the invoice had been sent, before the work was completed. The Council confirmed that this will not be paid until we are satisfied with the work completed. The provisional quote for the soak away is about £3,000. There is a site visit with CORE, PC and Waterfield's on Friday, to discuss.

26.122.3 To discuss the move to gov.uk emails. Part of the assertion 10 regulations is that the councillors and clerk needs gov.uk email addresses. Norfolk ALC quote £54 for provide and manage the email accounts. Norfolk ALC confirmed that the email provider would be a simple programme like Outlook or Thunderbird. **RESOLVED: To approve the migration to gov.uk using Norfolk ALC.**

James Shore stated that this is not something he would manage.

26.123 Parish Councillor reports, including inspection reports.

- Trim Trail, again
- Hedging on both sides of Tunbeck Close. The Clerk confirmed that the hedge backing onto the playing field is Parish Councils, the other side is Alburgh Allotments. Excite has this work planned when he does the avenue to the CORE building. He will then bill Alburgh Parish Council.

26.124 Financials

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

26.124.2 To note bank account balances.

26.124.3 To note the budget statement. The budget statement was discussed. We are going to tender for the street lighting contract. Quotes are being obtained.

Wortwell Parish Council

Statement of Account 24th November 2025

Balances	31/10/2025	Community Acc	£9,630.72
		Reserves Acc	£29,514.41
			£39,145.13
Receipts received			
WCC	Loan	included	£1,000.00
			£1,000.00
Payments between meetings	2025-2026		
November Payments	WCC	Room hire	£240.00

Tina	Expenses	£48.78
J S Wright	Maintenance	£225.00
HMRC	Tax and NI	£288.67
ICO	Subs	£47.00
Lloyds	Service charge	£4.25
Npower	electricity	£449.56
R Hadingham	Collection	£65.00
Force Fresh	Litter pick equip	£28.30
		£1,396.56

Payments to approve

NEST	Pension	£72.15
Tina Newby	Wage additional	£5.11
Tina Newby	Wages Oct (SO)	£786.44
		£863.70
Total Payments		£2,260.26

27/10/2025		
Reserves	Fence Repairs	£9,700.00
	Precept 60%	£22,500.00
	Play equipment repair	£1,700.00
	CIL	£8.34
		£33,908.34
	working balance in banks	£36,884.87
	<i>WIP balance</i>	£2,976.53

Additional funding for car park repairs will be taken out of reserves (fence repairs). Payments between meetings were approved by accompanying invoices. Payments at the meeting was just the wages. **RESOLVED: To approve the total payments of £2,260.26, unanimously agreed.**

26.125 Planning applications received for consultation.

- 26.125.1 To discuss planning applications received for consultation. None
- 26.125.2 To discuss any new planning applications received since agenda. None
- 26.125.3 To discuss the environmental notice on the Knoll. The environmental sign for the Mill was discussed. The Parish Council agreed that we would not attend the hearing.

26.126 To review the Enforcements.

26.127 Correspondence to note:

- The Excite contract was discussed as it was received for signing the previous Thursday. [PR] will be reviewing this and sending it to Excite for inclusion and amendment.

26.128 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

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

26.129 To discuss and agree the pay scale review for the Clerk. The Clerk reviewed her job using the Clerks Job Evaluation Sheet and she needs to go one 1 pay spine point.
RESOLVED: To agree the increase from NCJ scale 21 to NCJ scale 22.
Unanimously agreed.

26.130 To receive an update in the Football Club and agree any action.

26.130.1 To receive an update on the lease agreement. Harleston Football Club has sent some amendments which were approved. **Action Clerk** to amend and re-send to CORE and HYFC for signatures.

Future meetings: Next meeting. 5th January 2026 and 26th January 2026
No meeting in December

Meeting closed 9.10pm