

Minutes of the Annual General Meeting of Wortwell Parish Council, held in the Community Centre on Monday, 22nd May 2017.

Before the meeting began, the Chairman welcomed Jenny Bloomfield from the District Council who had come to explain to us how a Community Emergency Plan could work for Wortwell. The purpose of a plan would be to prepare our parish for whatever emergency may occur, it could be a fire, chemical or gas leak. It was thought that the most likely emergency in the village would be flooding. Pre-planning would be deemed useful in any emergency. For example, a list of vulnerable, or seriously ill, residents would enable a rescue/aid effort to be targeted at the most needy. Police, Ambulance and Fire services, Electric, Water, Gas and other Utilities would be involved. The Parish Council would need to decide at what level it wants to prepare. It could be a simple list of all the relevant support groups and their contact details, or we could provide a questionnaire to residents which could contain information on medical needs or probably if they required a hot drink or a meal. The Parish Council might like to appoint a Coordinator to handle the planning exercise. Jenny pointed out that the District Council has a 24 hour emergency call out number. She was thanked by the Chairman for attending. Jenny left a number of leaflets providing information for our perusal. She hopes to attend our Silver Event on the 16th September.

Councillors attending – Robert Hadingham (Chairman) Allison Copeman (Vice Chairman), Margaret Colyer, Daphne Cook, Lua Leggett and Julie Nutt.

Also attending, District Councillor Dr. Murray Gray and the Clerk Mrs Jane Pearce.

80 Apologies

80.1 Apologies had been received from County Councillor Margaret Stone.

81 Election of Chairperson

81.1 Proposed by Councillor Leggett and seconded by Councillor Cooke that Councillor Copeman be elected Chairwoman for the next 12 months. Councillor Copeman accepted and signed a Declaration of Acceptance of Office.

82 Election of Vice Chairperson

82.1 Proposed by Councillor Nutt and seconded by Councillor Leggett that Councillor Colyer be elected as Vice Chairperson for the next 12 months. Councillor Colyer accepted.

83 Declarations of Interest

83.1 None

84 To approve the March Minutes

84.1 These were signed by the Chairwoman as a correct record.

85 Reports from our County and District Councillors

85.1 An email from Councillor Stone said that she had another official engagement so was unable to attend. She said that until the new administration at County Hall settles in, there is nothing new to report. She was delighted to be elected for another four years and had been elected Vice Chairman of Norfolk County Council this year and Chairman next year.

85.2 District Council, Dr. Gray reported: The Boundary Reviews have been extended to the 12th July. He agreed to forward a map of the development boundary for the village to Councillors. He pointed out that there is a presumption against new builds on sites outside this boundary (unless there are special circumstances, e.g. affordable housing)

85.3 He had been able to obtain a grant of £250 from his District Council allowance towards the Silver Event on the 16th September. He was thanked by the Chairwoman.

85.4 He had received reports of cars parked outside the 'First Class Cars' on High Road. This had been reported to the District Council, and a reply from the Enforcement Officer said 'I have monitored the site when in the area, and can now advise you that I have written to the owner requesting that he no longer displays his vehicles for sale outside of the approved sales area'.

85.5 He thought that a current planning application, adjacent to the Bell for Mr. and Mrs. J. Riches, would be refused, as it was outside the development boundary.

85.6 Dr. Gray then left the meeting.

86 Chairwoman's Report

86.1 Nothing

87 Councillor's Reports

87.1 Councillor Leggett

87.2 **Barking Dogs** – She had been frightened by three large barking dogs at Station Farm on High Road, whilst recently walking in the area.

87.3 Councillor Cook

87.4 **Cherry Trees at the bottom of Willow Close.** – These needed cutting back. She said that her partner was prepared to carry out this work. Councillor Hadingham agreed to remove the felled branches. **Actions Councillor Cook and Councillor Hadingham**

87.5 **Blocked Drain outside Oak Hill on High Road** – The Clerk to report the blocked drain to Highways Department. **Action Clerk**

88 Clerk's Report

88.1 **Parish Council's Notice Board** – Councillor Leggett to obtain a piece of wood to repair the top of the notice board. **Action Councillor Leggett**

88.2 **Main entrance to the Community Centre** – The Management Committee had decided that it preferred to leave the main gate unlocked at nights.

88.3 **Waveney Valley First Responders** – Councillor Copeman said that she was hoping they would attend the Silver Event on the 16th September.

