

WORTWELL PARISH COUNCIL

MINUTES

A meeting of Wortwell Parish Council was held on
Monday 27th July 2020 at 7.30pm
at Wortwell Community Centre, The Conference Room,
socially distancing in compliance with CoVid 19 regulations

One member of the public attended

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meetings lets the Council know beforehand so appropriate arrangements can be made to facilitate.

1. **Welcome** by the Chairman

In attendance Councillors Aylett [CA], Colyer [MC], Cook [DC], Copeman [AC] Eddy [WE],
Hadingham [RH] present

2. **Apologies received from Councillor Worley [annual leave already notified]**

Councillor Hadingham declared an interest in the planning application but as this was not of a pecuniary nature, he was not asked to withdraw from the meeting.

Minutes: Council approved, Chairman signed, and Clerk will retain in records the minutes of the meeting held on 8th June 2020

3. Chairman invited the member of the public to speak on a matter previously tabled: A Dog Show to be held on the playing fields in Wortwell to bring the community together and provide an outdoor social event.

3.1. Ahead of the member of the public speaking the clerk was asked to cover a number of points of order relating to the possibility of holding a dog show on the playing field(s):

3.1.1. Clerk explained, for the benefit of the member of the public, that the Council votes as an entity only on matters of material consideration and personal feelings or opinions are not relevant.

3.1.2. Ansvar, the Council's Insurance provider, will not provide public liability cover for the event:

3.1.2.1. The byelaw banning dogs from the fields would negate any public liability claims from being covered.

3.1.2.2. Even without the byelaw the policy would not cover the dogs or their health and behaviour towards other dogs or humans, as they are not council assets and therefore the Council could not be held to be negligent. This would invalidate any claim.

3.1.3. Licencing: the dog show would not be run under Kennel Club regulations as it is intended to be a fun show and **ergo** would not be covered by their insurance.

3.1.4. Health and Safety: a full risk assessment would be required including sanitising areas the dogs would contact - something that can be done without harming the grass, but responsibility would lie with the event organisers to ensure this was done.

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3.1.5.CoVid regulations - an ever-changing situation so current government guidelines would need to be adhered to including social distancing, hand washing/sanitising facilities and track and trace records.

3.1.6.The footprint of the Byelaw, dated 23rd July 1990, has been confirmed as covering the '*Tunbeck Grounds of 8 acres encompassed by hedging and chain linking*' running from the bottom of the Wortwell Old Playing Field to the top, including the roadway into the community centre and parking areas, the community centre grounds and the whole of the Infant site up to the field adjoining Mill Hill field. This represents the entire footprint of the community areas. [A copy of the map and byelaw are available from the clerk.] The Centre and new play equipment has been added since 1990 and the Bowls Green repositioned with new clubhouse within the Centre. This unfortunately means we cannot hold a dog show on these fields.

3.1.7. Advice was sought as to whether the ruling could be suspended, even if only for the one day: '*[sic erat scriptum] ...rules contained in the byelaws (or constitution cannot be suspended - no matter how large the vote in favour of doing so or how inconvenient the rule in question may be - unless the particular rule specifically provides for its own suspension, ...'*

The byelaw does not contain such provision and therefore cannot be suspended.

3.2. The floor was opened for debate and discussion. It was concluded that whilst nothing can be done at this stage to permit a dog show, investigations will be made into how any of this could be changed for the future.

3.2.1.This would entail a high amount of work including attempting to change the byelaw through the Secretary of State something that would be poorly received since the original reason of risks from *Toxocara canis* has not gone away.

3.2.2.The clerk will investigate the possibility of obtaining an amendment to the byelaw to allow the rule to be suspended for occasional and exceptional purposes, something that the current rule does not permit.

3.2.3.The member of the public was confident that the idea of a dog show has a lot of support and that this work would be validated.

3.2.4.Recommend further village consultation to support suspension ruling.

Clerk to add to future agenda for further discussion.

Council voted unanimously that the dog show event could not, due to the legal constraints, be permitted. Council further voted that time can be spent exploring a longer term solution to these legal constraints

4. **Annual Parish Meeting** - had to be cancelled due to CoVid. Written reports which have been received will be circulated to council.

