

**Minutes of a meeting of Wortwell Parish Council, held in the Community Centre, on Monday, 21<sup>st</sup> March 2016 at 7.30pm.**

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

**Also attending, District Councillor Dr. Murray Gray, County Councillor Margaret Stone and the Clerk, Mrs. Jane Pearce.**

**1077 Apologies**

1077.1 None

**1078 Declarations of Interest**

1078.1 None

**1079 To approve the February Minutes**

1079.1 These were approved and signed by the Chairman as a correct record.

**1080 Reports from our District and County Councillors**

1080.1 District Councillor Murray Gray explained to us that a devolution deal which would see an elected mayor for Norfolk, Suffolk and Cambridgeshire was being negotiated. The proposal, if successful, would see millions of pounds come to the area to spend on transport and housing

1080.2 Pemberton Cars has changed hands but he had no news of the new owner.

1080.3 County Councillor Margaret Stone informed us that the election for a Police Commissioner would be held in May and the EU Referendum on the 23<sup>rd</sup> of June.

1080.4 Any left over paint can be left to dry out by removing the lid. Mixing with soil or sand can help speed up the process. Once it's dried you can then dispose of in your normal household rubbish bin.

1080.5 The Youth Parliament elections for Norfolk, took place between 14<sup>th</sup>-20<sup>th</sup> March to elect nine MYPs for a two year term.

1080.6 The cost to dispose of vehicles tyres will rise from £2.50 to £4.

**1081 Chairman's Report**

1081.1 The Chairman had nothing to report.

**1082 Parish Councillor's Reports**

**1082.1 Councillor Copeman**

1082.2 **EDP Community Chest** - £100 had been received from the Eastern Daily Press Community Chest competition. The money would go towards the agreed Poly Goals.

1082.3 **Waste Bin Lids** – The new yellow fastenings, for the fire plates on the waste bins were not large enough. Councillor Hadingham to check the bin numbers and inform the Clerk. Clerk to request replacement fastners from Glasdon. **Action Councillor Hadinghm  
Action Clerk**

1082.4 **Food Safety Course** – She would attend a Food Safety Course in April at a cost of £60.75 (from Section 137 monies)

**1082.5 Councillor Colyer**

1082.6 **Village Events Committee** – The committee had held their first meeting on the 16<sup>th</sup> March. Two charitable music events are planned for 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> of May and the 19<sup>th</sup> and 20<sup>th</sup> of August at the Bell. Both events involve music being played from approximately teatime to late evening. It was agreed that the Community Centre car park could be used for each occasion.

1082.7 **Classic Car Club** - There will be a Classic Car Club starting which involves classic cars being displayed on the pub forecourt monthly, on a Saurday afternoon

1082.8 **Defibrillator** – The attendees at the meeting, were shown the defibrillator. Training of the equipment is being organised. The equipment is checked daily.

1082.9 **Library in Bell** – There is a library facility being planned at the Bell where books can be loaned and/or purchased for a small fee. Donations of books would be appreciated.

1082.10 It was suggested that future meetings of the committee be held bi-monthly, just before the Mardler deadline.

1082.11 **Lua Leggett**

1082.12 **Voting** – Requested information regarding postal votes for the Referendum in June.  
Councillor Stone to make enquiries. **Action Councillor Stone**

1082.13 **Training** – Will attend a meeting on the 28<sup>th</sup> April regarding Funding.

1082.14 **Councillor Cook**

1082.15 **Village Reunion** – Plans are well in hand for the Village Reunion to be held in the Community Centre on Sunday, 26<sup>th</sup> June

**1083 Clerk's Report**

1083.1 **Community Action Norfolk** – The Clerk had been asked to investigate Community Action Norfolk in relation to changing from the NALC. She found that CAN was the old NRCC and did not provide the same standard of information and training as supplied by NALC.

1083.2 **NALC** – Clerk to require further copies of the “Meet the Team” leaflet. **Action Clerk**

1083.3 **Ditches on Low Road** – A reply from Highways stated that the ditch behind the footway is a riparian ditch which is to say it is owned and maintained by the adjacent land owners. Highways have a prescriptive right to drain the highway into it but the responsibility for scouring it rests with the owner. Councillor Hadingham said that he owned the ditch and had a letter from Highways saying that if he gave them permission to remove his hedge and dig out the ditch they would maintain it in the future. He will send a copy of the letter to the Clerk, and she will write to Highways reminding them of their agreement.

**Action Councillor Hadingham**  
**Action Clerk**

1083.4 **Cooks Hill** – Highways had carried out some of the necessary work on Cooks Hill. Sally Dixon is now trying to contact the owner of the the adjacent field to ask him to dig out his ditches. This should stop the flooding.

