

Minutes of the Annual General Meeting of Wortwell Parish Council, held in the Community Centre, on Monday, 18th May 2015 at 7.30pm.

Parish Councillors attending – Councillors Robert Hadingham, Allison Copeman, Daphne Cook, Lua Leggett, Jayne Moore and Malcolm Perry. All Councillors signed a Declaration of Acceptance of Office.

Also attending PC Peter Williamson and the Clerk Mrs. Jane Pearce

882 Apologies

882.1 Apologies were received from District Councillor Dr. Murray Gray and County Councillor Mrs. Margaret Somerville.

883 Election of Chairman

883.1 Proposed by Councillor Perry and seconded by Councillor Copeman that Councillor Hadingham be elected Chairman for the coming year. Councillor Hadingham accepted and signed a Declaration of Acceptance of Office

884 Election of Vice Chairman

884.1 Proposed by Councillor Hadingham and seconded by Councillor Cook that Councillor Copeman be elected Vice Chairman for the coming year. Councillor Copeman accepted and signed a Declaration of Acceptance of Office.

885 Declarations of Interest

885.1 Councillor Moore declared a personal interest in item 6 – Election of one parishioner to the Parish Council and Councillor Hadingham declared a personal interest in item 21 - Planning Application for Mr. Tony Sprake

886 Election of one parishioner to the Parish Council

886.1 Applications had been received from Miss Pauline Allen and Mr. David Moore and details of both applicants had been circulated to all Councillors. Councillor Jayne Moore declared an interest and did not take part in voting. A secret ballot was held and voting was 3 to 2 in favour of David Moore. Mr. Moore then joined councillors and signed a Declaration of Acceptance of Office.

887 Police

887.1 PC Peter Williamson introduced himself to the meeting saying that he had been transferred to Harleston four months ago. Councillors told him that there was still a problem with youngsters racing their cars along Tunbeck Close to the Playing Fields. Councillors were happy to see them using the playing fields but objected to the dangerous driving and the amount of litter that was left scattered over both fields when there were rubbish bins provided. He said that the Police were patrolling the area three or four times a week and that the youths had been spoken too. If this had not worked he said that they would have to take further action. He said that the Police needed to know of any untoward behaviour and advised us to phone every night, if necessary, in order to assess how bad the problem was.

887.2 Councillors also pointed out to him that speeding through the village was getting worse and he agreed to ask for speed guns to be used on High Road.

887.3 He said that Harleston Police Station was open Mondays, Wednesdays and Fridays between 10am-2pm and was mainly manned by volunteers. PC Williamson then left the meeting

888 To approve Minutes of the March meeting

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

889 Report from District and County Councillors

889.1 An email from District Councillor, Dr. Murray Gray said *“how delighted and honoured I am to have been elected as the District Councillor for Wortwell and neighbouring villages for the 7th time and I look forward to working with the Parish Council and Wortwell residents for the next 4 years. I will report on what’s new at the South Norfolk Council at your June meeting”*

889.2 An email from County Councillor, Mrs Margaret Somerville reported that road improvements on Low Road would be carried out on 2nd June. and enquired whether the trees on the A143, outside the new playing field, had been cut back. They had.

890 Chairman's Report

890.1 He would be attending a meeting with Harleston Town Councillors the following day to discuss the internment of ashes at the Redenhall Municipal Cemetery.

890.2 He had received an enquiry from a parishioner requesting a dog bin on Low Road outside the old camping site. Councillor Copeman to put a notice in the Mardler requesting the views of parishioners who live in the area to the proposal. Councillor Perry to erect two poles in the area suggesting where the bin could be placed.

**Action Councillor Copeman
Action Councillor Perry**

891 Reports from Parish Councillors

891.1 Councillor Copeman

891.2 **Bell Footpath** – She said that the sides of the footpath needed strimming as the path was becoming very narrow. Councillor Hadingham to request the owner of the hedge, to cut it back.

Action Councillor Hadingham

891.3 Councillor Jayne Moore

891.4 **Parking outside The Bell** – A black Nevara is often parked on the bend outside the Bell creating a blind spot for traffic approaching High Road from Low Road. It was suggested that a planter could be placed there.

891.5 Councillor Perry

891.6 **Bell PH – Proposed Farm Shop** – Councillor Perry said that the owners of The Bell appreciated the Parish Council's letter of support regarding the proposed farm shop. They now needed letters of support from at least 10 parishioners.

