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**Minutes of the meeting of Wortwell Parish Council held at the Wortwell Community Centre,**

**on 26 February 2018 - 7.30pm**

**Councillors attending:**

Allison Copeman (Chair) Margaret Colyer (Vice Chair), Daphne Cook, Chris Shore, Robert Hadingham

Also in attendance M Stone Norfolk County Councillor

1. **Welcome** by the Chairwoman Allison Copeman
2. **Apologies received from: Councillor Nutt**- unable to attend due to illness and Dr Gray - previously approved.

**Declarations of interest**

There were no declarations of interest.

**As no members of the public were in attendance, the meeting was not adjourned.**

3. **Minutes** of the meeting held 8th January and 29th January 2018 were approved and signed by the chairwoman
4. **Reports from District and County Councillors**
  - 4.1. **County Councillor Stone presented her report.**
    - 4.1.1.1. Councillor Stone confirmed that Norfolk County Council tax will have an increase of 5.9% in the coming tax year 2018/19
    - 4.1.1.2. 3% of this increase is predicated taxation earmarked for Adult Social Services
    - 4.1.1.3. 2.9% will cover increased general expenditure and inflation
    - 4.1.2. Councillor Stone reminded Council of the Parish Partnership Funding and confirmed her support of our application for the SAM2 funding requested.
    - 4.1.3. Councillor Stone shared the discussion which she had with Highways regarding the ongoing problems with drainage at Cuckoo Lane/Low Road junction. She is prepared to put as much of her available funding as possible towards a long term solution. (See clerk's report for further details)
    - 4.1.4. The Police Commissioner continues to look for more collaboration between the emergency fire and police services. The Retained Fire division appear to be largely in favour of more collaboration but the Regular Fire Service is not in favour: they are members of different unions.

The Commissioner is looking to conduct a deeper investigation into improving services by way of a further review.

4.1.5. The 'In Good Company Charter Mark' supports projects that assist in reducing loneliness and isolation. Whilst no money is available the charter is prestigious and should be encouraged.

4.1.6. The Long Stratton Bypass has passed its first hurdle with the Planning Application submitted but it is a lengthy process. Cost issues remain. Part of the funding will come from Private Sector support from the sale of the first 250 houses built of 1800 or so homes. Debates continue over whether the road should be single or dual carriageway.

4.1.7. The Hempnall roundabout is a separate project and Councillor Stone confirmed that the reason the cost is double that of another project is because of the height differential between the east and west levels of the road area.

4.1.8. It was noted that First Class Cars appear to be vacating the plot at the end of the village but nothing has been officially confirmed.

#### **4.2. District Councillor Dr Gray was unable to attend and the Clerk read report to the Parish Council**

4.2.1. Confirmation of a £5 increase on a Band D property in the coming tax year which equates to a 3.66% increase in Council Tax from South Norfolk.

4.2.2. Land at 131 High Road was discussed at Committee level. Approved 5 to 4 in favour with one abstention. The neighbour has lodged a complaint with SNDC

4.2.3. The Homersfield Picnic Site - Councillor Gray was asked for assistance from Alburgh Council. Disappointed that the land is regarded as surplus to requirement by the County Council since it represents a significant community facility.

4.2.3.1. Believed it will raise little interest at auction since the development potential is limited, lying as it does in a flood zone and outside the development boundary.

4.2.3.2. If Alburgh decide to purchase, Councillor Gray has indicated that he will apply to SN for Community Action Grant of several thousand pounds together with several hundred from the Member's Ward budget.

4.2.3.3. Information has been passed to Alburgh about registering the land with SNC as an Asset of Community Value which should delay the sale by minimum of 6 months. SNC are supportive.

#### **5. Report from Chairwoman**

5.1. Councillors were thanked for completing and submitting their skills audits which will make succession planning and allocation of workload more relevant and also help with recruitment of new councillors. Agreed that this should be adopted as a standard part of the recruitment pack for a new councillor.