1083.5 **Parish Council Notice Board** – Agreed that Councillor Leggett purchase sand paper and varnish to treat the Notice Board. **Action Councillor Leggett**

1083.6 **Pot Hole at the entrance to the Knoll** – Repair work awaited from Highways Department.

1083.7 **Waveney Valley Signs** – Councillor Gray was waiting for a response from Highways. Councillor Stone said that she would make enquiries regarding the signs

1083.8 **Change of Bank Signatories** – Further signatures required on the Change of Signatories forms. **Action Clerk**

1083.9 **Guarantee of new Play Equipment** – Notification from the Children's Playground Company Ltd that there is a 15 year guarantee on the Main Structures and a 2 year guarantee on all other components and materials on the two new items of play equipment.

1083.10 **Insurance of new play equipment** – The Zip Wire and the High Swing had been insured for a sum of £6,000.

1083.11 **Fencing Bond 2016/17** – A sum of £34,477.31 had been invested in a Money Market account for 1 year at a rate of 0.4500%

**1084 South Norfolk's Big Litter Pick** – Arrangements were in hand for the Village Litter Pick to be held on Thursday, 7<sup>th</sup> April between 2 and 4pm.

**1085 Correspondence**

1085.1 SNDC – Better Broadband for Norfolk – Progress update for South Norfolk

1085.2 SNDC – District Boundary Review

1085.3 Clerks and Councils Direct – March 2016

1085.4 NALC – Information leaflet

**1086 Two Parish Council Vacancies**

1086.1 No applications had been received regarding the two vacancies. The vacancies would continue to be advertised.

**1087 Speeding on Tunbeck Close**

**1088** Further to our letter to Highways, requesting a 20mph speed restriction or a “Children Playing” sign a reply stated that “Following the latest round of funding cuts, we are no longer investing Traffic Management issues such as speed limits, weight restrictions and parking restrictions because there is no funding to implement improvements. Consequently, there is no facility for achieving a reduced speed limit. The same is true with new signs which can now only be provided if externally funded (such as part of a development or local safety scheme). I am pleased to say that there have been no recorded injury accidents on Tunbeck Close in the last five years although that does mean that our Road Safety Team would not investigate it as a potential improvement site. Our advice would be for the Parish to talk to the various sports clubs and ask them to raise the matter with those that drive to the Village Hall”. A further letter to be written to Highways requesting clarification on a Road Safety scheme and external funding. Also to suggest that two speed humps be laid on Tunbeck Close in order to slow the traffic down. **Action Clerk**

1088.1 Margaret Stone had also taken up the matter with Highways asking for advice regarding the road to the Community Centre as she felt there was something they could do to alert drivers of the dangers particularly as children are frequently on the road and at risk.

**1089 Annual Parish Meeting** – This will be held on Monday, 25<sup>th</sup> April at 7.30pm. Letters had been sent out to all the village organisations and clubs. Clerk to purchase coffee, biscuits etc. **Action Clerk**

**1090 Playing Field**

1090.1 **Monthly Report for March** - Councillor Hadingham reported that he had cleared up litter and that all equipment was in a safe condition. He said that Steve Reynolds (the Groundsman) had complained again about the bin lorry that was constantly running over the gardens. Dr. Gray agreed to speak to South Norfolk about this continuing problem. **Action Dr. Gray**

1090.2 Councillor Colyer to prepare weekly reports for April. **Action Councillor Colyer**

1090.3 Councillor Leggett to prepare weekly reports for May. **Action Councillor Leggett**

1090.4 The Groundsman has concerns regarding his duties. The Clerk to speak with him. He had also requested permission to purchase shrubs for the gardens, to the value of £20. This was agreed. **Action Clerk**

1090.5 **Spraying of both fields** – Norse had informed the Clerk on 21<sup>st</sup> March, that the agreed spraying would be carried out (weather permitting) within the next two weeks. This would take place on either a Monday or Tuesday.

1090.6 **Groundsman’s Contract** – This was discussed and felt to be satisfactory for another year.

1090.7 **Norwich City** – It was stated that the floodlights had been left on three times recently following training. Twice by Norwich City and once by the Harleston Youth team.

1090.8 Norwich City had been formally notified by the Clerk on the 17<sup>th</sup> December, that they could commence training on Friday evenings on the 2<sup>nd</sup> March 2016. and apparently they had not been turning up. The Clerk had now written a further letter asking for an explanation but to date, none had been received.

1090.9 Councillor Copeman had ordered the agreed set of Polygoals from Harrods. There had been some confusion regarding delivery but it was thought that they would now be delivered following week.

