

# WORTWELL PARISH COUNCIL

## MINUTES

A meeting of Wortwell Parish Council was held on  
Monday 26 October 2020 at 7.30pm  
at Wortwell Community Centre, The Waveney Room,  
socially distancing in compliance with CoVid 19 regulations

*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. **The chairman welcomed** everyone to the meeting

2. **No apologies**

In attendance Councillors Aylett [CA], Colyer [MC], Cooke [DC], Copeman [AC] Eddy [WE], Hadingham [RH] Worley [JW] and District Councillor Savage [JS]

3. **Minutes:** Council approved, Chairman signed and Clerk will retain in records the minutes of the meeting held on 28 September 2020

4. **Chairman reported on the Defibrillator:**

4.1. The battery was found to be not working and the maintenance contract had lapsed. The Council has now taken over this asset on behalf of the village and a new maintenance contract has been signed, with the Chairman being the lead contact. Cost of this contract will be circa £135pa including VAT.

4.2. CA proposed that this now be weekly checked and monthly reviewed as part of the Councillor rota duties including the Playground Equipment checks, the Recycling Centre and litter picking on the playing fields. Councillors will use the compliance sheet provided by Community Heartbeat Trust.

4.2.1. Councillors unanimously approved the proposal.

5. **Councillor Reports:**

5.1. **JS** confirmed that the food bank has up to four years funding available and that South Norfolk District Council are working on a number of community projects to assist the vulnerable including food, housing and other projects. A paper was provided to council which will be displayed on the website.

**AC to action**

5.2. **JS** also confirmed that a local flare up has been reported in the Watton area that could extend to Wymondham and other areas local to Wortwell. Continued vigilance is needed to comply with CoVid regulations of wearing a face mask, keep 2m apart where possible and to continue to work from home where possible.

5.3. **Commercial trading** - JW asked JS if the investigation of what appears to be scrap metal trading had been made. JS confirmed that enforcement officers have been redeployed due to CoVid and as yet this remains unresolved. Council will monitor.

5.4. **Pure Vida:** Cars parking on the verges along the roadside has caused some comment but no formal complaints received. Council will monitor.

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### 5.5. **Playground checks completed** - matting still needs attention

**Clerk to action**

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

6.1. **Clerk's report** had previously been circulated and displayed on the notice board. No questions raised on the content.

6.2. **VAT** allocation to be split as last year between infrastructure, land and play equipment.

6.3. **CIL payment** to be part allocated to the recent purchase of new football goals:

6.3.1. £2857 received in April

£1221 received in October

Total £4078 less football goals £1387 = £2691 remaining

6.3.2. CIL report to be submitted by Clerk by 31 December 2020 for April payment and by end of the financial year for the October payment.

**Clerk to action**

6.4. **Parish Partnership Scheme:** Clerk reminded Council that the Parish Partnership Scheme is available and to be considered alongside CIL payments and VAT allocation.

6.4.1. Clerk to check with District and County regarding CIL payments matched through the Parish Partnership Scheme

**Clerk to action**

6.5. **External Audit:** Clerk reported that the audit is now completed for 2019/20 financial year and the Public Notice, displayed on notice board and website, runs from 19 October to 2 November. The auditor raised no issues and the audit fee of £240 has been paid.

6.6. **Accounts paid** detailed in appendix A attached to these minutes.

7. **2021/22 Budget Setting and Precept:** Stage 2 has been completed. Report against budget and proposed uplift for inflation and other planned expenditure has been approved in outline. With five months to go to the end of the financial year this will be fine-tuned, but the budget year to date against actual is running true and forecast is predicting to complete the year inside budget.

7.1.1. Stage 3 will be to include any additional expenditure planned for the coming year over and above normal expenditure - November 2020

7.1.2. Stage 4 will be to complete process and set Budget - January 2021

**Clerk to action**

8. **Remembrance Day:** Sunday 8 November a short service will take place on the Knoll under CoVid regulations with marshals attending and social distancing. No parking on the knoll from midnight on Saturday to enable space to be maximised.

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Clerk to action

9. **The Old Playing Field Charity:** Grant monies received from South Norfolk District Council have been transferred to the OPF account - £10,000
10. **Planning application 2020/1893** unanimously approved without comment.

Clerk to action

Next meeting: **30 November 2020 at 7.30pm** - venue and meeting dependent on ongoing CoVid19 regulations

**MEETING CLOSED: 20.48pm**

### APPENDIX A

#### ACCOUNTS FOR PAYMENT

**28th September to 26 October 2020**

1.	HMRC	102135	
	NI Payment		£ 12.82
2.	T T Jones Electrical Ltd	102136	
	Invoice 11954 maintenance		£ 233.12
3.	PKF Littlejohn	102138	
	Annual External Audit		£ 240.00
4.	M H Goals Ltd	102139	
	New goals for Infant Site		£1,661.52
5.	T T Jones Electrical Ltd	102140	
	Invoice 11900 Emergency call out		£ 247.14
6.	Transfer of SNDC Grant to Old Playing Field Charity	102141	
			£10,000.00
7.	A Copeman	102142	
	Mardler Nov Dec		£ 144.00
8.	Royal British Legion	102143	
	Poppy Wreath		£ 20.00
9.	M L Leggett	102144	
	Postcrete for Dog Bin site		£ 8.99

SIGNED: .....Date: .....