891.7 **Playing Field Equipment** – He had been informed that a group of children around 11ish were trying to wreck equipment on the new playing field. A pile of sticks and twigs had been found in the train. Councillors were asked to keep their eyes open when carrying out weekly playing field checks.

891.8 Mrs. Cook.

891.9 **Willow Close** – She had received a complaint from a parishioner regarding the building work in Willow Close (Agenda Item no. 19)

892 Clerk's Report

892.1 **Dogs on Playing Field – Byelaw** -The Clerk had written a letter to Julie Ash, (dance instructor at the Community Centre) requesting her to remind all parents that Dogs were now allowed on the Playing Fields. No reply had been received

892.2 **"No Dogs" Byelaw** - The Clerk had checked the details of the Byelaw and is stated *"that an officer of the Council or any constable may require a person in charge of a dog which has entered the ground to remove the dog from the ground"*. It also pointed out that to implement the Byelaw secure hedges, fences must be in place and that gates must be closed at all times.

892.3 **Overgrown Trees on A143 outside the new playing field** – NCC had now trimmed these back.

892.4 **Long Grass under Play equipment** – She had asked the Groundsman to strim the grass under the play equipment. This work had now been completed.

892.5 **SNC Refuse Lorry** – A letter had been written to the District Council requesting that their lorries refrain from running over the flower beds at the entrance to the Community Centre.

892.6 **Cat Litter in Dog Bin on Knoll** – A letter had been written to the parishioner in question, requesting her not to put her cat litter in the dog bin. She had phoned the Clerk saying that she always put her cat litter in her black bin. Later, a letter was received protesting her innocence. It was thought that the practise had now stopped.

892.7 **Flooding outside 131 High Road** – A letter had been written to Highways due to flood water outside 131 High Road after a shower of rain. The owner had said that if he stood in his drive he was soaked by passing cars. A reply said that *“I am aware of this standing water as I tried to resolve it in 2009 with a small drainage scheme. Unfortunately, the verge opposite has so many services in it (mainly because of the adjacent pumping station) that we were unable to install a soakaway. My colleague tried to patch the carriageway in 2011, I believe, to shed the water but the falls are so fleet that this appears not to have worked. I’ll take some levels to see if there is a resolution but I am not confident we can address it completely. I’ll take some levels to see if there is a resolution but I am not confident we can address it completely. I’ll get back to you after I’ve checked it in the rain”.*

892.8 **Speed Awareness Machine (SAM)** – Whilst discussing speeding in the village, at the Parish Meeting a member of the public pointed out that we could borrow a SAM machine from the District Council. It was pointed out that the machines no longer record information of speeding cars etc. She thought however that the machines had now been checked and were ready for use. The Clerk had then contacted the District Council and they had confirmed that the machines still did not record details of speeding vehicles.

892.9 **Roadworks – Low Road** – Notification from NCC of carriageway patching work on Low Road from Cuckoo Lane to 29 Low Road (Holly Cottage) for a period of one day on the 2nd June 2015. Poster to go on the Notice Board **Action Clerk**

892.10 **Ranger Visit** – Details of the forthcoming Ranger Visit to Wortwell had been received. Agreed we ask for drains at the top of Mill Lane and at the bottom of Willow Close to be cleaned. **Action Clerk**

893 Correspondence – (for information only)

- 893.1 RCC – The Signpost – Spring 2015
- 893.2 Adnams Charity – Report and Accounts
- 893.3 HAGS - SMP Play Equipment
- 893.4 Eibe – Play Equipment
- 893.5 Clerks and Councils Direct – May 2015

894 Playing Field

894.1 **Weekly Reports for April** - Report from Mrs. Noy for April said:

- Litter on old field on all visits.
- Groundsman, Steve Reynolds had repaired the wooden panel on the fortress.
- Grass needs cutting on both fields.
- Monkey rope is starting to unwind and has now been removed.

894.2 **Weekly Reports for May** - Councillor Perry reported:

- Grass had now been cut.
- Both fields would need spraying in September. He would make enquiries with his neighbour in Low Road, about getting this actioned.. **Action Councillor Perry**

894.3 **Monthly report from the Playing Field sub committee** – A cheque for £500 had been received from the Adnams Charity towards new play equipment. It had to be spent within one year. The Clerk to write and acknowledge receipt of cheque. **Action Clerk**

894.4 The sub committee were seeking help for the completion of the “Awards for All” grant form. Councillor Copeman would contact the District Council to see if anybody had been appointed to replace Mike Bentley, who had been assisting with the grant applications. It was wondered if anybody on the Community Centre Management Committee would be able to help with the completion of the forms. **Action Councillor Copeman**

894.5 The sub committee hoped that their first order would include a Super Swing, an Activity Net and a Cable Rider.

894.6 **N.P.F.A.** – Agreed that we renew our subscription for 2015/16 - £20

894.7 **Locking the gate to the Community Centre at nights** – Due to some of the events, at the Centre, that went on late into the evening, it was not thought feasible to lock the main gate at night. Agreed to discuss the issue again at the June meeting.

