

Minutes of a meeting of Wortwell Parish Council, held in the Community Centre, Wortwell, on Monday, 30th September 2013 at 7.30pm

Parish Councillors attending: Councillors Robert Hadingham (Chairman), Allison Copeman (Vice Chairman), Daphne Cook, Sarah Noy, Malcolm Perry and Derek Wooltorton.

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

575 Apologies from members unable to attend

575.1 County Councillor Mrs. Margaret Somerville.

575.2 No apologies had been received from Councillor Carnwell. The Clerk to write to him pointing out that as he had not attended a meeting since February, he would cease to be a Parish Councillor if he failed to attend the October 2013 meeting **Action Clerk**

576 Declarations of Interest

576.1 Councillor Noy expressed an interest in Item 14 on the Agenda.

577 To approve the Minutes of the June meeting

577.1 The Minutes were signed by the Chairman, as a correct record.

578 To receive the Clerk's report.

578.1 **Drains outside 58 Low Road** – Agreed work awaited by Highways Dept. Councillor Wooltorton thought that it would be cheaper to run a new gully across the road into Mr. Grist's ditch rather than connect it to the gully outside No. 54. The Clerk to contact Highways again. **Action Clerk**

578.2 **Pavement between Mill Lane and Tyrrells Barn** – The Clerk to contact Highways Dept regarding agreed repair work to the area. **Action Clerk**

578.3 **Broken Notice Board on Low Road** – Repairs awaited. **Action Councillor Perry**

578.4 **Grassed area adjoining the Service road outside Nos 30-38 High Road** – The Clerk had delivered letters to the ten properties that adjoined the service road, requesting that the person who had lain the shards and metal in the grass should remove them forthwith. Mr. Arthur Howard had phoned the Clerk to say that he was responsible and that this had been done to keep cars for parking or running over the edge of his property. He didn't intend to remove them. A further letter to be written to Mr. Howard pointing out that if somebody did injure themselves on the shards or metal he could be liable. Also to suggest that he should erect a sign saying 'Private Property' on the verge. **Action Clerk**

578.5 **Speeding on High Road (SAM)** – The six volunteers would meet with members of the District Council outside the Community Centre, at 10.30am on Tuesday, the 8th October for training to use the (SAM) machine. The machine would stay in the village for use until the 22nd of October.

578.6 **Non emptying of Dog Bins** – It was thought that the situation had now improved. A letter had been written to the Ketteringham Depot in August requesting a refund from our 2011/12 payment for Servicing. No reply had been received.

578.7 **Caravan parked on the verge in Low Road** – Councillor Hadingham to speak to the owners of the caravan regarding their future intentions. **Action Councillor Hadingham**

578.8 **"Waveney Valley Village" Signs** – The Clerk had contacted Mike Bentley at the District Council, on five occasions regarding these signs. He promised to contact her the following day with an up to date report.

578.9 **"Lone Pine" Bungalow – Low Road – Overgrown Hedges** – The matter had been reported to Highways on 13th August. No action taken. The Clerk to contact Highways again. **Action Clerk**

578.10 **Overgrown Oak trees on High Road** – Councillor Hadingham had removed the overhanging branches.

578.11 **Anglia Water sub station – Low Road** – Anglia Water representatives had cut the grass but had not trimmed the conifer trees. The Clerk to contact the company again.

Action Clerk

578.12 **Overgrown hedges – 169 High Road** – Enquiries had been made with the District Council regarding the ownership and future of the cottage. A reply confirmed that they had been in contact with the owner's nephew concerning the internal condition of the property. He advised that we should contact Highways Department regarding the overgrown hedges. Highways had been contacted on 18th September, but to date no work had been carried out. The Clerk to contact Highways again.

Action Clerk

579 Chairman's Report

579.1 **Village Games** - This year's Games had been most successful with 16,000 people from 181 villages taking part. Funding from Sport England is due to come to an end at the start of next year. Organisers are looking for sponsors to help continue the Games.

579.2 **Bowls Club** – The Club had to remove a section of chain link fencing each time they wished to access the Green. The Club wondered if they could use a gate that was redundant and standing on the Community Centre car park. Councillors had no objection to this request. Councillor Wooltorton to make similar enquires with the Community Centre Management Committee.