Clerk to action

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5. Annual Governance and Accountability Return

- 5.1. **Elector Rights Notice Dates** - ended on 23rd July 2020 the papers will now be taken from the website and notice board
- 5.2. **External Audit papers** - have been submitted to PKF Littlejohn and uploaded to website - Two questions have been raised regarding the variances which the clerk has answered in full and we await their final report.

6. Councillor Reports: to discuss any reports and agree any necessary actions

- 6.1. Norwich Western Link - noted comments and the link to the consultation will be uploaded to the website.

AC to action

- 6.2. Correspondence re Harleston Town Centre alterations - noted the change in route seems to be working better.
- 6.3. County Council Report - noted and clerk has thanked Councillor Margaret Stone for her report and continuing support.

7. Councillor Copeman Proposal: New football goals proposed for Infant Site Playing Field and cost agreed to come from CIL payment. AC will organise order, invoice the clerk and her family will set the goals up on the field.

- 7.1. At the same time extension of heavy net to cover the rest of the playing field behind the goals on the old playing field will be ordered together with posts to protect villager's properties from damage from kicking footballs against their fences.

AC to action

8. Clerk and RFO Report: all items from the clerks report were covered by the agenda.

- 8.1. RFO report presented
 - 8.1.1. Accounts for Payment - see appendix A at the end of these minutes
 - 8.1.2. A schedule of payments made between meetings was presented and a copy of these are attached to the end of these minutes: appendix A
 - 8.1.3. Bank reconciliation and Cashbook vs Budget - Chairman confirmed all figures balanced and Council approved all expenditure against budget.

9. Accessibility Regulations and the Wortwell Parish Council website

- 9.1. **Compliance** - Councillor AC presented her research into this area and will take responsibility for this topic, ensuring the website remains compliant with the areas covered. It was noted that this is an ever-changing situation and will need to be constantly under review. A statement explaining that the site was under review will be placed on the website. Plug ins are required and clerk to pass the council laptop to AC to enable this work to be completed.

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- 9.2. Statement** - Council approved the standard statement regarding Accessibility Regulations can be uploaded to the site.

AC to action both 8.1 and 8.2

10. Nuisance Dogs:

- 10.1. The suggestion was made to purchase an additional dog bin to locate near the stile entering Councillor Hadingham's field for which he has granted permission. A popular walk but also a popular fouling problem will hopefully be allayed by placing the bin in this location. Clerk to investigate if the Dog Bin refuse collectors will be prepared to collect from this location. Back up (if they refuse) is that a member of the public has kindly offered to empty the bin on a regular basis himself on his walks around that area.

Clerk to action

- 10.2. Aggressive behaviour of dogs running loose at the Mill across the public footpath, has been reported yet again but other than requesting the owner to contain his dogs there is little else the council can do to enforce their management. Situation to be monitored. Police and District Council Dog Warden are aware of the problem. Councillor WE did state that recently he walked across the Mill Bridge and the dogs did appear to be contained

- 10.3. An altercation took place between a member of the public and the groundsman when dogs were being exercised inside the community centre grounds. The clerk has written to the dog owners reminding them that this is out of bounds and covered by the byelaw banning dogs. Owners pointed out they are not the only ones doing this.

- 11. Three Year Plan** - Set dates and appoint planning committee - item moved to the September agenda

Clerk to action

12. RoSPA Report

- 12.1. Recommendations - Infant Site (for Tunbeck Close site see deferred discussion to Charities under Trusteeship of Wortwell Old Playing Field) will be reviewed by councillors during the summer break and discussed at the September meeting.

- 12.2. Meanwhile Clerk to investigate costs and options for replacing worn matting to the toddler swing area.

