

WORTWELL PARISH COUNCIL

AGENDA

To Parish Councillors: you are summoned to attend the meeting below

There will be a meeting of Wortwell Parish Council on Monday 29 March 2021 at 7.00pm

Coronavirus lockdown in progress so meeting will be held by ZOOM

Members of the public may attend the meeting from 7.45pm by joining the Zoom Meeting

<https://zoom.us/j/95879707390?pwd=VkdNTVpYZVFRVDBNKzQ5OTBrUERuUT09>

Meeting ID: 958 7970 7390

Passcode: 501890

1. **7.00pm Welcome - Interview 1 for Councillor Casual Vacancy**
2. **7.15pm Welcome - Interview 2 for Councillor Casual Vacancy**
3. **7.30pm Vote by private ballot and declaration of new Parish Councillor by the Clerk.**
4. **7.45pm Public welcome**

To receive and accept **Apologies** from those members unable to attend.

To receive any declarations of interest (personal, prejudicial or pecuniary), in particular matters to be raised at this meeting (Note: A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates and in this case the member may speak and vote, however if it is a prejudicial or pecuniary interest, the member should withdraw from the meeting whilst the matter is discussed.

2. **Minutes:** Council to approve, Chairman to sign and Clerk to retain in records, minutes of the meeting held on 22 February 2021 at the next available and safe opportunity

Meeting adjourned to permit Public participation

3. Chairman's Report:

- 3.1. Update on speeding matters and actions taken. To discuss and agree any further steps. Agree extraordinary expenditure from Reserves of circa £300
- 3.2. Update on Cricket shed vandalism and actions taken.
- 3.3. Report on Harleston Neighbourhood Team Meeting

4. Councillor Reports:

- 4.1. **County Cllr Stone** - communications previously circulated
- 4.2. **District Cllr Savage**- report to be circulated in advance
- 4.3. **Councillor Reports** - to be circulated in advance
- 4.4. **Monthly Safety Checks: Councillor Hadingham**

4.4.1. Playing Fields and Play Equipment, Recycling Centre and Defibrillator Checks.

4.4.2. Updated Rota

5. Clerk and RFO Report:

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- 5.1. **Accounts for payment** - see attached schedule Appendix A
- 5.2. **Cashbook and Year end Forecast against budget** - previously circulated
- 5.3. **Annual review of Policies and Procedures** - annual sign off, previously circulated - see appendix B attached
- 5.4. Review of CoVid Protocol and changing regulations
- 5.5. Annual Insurance Renewal - Schedule to be approved against updated Asset Register
- 5.6. Barclays Bank Signatories - Removal of Cllr Colyer and replacement
- 5.7. Notice Board on Knoll - Agree placement (no cost to Council)
- 5.8. Email Domain - renewal with James Shore - £124 from 1 April 2021 - (budgeted)

6. **Wortwell Mardler** -

- 6.1. Next print date and items please for publication
- 6.2. Obituary section - to discuss and agree if suitable for the Mardler
- 6.3. **Wortwell Warriors** to discuss and agree nomination and how to promote this

7. **Planning Applications:** previously circulated:

2020/1893 Applicant: Mr & Mrs E Prime
Location: 60 Low Road Wortwell IP20 0HJ
Proposal: Erection of first floor side extension, including front dormer. Two storey rear extension, dormer and Juliet balcony.
Application Type: Householder

8. **Future meetings:**

April 19th or 26th? Annual General Meetings: Old Playing Field and Wortwell Parish Lands* 7.00pm and 7.15

April 26th Full Parish Council Meeting* 7.30pm
May 24th Annual Parish Meeting and Annual Parish Council Meeting - AGAR report

Topics for next meeting:

Annual Accounts Sign Off and Annual Governance Return
Progress of Three Year Plan Projects - July meeting

Close of Meeting:

*Venues of meetings dependent on ongoing CoVid19 regulations

Signed: [LUA LEGGETT](#)

Clerk and RFO

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APPENDIX A ACCOUNTS FOR PAYMENT March 2021

1.	Clerk pay adjustment from annual review - Feb and March payments	102161	£ 56.38
2.	HMRC PAYE and NIC month 11	102162	£116.88
3.	Community Heartbeat Trust Invoice 7626 2020/21 renewal	102163	£151.20
4.	Clerk Reimbursement Trees for new nursery orchard*	102164	£421.77*
5.	HMRC PAYE and NIC month 12	102165	£116.88
Total			£863.11

*Note: This payment to be countered by donation due from Highways Department

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APPENDIX B

Annual Review of Policies and Procedures

1. Standing Orders - reviewed - next review date March 2022
2. Financial Regulations - reviewed - next review date March 2022
3. All remaining Policies and Procedures are not due for review until February 2023