Action Councillor Wooltorton

580 Councillors Reports

580.1 **Councillor Copeman – Food Safety Course** – She had received her Certificate after completing the Course.

580.2 **Councillor Wooltorton – Hedge Cutting** – Hedges on both playing fields and the allotments needed cutting. The Clerk to contact Mr. Bond.

Action Clerk

580.3 **Councillor Perry – Speeding on Low Road** – There was a lot of speeding on Low Road, late at night.

581 District and County Council News

581.1 District Councillor, Dr. Gray reported that the final consultation of the Sites Specific document will run from the end of October until Christmas. It will then be submitted to the Government for examination in January. The District Council hopes to adopt the Document by the end of 2014.

581.2 County Councillor Margaret Somerville reported by email, that the County Council were having to address a deficit of £189m and were giving every person the opportunity of commenting on how they feel services need to adjust to reduce costs. The exercise is called "Putting People first" and people can try out a Budget Simulator on the NCC website. There will also be an opportunity to listen to talks about the budget as a Roadshow is being organised and dates will become available soon.

581.3 The ruling parties had agreed not to cut free bus services for school children who had been exempt over the last 4 years

581.4 Council Tax will remain unchanged for another year.

582 Playing Fields Report

582.1 In weekly reports for August, Councillor Perry stated that both fields are tidy and all equipment is in a good condition. All bins had been emptied.

582.2 No report had been received from Councillor Carnwell for September.

582.3 **Dog Signs** – These had arrived and would be displayed shortly. **Action Councillor Noy**

582.4 **Groundsman** – Councillor Noy reported that Mr. Reynolds was happy with his new Contract.

582.5 **Illegal Substances** –The Clerk had emailed the Police on two occasions, but to date no replies had been received.

582.6 **Litter Bin –new Playing Field** – This was awaiting erection. **Action Councillor Noy**

- 582.7 **Report from the Fund Raising committee** - £130 had been raised from a recent 'Pamper evening', and £88 from a garage sale. All monies would go towards the proposed new play equipment for the older children. A quiz would be held on the 5th October and a Ceilidh in November.
- 582.8 A meeting had recently been held with the District Council's Mike Bentley to discuss grants and it had been proposed to erect a Multiple Unit Games Area (MUGA), an enclosed sports area. It was suggested that this should be erected on the old playing field. More information would be available at the October meeting.
- 582.9 **Football Clubs** – An enquiry from the Harleston Youth Football Club asked for games to be extended from 15 to 22 for the season and would in future include girls as well as boys. Games to be played on Saturdays and Sundays. Councillors agreed unanimously to the request.
- 582.10 The Clerk to write to both the Youth Football Club and the Cherry Tree Football Club asking them to remind their supporters and visitors that no dogs are allowed on our playing fields. **Action Clerk**
- 582.11 **Bird Deterrents** – The situation regarding bird excrement on play equipment had improved and it was therefore agreed to keep the matter under review.
- 582.12 **Play Area Safety Inspection Report** – Annual reports on the play equipment had been received from PSS Live, on behalf of Rospa. All equipment was rated to Risk Level Low apart from the entrance gate on the old field which required a new rubber buffer to ensure spacing of at least 12mm throughout the range of the gate to remove the entrapment. The 12mm gap should also apply on the hinge side of the gate. The condition of the Grass Matting on the new field was classed as Medium but no remedial maintenance work is required at this time. Councillor Hadingham to cover the projecting bolt on the Trim Trail with silicon rather than cut it off, as suggested in the report, and to also tighten the loose bolt(s) on the Rope Walk.
- 582.13 **To receive Reports on the Recycling Centre**
- 582.14 Councillor Perry had tidied and removed extra rubbish from the Centre during August.
- 582.15 No report received from Councillor Carnwell for September

583 Clerk's Salary

- 583.1 The Clerk left the room while this was discussed. The following was agreed by the meeting. Salary scale to remain at SCP22. Basic 364 hours per annum. Holiday allowance 49 hours per annum. Hourly rate of £10.299. Total salary for the year being £4,260. Allowance for the Clerk's home used as a parish office amounted to £533 per annum. Computer allowance £433.32 per annum, but the Clerk had offered to reduce this figure to £300 per annum. This was agreed by Councillors. Pension gratuity £159.75 held until the Clerk retires. New salary and allowances to be backdated to 1st April 2013.

