

# WORTWELL PARISH COUNCIL

## MINUTES

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

**There will be an Annual Parish Council Meeting of Wortwell Parish Council on Monday 23 May 2022 at 7.30pm**

at the Waveney Room Wortwell Community Centre

Members of the public are invited to attend.

Note: The first item on the APCM agenda was to elect a chairperson. As the current chairperson, Mr Clive Aylett had offered his apologies in advance and was absent from this meeting, the vice-chairperson, Mrs Allison Copeman opened the meeting. It is permitted for Councillors present to vote for someone who is not present and that person will complete their declaration of acceptance of office as soon as possible after this meeting and will be reported at the next meeting, in June.

2023.01 **7.30pm** Welcome by the Vice Chairperson, Mrs Allison Copeman

Apologies were received in advance from Chairman Cllr Aylett due to annual leave and from District Councillor Savage, attending the District Annual Council Meeting.

Present: Cllrs. Copeman (who took the place of Chair in the Chairman's absence), Cook, Eddy, White, Worley, Hadingham and guest County Cllr. Stone. The Clerk, Lua Leggett was in attendance.

2023.02 **One Nomination** was received for the election of a new Chairperson. Cllr Hadingham proposed, Cllr Cook seconded and Council unanimously approved the election of Cllr. Clive Aylett to carry on in the role of Chairman for a further 12 months. **The Clerk will obtain his Declaration of Acceptance on his return and present to Council at the June PC Meeting.**

2023.03 **One Nomination** was received for the election of a new Vice Chairperson. Cllr Worley proposed, Cllr White seconded and Council unanimously approved the election of Cllr. Allison Copeman to carry on in the role of Vice Chairperson for a further 12 months. A Declaration of Acceptance was completed and signed by Mrs Copeman

2023.03 The new Vice Chairperson in the absence the new Chairman chaired the remainder of this meeting.

2023.04 **Election of Committees:** A framework of meetings was scheduled across the financial year and agreement that the load should be shared across all Councillors to avoid overload. Following this the Committee Members were confirmed and the following councillors elected to those committees:

1. Finance Committee - Cllrs: White, Worley and Eddy
2. Allotments Committee - Cllrs: Copeman, Hadingham and Cook
3. Open Spaces Working Party\*- Cllrs: Copeman, Hadingham and Worley

\* Note The Working Party will meet in June to discuss whether to continue as a working party or to develop into a Committee as appropriate to the needs going forwards. To report back to the June PC Meeting.

4. Internal Control Officer: To rotate on Quarter Days (30/6, 30/9, 31/12, and 31/3) to examine records following the end of each quarter. Elected officials: Worley, White, Eddy, Hadingham

Declarations of Acceptance of Office completed for all committees above.

**Clerk to produce Diary Framework of Committee and other meetings across the financial year and distribute to Council**

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### **2023.05** Update on Charity Commission and Sole Managing Trustee confirmation

4.1. Wortwell Parish Lands - Meeting 11 July 2022 7.30pm

4.2. Wortwell Old Playing Field - Meeting 11 July 2022 8.15pm

### **2023.06** The clerk announced the s.137 amendment to £8.82 for 2022-23 which Council noted.

*There were no declarations of interest received.*

*Meeting adjourned to permit Public participation - Councillor Stone asked to bring his session forward as there were other meetings for him to attend:*

### **2023.07** County Cllr Stone announced that he has been appointed Deputy Chair of NCC and will take over the Chair in 2023/24 Points to note:

A new Tree Scheme commences on 30/5 permitting the November season to be on a 50:50 cost basis between applicants and the County Council. These packs contain a variety of hedges, trees and can be further subsidised from his CCncI budget of £10,000

The trees and hedging are available to anyone domestic, residential, charity, corporate or agricultural.

Cllr White questioned if these could assist the building of the chicane previously discussed by Councillors in other meetings last year. **Clerk to go back to Highways to trigger an Engineer Survey and assist the Open Spaces Wkg Pty/ Committee to assess and budget any proposals. Proposal is likely to be at the 30mph signage or thereabouts, each end of the village.**

### **2023.08 Minutes:** Council approved, Vice Chairperson signed and Clerk to retain in records, minutes of the meeting held on 28 March 2022

### **2023.09 Consideration of proposal for skate park facilities** - Unfortunately Master Leggett was not able to attend the meeting. The Council agreed, should there be considerably more demand, from many more families, who would be prepared to engage in fundraising and awareness building, then Council will reconsider the request in the future. Meanwhile the request has been passed to the Open Spaces Committee to keep on file.

### **2023.10 Annual Governance and Accountability Return**

RFO presented and Council reviewed and confirmed acceptance of the Internal Audit Report and noted the notes made by the Internal Auditor. Council applauded the comments regarding the RFO's immaculate presentation of the accounts as stated by the Internal Auditor and the full compliance with Transparency Code of Conduct by the Council.

