



WORTWELL PARISH COUNCIL
Welcome – Wortwell Parish Council

MINUTES

Parish Councillors attended the Wortwell Parish Council meeting on
Monday 25th May 2026 7.00pm at the Waveney Room of the Wortwell Community
Centre

Attendance: Cllrs: Aylett [CA], Carter [HC], Eddy [BE], Goldie [JG], Randall [PR] and Worley [JW].
Tina Newby (Clerk) also in attendance.

27.1 Election of Chairperson and the signing of the Declaration of Acceptance of Office. [JW] was proposed by [PR] and seconded by [JG] and the declaration of acceptance was signed.

27.2 Election of Vice Chairperson. [PR] was proposed by [JW] and seconded by [AC]

27.3 Welcome by the Chairman

27.4 To receive and accept apologies. Apologies were received for Cllr Hadingham.

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

27.6 Public Forum (suspend standing orders). No members of the public were present.

27.7 Reports: District Councillors and County Councillor: None **Action Clerk** to invite George Boyd to the next meeting.

Resume standing orders

27.8 Minutes: Council to approve the Minutes of 30th March 2026 meeting. Minutes were approved as a accurate record.

27.9 Matters arising

27.9.1 To receive an update on the state of the pavements and footpaths. Ongoing. There are some issues regarding footpaths on the way to Homersfield. **Action [JW]** to write to resident regarding parked cars on the pavement. **Action Clerk** to log a job with Highways and request the hedges to be trimmed back.

27.9.2 To discuss yellow lining request. Ongoing.

27.9.3 To receive an update on the glass doors at the allotments. Ongoing. [JW] will ask [RH].

27.9.4 To receive an update regarding the allotment orchard tree has died. Ongoing [JW] will ask [RH]. Ask Jake to provide and plant, once we know the type of tree.

27.9.5 To receive an update on the grit bin for Tunbeck Road. Ongoing, await new County Councillor.

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

27.10.1 To discuss the cut down trees in High Road. The trees that have been cut down are left by the road. **Action [JW]** to provide a photo for the Clerk to chase.

27.11 To receive an update on the street lighting and report any issues. (standing item). None. It was brought up again regarding the cost of the electricity. The Clerk will try again to get the reduction.

27.12 Parish Council Matters, to discuss and agree.

27.12.1 Nature Recovery. [RH] absent put on the agenda for next month's meeting.

27.12.2 Excite end of contract. Keep a 'no response' at the moment. The Clerk reported that Top Garden Services have issued over £2,000 invoice for work that was out of contract.

27.12.3 CORE meeting update. **Action [JW]** to write to Maggie, as the Clerk was told that Maggie didn't did to provide Minutes.

27.13 Parish Councillor reports, including inspection reports.

Postcode on the defibrillator has been amended. Hedges and branches fallen down by the goal posts. **Action Clerk** to confirm the situation with the new goals with HYFC. Spikes on swings need to be replaced.

27.14 Appointment of roles and officers:

27.14.1 Policies and Procedures

27.14.2 Street lighting and Utilities

27.14.3 Street Furniture and Infrastructure

27.14.4 Communications: GDPR, Accessibility, Website and Newsletter

27.14.5 Asset Management and Insurances

27.14.6 Open Spaces – Working Party

27.14.7 Finance working party

27.14.8 Allotments working party

27.14.9 Old Playing Field working party

27.14.10 Play Equipment

27.14.11 Police and Speed

27.14.12 NEST Pension

27.14.13 Any Other

Roles and Officer responsibilities:

Policies and Procedures Clerk, HC Using NALC model templates	Street Lighting and Utilities BE
Street Furniture and Infrastructure, Noticeboards, Bins etc PR	Communications: GDPR, Accessibility, Clerk
Asset Management and insurances Clerk	Open Spaces – Working Party - Knoll JG, CA
Finance Working group	Allotment Working Group

JW, BE, HC	RH, PR
Old Playing Field Working Group RH, JW	Police, speed and SAM CA, JG
Highways. Health and Safety, Road Safety CA, JG	Play Equipment/Working Group RH, JW, JG
Website, Newsletter and Social media Clerk and another	Internal Control Officer and Bank Reconciliations Non Signatory JG
Banking changes Clerk, CA	Flag PR, HC, CA
Defib checks CA, HC and Duty Officer	Funding and Grant applications Clerk, JW
NEST Pension + Pension Regulator Clerk, CA	Remembrance Service CA

27.15 Financials

27.15.1 To approve payments for this meeting and between meetings. Approved.

27.15.2 To note bank account balances

27.15.3 To note the AGAR Annual Internal Audit Report page 3. Noted

27.15.4 To review and agree the Detailed Internal Audit Report.

Recommendation 1 to include reference to GDPR in the Risk Assessment.

Recommendation 2 Council should replace the missing information on the website – AGAR 2021-2022 Section 3 and 2023-2024 Section

Recommendation 3 The External Auditors report to be discussed and minuted in the meeting.

The Clerk has noted the actions necessary and will complete them throughout the year.

27.15.5 To agree the Asset Register for 31/3/26. Agreed

27.15.6 To agree the CIL Return for 2025-2026. Agreed

27.15.7 To agree Section 1 Annual Governance Statement page 4 Agreed

27.15.8 To agree Section 2 Accounting Statement page 5 Agreed

27.15.9 To note and agree the Exercise of Public Rights dates of 3/6/26 – 14/7/26. Agreed

27.15.10 To appoint an Internal Auditor for 26/27 accounting year. Heelis and Lodge were appointed again for this financial year.

27.15.11 To review and agree the insurance quotation for 26-27. The Insurance for this year is £990.41 which is an increase from £921.13 last year was agreed.

27.16 Planning applications received for consultation.

27.16.1 To discuss planning applications received for consultation. None

27.16.2 To discuss any new planning applications received since agenda. None

27.16.3 To receive an update on previous application decisions. None

27.17 To review the Enforcements. Not discussed

27.18 Correspondence to note. None

27.19 To note Councillor comments/Issues. [CA] mentioned that there was no Mardler link on the website. The Clerk replied it had been removed as out of date. Perhaps we can put news in the noticeboards and on the website. Add the Councillors photos, Crime and Speed stats to the website.

Sofa outside Oak Hill was discussed and a letter was approved and signed by the Chair.

Meeting Closed 8:24pm. Date of next meeting 29th June 2026