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**Minutes of the meeting of Wortwell Parish Council held at the Wortwell Community Centre on Monday 25th February 2019 at 7.30pm**

1. **Welcome** by the Chairwoman
2. **Apologies** received in advance from District Councillor Stone.

**There being 0 members of the public attending, the meeting was not adjourned by the Chairwoman to permit 10 minutes of public discussion.**

**Councillor Hadingham declared an interest in 21.2 - item planning permission and resolved to take no part in the discussion.**

3. **Minutes:** Council approved, Chairwoman signed and Clerk has retained in records, the minutes of the meeting held on 21st January 2019
4. **Introduction of new Internal Auditor:** Mrs A B spoke to Council and presented a short summary of the areas that she will be looking to investigate in the upcoming internal audit. A copy of her summary will be held on file.
  - 4.1. Council resolved to formally appoint Mrs B as the Internal Auditor for the foreseeable future. The Chairwoman thanked Mrs B for taking the time to travel to speak to Council and warmly welcomed her as our Internal Auditor.<sup>12</sup>

**Clerk to meet with Mrs B prior to end of financial year.**

5. **Presentation by Excite Solutions - Land Management Contractor:** Mr W spoke to Council and presented his proposed works schedule for the long term management of the Parish Council land (excluding marshes and common land but including allotment pathways and hedging) including the management of the play field perimeters.
  - 5.1. Council resolved to formally appoint Mr W and Excite Solutions as the Land Manager for the foreseeable future. The Chairwoman thanked Mr W for taking the time to travel to speak to Council and warmly welcomed him on board as our 'go to' supplier for all things pertaining to land and playing field issues.<sup>34</sup>

**Clerk to meet with Mr B to complete contracts and paperwork<sup>5</sup>**

6. **Presentation by Groundsman:** Mr R spoke to Council and agreed with the works schedule proposed by the Clerk. The matter of a water supply was discussed. Mr R will liaise when necessary with Excite Solutions to ensure that they are co-ordinating and working well together.

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<sup>1</sup> Proposed by Councillor Hadingham and seconded by Councillor Colyer. Unanimously approved.

<sup>2</sup> Budget approved within Precept for 2019/20 to allow for payment of Internal Auditor

<sup>3</sup> Proposed by Councillor Worley and seconded by Councillor Cook. Unanimously approved

<sup>4</sup> Budget approved within Precept for 2019/20 to allow for payment of land management

<sup>5</sup> Excite Solutions were one of three companies/suppliers approached and were the preferred choice

6.1. Council confirmed that the contract has been renewed with Mr R and the Chairwoman expressed her gratitude on behalf of the Council for the excellent work that Mr R has conducted over the years. <sup>6</sup>

**Clerk to meet with Mr R to update contracts, work schedule and payment schedule<sup>7</sup>**

## 7. Allotments

7.1. **Appointment of solicitors to act for Council on easement of water supply:** The clerk is waiting for Jackaman's to come back to her on proposal and quotes for work.

**Clerk to obtain alternative quotes**

7.2. **Remaining active plot:** Councillor Cooke and the Clerk to visit the only remaining holder whose contract terminates in October and discuss next steps.

7.3. Mr W confirmed that Autumn will be the best time to renovate the land.

7.4. Meeting with Alburgh Parish Council agreed for 7.30pm, 28th March 2019, at Alburgh Village Hall to discuss their contiguous plot.

8. District Councillor Dr Gray presented his report to Council:

### 8.1. Councils are setting their tax levies as follows:

8.1.1. District £5 per Band D (increasing to £150)

8.1.2. County by 3%

8.1.3. Police by 10.5%<sup>8</sup>

9. **Chairwoman had nothing to report that was not already on the agenda**

10. **Parish Councillors' reports:**

10.1. **Councillor Hadingham** reported that the Low Road would be closed for the current week to deal with potholes and resurfacing

10.2. **Councillor Cook** confirmed that in spite of two requests to Highways to clear the concrete pad at the top of Cooks Lane, it remains covered in fly tipped garden rubbish. Clerk to send an email rather than following the web enquiry system to urgently resolve.

**Clerk to action**

10.3. **Councillor Aylett** advised that complaints have been received from several villagers about the condition of the bridge between Wortwell Hall Barn and Limborne

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<sup>6</sup> Proposed by Councillor Hadingham and seconded by Councillor Colyer: Unanimously approved.

<sup>7</sup> Budget approved within Precept for 2019/20 to allow for payment of the Groundsman

<sup>8</sup> Wortwell Parish Council budget has been set at £115.94 per Band D for the 2019/20 financial year - an increase of £4.06 per Band D 3.6%

Common. Unfortunately the Parish Council has no sway over this as it is in Suffolk. Councillor Colyer will liaise with a Suffolk Councillor and pass the resolution to Suffolk Public Rights of Way.

## **11.Clerk's Report:**

- 11.1. Clerk has reviewed the Training Log and identified some training needs. Council agreed to further training for sessions missed by some councillors and for any new elected councillors post the May election.

