

Minutes of a meeting of Wortwell Parish Council, held in the Community Centre, on Monday, 29th June 2015 at 7.30pm.

Parish Councillors attending – Councillors, Robert Hadingham, Allison Copeman, Daphne Cook, Lua Leggett, David Moore and Malcolm Perry.

Also attending District Councillor, Dr. Murray Gray.

904.27 **Apologies**

904.28 Apologies had been received from Councillor Jayne Moore due to a domestic problem.

905 Declarations of Interest

905.1 None

906 To approve Minutes of the May meeting

906.1 These were signed by the Chairman as a correct record.

907 Report from District Councillor

907.1 Dr. Gray reported:

- The Community Action Fund had £30,000 for projects within local councils in the Waveney Valley. Councillor Leggett to contact Harleston County Councillor Brian Riches to see if we were eligible for a grant from the Community Action Fund towards an overhead projector and screen. **Action Councillor Leggett**
- He (Dr. Gray) pointed out that he had access to £1,000 for distribution within his five parishes.
- The Gypsy Task Force meets tomorrow for the first time. Sixteen sites have been put forward and the Committee will be looking for 30 pitches.
- The District Council will be running a training session for Parish Councillors on 23rd July. The course is however booked up. The Clerk to put our name on the reserve list. It was thought that the Course would be filmed to enable it to be shown to Parish Councils. **Action Clerk**

908 Chairman's Report

908.1 **Redenhall Communal Cemetery** - Councillor Hadingham had recently attended a meeting with members of Harleston Town Council and their Groundsman to discuss a proposed Garden of Remembrance for the interment of ashes. A site had been agreed on the right hand side of the new burial ground Harleston TC to contact landscapers and obtain quotations for the work to include suitable hedging around an area of 10 mtrs x 15 mtrs, interspersed with cherry trees, pedestrian gate and a bench/seating. Harleston Town Council will keep us informed.

908.2 **Closure of Low Road on 2nd June** – We had been informed that part of Low Road would be closed on this day to carry out patching work. Instead Services had been connected to Archie Brown's old house.

908.3 **Pot Holes – Low Road** – There are three large potholes between 82 and 90 Low Road. The Clerk to contact Highways Department. **Action Clerk**

908.4 **Rangers Visit** – Vegetation on Low Road had been cut back, but the blocked drain at Mill Lane had not been touched. Also the "Willow Close" sign needed cleaning. The Clerk to contact the Rangers again. **Action Clerk**

908.5 **Playing Field – Fortress** – On 31st May a rail on the Fortress Bridge snapped. Two local companies were contacted, but parishioner, Mac Wright carried out the necessary repair work for free. A letter of thanks to be written to him. **Action Clerk**

909 Parish Councillor's Reports

909.1 **Councillor Copeman**

909.2 **Village Notice Boards** – Councillors Perry and David Moore to make three new Notice Boards for the village. These to be situated outside Oak Hill, close to the Bell PH and

adjacent to The Packway. Agreed that up to £100 could be spent on materials

Actions Councillors Perry and David Moore

909.3 **Councillor Cook**

909.4 **Building work at Willow Close** – Requested an update on the situation (Agenda Item 13)

909.5 **Councillor Perry**

909.6 **Bell PH** – Arrangements for a Farm Shop on the premises were going ahead. Shelving was on order and supplies were being sorted.

909.7 **Open Gardens** – More than 80 people attended the recent Open Gardens Day in the village.

909.8 **Councillor David Moore**

909.9 **Doctors' Surgery, Bungay.** Councillor Moore complained that his wife recently had to wait three weeks to get an appointment at her surgery in Bungay. Councillors complained that the situation was much the same at the Harleston Surgery. They were advised to write to the Practice Manager or they could attend a meeting of the Patients Participation Group in Harleston, which is chaired by a doctor from Beccles.

