

## MINUTES

### The Parish Council Meeting of Wortwell Parish Council

Monday 25 September 2023

at the Waveney Room Wortwell

Community Centre

The meeting opened at 7.30pm

**Welcome by the Chairman** Clive Aylett welcomed one members of the public to the meeting. Apologies were received from Cllr Julie Worley (JW)

Present: Clive Aylett Chairman (CA), Hazel Carter (HC), Allison Copeman (AC), Daphne Cook (DC), Robert Hadingham Bill Eddy (BE) District Cllr James Eddy (JE) District Cllr Trevor Graham. In attendance the Clerk Lua Leggett (LL).

*There were no declarations of interest (personal, prejudicial or pecuniary), in particular matters to be raised at this meeting.*

*CA confirmed that items that the public attending wished to discuss were: to thank the Council for providing a new dog bin on Low Road and for taking action to encourage landowners and property owners to attend to overgrown hedges and vegetation.*

- 46) **Minutes:** Council approved the minutes from the meeting held on 31 July 2023. Chairman signed, and a copy will be uploaded to the website [www.wortwellpc.norfolkparishes.gov.uk](http://www.wortwellpc.norfolkparishes.gov.uk)

47) **Chairman's Report:**

- a) SAM2 further updates to software allows a Pivot Table to be drawn from data to provide ever more accurate data which has been passed to the Police for two months running. Traffic Police attended the village during September and on the 20/9 a surgery was provided on the knoll. Sadly only one villager made use of this opportunity to talk to our local team. A request will be made for a further surgery in due course and Council committed to advertising it more widely than just on the website.
- b) Speedwatch: we understand that two villagers have volunteered but more are needed on Sam's return we will look to how this can be further promoted.
- c) The new dog bin has been placed at the outer 30mph marker sign in Low Road at the Mendham end of the village. This has now been added to the Collection round by South Norfolk District Council. It has already received a welcome from dog walkers.

48) **District and County Council Reports:**

- a) **Nature Recovery Cllr TG** spoke to his report and Council agreed to support Nature Recovery in Wortwell and take a page on the Our Nature Recovery Website for population and updates on how/what the village of Wortwell is doing to help Nature in and across the village area. On the 21/10/23 a seminar will be held at Harleston Memorial Leisure Centre and all are welcome to attend.

[www.ournaturerecovery.org.uk](http://www.ournaturerecovery.org.uk)

**Action:** AC to review the logo. Council to consider how we can support this campaign and report back to the October meeting

- b) **Cllr JE spoke to his report** – a copy is held on the website with these Minutes.

- 49) **Parish Councillor Reports** – Complaint regarding overgrown hedges continue to be received. Action being taken with specific owners.

**Action:** LL JE DC and the Member of public attending will note on their regular walks which specific properties continue to be non-compliant with hedge maintenance or overgrown vegetation that encroaches, footpaths, pavements and other public areas. Clerk to email those with contact details but problem arises where properties are vacant, holiday lets or owners are no longer living on the premises. There is no immediate contact detail available.

- 50) **Recycling Centre and Playground Inspection** HC presented her four weekly checklists and report. A number of minor repair jobs around play equipment needed. BE will attend to those he can (with assistance please from RH and CA) but where bigger jobs needed BE will liaise with LL to add to Maintenance Schedule.

- 51) **Defibrillator** – This has become a matter of concern with the closure of the Bell Inn. The trickle charge related to the defibrillator appears to have been cut off. Although reassurances were given by Stonegate Inns that the electricity supply was not to be cut off (due to the continuing need for CCTV) it appears that the cabinet has been disconnected in some way. CA has attempted numerous times to speak to Paul Devine at Stonegate but has had no response since the first conversation alerting the Brewery to the issue. **Community Heartbeat Trust** have offered to provide a 'jacket' against extreme winter conditions but this can only be seen as a short term measure. LL to contact the Brewery representative 07407859007 to remind them of the potential life or death situation should the Defibrillator be needed and found to be flat and unusable. If it is their intention to withdraw the support for this asset then we need access to the building to re-site the machine. **LL to action.**

- 52) **Clerk and RFO report:** LL presented her Clerk Report a copy of which is attached to these Minutes

