

## MINUTES

### The Parish Council Meeting of Wortwell Parish Council

took place on Monday 26 June 2023

at the Waveney Room Wortwell Community Centre

The meeting opened at 7.15pm

- 24 Welcome by the Chairman** Clive Aylett welcomed our guests Trevor Graham and James Eddy, our newly appointed District Councillors. Apologies were received from Cllr Julie Worley

Present: Chairman Clive Aylett (CA), Councillors Hazel Carter (HC), Allison Copeman (AC), Daphne Cook (DC), Bill Eddy (BE), Robert Hadingham (RH). In attendance the Clerk Lua Leggett (LL). Two members of the public attended for item 8.1.1 then left the meeting.

- 25 Minutes:** Council approved and CA signed the Minutes of the meeting held on the 15<sup>th</sup> May 2023. A scanned copy to be held on file on the Website.

- 26 Feedback on Induction Training** - Cllr. HC provided positive feedback from her Induction training and referred to a set of notes that she was provided with. A copy will be held with these minutes. HC observed that having the training notes in advance of the session would have assisted her learning experience. Clerk to feedback to NPTS – Council approval expenditure for payment of the invoice £44.00 to NPTS

- 27 Annual Governance and Accountability Return:** LL confirmed that the External papers have now been submitted to P K F Littlejohn by registered post

- 28 Review of Asset Register:** against insurance values as recommended by Internal Audit. CA LL completed this review and the groupings are re-aligned with the insurance groupings for ease of reference. Clerk to provide the revised Asset Register to AC for a revised valuation of play equipment, based on replacement values, for submission to Insurers BHIB in due course. This constitutes the bulk of the register. On completion the clerk will complete any remaining valuations.

**LL AC to action**

- 29 Councillors conducted a review of all policies**– a few small changes are needed to update the use of BACS instead of cheques and to align the Standing Orders with Financial Regulations. AC will retain a suite of word documents to be held on file for ease of future updates in advance of retaining pdf copies on the website. AC will update the review dates to read Reviewed June 2023 Next review date June 2025 (unless legislative updates required sooner)

**AC to action**

### 30 Reports:

- 30.1** CA welcomed Kevin Vincent and Amanda to the meeting. It is proposed that Kevin be appointed as the 'go-to' person for ad hoc repairs around the village. These are the smaller maintenance jobs that do not require skilled tradespeople such as plumbers and electricians, but jobs such as sanding down and painting notice boards, benches and various jobs around the village to maintain and care for our assets. A list of jobs will be prioritised by AC for the clerk to then manage around urgency, budgets and timescales.

**AC and LL to action**

Kevin will provide full details of name, address, contact details via the Chairman CA. Kevin will not be employed but paid on a casual basis at a rate agreed (confidential) between him and Council.

CA proposed AC seconded and Council appointed unanimously to appoint Kevin Vincent to this role.

**30.2 Vandalism:** Following the willful damage to property captured on CCTV and video last month, the Police are handling a formal complaint and will action prosecution if sufficient evidence can be found.

### **31 District and County Councillors Reports**

**31.1** JE submitted his report in advance of the meeting a copy is held with these Minutes.

**31.2** TG spoke to his report a copy will be provided to the clerk.

**31.2.1** TG is heading up the Harleston Nature Recovery Programme and regular drop in meetings will be scheduled for the 2<sup>nd</sup> Saturday in the month from 10.00 to 12.00 at the Harleston Information office. This will be added to the September Agenda for discussion.

**31.2.2** A discussion around the Outreach Programme (relating to Norwich Museums) and their contact points through schools details can be found at: [www.museums.norfolk.gov.uk/norwich-castle/learning](http://www.museums.norfolk.gov.uk/norwich-castle/learning) Further details can be obtained from TG.

**31.2.3** Parish Councillors: All playground checks, defibrillator and recycling checks completed for the month.

**31.2.4** DC had to clear up a quantity of broken glass (deliberate breakages) from the football dugouts.

**31.2.5** DC with help from JW and her husband, removed a cherry tree branch from the path. The trees appear to be rotting and compromised and SNDC have been informed. They need to be chased to see if the trees need to be felled or if they can be saved.

**DC and LL to action**

**31.2.6** A new rota for playground checks has been agreed and will be published to Council and posted to website in the next week.

**LL to action**

**31.2.7** RH reported that the footpath from the Old School to the top of the field and around to the North has become so overgrown it is impassable in places. LL to speak to Mrs Riches and request it be cleared.