909.10 **Councillor Leggett**

909.11 **Water supply for Allotments** – It was explained that we had made enquiries on two separate occasions regarding a proposed water supply on the Alburgh/Wortwell Allotment site on Tunbeck Close. The idea had been investigated and had turned out to be very costly. Alburgh Parish Council were not prepared to contribute, and the tenants in Wortwell were not prepared to pay substantial increases in their annual rents to meet the necessary running costs. Councillor Leggett agreed to investigate the possibility of a grant from the Community Action Fund.
Action Councillor Leggett

909.12 **Broad Band for the village** – She further agreed to enquire about a grant from the Community Action Fund to provide the village and Community Centre with Broad Band facilities. She would discuss the proposal with the Community Centre Management Committee.
Action Councillor Leggett

909.13 **Complaints Procedure** – The Clerk to enquire as to whether there is an official Complaints Procedure that the Parish Council should have and also to ask for advice on other Procedures that the Parish Council should have in place.
Action Clerk

909.14 **Dog Excrement on footpath to Waveney Valley Lakes** – She said that there was a lot of dog excrement on the footpath leading to Waveney Valley Lakes. Councillor Perry to ask the site owner to request dog walkers to use the bins provided on the Knoll and on High Road.
Action Councillor Perry

910 Clerks Report

910.1 **Bell Footbath** – Mr. Adkins had told the Chairman that he intended to cut the hedge back in the autumn.

910.2 **Flooding outside 131 High Road** – The Clerk had contacted Highways again requesting an update on the situation. No reply had been received.

910.3 **Change of Bank Signatories** – The Clerk had obtained forms from Barclays to add Councillor Copeman to the list of signatories in the place of Mr. Derek Woollorton. Other forms were signed by the other two signatories Councillors Hadingham and Perry.

910.4 **Community Action Norfolk** – Invitation to the AGM to be held at Dereham on Wednesday, 15th July. No member to attend.

910.5 **British Legion, Wreath** – Agreed that we purchase a wreath again this year, to mark Remembrance Sunday.– cost £18.50.(from Section 137 monies)

910.6 **The Dove Restaurant** – Notification from the owner, Mr. Robert Oberhoffer, that the restaurant would be closing on 31st August. The premises would be changed to a Farm Shop and Café, which would be open from Tuesday to Saturday from 9am – 5pm.

911 Correspondence – (for information only)

912 Playing Field

912.1 In weekly reports for June, Councillor Copeman reported:

- The damaged rail on the bridge of the fort had been repaired.
- Cleared up droppings and removed a dead pigeon from the swings on old field. Councillor Perry to spray the swing frame with Bird Gel to keep the pigeons away.
- Cleared bags of dog excrement from rubbish bin.
- Grass and weeds need clearing from the cricket nets, and the 5-a-side nets. Clerk to speak to the Groundsman.

Action Clerk

912.2 **Report from sub committee on proposed new play equipment** – Councillor Copeman had received information from South Norfolk of a grant of up to £3,000 available from the Norfolk Community Foundation. She had now completed the Awards for All application where the maximum grant paid is £25,000. One of the requirements was an Equal Opportunities Policy. She had obtained copies of the Policy from three different Councils. It was agreed to send a copy of Earsham's Policy to all Councillors and for them to return their comments to Councillor Copeman by the end of the week. If they had no objection, this Policy would be used.

912.3 It was also wondered if we could apply for a grant towards the new play equipment, from the Community Action Fund.

912.4 **Locking the main gate to the Community Centre at night** – It was agreed that the main gate, to the Community Centre, would remain unlocked at night.

912.5 **Cleaning out the Pavilion** – No date was agreed. Councillor Perry to ask Derek Wooltorton for the keys to the Pavilion.

Action Councillor Perry

913 Proposed siting of a Dog Bin on Low Road

913.1 Three letters of objection had been received to a proposed siting of a Dog Bin at the far end of Low Road, close to Footpath No. 6 which leads to the old School on High Road. Councillor Perry to erect a pole with notice, outside the Anglian Water sub station on Low Road, asking for parishioners to contact the Clerk with their views on siting a Dog Bin in this vicinity.