- a) **Maintenance Report and Village matters** – KV and LL have set up a monitoring schedule to manage the workload and to work within budget available. This is proving to work well for all parties and will continue with regular monthly meetings around the date of the Parish Council Meetings to enable the Council to be updated with progress. Council approved payment of the invoice for August Work. Maintenance approved for September/October.
- b) **Style out of New Playing Field** LL has spoken to the landowner who hopes to have this either repaired or potentially replaced with a new gate by the end of October.
- c) **Annual Governance and Accountability Return:** PKF Littlejohn have completed their external audit and a copy of their certificate and notes will be added to the AGAR pages on the website. The invoice for £225 was approved for payment.
- d) **Cashbook** – A copy was provided to Council of cashbook to 25/9/23 and confirmation of reconciliation with bank accounts given by the RFO. Generally speaking we are on track with budgets although it is likely there could be some variances above and below which may need to be adjusted. (eg payroll will come in over budget but possibly street lighting may come in under budget. LL to seek advice on how this can be managed for audit purposes.
- e) **Banking** – Closure of Barclays and Opening of Lloyds – update provided in Clerk Report above
- i) **Council approved:**
- (1) Movement of balance funds from Barclays Playing Field Account and Business Reserves to Lloyds
- (2) Investigation into where the Wortwell Parish Lands Money is now that Barclays has seen fit to close the account without our approval.

**Action:** Chair and Clerk to follow up and report back to Council.

- (3) Movement of £1800 from Barclays current account to Lloyds current account (remaining funds reserved for pending payments)
- f) **Accounts for Payment** due this month- appendix 1 all approved by Council.
- g) **Payroll returns** completed: PAYE NI NEST
- h) **Internal Control Check** and Bank Reconciliation – Q2 RH has agreed to conduct review in October date to be agreed.
- 53) **24/25 Annual Budget Setting** – Finance Committee to meet on Monday 9 October 2023 at 6.00pm to conduct phase one of the next financial year budget.
- 54) **VESPA – Village Energy Sustainability** The bid for funding to Pride in the Community Fund part of the Levelling Up Programme of funds from Central Government was successful. LL and Keith Worsfold have been appointed to Project Manage and advise respectively on the Village Energy Sustainability Project. The main report is due to be submitted by end of November or early December. Timescales are dependent on the responsiveness of UK Power Network as regards the acceptance of solar energy back to the Grid. Their timeframe is over 5-6 weeks which does threaten the overall timescale of the project. However, LL will continue to ensure all other areas flow smoothly and bring this element in when it is available.
- 55) **For further information on VESPA please contact [financials@wortwellcore.co.uk](mailto:financials@wortwellcore.co.uk)**
- 56) **Open Spaces**
- a) The Working Party met in August to review three providers for Outdoor Adult Gym equipment to be placed on the Old Wortwell Playing Field as a donation to the charity: HGS £17820.13. CALOO £7600 Fresh Air Fitness £7568.20 all exclusive of VAT
- b) The accompanying bench has been quoted at £438.43 excl VAT
- c) 50% of payment is required upfront with order, the remainder in 4 to 6 weeks from order on delivery. This could pressure cashflow as we would need to carry the initial VAT payments before submitting rebate request.
- d) Proposed by AC Seconded by RH and carried unanimously to go with Fresh Air Fitness. AC to action order.
- e) Lottery Funding has been received and will cover final net cost outlay and no precept funds will be used for the gym equipment. The bench will come from Reserves. The Council wish to thank Cllr Copeman for her hard work in achieving this funding. The funding will pay for adult gym equipment and the bench the remaining £16.63 will come from reserves. LL to make transfer of grant funds to current account.
- 57) **Planning Applications:** none received. A discussion with a landowner suggested that the SNDC VCP may have been pushed down the road another year. JE will investigate his end to see if he can update us further.

*Meeting was adjourned to permit public participation: Thanks were re-iterated regarding the dog bin provision and the efforts towards the hedges being cut.*

## 1. FUTURE MEETINGS

30/10/23	27/11/23	8/1/24 Precept	29/1/23	26/2/24	25/3/24
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29/4/24 (Annual Parish Meeting)



## APPENDIX ONE

### ACCOUNTS FOR PAYMENT

HMRC	PAYE NI M6	Ref 24_028	£191.80
NEST	Pension M2	DD	£ 35.90
K R Vincent		Ref 24_027	£224.14
RBL Poppy Appeal	Ref 24_030		£ 30.00
Adult Gym Equipment	Ref 24.032		£7,600*
PKF Littlejohn	Ref 24.033		£225
<b>Total BACS payments made</b>			<b>£8306.84</b>

- Grant received to cover this cost – not taken from Precept monies.

<b>Transfer to Lloyds pending payments</b>	<b>Ref 24_031</b>	<b>£1800.00 Balance of Barclays Current Account after</b>
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### RECEIPTS RECEIVED

<b>Litter Pick</b>	<b>£20</b>
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