**1091 Recycling Centre**

1091.1 Councillor Hadingham reported that the District Council had swept out the Centre last week. He had put approximately 40 bottles in the bin which had been left at the site.

**1092 Redenhall Communal Cemetery**

1092.1 Information had been received from Harleston Town Council stating that the reservations of plots in the Garden of Remembrance were £45, and that the internment of ashes is £90. The digging charge is £40 for one urn and £60 for two. These charges are quite a lot less than for many parish and town councils rates.

1092.2 It is planned to landscape the Garden of Remembrance and plant a hedge in order to screen the area. It is thought that this work will cost in the region of £1,000. Our share will be 12% of the total bill.

**1093 To appoint a Councillor to serve on the Community Centre Management Committee**

1093.1 Agreed that Councillor Colyer will represent the Parish Council on the Community Centre Management Committee for one year commencing May 2016. **Action Clerk**

**1094 Capital/Grant Funding**

1094.1 Councillor Leggett reported that the Community Centre hoped to provide 2 screens 2 projectors together with labour and the necessary cabling. These would be installed in the Redenhall Room and the Conference Room. The items were necessary for wedding parties, conferences and film shows.

1094.2 Following discussion It was wondered whether the Parish Council could purchase these items for the Community Centre in order to save paying the VAT. The Clerk to investigate. **Action Clerk**

**1095 Complaints Procedure**

1095.1 Councillor Leggett had prepared a document for discussion relating to a Complaints Procedure for members of the public. This was agreed by all Councillors with the addition of the words "anonymous complaints will not be considered". Councillor Leggett to send a blank copy of the form to the Clerk who will distribute the form to any member of the public who wishes to make a complaint against the Parish Council. **Action Councillor Leggett**

1095.2 Please note that this form is intended for villagers to draw a councillor's attention to an issue that they wish the parish council to investigate or take action.

**1096 Planning**

1096.1 **2016/0179 – Mr. and Mrs. Daryll Self** – Approval of Planning Permission by the District Council for a 2 storey side and single storey rear extension at 21 High Road, Wortwell.

1096.2 **2016/0374 – Mrs. Gillian Seamons** – Application for the replacement of existing rear conservatory with new conservatory and utility room to side and rear at 4 Willow Close, Wortwell. Parish Council's sub committee have no objections. Decision awaited by the District Council.

1096.3 **2015/0470 – Mr. Damien Kerslake** – Application for a single storey side extension to chalet at 30 Low Road, Wortwell. Decision awaited by the District Council.

1096.4 **99 High Road** – The Clerk had received an email from Mr. Nick Durrant stating "Following upon our telephone conversation this morning I raised the issue as to whether the above freeholders would be interested in developing their land with access onto the High Road. The latter could be provided by an access through a pit area to the rear of No. 99 High Road. This pit is scheduled for development which may take place later this year, hence the enquiry now before that access way is cut off by new housing". Members discussed the proposal and agreed that the Clerk return to Nick Durrant stating the "we are keen to learn more". **Action Clerk**

**1097 To discuss Proposed Village Events**

1097.1 **Queens 90<sup>th</sup> Birthday** – A Village party would be held on Saturday, 4<sup>th</sup> June in the Community Centre.

1097.2 Councillor Copeman had been successful in obtaining a grant of £400 from the District Council towards the celebrations.

1097.3 An afternoon tea, an exhibition of the Queen's life and Rose planting were amongst the events planned.

1097.4 The Clerk to order 50 Memorial Coins for the village children under 14 years of age.

1097.5 It was agreed to meet in committee on the 16<sup>th</sup> May to discuss the celebrations further.

1097.6 **Plant and Garden Sale** – This will be held in the Community Centre on Sunday, 8<sup>th</sup> May from 10am – 2pm. Councillor Copeman had contacted a number of Garden Centres.

**1098 Accounts**

1098.1 Copies of budget figures and all payments made to date, had been circulated and approved by members

**1099 Business for the AGM**

1099.1 Members to inform the Clerk of any items they would like included on the May Agenda.

**1100 Close of Meeting**

1100.1 There being no further business, the Chairman thanked everyone for attending and closed the meeting at 10pm.

**1101 Payment of Accounts**

1101.1 E.On – March - £142.17

1101.2 Mrs. Pearce March Salary £318.63, Allowance £69.44, Expenses £52.06 = £440.13

1101.3 HMRC – Jan/Feb/March - £132.60

1101.4 Suffolk Coastal – Training – Allison Copeman - £132.60 (From Section 137 monies)

1101.5 Mr. Reynolds - Groundsman - March - (25 hours) - £200

**1101.6 Income**

1101.7 Mardler Adverts- £35

1101.8 Harleston Youth Football - £90

1101.9 EDP Community Chest – for new Goals - £100