894.8 **Community Centre** – The Committee to be asked to send us an up to date report on their current situation, for the next meeting. **Action Councillor Perry**

895 Subscriptions due for 2015/16

895.1 **Norfolk Association of Local Councils** – Agreed to renew - £129.34.

895.2 **Hiscox Insurance** – Notification had been received regarding the Parish Council insurance. This amounted to £305.00 for the year. If however we took out a three year contract this would amount to £289.75 for the current year. Agreed that accept the three year option. **Action Clerk**

896 Planning sub committee

896.1 Councillors, Copeman, Leggett and David Moore to act as the planning sub committee for the coming four years.

897 Trustee for Town Charity

897.1 Mrs. Jane Pearce was currently a Parish Council Trustee and she had expressed her willingness to continue for a further four years. All agreed.

897.2 Trustees for the Poores Allotment Charity

897.3 Mr. Chris Thomas, Mr. Derek Wooltorton and Mr. Robert Hadingham were all currently Trustees and had all expressed a willingness to continue. All agreed that the three Trustees serve for a further four years.

898 Building work in Willow Close

898.1 A resident living in Willow Close had complained about the building work which had been going on for more than 2½ years. The builder's trucks were often parked on the narrow road which made access to and from their homes impossible at times. Agreed to ask Dr. Gray for advice. **Action Clerk**

899 Bank Signatory

899.1 Agreed that Councillor Copeman would be the third signatory on the Barclays accounts due to the resignation of Mr. Derek Wooltorton. **Action Clerk**

900 Planning

900.1 **2015/0084** – Mr. Tony Sprake – Decision awaited

900.2 **2015/0407** – Mrs. Sarah Noy – Decision awaited

900.3 **2015/0445** – Mr. John Stokes – Decision awaited

900.4 **2015/0390** – United Reformed Church – Decision awaited.

901 Accounts

901.1 Copies of budget figures and all payments made to date, including current bank statements were circulated and approved by Councillors.

901.2 **Accounts for 2014/15** – Copies of the Accounts for 2014/15 had been circulated to all Councillors. Proposed by Councillor Leggett and seconded by Councillor Hadingham that they be adopted. All in favour.

901.3 **Annual Governance Statement 2014/15** – This was signed and dated by the Chairman.

902 Business for June Meeting

902.1 Agreed that Dog Bins, Report from Community Centre Committee, locking the main gate at night.

903 Close of Meeting

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

904 Payment of Account

904.1 **Expenditure**

904.2 E.On Street Lights energy – April - £151.98

904.3 Waveney Trees – April - Knoll - £420

- 904.4 SNDC – Dog Bin emptying – April - £220.68
- 904.5 Community Centre – March - £14
- 904.6 Community Centre – April - £14
- 904.7 Mrs. Pearce – April – Salary £318.63, Allowance £69.44 = £388.07
- 904.8 Norfolk Pest Control – April - £80
- 904.9 Waveney Trees – Playing Fields - £564
- 904.10 D.Wooltorton – Wood for Dugout Repairs - £18.36
- 904.11 Mr. Reynolds Groundsman – April – 25 hours - £200
- 904.12 E.On street lights energy - May - £147.07
- 904.13 Community Centre – May - £14
- 904.14 Mrs. Pearce – May – Salary £305.23, Allowance £69.44 = £374.67
- 904.15 T.Jones (Electrical) – Apr/May/June - £232.94
- 904.16 Bungay Printers – May/June Mardler - £143
- 904.17 Playing Field – Precept (First) - £3,500
- 904.18 Hiscox – Parish Council Insurance - £144.87
- 904.19 NALC – Subscription 2015/16 - £129.34
- 904.20 Hiscox Insurance – Playing Field - £144.88
- 904.21 Mr. Reynolds Groundsman – 25 hours - £200
- 904.22 **Income**
- 904.23 Adnams Charity – P.F. Equipment - £500
- 904.24 Garage Sale - £63
- 904.25 Playing Field – Precept – First - £3,500
- 904.26 Cemetery Income - £499.80