

WORTWELL PARISH COUNCIL

MINUTES

Parish Councillors were summoned to attend a meeting

of Wortwell Parish Council on Monday 27 March 2023 at 7.30pm

at the Waveney Room Wortwell Community Centre Members of the public were invited to attend

1. **Welcome** by the Chairman Cllr Clive Aylett

No apologies received

There were no declarations of interest regarding items on the agenda

The Chairman welcomed two guests who have put forward nominations for themselves in the upcoming election on 4th May 2023

Meeting as not adjourned as there were no members of the public.

Minutes: Council approved, Chairman signed the Minutes of the meeting held on 27 February 2023. These will be displayed on the Website and the Notice Board.

2. **Reports:**

2.1. Chairman SAM 2 machine and recent speed checks by Police have reduced speeding and no excessive speed limit infringements to report. Camera has now been moved to new location High Road North

2.2. Parish Councillors reported their intention to all stand again for nomination for the election in May – with eight interested parties for seven seats we have a contested election.

2.3. Recycling Centre, Defibrillator and Playground Inspections reports handed to the Clerk. Minor repairs needed to play equipment which Cllr Copeman agreed to look at and action as necessary.

2.4. **Clerk and RFO report – a full copy of the Clerk's Report is held with these Minutes and covered the following area:**

2.4.1. Update on Street Lighting – Three unregistered meters have now been registered on the National Database.

2.4.2. **Contracts:**

2.4.2.1. Excite Solutions - new contract terms and work plan – Council agreed to the renewal of the contract for a further three years. Details of the contract attached.

2.4.2.2. Annual Insurance Renewal- Council agreed to the clerk completing a questionnaire to look at alternative solution from BHIB ahead of renewal in June

2.4.2.3. Norfolk Parish Training Support - annual license fee due 1st April £337.73 approved

2.4.2.4. NALC - annual license fee due 1st April – approved £179.63

2.4.2.5. T T Jones Electrical - Street Lighting Maintenance contract renewal – terms agreed as there is no change in the cost for the next three years and all satisfied with the service we receive

2.4.2.6. James Shore Web Development - invoice 0053 annual domain renewal - £124. Annual fee approved

2.4.2.7. Council discussed the requirement to clear the pavilion over the Big Help Coronation weekend/ Cllr Aylett to look at booking a Skip -Earmarked funds £250 approved for Skip hire and other clearance jobs

WORTWELL PARISH COUNCIL

2.4.2.8. New Dog Bin – siting has to be on Parish Land or with permission Cllr Copeman agreed to PIN the proposed location to enable the clerk to approach NCC for approval.

2.4.3. Accounts for Payment – see appendix – all approved

2.4.4. Clerk confirmed that with end of year looming the Cashbook and Barclays Bank update on accounts are reconciled to date, AGAR forms are being prepared for the upcoming Internal Audit and all is in order.

2.4.5. VAT Return submitted in early March for period October to February inclusive has yet to be paid and is likely to get carried forward to 23/24 financial year £585.71

2.4.6. Audit 2022/23 Accounts - appointment of new auditor Christine Hall and fee £102 has been approved. Clerk to liaise with the new auditor.

2.4.7. Annual Parish Council Meeting -24/4/23 -

2.4.7.1. Clerk will present 22/23 year end accounts to the APM

2.4.7.2. How to raise profile in village for attendance – it was agreed to rely on the Mardler, website and word of mouth.

2.4.8. Elections 4/5/23 – Nomination papers have been delivered to SNDC offices by the clerk and we await confirmation of outcome.

3. Open Spaces Working Party Update

3.1. The ROI for the amount spent to date on the Pavilion was discussed. Further work and expenditure is needed to repair windows and doors before looking at how this can then bring in a return. The pavilion is set to be cleared over the coronation weekend. All costs will be met from the Charity Account Old Wortwell Playing Field

4. SNDC VCP South Norfolk District Council Village Cluster Plan – an informal update has been received from one of the landowners but we await a formal response.

5. Litter Pick Wednesday 5 April – Clerk to obtain litter picks and bags

6. King Charles III Coronation 6-8 May – There is to be a Joint initiative with Events Team at Wortwell Community Centre

6.1. Beacon lighting on the Saturday night with the HUB bar open

6.2. Big Lunch – villagers to be encouraged to send in photographs to the Mardler or the Clerk for recording this event

6.3. Monday Big Help – as mentioned the pavilion and shed on the allotments are the priority

7. Planning Applications: Householder application 2023/0455 -Two storey extension and single storey rear extension 9 High Road Wortwell. There has been no objection by the neighbours. Although this is a large extension there was no comment from Council and Clerk to advise Planning Department.

NEXT MEETINGS:

24 April - Annual Parish Meeting

15 May - Annual General Parish Meeting - note the earlier date please.

WORTWELL PARISH COUNCIL

NOTE - Due to the May Parish Elections all current councillors will step down from their positions after the April Meeting. Following the Election result new appointments will be made. The May meeting will appoint a Chair and other positions at this meeting which must take place within a prescribed period post election. The May meeting will therefore be two weeks earlier in the month than normal.

Where there are more nominations than seats the election will deliver the result for the new Council going forwards

Where there are sufficient or less nominations than seats there will be no election and the councillors wishing to resume their seats will do so uncontested.

We should be advised by circa 5 April what the position is.

WORTWELL PARISH COUNCIL

ACCOUNTS FOR PAYMENT

March 2023

HMRC M12	PAYE NI	£186.59	ref FPO23/35
Wortwell Community Centre Room hire		£100.00	ref FPO 23/34
Wortwell Community Centre donation for Coronation	£200		ref FPO 23/33
Wortwell Old Playing Field Account	Transfer to Current Account		
Pavilion roof		£6336.00	ref FPO 23/36

April 2023 approved in advance payments as follows:

Norfolk Parish Training Support	£337.73	ref FPO24/01
Norfolk ALC Annual Membership fee	£179.63	ref FPO 24/02
James Shore Email domain annual fee	£159.00	ref FPO 24/03