**Clerk to contact NPTS for dates post 2nd May**

### **11.2. Collapsing of ancient bridge over drainage culvert leading from Low Road to Marshes**

11.2.1. The clerk met with a representative of the Internal Drainage Board and is awaiting reports back from him.

11.2.2. It is likely that the land, which is not public footpath or parish/highways owned is the responsibility of the landowners contiguous to the bridge although so far it has not been possible to establish who owns the bridge itself.

11.2.3. Clerk to write to landowners in the first instance to establish the problem and review possible actions although the Parish Council is not able to take responsibility for any expenditure involved or works involved.

**Clerk to action**

## **12.RFO Report:**

**12.1.Accounts: A summary of receipts and payments was reviewed - no issues or variances identified<sup>9</sup>**

**12.2.Accounts for payment schedule: Council approved and cheques were signed for distribution by clerk.<sup>10</sup>**

### **13.Greater Norwich Local Plan: Change of category from 'Service village' to 'Other village'**

Clerk confirmed that she has written to the GNLP team but has not received confirmation back. Clerk to chase

**Clerk to action**

## **14. Elections:** Council signed off the timeline, publicity and deadlines for nominations and election process - 2nd May 2019.

**14.1.**Council resolved that the public notice be formally approved (retrospectively as already approved by email) Notice to be published in Mardler and on Website

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<sup>9</sup> A copy of this summary is available on application to the clerk and will generally be up to the previous full calendar month.

<sup>10</sup> A copy of the schedule is filed with the minutes

14.2. Clerk to post timetable on notice board on the Knoll and Chairwoman to post on website

The Chairwoman walked councillors through a number of points on the nomination form and it was agreed that they would continue this activity outside of the meeting. Clerk to deliver nomination forms to those three villagers who have expressed an interest in the election.

## 15. Infrastructure:

15.1. **St Mary's Church, Redenhall:-** The Chairwoman read out a letter from the Ref. NT regarding the future of St Mary's. All present expressed sadness and disappointment that it has come to this. Some concern expressed over the contradiction between 'unable to continue with the upkeep' versus 'continuing to be available for weddings etc.

Clerk and Councillor Cook will attend the Public Meeting at **St Mary's Redenhall at 7.00pm on Wednesday 20th March**. All public are invited to attend.

15.2. **Bus Shelter:-** To be added to the consultation open day topics

15.3. **SAM2 Report :-**

15.3.1. Councillor Aylett gave an updated report (copies held on file of data streams). Whilst results are improving there are still a number of individuals who are defying the limits early in the morning.

15.3.2. Councillor Aylett has a core of three villagers interested in the Speedwatch group and a further three that would be prepared to back up. More volunteers needed. To be added to the topics for the consultation open day.

## 16. Community Consultation Open Day

16.1. Council discussed and agreed that the original date of the 17th March does not allow enough time to get properly prepared for a worthwhile open day. Not wanting to miss this great opportunity it was agreed that postponing until May would work better.

16.2. Topics (but will develop) so far:

16.2.1. SAM2 and Speedwatch

16.2.2. Allotments

16.2.3. Bus Shelter

16.2.4. Community Events - community centre and joint initiatives

16.2.5. PLAY equipment

16.3. Council resolved to form a working party with the objective to feedback to Council for the April Parish Meeting. **Councillors Hadingham, Colyer and Aylett plus the Clerk.**

**17. Playing Field issues:**

**17.1. Weekly exception reports for February** no actions required

**17.2. Playground supplies attended to the broken play fort bridge.** The bridge has been replaced together with some ground matting that had been run over by the large cutters. <sup>11</sup>

**17.3. Recycling Centre**

In spite of a recent collection by the British Heart Foundation the book bin is getting full again. Clerk to contact British Heart Foundation for a further collection.

**18. SN Big Litter Pick** - Council agreed to the 10th April from 10am to 12.00noon. Clerk to advise South Norfolk Council

**19. Correspondence: none**

**20. Planning Applications**

**20.1. Planning application rejected:**

**20.1.1. 2018/2741** Land south west of the Bell Public House High Road Wortwell. See note below. refused

**20.1.2.** 2018/2630 4 dwelling houses refused

**20.2.** New Planning application received: Councillor Hadingham declared an interest and took no part in the discussion.

**2019/0412** Reserved matters application following outline planning permission (2018/2019) for no. 3 dwellings approved with one condition and a number of comments. Clerk to submit by 14th March 2019

**The meeting was adjourned** to enable a member of the public to speak about his concerns over dogs behaving in an unruly manner by the Old Mill. His wife was injured through heavy cord trousers receiving a cut to her leg when one of the dogs jumped up against her. **Clerk to action.**

**ITEMS FOR NEXT MEETING:**

- FINANCE and preparation for annual governance and accounting audit
- Legal adviser for Easement
- **Meeting closed 10.06pm**

Signed: Allison Copeman, Chairwoman \_\_\_\_\_

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<sup>11</sup> Funds are annually set aside for both play equipment maintenance and also replacement. The costs for these repairs fall inside the 2018/19 reserves and earmarked funds.