

WORTWELL PARISH COUNCIL

MINUTES

TA Parish Council Meeting of Wortwell Parish Council took place on Monday 26 September 2022 at 7.30pm

at the Conference Room Wortwell Community Centre

Members of the public are invited to attend.

1. Welcome by the Chairman Cllr Clive Aylett who held a two minute silence at the start of the meeting to honour the recent death of Queen Elizabeth II He welcomed King Charles III.

There were no **Apologies**

There were no Declarations of Interest

There were no members of the public present

2. **Minutes:** Council approved, Chairman signed and Clerk will retain in records, the Minutes of the meeting held on 25 July 2022. All matters arising are covered in the agenda items.
3. Councillor Barry Stone was invited to present his report to enable him to leave the meeting.
 - 3.1. There has been a bus stops and shelter survey conducted and SNDC is making money available for 12/13 electric buses in Norwich.
 - 3.2. Budgets are a problem with a need to find savings of £60M - currently 70% of spend is on Social Care which represents 4% of the population of Norfolk both Adult and Child care.
 - 3.3. SNDCVCP has been shelved awaiting further planning updates. It is recognised that there will be an impact on local infrastructure and Council asked if this would mean jobs for local people? That question couldn't be answered although it is hoped it will be the case.
 - 3.4. The Village Rangers are due in the area although no dates - Council to advise clerk of any jobs that they think the Rangers could help with.

Councillors to advise Clerk

- 3.5. Fire Service is maintaining its Force levels and vehicles - Great Yarmouth possibly will go down to one station after the third river crossing is completed.
- 3.6. BS will attempt to further the enquiries about the ownership of the land opposite Pura Vida.
- 3.7. BS will also seek advice if bollards can be provided at the entrance of High Road to help with traffic calming.

Councillors BS to advise progress on 3.6 and 3.7 above

Cllr Stone left the meeting 8.11pm

4. **Annual Governance and Accountability Return** - The Responsible Finance Officer provided confirmation that the Audit has now been completed and certified to be correct in all areas. There were no issues raised.
 - 4.1. Completion of the Limited Assurance Review for year ended March 2022 Certificate to be placed on Website
 - 4.2. Notice of conclusion of Audit to be placed on the website for public to apply for records or information regarding the audit with an Inspection Fee of £30

Councillor AC to place items 4.1 and 4.2 on website.

WORTWELL PARISH COUNCIL

4.3. Council authorised payment to PKF Littlejohn for the External Audit Fee £240. Clerk advised that the PKF Contract has now ended and we will be advised who the next five years' external audit contract will be awarded to in due course.

5. **RoSPA Inspection - PlaySafety Ltd Report - ZIP Wire** - CA reported that a cost of £375 plus VAT is required by the Play Safety Company to service and tension the Zip Wire. Council has approved the expenditure as this is a safety matter but noted that this is in excess of budget and will be documented as such in the Audit. Note to ensure this service is included going forwards with future budgets.

5.1. Councillor Aylett to instruct Play Safety Company to carry out the survey and to invoice the Clerk direct.

Councillor Aylett to Action

6. **Councillor Reports** there were no reports circulated in advance of meeting:

6.1. Chairman:

6.1.1. Entry Gates update - Gates now in place. Complaint received by member of the public via the Community Centre website. This has been addressed.

6.1.1.1. Locks are required for both gates

Councillors CA and WE to Action.

6.1.2. SAM 2 machine - to be relocated from High Road to nearer the Goodswens Garage directed towards Redenhall

6.1.2.1. Data has been downloaded and is consistent with concerns regarding an increase in speeding. Councillor Aylett to speak to the Police to request a speed trap to be put in place.

6.1.2.2. Sam (villager) down the Low Road had offered to bring a working speed party together. Councillor WE to speak to her to move this forward

Councillor WE to Action

6.2. Councillors -

6.2.1. Street Licence for Bench on Knoll has been approved. Bolts are needed to lock the bench into place in the concrete. GW (Gardener) to be asked to assist with the concrete base and siting the bench. At the same time the Knoll is in need of cutting and attention.

Councillor CA to speak to GW and also to find Bolts suitable for siting of bench.

6.2.2. Joint meeting proposed awaiting response from Alburgh - nothin heard back

Clerk to Action

6.3. Recycling Centre and Playground Inspections -

6.3.1. Councillor CW reported that bins were overflowing and the wind had blown litter across the playing field. This was cleared up with help from a number of youngsters who happened to be on the field at the time.

6.3.2. Faeces was found in the car park in a similar spot to last time but unfortunately not picked up by the cameras

6.3.3. Broken glass removed from the recycling area

6.3.4. Beams of the jungle gym need replacing where rot has set in and CW to send photos to AC to get it checked over and replaced.

WORTWELL PARISH COUNCIL

6.3.5. CA to look for nut that fits 10mm to assist repairs

6.3.6. The Old Playing Field was in good order.

6.3.7. Defibrillator pads need replacing and a new battery as these expire on 31/10/22

6.3.8. Instructions have been placed in a frame next to the Defibrillator by the Wortwell Bell. Thanks given to the Landlady for providing this frame to the Village.