584 The Oaks development on High Road

- 584.1 A reply had been received to our letter expressing concern with the problems relating to the pump which removed sewage from the houses. It stated that our concern about the waste pipe had been discussed with the development team and they had advised that the pumping station was approved by Anglian Water prior to installation. The approval was following an application for foul drainage from the engineers design. There were still problems at the site however. One resident had not been able to use their toilet for a day and a half and another had had sewage coming up in the bath. Councillor Noy said that the light on the pump had been flashing for over a week and the smell from the drains was disgusting. She had now written personally to the Environment Agency. It was stated that the Parish Council and Councillor Noy had done all they could. She agreed to visit the people living in the Oaks development and other neighbours in the area, asking them to complain to Saffron individually. Dr. Gray agreed to write to the Directors of Saffron regarding the problem. **Action Dr. Gray**

585 Proposed Cooking oil recycling bank

585.1 Enquiry from the District Council asking whether we would be interested in installing a Cooking oil recycling bank. Agreed unanimously not to proceed.

586 Planning Applications

586.1 None

587 Parish Allotments – Tunbeck Close

587.1 An enquiry from a resident living on Willow Close had reported that overgrown trees on the allotment were causing damage to her shed. Councillor Hadingham had now cut the hedges back.

587.2 Councillor Hadingham said that two of the allotments hadn't been cropped this year. A letter of resignation had been received from Mrs. Fisher, the tenant of one of the plots. The Clerk to speak to the other tenant. The vacant allotment to be offered to the next person on the waiting list. **Action Clerk**

587.3 It was proposed by Councillor Hadingham and seconded by Councillor Perry to increase the allotment rents by £1 per plot to take effect from 10th October 2014. **Action Clerk**

588 Recycling Money

588.1 Agreed that the £200 Recycling money for 2013/14 should be donated to the new Playing Field equipment fund, for this year only.

589 Accounts

589.1 **2012/13 External Auditor Report** – This had been returned saying that *'the Return is in accordance with property practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'*. They did comment however that the general reserve held is relatively high in comparison to the Council's annual expenditure.

589.2 **Internal Auditor** – Agreed that a cheque for £50 be sent to Mr. Dave Renaut for carrying out the 2012/13 Internal Audit. **Action Clerk**

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

590 Business for the October meeting

590.1 The Oaks development, Fund Raising and the proposed Multiple Unit Games Area (MUGA) and a Speed Report (SAM) to be included on the October Agenda.

591 Date of next meeting

591.1 The next meeting will be held in the Community Centre on Monday, 28th October 2013 at 7.30pm.

591.2 There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.55pm

592 Payment of Accounts

592.1 Expenditure

592.2 E.On – street lighting August - £178.61

592.3 Bungay Printers – Sept/Oct Mardler - £135

592.4 Mrs Pearce – August Salary £308.74, Allowance £39 = £347.74

592.5 E.On – street lighting – September - £178.61

592.6 Mrs. Pearce – September Salary £308.74, Allowance £39, Expenses £43.05 = £390.79

592.7 Mazars – Audit - £120

592.8 Dave Renaut – internal Audit - £50

592.9 HMRC – July/Aug/Sept. - £235.20

592.10 Community Centre – September - £14

592.11 Playsafety Ltd – Equipment Inspection - £156

592.12 Community Centre – Deposit for Quiz, Ceilidh, Christmas Party - £76.75

592.13 Mr. Reynolds – August – Groundsman - £200

- 592.14 Archer Signs – 'No Dogs' signs - £26.22
- 592.15 Glasdon – Litter Bin - £174
- 592.16 Mr. Reynolds – September - £200
- 592.17 Norse – Playing Field maintenance - £1,462.86
- 592.18 **Income**
- 592.19 Mardler Advertisement - £20
- 592.20 Pamper Evening - £130
- 592.21 Precept - £5,464.50
- 592.22 Recycling - £200