5.2. Policies have been adapted from research conducted to uncover best practice across other councils.

5.2.1. Policies had been circulated in advance of the meeting and a number, by unanimous agreement, will be adopted immediately. (see appendix attached to these minutes)

5.2.2. Other policies will be reviewed by a working party that will consist of two Councillors and the Clerk. They will report back on their recommendations at the next meeting. Clerk to add to March Agenda

**Clerk to action**

5.2.3. The Parish Councillor election pack requested from SNDC has not yet arrived. Chairwoman to chase.

**Chairwoman to action**

**6. Reports from Parish Councillors**

6.1. Council were informed that the sugar beat at the top of Cuckoo Lane has now gone but the site continues to attract takeaway rubbish. There is also a leather office chair abandoned there. Council will continue to monitor over the next month but if it continues will consider involving the local police. To be added to March Agenda for decision on any further necessary action.

**Clerk to action**

7. **Clerk and RFO Report**: The Clerk presented the previously circulated written report, explaining progress with ongoing items, noting new routine matters and correspondence received together with a supplementary information sheet.

7.1. The 2012 Asbestos Report had been circulated in advance of the meeting. Council agreed a new report and inspection should be considered. Clerk to obtain quotes for cost of this investigation and bring to March meeting.

7.2. Fence insurance and repairs. Following the damage and repairs recently to the play entrance, the Clerk has obtained quotes from the repair company for future insurance and replacement purposes. These quotes will be obtained in conjunction with the Came & Co Insurance policy, renewal date in June. Clerk to add to the April Agenda to accommodate new infrastructure: Bus Shelter and potential SAM2 machine and Fence quotes.

**Clerk to action**

8. Council received report from the Community Action Plan and Consultation working party.

*Note: A resolution was passed unanimously to add the Community Survey into the discussion.*

8.1. The working party met and based their proposals on templates from other plans. Councillor confirmed the 'wind up radio' has been collected. The report is comprehensive and incorporates the community survey which Council have been asked to review and advise of any questions that should be added or removed prior to the next meeting. Question regarding street lighting was suggested.

8.2. The community centre is seen as an integral part of the Action Plan alongside the Wortwell Bell Pub and the Chapel. It was agreed that these organisations should be consulted and engaged in the process and that the best way would be for the Chairwoman to present the plan to them via their own regular meetings.

**Chairwoman to contact the Bell and the Chapel**

8.3. The next Community Centre planned meeting is on Monday 12th March 2018 Clerk to request the secretary to add a slot to the agenda inviting the Chairwoman to present to the Management Committee.

**Clerk to action**

8.4. The survey is proposed as a door to door survey that will be distributed with the Mardler and collected within ten days. Item to be added to March Agenda

**Clerk to action**

## **Tree Warden's report**

9. The tree warden was unable to attend but provided a suggestion for planting of more fruit trees in the orchard by way of a written proposal. Council agreed the need to discuss this in person with the Tree Warden, to better understand the issue and suggested planting. Councillors Hadingham and Cook to meet with Mr Pemberton

**Councillor Cook to action**

## **10. Greater Norwich Local Plan**

- 10.1. Homersfield Bridge Land up for auction in April . Joint meeting to be proposed between Alburgh, Homersfield and Wortwell. Clerk to speak to Alburgh Clerk to organise.
- 10.2. It will be useful if we can find out what the reserve price is or a ballpark figure for the purchase of this land although Norfolk County Council will be expecting it to go to the highest bidder at auction.

**Clerk to action**

## **11. Training**

- 11.1. The Council Training Working Party have agreed a group of four training sessions over the coming months. Now that we are members of NPTS there is a 20% discount reducing the cost from £1000 to £800.
  - 11.1.1. Preferable if we can bring in other councils to join the training sessions at a rate of £30 per attendee.
  - 11.1.2. Training Party to advise and invite councillors to attend. Dates and schedule to be agreed and room booking at the Community Centre. (Preference for Monday evenings.)

**Working party to liaise and action - advise Clerk to book rooms**

- 11.2. GDPR training has been scheduled for Monday 5th March at 7.00pm to 9.00pm. NPTS will provide bespoke training to the Council. The Trustees of Wortwell Community Centre have been invited to join the training session.
- 11.3. Clerk confirmed that she has completed an end of year accounts training session in relation to the financial management of her RFO role. Further training is planned.

## **12. Correspondence File**

- 12.1. There was no hard copy correspondence to circulate this month.

## **13. Playing Field and Play Equipment**

- 13.1. Council was presented with risk management reports on the status of play equipment and any arising health and safety issues. There was nothing to report on the latter.
- 13.2. Councillor confirmed that the Zip Wire tensioning tool is on order. Letter of thanks was sent to Malcolm Wright on 1st December to thank him for all the work he has done on the fortress.

