

WORTWELL PARISH COUNCIL

MINUTES

The Post Election Annual General Parish Council Meeting of Wortwell Parish Council

took place on Monday 15 May 2023 at 7.30pm

at the Waveney Room Wortwell Community Centre

- 24.1 Election of Chairman:** Mr Clive Aylett was duly elected as the Chairman but has stated that he wishes only to do one more year before handing on the role next financial year.

Councillors were welcomed back and Mrs Hazel Carter welcomed to the Council as a newly elected member.

Present: Mr Clive Aylett Chairman CA; Mrs Daphne Cook DC; Mts Hazel Carter HC; Mrs Allison Copeman AC; Mr Bill Eddy BE; Mr Robert Hadingham RH; Mrs Julie Worley JW also in attendance Mrs L Leggett Clerk LL

- 24.2 Declaration of acceptance of office:** Forms were duly completed by Councillors and will be held electronically on file by the Clerk.

- 24.3 Undertakings to abide by the Council's code of Conduct – Adoption of LGA Code of Conduct**

The Council unanimously voted to abide by the LGA Code of Conduct

- 24.4 Declarations of disclosable pecuniary interests to be made to District Council within 28 days of acceptance of office –** Forms will be submitted to South Norfolk District Council Elections Team

- 24.5 Apologies** were received from District Cllr Trevor Graham and District Cllr James Eddy from those members who were unable to attend.

There were no declarations of interest (personal, prejudicial or pecuniary), raised at this meeting

There were no members of the Public present

- 24.6 Minutes:** Council approved the Minutes of the last meeting held on 27 March. The copy of the Minutes can now be changed from draft to Approved on the Website. In future all copies of Minutes will be archived to the Website and paper copies no longer held. Electronic Wet signatures will be scanned into the website.

- 24.7 The following Appointments to roles and offices were approved:**

24.7.1 Policies and Procedures – Cllr Hazel Carter

24.7.2 Street Lighting and Utilities- Cllr Bill Eddy

24.7.3 Street Furniture and Infrastructure – Cllr Daphne Cook

24.7.4 Internal Financial Control Officer – Mrs Julie Worley (RH until JW fully appointed as signatory to bank accounts)

24.7.5 GDPR, Accessibility, Website, Mardler – Mrs Allison Copeman

24.7.6 Asset Management and Insurance – Mr Clive Aylett

24.7.7 **Committees:**

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24.7.7.1 Finance Committee(including Internal Financial Control Officer) JW RH BE

24.7.7.2 Allotments Committee: HC DC AC

24.7.8 Working Party:

24.7.8.1. Open Spaces including Play Equipment: AC JW RH

24.8 Induction Training for HC – Clerk to book the training sessions with NPTS for the 14th and 21st June – 7.00pm to 9.00pm online training

24.9 Annual Governance and Accountability Return

24.9.1 Internal Audit Report: All recommendations were agreed and approved for immediate implementation.

24.9.2 Completion of AGAR Form:

24.9.2.1 Council approved the Annual Governance Internal Audit page 3 of AGAR

24.9.2.2 Council approved the Annual Governance Statement page 4 of AGAR

24.9.2.3 Council approved the Accounting Statements page 5 of AGAR

24.9.2.4 Council approved the dates of the Period of Exercise of Public Rights: 5/6/23 to 14/7/23 inclusive.

24.9.2.5 Council authorised the RFO to submit the AGAR to PKF Littlejohn for External Audit

24.10 Dates were agreed for Internal Controls and Review of Policies and Procedures as follows:

24.10.1 Financial internal control check – dates agreed for the week prior to meetings in July, October and January 2024

24.10.2 Review of Financial Regulations, Standing Orders and Internal Control to be reviewed in June 2023 –

All Councillors agreed to read, review, and report any changes ahead of confirmation at the June meeting.

24.11 Reports received from Councillors

24.11.1 Chairman: Requested confirmation that the Knoll is now covered by the new contract and will be mown once No Mow May is over.