Clerk to action

13. Planning Applications received since last meeting:

- 9.1 2020/1033 20 July 2020 Proposal: Raised height of front elevation roof, Infill corner extension at front, new porch, single storey rear extension and associated alterations. (Revised application from 2018/1136)

Location: 97 High Road Wortwell IP20 0EF Application Type: Householder

Approved with no additional comment

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Clerk to action

Meeting adjourned to permit the councillors to switch to their roles as Trustees of the following two charities and make resolutions accordingly:

14. Charities under the Trusteeship of Wortwell Parish Council:

14.1. Wortwell Parish Lands Charity Number 284783 (Tunbeck Close Allotments)

- 14.1.1. Water Bills - the increase in rental of plots vs tenants paying further for water supply was discussed - Council agreed to monitor over the coming months and review at the end of March 2021 to see if assistance can be provided from rents. It was noted that the renovation cost a great deal and perhaps this should be repaid before further assistance provided.
- 14.1.2. The Clerk in her capacity as an allotment tenant is reading the water meter on the first of each month and tenants are being kept informed about the level of units being used.
- 14.1.3. RH advised that the hedging should arrive in November
- 14.1.4. AC asked if anything had been heard from Mr. P the Tree Warden - clerk to contact to confirm he is willing and able to continue in this role.
- 14.1.5. Fruit trees can now be ordered, and costs reclaimed from Highways for the new fruit orchard on the allotments.

Clerk to action

14.2. Wortwell Old Playing Field Charity Number 304124 (Football field)

- 14.2.1. Maintenance of Benches - SR the groundsman will paint - Chairman to add to schedule of jobs being done and a review of the schedule to be conducted with the Groundsman. Whilst reviewing the schedule, cutting back of foliage around signs, bins and gateways to be added to the schedule.

CA to action

- 14.2.2. Earsham Football Club request to use the football field on a per hire basis- discussed and to be encouraged if the villagers of Wortwell will truly benefit from a new club melding Earsham and Wortwell. However, the first priority is to the villagers of Wortwell in terms of usage. The purchase of the new goals on the Infant Site will extend the accessibility to goals and take the pressure off the usage of the goals on the old playing field site. The CORE cannot provide the facilities requested as showers and changing rooms are no longer available at the Wortwell Community Centre. Councillor WE will write to Justin to confirm this situation and explore whether they are still interested in hiring the field. If they are interested in hiring, at the cost of £25 per session, then suggestion is that the council meets with the Earsham manager to discuss in full what their requirements will be.

Councillors WE and CA to action

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14.2.3. Football Goals - response from villagers regarding the complaint handling of footballs bashing up against their fences has been well received. They are pleased that the nets only go so far up the poles avoiding a constant 'eyesore' and they do seem to be a barrier to the worst of the balls hitting the fences. Request to extend the netting to the edge of the field ensuring all properties are protected has been approved. Cost should come from the Playing Field account and it is hoped that this will be within the VAT donation. Councillor AC will look into netting alongside her discussion regarding the purchase of the new football goals. **AC to action**

14.2.4. Football Goals - RoSPA report recommendation to tend to the turfing in front of the goals will be reviewed at September meeting in light of other goal actions.

Meeting reverted back to Parish Council Meeting

14.3. Wortwell Community Centre Charity Number 1025885 (The CORE)

14.3.1. - The Chairman of the CORE supported by the Treasurer of the CORE, provided an update regarding the impact of CoVid-19 on the ability of the centre to open to the public. The first returns are likely to be in September (at the earliest) with the return of the dance classes and potentially one or two bowls clubs. Until this happens the centre cannot viably open and meet all the CoVid financial requirements. They have calculated a financial tipping point vs the work involved in making the Centre C19 ready.

AOB The next Mardler is due to go to print on the 20th August. Items please.

Next meeting agreed: 28th September 2020 at 7.30pm - Venue to be confirmed but likely to be Waveney Room at the CORE

MEETING CLOSED 10.10pm

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APPENDIX A

ACCOUNTS PAID BETWEEN MEETINGS 6th June 2020 to 27th July 2020

1.	A Copeman	102121	
	Mardler print run		£144.00
2.	Wortwell Parish Lands	102122	
	replacement for returned cheque signatures overlapped		£340.97
3.	HMRC month 4	102123	
	PAYE & NIC		£ 97.33

ACCOUNTS FOR PAYMENT JULY 2020 (1)

1	HMRC	102124	
	PAYE & NIC		£ 97.33
2.	Playsafety Ltd	102125	
	RoSPA report		£244.80
3.	T T Jones Electrical Ltd	102126	
	Invoice 11859 replacement streetlamp		
	£191.48		

TOTAL **£1,115.91**

Minutes Signed: **Chairman** ...28/9/20