88.4 **Annual Parish Meeting Reports** – Reports from the Archbishop Sancroft School and the Tree Warden had been received the day after the Annual Parish Meeting and would be filed with the rest of the reports

88.5 **Tree Warden** - In his annual report David Pemberton suggested supplying each plant in the orchard with water, using a hose and soaker system from the water butt. Some plumbing would be involved and he requested help from anyone who could advise. (It was suggested that he liaise with the Groundsman on this issue). It was pointed out however that we are unable to afford additional plumbing work at the present time. He said that four of the fruit trees are beyond recovery and asked if we could replace them at the appropriate time of the year. It was pointed out that the District Council offer trees for planting each year.

88.6 He hoped to tidy up the ivy growth on the roadside trees outside Oak Hill and would contact the Landowner for permission. The Clerk to inform him that Jonathan Bond is the Landowner and provide him with Mr. Bond's telephone number **Action Clerk**

89 Correspondence

89.1 Clerks and Council's Direct – May 2017

89.2 NCC – Your Norfolk – Spring 2017

89.3 Adnams – Report and Accounts 2015/16

89.4 Houses of Parliament – Parliament Week

89.5 NPFA – Summer Party

89.6 Various leaflets in relation to the Community Emergency Plan

90 Harleston Town Council's SAM Machine

90.1 A letter from Barry Woods, Chairman of Harleston TC informed us that there are four locations in Wortwell where the sign will be deployed. Two at the Flixton end, and two at the Harleston end. It will be deployed for one week at each location before being moved to the next. It has already been deployed at the first of the locations. The locations are -

On the 40/30 mph sign. On a post near Goodswens' garage, on a post near the bus stop, facing into, then out of the village.

91 Playing Field issues

91.1 Reports for April and May

91.2 Councillor Colyer had nothing to report for April but said that all play equipment was in good order.

91.3 Councillor Leggett had nothing to report for May but said that all play equipment was in good order.

91.4 Councillor Copeman to prepare weekly reports for June. **Action Chairwoman**

91.5 **Norwich City Training** – The Clerk had left numerous messages at their accounts department requesting payment of £342 which is money owed from November until the end of March 2017. Nobody had replied. She had then tried to reach the Coach, Jason Curtis but he refused to answer her telephone calls. Councillor Leggett then contacted Norwich City and they agreed to pay immediately by BACS. Two weeks later however, no payment had been received. Councillor Leggett then emailed Jason Curtis requesting payment and saying that 'it will be a shame if we have to take this further'.

91.6 **Grassed area at the entrance to the old playing field.** – Councillor Leggett said that the Groundsman was trying to keep this area tidy and he felt annoyed at the number of cars which continually parked on this piece of ground. Alternatives suggested were planting a box hedge round the edges, planting fruit trees on this space or possibly turning the area into a car park. The Clerk to discuss the various alternatives with the Groundsman. If he felt that planting fruit trees was the best option he could discuss this with the Tree Warden. **Action Clerk**

92 Groundsman's Contract – It was agreed that the Groundsman's hours be increased to 27 per month from March to October inclusive and 7 hours a month during November to February inclusive. The salary would be increased from £8 to £9 per hour. This to be backdated to 1st April 2017. **Action Clerk**

93 Recycling Centre

93.1 Both Councillors Colyer and Leggett had no issues with the Recycling Centre for either March or April

94 Knoll Maintenance Contract

94.1 Councillors agreed to increase the wages of the Caretaker from £130 to £180 per annum. **Action Clerk**

95 Community Centre

95.1 The Clerk to contact Jackaman's Solicitors in Harleston and request copies of the Conveyance and Deeds to the Community Centre for the Management Committee. These had originally been drawn up by Mr. Michael Cadge of Nicholson Cadge and Gilbert at their Loddon office. These were later transferred to their office in Harleston before it was taken over by Jackaman's. **Action Clerk**

95.2 The Management Committee had made enquiries regarding the possibility of forming a table tennis club at the Centre.. Two tables were available and so far ten people had shown interest. This venture would be promoted further at the Silver Festival on the 16th September.