#### **AGAR form page referred**

- (1) Council confirmed approval of Annual Governance Statement page 4 of AGAR
- (2) Council confirmed approval of Accounting Statements page 5 of AGAR
- (3) Council confirmed approval of the dates of the Period for Exercise of Public Rights: **They are to run from 7 June to 19 July 2022 inclusive. To be posted on Website (AC) and notice board (LL)**
- (4) Council confirmed and authorised the submission of the AGAR forms to **PKF Littlejohn for External Audi**

### **2023.11 Adoption of reviewed Policies and Procedures**

- (1) Standing Orders approved and to go onto website
- (2) Financial Regulations approved and to go onto website
- (3) Risk Management approved and to go onto website

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- (4) Asset Register was reviewed for the Audit and will be compared against the Insurance valuations by the Finance Committee in June for relevance and value.

**2023.12 Annual Insurance Renewal** Approval of expenditure to renew with Ansvar Insurance via HISCOX for a further 12 months at a premium cost of £508.98 - as in 2023.11 (4) above, the Finance Committee to review in June.

**2023.13 RoSPA Inspection** - due to take place in June.

**2023.14 Councillor Reports circulated in advance of meeting**

**Report on Extraordinary Meeting 16/5:** Recommendations regarding Vandalism and Anti Social Behaviour received and discussed.

- (1) Proposal to purchase a new gate to be sited across the entrance to the carpark to the Community Centre. Clerk to research and bring costings to the June meeting.
- (2) Cllr Copeman met and discussed the installation of Fresh Air Fitness equipment at a cost of circa £4000. This will be on the Old Playing Field with Charity funds covering the cost, (not from Precept). Cllr Copeman will keep Trustees of the Charity informed of progress
- (3) Cllr Copeman has applied for the Street Licence for additional furniture and this will allow the memorial bench to be sited on the KNOLL. If any village volunteers can assist with the siting and a concrete pad that will be appreciated.
- (4) Cllr Copeman advised that the refurbished old village sign is now in place on the Lakes to preserve it for prosperity and looks very nice.
- (5) District Cllr Savage confirmed to the Clerk that Jenny Bloomfield from SNDC would supply emergency blankets for the emergency relief resources to be kept at the CORE.

**2023.15 Clerk and RFO Report**

Return to Work review - update given by the Clerk

Accounts for payment by cheque- see attached schedule Appendix A note.

**2023.16 Annual Seminar** with Norfolk Parish Training Support Thursday 22 September - to agree attendees by the end of July 2022

**2023.17 Planning Applications:** previously circulated: NONE

**2023.18 The Queen's Platinum Jubilee Pageant Celebration** - was discussed including the Disco, Beacon Lighting on Thursday, with entertainment and a BBQ. A BINGO night at the CORE HUB on the Friday night with fundraising for the Guide Dogs for the Blind Charity and culminating with the outdoor film showing of GREASE, the movie at 9.00pm on the playing field with a HOG roast being provided by Grumpy's Cafe.

**2023.19 Open Spaces Committee** Report from Working Party and consideration to Committee status going forwards at a meeting in June.

**2023.20 Emergency Plan** was agreed and to be signed off by the Chairman on his return. Copy to be posted to the Website.

*There were no members of the public participation*

2. **Topics for Future meetings:**

2.1. Annual Charity Meetings (July) Budget 23/24 Phase 1 (September) Review of Clerk Contract (October)

**Close of Council Meeting: 2154 hours**

Signed:

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## APPENDIX A ACCOUNTS FOR PAYMENT April 2022

Dylan Group Ltd	102237	£948.00
N POWER Commercial Gas Ltd	102238	£325.59 replaced by dd payment

## ACCOUNTS FOR PAYMENT MAY 2022

C Aylett Refreshments for Parish Meeting	102239	£ 14.55
NALC Annual Subscription	102240	£184.69
HMRC PAYE NI	102241	£168.74
T T Jones Electrical Ltd Street Light Q2 Maintenance	102242	£289.86
Roberts and Son Mardler	102243	£167.00
Wortwell Parish Lands Balance of rents and water bill	102244	£ 33.80 interbank transfer
Cancelled cheque	102245	£0
Julie Worley (lock and chain) Barrier gate at Playing Field (ASB)	102246	£ 31.20
Anne Barnes Internal Audit 2021/22 Accounts	102247	£ 88.00
HISCOX Annual Insurance Renewal	102248	£508.98
NARS Donation Accident Rescue Scheme	102249	£250.00
		<b>£2,684.82</b>

SIGNED.....BY.....

DATE:.....