

## MINUTES

A meeting of Wortwell Parish Council was held on  
Monday 29 March 2021 at 7.00pm  
via ZOOM Conference

*No members of the public joined the call*

In attendance Councillors Aylett [CA], Cooke [DC], Copeman [AC], Eddy [WE], Hadingham and [RH] Worley [JW]

There were no declarations of interest.

The Meeting opened in Closed session to hear the presentations of two candidates for the Parish Council Vacancy. Both candidates presented well and a ballot took place. A selection was made. With immediate effect Charles White has been appointed as the new Parish Councillor for Wortwell Parish Council, bringing the Council back to full numbers.

1. **7.30pm The Chairman welcomed everyone to the open public meeting.**
2. **Minutes:** Council approved, the minutes for the meeting held on the 22 February and will be signed and retained in records at the next opportunity - Meetings continue to be held under strict CoVid regulations.

Meeting was not adjourned as there were no members of the Public attending.

### 3. Chairman's Report:

- 3.1. CA provided an update on speeding matters and actions taken. Police have attended twice including the Car Safety Camera team and a number of Speed Notices were issued. We believe 9 on the first occasion and at least 5 on the second. More could have been handed out had the Police had more resources. Many more were stopped and questioned as to why they were travelling through the village and it confirmed our fears that it was to do with the A143 Traffic Light Controls in place. Council agreed to an amount of extraordinary expenditure of circa £300 to permit two further posts and brackets to be placed in the village to enable easier movement of the SAM 2 machine. This latter asset has proved its worth both in reducing speed on approach by many but also in providing data to the police to support our request for attendance.
- 3.2. The old and disused Cricket Shed continued to be vandalised and was being used for antisocial behaviour and attracting further litter and evidence of both alcohol and drugs paraphernalia. The Council decided with regret that the shed should be removed and this was done so by a party of volunteers.
- 3.3. CA attended the local Harleston Neighbourhood Team Meeting where it was confirmed that the Wortwell area is attracting attention from drug users reinforcing the decision to remove the cricket shed to be the right decision. Overall it is worth knowing that the Harleston area in general is among the lowest levels of crime in the UK. Our neighbourhood officer Steve Phillips is keen to know of any evidence or incidents that can be reported.

**3.4.** CA has met with Goodswens Garage team who have kindly agreed to weld the loose brackets on the slide on the Old Playing Field. This they intend to do over the Easter Weekend. It involves a new bracket being made by another firm and Council expressed their gratitude to the Goodswens family for their work on this and contribution to the community. Duty councillor will check and the slide can be painted once welding work completed.

#### **4. Councillor Reports:**

**4.1. County Cllr Stone** - communications previously circulated

**4.2. District Cllr Savage-** reported that ZOOM meetings under review at Parliamentary level and will advise when meetings can return to public face to face. In preparation a room has been booked provisionally at the CORE for the May meeting.

**4.3. Councillor Reports** - RH reported that tape had been removed again by members of the public from the slide despite warnings that the slide was not safe. This will be resolved by actions to be taken under 3.4 above.

#### **4.4. Monthly Safety Checks: Councillor Hadingham**

**4.4.1.**Playing Fields and Play Equipment, Recycling Centre and Defibrillator Checks report conducted and form to be provided to Clerk in due course for insurance records.

**4.4.2.**Updated Rota to be issued now that Mr White is on board as a new councillor.

#### **5. Clerk and RFO Report:**

**5.1. Accounts for payment** - see attached schedule Appendix A RFO confirmed that all expenditure within budget with exception of the nursery trees which will be paid for by Norwich Highways Department.

**5.2. Cashbook and Year end Forecast against budget** - previously circulated nothing to comment on.

**5.3. Annual review of Policies and Procedures** - annual sign off completed having previously circulated to Councillors for review. - see appendix B attached

**5.4.** Review of CoVid Protocol and changing regulations. In light of comment by District Councillor under 4.2 above the April meeting will remain as a ZOOM meeting. This will mean the Annual Parish Meeting, which must take place before the 1 June under current regulations will be moved to May. Clerk to keep Council informed of changes or updates as they become known.

**5.5. Annual Insurance Renewal** - Schedule will be approved against updated Asset Register and clerk to also confirm Public Liability cover for Charity Assets (Wortwell Old Playing Field and Wortwell Parish Lands) Renewal due 1st June 2021

**5.6.** Barclays Bank Signatories - Cllr Colyer to be removed and signatories updated. Clerk to obtain forms required and complete signatory process with relevant councillors.

**5.7.** Notice Board on Knoll - Council Agreed placement of the new CORE notice board to be alongside the existing Parish Council Notice Board and the Wortwell Walks board. Council noted with thanks

that this new asset for the CORE was enabled by a generous donation from the estate of the late Mrs Jane Pearce previous Clerk to the Parish of Wortwell.

5.8. Council confirmed that they would like the new bench on the knoll to be linked in some way to the memorial in commemoration of those lost in war. Clerk to investigate costs and styles and bring proposal to future meeting.

5.9. Email Domain - Council confirmed the renewal with James Shore - £124 from 1 April 2021 - (budgeted)

## 6. Wortwell Mardler -

6.1. Next print cut off date is 20 April. Items requested please for publication

6.2. Obituary section - it was agreed by Council that grief is a very individual and private matter and a regular obituary section would not be appropriate. However if members of the village wish to place their own obituary or statement of commemoration these would be welcomed.

6.3. **Wortwell Warriors** it was agreed that this is a great idea and an uplifting opportunity to thank or praise individuals in the village or with connections to Wortwell to receive a 'shout out' of thanks for their work. This will be launched in the next Mardler together with criteria and the first nomination. Certificates will be awarded to demonstrate the gratitude and appreciation of the village.

## 7. Planning Applications: previously circulated:

2021/0570                      54 Low Road Wortwell IP20 0HJ

Proposal: discussed. Council noted that the building of this extension is quite dominant on the plot and further is likely to impact on the light of the neighbouring property. It runs right up to the boundary.

Therefore the response by council is that consideration should be given to comments by neighbouring properties. Clerk to respond to planning department.

## 8. Future meetings:

April 19th Annual General Meetings: Old Playing Field and Wortwell Parish Lands\* 7.30pm and 8.00pm

April 26th                      Full Parish Council Meeting\* 7.30pm AGAR report for internal audit

May 24th                      Annual Parish Meeting AGAR report

Topics for next meeting:

Armed Forces Covenant

Norfolk County Council Trees for the Millennium

Annual Accounts Sign Off and Annual Governance and Accountability Return  
Gigabit

Progress of Three Year Plan Projects - July meeting

\*Venues of meetings dependent on ongoing CoVid19 regulations

Meeting ended 8.50pm

Signed.....

**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
<b>Total</b>			<b>£863.11</b>

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

**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