95.3 Proposed Bus Shelter

95.4 Councillor Leggett to ask Councillor Shore if he would prepare a plan of the area showing exactly where the Bus Shelter will be situated. This to include measurements of the shelter and whether the shelter will stand on a hard or soft surface. This information requested by Highways. When this information has been collated we can then obtain a quotation from the Shelter Company. It was agreed to include an A3 Timetable Case costing £43 in with our order. **Action Councillor Shore**

96 Planning Applications

- 96.1 **2017/0344 – Mrs Hannah Butler-Bird** – Application to replace 2 windows on the west side of the dining room extension with oak double doors at 27 Low Road. **Approved**
- 96.2 **2017/0183 – Mrs Hannah-Butler Bird** – Proposed extensions to provide dining room and utility room and replacement of Nissen hut and shed at 27 Low Road. **Approved**
- 96.3 **2017/0686 and 2017/0685 – Mr. Tony Sprake** – Variation of Condition 2 to amend the design of the proposed dwelling. **Approved**
- 96.4 **2017/0389 – Mr. Dale Deburgh** – Proposed new rear extension at 90 High Road **Approved**
- 96.5 **2017/0689 – Mr. Philip Newcombe** – Proposed change of use from holiday let to residential – Parish Council sub committee had no objections. Decision awaited from the District Council
- 96.6 **2017/0937 – Mr. and Mrs. J. Riches** – Proposed erection of a two storey dwelling and garage on land west of Low Road. The Parish Councils sub committee recommended refusal due to the closeness in proximity to the Bell PH. Access is dangerous as visibility is restricted. Also there would be a loss of hedgerows to provide visibility splays. Decision awaited from the District Council.
- 96.7 **2017/0953 – Mr. Alan Bolton.** – Proposed single storey workshop at the Old Stable, Tunbeck Road, Wortwell IP20 0HP. Comments awaited from the Parish Council's sub committee.

97 Silver Celebration to commemorate the 25th Anniversary of the opening of the Community Centre

- 97.1 The date of the Celebration had been changed to the 16th September to avoid clashing with a Fete at Homersfield. Plans were being made and were progressing well. Councillor Leggett thanked Councillor Colyer for all the work that she was doing in connection with the event.

98 NALC – Subscription

- 98.1 Agreed that we renew our subscription for 2017/18 amounting to £140.92. **Action Clerk**

99 Community Emergency Plans

- 99.1 Following the information supplied to us to by Jenny Bloomfield, at the beginning of the meeting, members felt that a sub committee should be formed to discuss the matter further. Councillor Nutt volunteered to take on the roll as Coordinator and Councillors Leggett and Hadingham would complete the sub-committee. Jenny Bloomfield hoped to attend the Silver Event on the 16th September to help promote the Plan.

100 Table Top Sale

- 100.1 This was being arranged for Sunday, the 28th May from 9am to 12pm. All Proceeds would go towards a Basket Ball Net for the new Playing Field.

101 Accounts

- 101.1 Copies of budget figures and all payments made to date had been circulated and approved by Councillors.
- 101.2 **2016/17 Annual Governance Statement** – The Internal Audit Report had been completed and signed by Mr. Dave Renaut. The Annual Governance Statement for 2016/17 was signed by the Chairwoman and the Clerk.

102 Business for the June Meeting

- 102.1 Proposed Bus Shelter, Silver Event, Basket Ball Net, Emergency Plan and Harleston SAM machine, all to be included to the June Agenda.

102.2 **Close of Meeting**

102.3 There being no more business, the Chairwoman thanked everyone for attending and closed the meeting at 9.55pm.

103 Payment of Accounts

103.1 **Income**

103.2 South Norfolk Council – Silver Celebration - £250

103.3 First Precept Payment - £7,766.50

103.4 Community Centre – 2015/16 Peppercorn Rent - £5

103.5 Redenhall Municipal Cemetery - £220.92

103.6 Community Centre grant for Groundsman 2015/16 - £677

103.7 **Expenditure**

103.8 E.On Lighting – April - £131.87

103.9 E.On Lighting – May - £127.60

103.10 T.T. Jones – Lighting Maintenance and Repairs - £312.89

103.11 NALC – Subscription for 2017/18 - £140.92

103.12 Came & Company – Insurance - £356.40

103.13 Clerks Salary – May - £178.20

103.14 Clerk's Allowance –May - £69.44

103.15 Mr. Reynolds – April - £200

103.16 Mr. Reynolds – May - £200

103.17 Precept to P.Field – 1st payment - £2,000

103.18 Lock for old field barrier - £5.99

103.19 Bungay Printers – May/June Mardler - £148

103.20 Community Centre – March and April - £28

103.21 Community Centre – May - £14

103.22 Redenhall Municipal Cemetery – Cemetery Plan – 12% -£69