

---

**Minutes of a meeting of Wortwell Parish Council held at the Wortwell Community on  
Monday 29th July 2019 at 7.30pm**

1. **Welcome** by the Chairman
2. **Apologies** from Councillor Copeman, Councillor Worley and Councillor Colyer

*There were no declarations of interest (personal, prejudicial or pecuniary), in particular matters to be raised at this meeting*

*With four remaining councillors present it was confirmed that the meeting remained quorate.*

3. **Minutes:** Council approved and the Chairman signed the minutes of the meeting held on 24th June 2019 - there were no matters arising.

**With no members of the public attending there was no adjournment for public participation.**

#### **4. County and District Councillor**

- 4.1. Councillor Savage was unable to attend due to a clash with Needham Parish Council meeting, for which he is also District Councillor. He had discussed ahead of the meeting, with the Clerk, the continuing trials of the Harleston public toilets but they hope to resolve these issues shortly.

Councillor Savage also re-iterated that he will be very happy to support grant applications and fund raising for any areas the Council identify in the coming months. The clerk thanked Mr Savage on behalf of the council.

There was no report from County on this occasion.

- 4.2. **Chairman's report:** The Chairman brought to everyone's attention the proposed Northern Link Road and all agreed that with very little local impact there was nothing we could usefully add to any consultation

- 4.3. **Parish Councillors' reports:** Councillor Cook reported that she had attended the opening of the Homersfield Picnic Site, representing the Parish, and about 40 people attended. Wortwell Parish Council was thanked for its donation of £500.

4.3.1. Councillor Cook further reported that a villager (who declined to make a formal complaint) expressed concern about young boys (identified) playing with matches in the conservation area beneath the orchard. Clerk to write/visit the parent to express its concern in these dry conditions at such actions and to request the parent speaks to the boys concerned.

**Clerk to action**

- 4.4. **Clerk's Report** - previously circulated with agenda, approved and a copy is filed with these minutes

#### **4.5. Playing Field and Recycling Centre Reports:**

4.5.1. Councillor Cook reported continuing issues with Dog faeces on the playing field and requested a new sign be erected on the bar entering the field. Council approved expenditure for this item up to £100. The issue of Dog faeces was also reported on the field behind the Knoll and a number of other areas of the village - it appears to be on the increase again. All agreed that until dog owners can prove to be responsible there can be no further consideration to a dedicated dog area where the problems would be likely to be magnified. A statement to this effect will be placed in the Mardler.

**Councillor Copeman to action**

**4.5.2.**The sign on the playing field will be prohibitively expensive to replace - suggestion made that the clerk explore ways of blanking out the name of Mrs Pearce to replace with her own. Council approved this action.

**Clerk to action**

**4.5.3.**Nails that were projecting from the cricket pavilion balustrade have been attended to. Decision needs to be made on the long term future of this building or its demolition. Add to the September agenda for discussion when all councillors are present.

**Clerk to action**

**4.5.4.**Logs on the children's play area have been replaced at a cost beyond the budgeted figure for play equipment. This will be noted as a variance in the budget with a note (for audit purposes) that this was essential maintenance, that could not have been foreseen, but formed a health and safety issue - Council had no option but to agree to the work being done.

## **5.Financials:**

**5.1. RFO Report:** Barclays and HSBC continue to put hurdles in the way of managing the accounts and the Clerk/RFO is monitoring. All agreed with the suggestion (in the Clerk's report) that two signatory councillors and the clerk arrange a visit to both banks to resolve these issues.

**Councillors Hadingham and Copeman and Clerk to action**

**5.2. Budget Variances:** RFO flagged with Council that there would be a half year 'actual against budget review' due in September 2019. This to be added to the September agenda.

**Clerk to action**

**5.3. Accounts for payment schedule (including accounts settled between meetings):** A copy of the schedule is attached to these minutes. Some cheques have been raised for upcoming months to ensure that PAYE and NIC payments and Groundsman payments are kept up to date over the coming recess.

**5.3.1.**Council approved and signed cheques for distribution by clerk. With only one signatory available, the Clerk will endeavour to send cheques out as soon as a counter signature is available.

**Clerk to action**

**6. Internal Policies and Procedures Review** - Council agreed that to allow time to properly scrutinise the following policies, it will be helpful to download these from the website and review, together with the RoSPA play equipment report, (which will be circulated in the correspondence file). Councillors to return comments or questions to the Clerk by the 1st September to enable any redraft to be put to Council for approval and sign off at the September meeting.

**Action all councillors**

6.1. Standing Orders

6.2.Financial Regulations

6.3.Risk Management

**7. GNLP - Update and next round of consultation:** Following an email enquiry by the clerk, there is no date set for the next consultation phase but it is expected in the Autumn. All agreed to check the site from time to time across the Summer recess to ensure this is not missed. (Clerk is away in August)

**All councillors to action**

7.1. Wortwell continues to be shown in the planning files as a 'Service Village'. Assurances received that they have reallocated the village as an 'Other Village' but that the file updates only happen every three to five years. Council has agreed to monitor this carefully in any planning considerations that impact on Wortwell by the GNLP.

8. **Identity Cards for Councillors** - Chairman proposed that each councillor and the clerk be issued with an ID badge to reassure villagers when approached at their doors. Photographs requested please from each councillor, passport style, head only, to be sent to the Chairman.

**All councillors to action**

9. **Correspondence:** file to be circulated including items for Summer Review - response to be brought to the September meeting: (see notes under item 6 above)

9.1. Policies and Procedures from 6 above

9.2. RoSPA report

10. **Planning Applications received since last meeting:**

**10.1.2019/1411**

**Applicant:** Mr & Mrs Siobhan & Joel Keeble **Location:** 12A High Road Wortwell IP20 0HH

**Proposal:** Erection of two storey rear extension

After some discussion it was agreed that the Council neither approves or disapproves but does have concerns:

The newly extended building would dominate the properties either side and there are light issues. Concern also expressed that the cantilever extended window takes the property right up to the boundary edge. The Planning site does not however, show any concerns expressed by neighbours. Council therefore approve but under the condition that no such concerns emerge in the consultation process. Should neighbours have a concern the Council would support these concerns

**Clerk to advise Planning at South Norfolk of these reservations.**

11. **The meeting was not adjourned for public participation**

12. **Next meeting Date: 23rd September 2019 at 7.30 (note this is a change from 30th Septmber)**

13. **Items for next meeting:**

Actions following review of RoSPA report  
Update from Allotments Working Party - meeting 5/8/19  
Review and sign off Policies and Procedures  
Review of Cricket Pavilion  
Budget Review  
ID Cards

**Close of Meeting 8.28pm**

**Signed: \_\_\_\_\_ Chairman 23rd September 2019**