13.3. Council was informed that the football on the playing field continues and that there is a need to replace the football goals with something more mobile and lightweight. Then this will be added to the RoSPA check. Clerk to obtain quotes for new goals.

**Clerk to action**

13.4. Water gutters on both the pavilion and the football pavilion have disappeared so the water butts will not refill to provide water in the summer months. Clerk awaiting quotes to repair/replace guttering.

**Clerk to action**

13.5. The fence by the Packway has been repaired and replaced posts are galvanised steel which should have a longer working life. A quote for full replacement has been received. Kept on file for now.

**14. Allotments**

14.1. Chairwoman and Clerk inspected the allotments on 17th February and found that they are, sadly, mostly in disarray and poorly cared for.

14.2. It is not entirely clear where the Alburgh ones begin and the Wortwell ones end. Agreed that a meeting with the allotment holders and with Alburgh council would be beneficial. Clerk to invite both groups to meeting in the Spring.

**Clerk to action**

**15. Planning**

**15.1. Planning Applications**

Planning ID	Date email received	Extension required Y/N	Extension request made	Extension approved	No Extension request made	Added to Agenda of next meeting	New deadline	Decision made	Returned to SNDC
2018/0027	31 Jan 2018	Y	2 Feb 2018	13/2/18		26/2/18	28/2/18	approved	28/2/18
2018/0237	2 Feb 2018	Y	2 Feb 2018	6/2/18		26/2/18	28/2/18	approved *	28/2/18
2018/0238	2 Feb 2018	Y	2 Feb 2018	6/2/18		26/2/18	28/2/18	approved *	28/2/18

**2018/0027** - approved unconditionally

\* **2018/0237** and \* **2018/0238** - approved with condition that rules are followed in regards to the ecology report and listed buildings regulations.

## 16. Responsible Financial Officer Report

16.1. Clerk presented a case for amalgamating bank accounts to reduce high number of accounts down from nine accounts (including an investment bond) to three current accounts and one premium reserve: This is to cut down the opportunity for confusion, fraud, error and omissions.

16.2. Council agreed to this process and that we would be left with a working account and two further separate charity accounts:

Parish Council Current Account

Parish Council Playing Field Account,

Parish Council Land Account and a

Reserves interest returning. account.

16.2.1. Clerk to make the arrangements and obtain paperwork for authorisation and signatures as appropriate.

**Clerk to action**

16.3. Barclays Online Banking now in place allowing online access by Clerk to Bank Statements.

16.4. Letter sent on the 26 February alerting HSBC to change in contact details and requesting guidance on what is required at maturity to release the funds in one year bond.

**Clerk to action**

### 16.5. Accounts, Bank Statements and Payments to be made

16.5.1. Monthly Summary presented and Reconciliation Statement with Bank Accounts. Clerk able to report all accounts reconciled with Cash Book.

#### 16.5.2. Cheques paid over £100

Cheque number 101927 Dated 12/2/18 NPTS Training Membership £ 237.00

Cheque number 101930 Dated 26/2/18 C D Thomas - Hedge trimming £ 120.00

#### Remittances allocated over £100

Remittance number 200131 Dated 15/2/18 Wortwell Community Centre £1,098.00

Being part payment 50% of groundsman's contract

16.6. Precept response approved unanimously. Adopted.

## 17. Items for consideration at the next meeting 26th February 2018

- Litter on the concrete pad at the top of Cuckoo Lane - update and decision on any necessary action
- Resolution of Cuckoo Lane drainage problem - update and decision on any necessary action
- Tree warden report and presentation - decision on any necessary action

- Asbestos in the Pavilion - update and decision on necessary action
- Community Emergency Plan and Community Consultation - update from Working Party and decision on any necessary action
- Election of Parish Councillor to Community Centre Management Committee as representative of Council
- Review of Groundsman's Contract
- Accounts - prepared and set out full accounts for the year
- Letters to be sent to Charities: Marshes in the Low Road, Poors and Allotments Charity, Townlands Charity
- Bus Shelter Partnership Bid
- Standing Orders and Financial policies to be approved. Report back from working party on policies and procedures.

**There being no public present the meeting was not adjourned for public participation**

**Close of Meeting 9.50pm**

**Signed:** \_\_\_\_\_

**Date:** 26th March 2018

**Name:** Allison Copeman

**Position:** Chairwoman