24.11.2 Parish Councillors:

- DC reported the fence on the Infant Site is leaning towards the hedges at the back of 14 High Road. The posts are sound and Playground Checks will continue to monitor this for safety.
- RH reported graffiti on dog bin down Mill Lane: Police Crime number NC-11052023-87
- AC reported that there will be an increase in the cost of printing the Mardler with effect from the July/August production to £187per run.

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- J W and Peter Worley attended to a fallen branch from the Cherry Tree in High Road – Council thanked them for their quick action in removing this from the roadside.
- DC reported that the SAM 2 machine has been twisted around and will be returned to face the oncoming traffic by CA

24.11.3 Recycling Centre, Defibrillator and Playground Inspections

- RH will remove the two dead trees from the orchard.
- AC reported that the memorial bench will be placed on the concrete pad by Mr Murray Gray and the area behind needs to be cleared and grass seeded
- DC reported broken glass by the dug outs and AC reported broken glass in the football goals. Both areas have been cleared.

24.11.2 SAM 2 report CA: speeding has improved but there remain spikes late at night and early mornings.

24.12 Clerk and RFO report

- 24.12.1 The RFO presented the Accounts for Payment due this month- appendix and clerk overtime return
- 24.12.2 Insurance has been renewed with BHIB at a cost of £517 for the coming year. The Asset Register and Schedule to be reviewed by CA and LL and presented at the July meeting
- 24.12.3 The RFO presented the Cashbook for the year to date, balanced against budget and reserves this was circulated and approved by all present. A copy is held with these Minutes. Bank reconciliation was included.
- 24.12.4 The next Internal Control Check and Bank Reconciliation will take place ahead of the July Meeting. JW

24.13 King Charles III Coronation 6-8 May – feedback form completed to send to SNDC with thanks for the grant. Turnout was low but all those who attended the Big Lunch declared it to have been a very happy day and everyone enjoyed getting together. The Volunteer day was successful and a number of jobs on the list were completed. A full thank you is posted on the website and there will be a further mention in the Mardler. Especial thanks go to Sarah and Stuart Noy for giving up a day and a half to upgrade the water supply to the allotments at no charge for their labour.

24.14 Open Spaces Working Party Update

24.14.1 It is agreed that the areas either side of the entrance to the playing field and Core need changing: Gravel would cause a problem with spillage and grass would need to be cut. It is too labour intensive to retain the flower beds so it was agreed to allow this area to return to wilding land with the addition of wild flowers.

24.14.2 Minor jobs around village – volunteers still needed to assist – It is agreed that a Volunteer 'box' in the Mardler will regularly advertise jobs that require assistance.

24.14.3 The future of the Pavilion has been deferred to a later meeting.

24.14.4 Council approved the purchase of Crown Pillar Box paint to conduct repairs £38.95 approved

24.14.5 Council will approve as Trustees at the next WOPF meeting the purchase of grass seed for goal areas.

24.14 SNDC VCP South Norfolk District Council Village Cluster Plan – monitor any updates

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24.15 Planning Applications: none received

Clerk reported that it is disappointing that despite several emails to the Planning Enforcement Officer regarding the dangerous treatment of the contiguous border between the Wortwell Parish Lands and the new building works on High Road. No response of support has been received. The chairman will write to Andy Barnes to escalate this as a formal complaint. Councillor Eddy will write to District Cllr JE to ask for support with this health and safety hazard.

FUTURE MEETINGS: (July and October meetings could be subject to change due to School term dates)

26/6/23	31/7/23	25/9/23	30/10/23	27/11/23	8/1/24 Precept
26/1/24	25/2/24	25/3/24			

Meeting ended at 9.54pm

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ACCOUNTS FOR PAYMENT

FPO24.008	TT Jones	£276.56	Street light maintenance
FPO24.011	Roberts and Sons	£177.00	Mardler May June
FPO24.012	HMRC	£429.96	M2 (including overtime) PAYE NI
FPO24.013	Transfer to Business Premium Account £2500		Repayment of advance against Precept
FPO24.014	Clerk	£552.08	Overtime payment 48 hours

RECEIPTS RECEIVED

27/4/2023	PRECEPT	£16,886.60
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