**LL to action**

**31.3** SAM 2 CA reported that the machine is doing its work most of the time but that Norfolk Police continue to support with spot checks on speeding.

**32 Clerk and RFO report** – LL spoke to her previously circulated report - a copy is held with these minutes.

**32.1 Electric Charging of Vehicles:** Following resignation of Cllr White, LL has picked up this project. There are a number of properties in and around Wortwell that do not have off road charging facilities for electric vehicles. We have off road parking space at the Community Centre and we have a number of lamp posts that could lend themselves to providing charging facilities.

Exploratory meetings and telephone calls have taken place to explore what options are available and a co-ordinated approach for future proofing a longer term solution is the preferred route.

The Parish Council has agreed to a new project headed up by LL to explore the viability of a broader joined up energy sustainability and provisions solution. This will be known for ease of reference going forwards as **VESPA (Village Energy Sustainability- Project Analysis)**. LL will report back to the July meeting on progress. Cllr HC

and District Cllr JE will form part of the working group but this will be expanded beyond the Parish Council to include expertise on electrical supplies, Trustees of the Community Centre Building (with a view to placing solar panels on the roof to support charging points) and other sustainability players.

Note: The project is in a very early stage but if anyone in the village is interested or wishes to provide input to the feasibility stage please contact the clerk.

**32.2** Accounts for Payment due this month- appendix 1- all approved for payment. CA to release payments

**32.3** Payroll returns completed: PAYE NI NEST

**32.4** Cashbook balanced against budget and reserves reviewed by council We are currently carrying a small surplus but mainly due to the street lights being less now that we are at Summer Solstice. Councillors signed a copy of the budget review and a copy held with these minutes.

**32.5** Internal Control Check and Bank Reconciliation for Quarter one to be completed with LL and RH 6/7/23 at 2.00pm

**32.6** Insurance Renewal completed with Hiscox Insurers via Gallagher Brokers: £597.11 Continuous cover is under review see item 28 above.

**32.7** Following comments made by a villager a confidential matter was discussed. Conclusion is that Council can do better at publishing the wider work that they are constantly doing for the village. Starting with the Roles and Responsibilities list which will be published in the next Mardler, The Council will provide a regular update section on actions and activities around the village.

**AC and LL to action**

**32.8 RoSPA report** completed Council approved the invoice for £264.60 Play Safety Ltd – AC has been keeping a RAG report spreadsheet for several years and a number of items continue to show in these reports. This report and repairs will be prioritised and picked up as per appointment in item 30.1 above.

**33 Open Spaces Working Party Update** – paint purchased at a cost of £42.00 for repairs to play equipment and wood to be purchased at a cost of £15.87 – both to be reimbursed to Cllr AC: The wood needs to be ordered, paid for and then collected by whoever is next going to Bury St Edmunds.

**AC to action**

**34 SNDC VCP** South Norfolk District Council Village Cluster Plan – 144 sites are being submitted as a collective in October, a final decision expected in the new year.

**35 Planning Applications:** a late application was picked up prior to the meeting and will be circulated to Council for comment.

**35.1 2023/1325** Householder PD Prior Notification 4 High Road Wortwell Proposed single storey extension – prior approval not required. Decision approved.

**35.2 2023/0375 Listed Building Ivywood House:** 2<sup>nd</sup> replacement doors and windows, relocation of gate and brick buttresses Decision needed.

**Action ALL**

**FUTURE MEETINGS:**

31/7/23 25/9/23 30/10/23 27/11/23 8/1/24 Precept 29/1/24 26/2/24 25/3/24 Meeting ended 9.40pm

#### ACCOUNTS FOR PAYMENT APPROVED

HMRC	PAYE NI M2	Ref 24_008	£191.803
NEST	Pension M2	DD	£ 35.90
NALC	Annual Subscription		£249.63
ROSPA	Annual safety check		£264.60
BHIB	Annual Insurance renewal		£577.11
A Copeman reimbursement:	paint for repairs		£ 42.00
A Copeman reimbursement:	wood for fort		£ 15.87 pro forma only – not yet paid
NPTS Training for new Cllr HC			£44.00

#### RECEIPTS RECEIVED

<b>Pulham Players</b>	<b>£15.00</b>
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#### REVIEW AGAINST BUDGET

See appendix Budget Review Sheet

Minutes approved: .....Chairman

Date 31/7/23