Councillors CW CA and AC to action points 6.3.4, 6.3.5 AND 6.3.7

7. Street Lighting Consultation - An update was provided by the Clerk see separate report attached to these Minutes.

7.1. Council requested Clerk to prepare presentation for the upcoming Streetlight Consultation asking villagers to state their views on whether to keep street lighting or not. Consultation advertised on Notice Board, in Mardler and on Website. 30/9/22 at 7.30pm in the Conference Room at the CORE

8. Electric Charging - Cllr CW provided an update regarding submission of Expression of Interest - we are on the list and await the next stage. What Three Words will designate the site which will be 2 columns with 4 charging points at the north side of the Old Playing Field

9. Clerk and RFO Report

9.1. Phase one of Budget for 2023/24 is to be considered by the Finance Committee ahead of the next Parish Council Meeting. A major consideration will be the increased costs for energy and the onward increased costs of contractor supplies.

Meeting of the Finance Committee - date to be agreed Clerk to circulate

9.2. Application for Parish Partnership Scheme Funding has been submitted by the clerk for support towards cost of gates in progress

9.3. Barclays online automated payments -

9.3.1. RFO confirmed that a temporary transfer of £3000 had needed to be made to ensure payments for September could be made ahead of the 2nd tranche of the Precept Payment this year. Note to return the funds to the Business Premium Account once the Precept Funds are received

Clerk to action

9.3.2. The RFO outlined the new process for online payments of invoices and this was approved and agreed by all present.

9.3.3. The process in 9.3.1 above has been approved and amended Standing Orders and Financial Regulations to be placed on website. Clerk to provide copies to Councillor Copeman.

Cllr CA and Clerk to Action

9.4. Clerk read the contents of the NALC letter recently received pointing out that Elections are due next year and whilst in the past we have not had to pay for these this could change. We should also be considering funding for a celebration for the Coronation of the New King Charles III when setting budgets

Finance Committee to Action

9.5. Clerk has received a request from the British Legion for a Poppy Wreath donation. Council approved the sum of £30 in line with previous years.

10. Open Spaces Committee - Meeting was adjourned to allow Councillors to consider the future of the old Pavilion and was discussed as Sole Managing Trustees:

WORTWELL PARISH COUNCIL

10.1.Funds provided under the Covid regulations to the Charity must be invested by the Charity only for the benefit of the Charity. This means that any funds need to be spent on improvements to the Playing Field site.

10.1.1.To replace the Asbestos Roof, a health and safety hazard, will cost £5330 plus VAT (a further quote was obtained at £13K and was rejected) Neil Goodman will be hired to complete this job.

10.1.2.NG, the site engineer, examined the pavilion and declared it to be a sound building with no evidence of concrete fatigue or other structural concerns.

10.1.3. The cost for demolition quoted was £2000 (concrete) + £1450 (removal of asbestos) = £3450

10.1.4.Decision made to go ahead with the roof work but it will impact on the monies left available for gym equipment.

Trustee AC to advise NG to go ahead.

Meeting reconvened as Council Meeting:

11. **Planning Applications:** Application App Type : Parish : Grid Ref : Location : Proposal :

Number : 2022/1615 Listed Building Wortwell

627478 285094

Park Farm Tunbeck Road Wortwell Norfolk IP20 0HP Erection of single storey rear extension.

Approved with no comments to carry forward

Number : 2022/1616 Householder Wortwell

627478 285094

Park Farm Tunbeck Road Wortwell Norfolk IP20 0HP Erection of single storey rear extension.

Approved with no comments to carry forward

Number : 2022/1707

Proposal: Erection of Shed

Location: Pear Tree Farm High Road Wortwell Norfolk IP20 9QR Applicant: Ms Sarah Barnes

Application Type: Householder

Approved with no comments to carry forward

12. Topics for future meetings:

12.1.Next Meeting

12.1.1.Street Lighting

12.1.2.Budget 2023/24

12.2.Future Meetings

WORTWELL PARISH COUNCIL

12.2.1.Parking at Pura Vida and New Dog bin - (Highways permission)

Close of Council Meeting: 10.01pm

APPENDIX A ACCOUNTS FOR PAYMENT September 2022

P K F Littlejohn	£240.00	Audit Fee
HMRC	£168.48	PAYE NI August
Rob Thurston	£695.00	Security Gates (Matched funding to be obtained from WCC and SNDC)
Crawford Legal Services	£7.75	VAT Invoice
Crawford Legal Services	£16.00	VAT Invoice
Crawford Legal Services	£49.65	VAT Invoice
T T Jones Electrical	£243.67	Street Lighting Quarterly Maintenance October November December
PAYMENTS Pending		
Excite Solutions	£546.35	Land Management
Clerk	£633.60	Salary
Groundsman	£225.00	Salary
Nest	£57.75	Pension
NPower	£439.35	Street Lighting
Total	£3322.60	
CREDIT		
Wortwell Community Centre	£772.50	50% Share of costs for Security Gates

Business Premium Account

Transfer to Current Account	£3000	Reserves expenditure - Security Gates, increased energy costs, margin awaiting second precept payment due October 2022
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NOTE All payments above released by Cllr CA in advance of Meeting.

Signed

31/10/22

Issued by Lua Leggett Clerk 5 of 6

