
**Minutes of a meeting of Wortwell Parish Council held at the Wortwell Community on
Monday 23rd September 2019 at 7.30pm**

1. **Welcome** by the Chairman

2. **Apologies** from Councillor Stone

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

3. **Minutes:** Council approved and the Chairman signed the minutes of the meeting held on 29th July 2019

4. **Matters arising:**

4.1. Minute reference 4.3.1 The family have now moved away from the village. No further action required.

4.2. Minute reference 4.5.1 Councillor Copeman was away and the notice regarding dog fouling will now go in the November issue of the Mardler

Councillor Copeman to action

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

5. **County and District Councillor**

5.1. Councillor Stone's County Council report had been previously circulated and we thank Councillor Stone for providing this in advance. A copy of her report is on the website and attached to these minutes.

5.2. Councillor Savage presented his District Council report including the decision to approve new building quota at a local level of up to 3 homes, this in addition to the GNLP wider plan. Copy of his report is attached to these minutes.

Councillor Savage also alerted the Council to encourage all to remain vigilant in spotting activity that arouses suspicion particularly in relation to drug related activities which are sadly on the increase in this area leaving our youngsters vulnerable.

SNDC is seeking views on tendering the waste disposal service out to private contractors. Council confirmed that they are happy with the current arrangements for Waste Disposal in the village. Councillor Savage will keep Council updated on any changes to this service in the future.

5.3. **Chairman's report:** The Chairman presented up to date reports from the SAM2 machine. We appear to have a persistent offender in the early morning on High Road but otherwise a very pleasing result on all four camera points, showing a marked drop to within speed limits the majority of the time.

5.4. **Parish Councillors' reports:** Nothing to report that was not already on the agenda elsewhere.

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

5.6. **Playing Field and Recycling Centre Reports:**

5.6.1. Councillor Eddy reported overgrowth around the recycling centre which needs to be cut back. The orchard trees appear to be struggling. Clerk to contact the tree warden to confirm dying trees will be taken out. The seats in some areas need a fresh coat of paint and clerk to diarise to add to Spring meeting agenda.
Clerk to action

6. **RoSPA report** Council acknowledged the report and note that there are no high risk items requiring attention. The train has been repaired by Mr Malcolm Wright (for which Council are most grateful). Council took the opportunity to discuss the future of the play equipment and use of this area. As children are growing older much of the toddler/junior equipment is less well used although the Zip Wire, basket ball net and the play fort continues to be well used. The changing dynamics of the village and the potential development plans under GNLP remain in discussion. Conclusion is that Councillor Copeman will take the report and review in greater detail bringing a recommendation back to a future meeting next year by which time housing development and other matters may be clearer. Review at October meeting. The zip wire tensioning kit has been handed over by Mr Shore and Councillor Hadingham will take responsibility for this going forwards.

Councillor Copeman to keep under review

7. Financials:

7.1. RFO Report:

7.1.1. AGAR and external audit. RFO reported that the external audit raised a number of queries, all of which have been satisfied including a reference to VAT from 2017/18 financial year. (post meeting this has now been signed off and certificate will be published on website together with access under Transparency Regs and Public Rights)

7.1.2. Budget Variances: RFO reported that we are working well to our budgets and inside the budget in several areas. **A Budget Committee** was agreed for budget setting: Councillors Eddy, Cook and Worley to sit on this committee and make recommendations at the October meeting for 2019/20 budget purposes. RFO to chair and assist discussion.

RFO to agree date with Committee

7.1.3. The Fence account at HSBC has been closed and funds amalgamated to current account at Barclays. A number of banking activities needed and Councillors Hadingham will contact Barclays as a signatory to action:

7.1.3.1. Standing orders for Groundsman, Land Agent and Clerk to be mandated

7.1.3.2. Signatory - clerk to be added to account

7.1.3.3. Wortwell Lands Charity Account to be added to the online account schedule and linked to the Wortwell Parish Accounts

Councillor Hadingham to action

7.2. Accounts for payment schedule (including accounts settled between meetings): A copy of the schedule is attached to these minutes.

7.2.1. Council approved and signed cheques for distribution by clerk.

Clerk to action

8. Internal Policies and Procedures Review - circulated in advance of this meeting for review by all.

8.1. Standing Orders

8.2. Financial Regulations

Council agreed to Clerk attending training in these areas, in November, and authorised the £38 attendance costs. The training is focused on making standing orders and financial regulations relevant to your specific council.

8.3. Risk Management: three areas were highlighted for further actions:

8.3.1. Contractor's Risk Assessments -

8.3.1.1. TT Jones and Excite Solutions have confirmed they do risk assessments in advance of every job and hold these on record. We are satisfied with this statement and have not requested copies of all their assessments, the statement being sufficient for our needs.

8.3.1.2. Groundsman - Chairman to conduct a review with the groundsman to establish working practices, risk assessment processes and undertake to build a clear job description and activities included for risk management purposes.

Chairman to action

8.3.2. Health and Safety Training

Clerk to organise

8.3.3. Defibrillator training to be scheduled to coincide with January meeting 2020 **Clerk to action**

8.3.4. Emergency Plan - the plan has been passed to the Chairman for review.

9. GNLP - Update and next round of consultation: There is no further update or news from the team in Norwich. Clerk emailed and has received confirmation from GNLP office that new maps are available. Councillor Copeman to publish on website and clerk to put on notice board. Parish Councils will be notified of next stage of consultation. **all areas put forward remain under active consideration**

10. Identity Cards for Councillors - Chairman provided each councillor and the Clerk with laminated ID cards for use when going about Parish Council work We thanked the Chairman for doing this all free of charge in his own time.

11. Correspondence: file circulated including *Disability Network Norfolk Group's Steering Group* and a template document for Allotments Contract.

12. Planning Application:

2019/1578 **Location:** Herons Reach Low Road Wortwell IP20 0HJ
Proposal: Single storey extension with balcony over and decking to rear
Application Type: Householder

Passed without any concerns or comment

Clerk to advise Planning at South Norfolk

There being no members of the Public present the meeting was not adjourned for public participation

13. Next meeting Date: 21st October 2019 at 7.30

14. Items for next meeting:

Budget Steering Committee report
Internal Financial report
Play Equipment review update
Pavilions
Remembrance Day Service and Wreath
Banking
GNLP

Close of Meeting 9.20pm

Signed: _____ Chairman 23rd September 2019