Action Councillor Perry

914 Up to date report on the Community Centre

914.1 Councillor Leggett reported that the new Management regime was now in place and the committee had begun working in their new roles. A new Treasurer and key holders were among the changes. The committee were looking into the possibility of installing a key box on the outside wall for hirers to return their keys after an event. Access to keys to let themselves into the Centre was being investigated. They had discussed the possibility of electronic banking but decided that things should remain the same at the present time.

915 Building work at Willow Close

915.1 The Clerk had contacted Dr Gray following the last meeting for advice on the parking issues at Willow Close, by the builders. He had advised that this was not a planning issue and that we should contact the police. The Police visited the site and sent a letter saying that the builders are aware of issues with neighbours complaining of vehicles parked on the road outside the site but stated that they have been more than obliging over the past months with moving vehicles if they are asked to do so which may have been causing an obstruction. He was advised that the works are nearly at completion with just groundworks to be completed.

916 Parish Council's website

916.1 Mr. David Jefferis, who recently took over running the web site, had now left the village. It was agreed that the Clerk would continue to be responsible for arranging for the Minutes and Agendas to be included on the website and that Councillor Copeman and her sons would manage the rest of the site.

Action Councillor Copeman

917 Speeding on High Road

- 917.1 The Police had asked if the speeding was worse the Bungay side of the pub or the Harleston side. We had originally received complaints that it was bad on the Bungay side early morning but that it was bad for the rest of the day the length of the road. The Police were asking for the installation of speed detection equipment in the form of air tubes which will record data and provide them with evidence that there is an issue we need to address. The Clerk to inform the police that the Parish Council think that the detection equipment should be installed at the end of Willow Close. **Action Clerk**

918 Equal Opportunities Policy

- 918.1 The item had been discussed and decided under Agenda Item 10(b) – Minute 912.2

919 Standing Orders, Financial Regulations and Health and Safety Regulations

- 919.1 Agreed that this item be discussed at the July meeting.

920 Planning

- 920.1 **2015/0084 – Mr. Tony Sprake** – Pending decision.
920.2 **2015/0407 – Mrs. Sarah Noy** – Approved.
920.3 **2015/0445 – Mr. John Stokes** – Approved
920.4 **2015/0390 – United Reformed Church** – Approved
920.5 **2012/1818 – Mr. Steve Hayes** – Application withdrawn

921 Accounts

- 921.1 Copies of budget figures and all payments made to date, including current bank statements were circulated and approved by Councillors.
921.2 **Internal Auditor** – Agreed that a cheque for £50 be forwarded to Mr. Dave Renaut for carrying out the 2014/15 Internal Audit.

922 Business for July Meeting

- 922.1 Agreed that proposed dog bin on Low Road, Standing Orders and other Policies, Capital Funding Grant, Speeding on High Road, be included on the July Agenda.

923 Close of Meeting

- 923.1 There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.40pm

924 Payment of Accounts

924.1 **Expenditure**

- 924.2 E.On Street Lighting – June - £151.98
924.3 Wortwell Community Centre – June - £14
924.4 Mrs. Pearce Salary £312.03, Allowance £69.44, Expenses £43.39 = £424.86
924.5 Bungay Printers – July/August Mardler £143
924.6 HMRC – April, May, June - £152.60
924.7 British Legion, Poppy Wreath - £18.50
924.8 Mr. Renaut – Internal Audit 2014/15 - £50
924.9 Norse – Field Maintenance – 1st payment - £1,511.54
924.10 NPFA – Subscription - £20
924.11 Mr. Reynolds, Groundsman, 25 hours June - £200

924.12 **Income**

- 924.13 From Fence Account to Playing Field for VAT - £15,000