

**WORTWELL PARISH COUNCIL
CLERK AND RFO REPORTS**

October 2023

Clerk matters attended to during the period 25/09 to 30/10/23

1. Following authorisation at the June meeting to switch banking arrangements from Barclays, a current account has been opened with Lloyds together with a new Business Reserves account.
 - a. Two additional savings accounts have been opened to serve the Old Playing Field charity and the Wortwell Parish Lands Charity. These are only temporary holding accounts to preserve the funds. New Current Accounts will be required see below.
Notes:
 - b. Barclays funds have now all been successfully transferred and a letter has been sent to close all accounts. This will be followed up by a longer formal complaint regarding the appalling service received over the last five years.
 - c. I can confirm that the precept payment was successfully received into the Lloyds account. £16,886.60
 - d. It only remains now to open the two new current accounts and to add Councillor Carter to the accounts.
2. Matters arising from previous meeting:
 - a. I spoke with Richard Bond and we are agreed that to future proof the access between the Infant Site playing field and the Meadow field, the old style will be replaced by a gate that is suitable for accessibility needs and with an opening/closing suitable for wheelchair access.
 - b. SNDCVCP – It is incredibly disappointing to report the delay to this plan until Autumn 2025 and even more disappointing that we had to read it in the EDP and have received no official confirmation from Planning on this matter. The result is that there will be a number of planning applications put forward by the landowners on a private basis and we can expect identical submissions to the VCP submissions classed as 'Advance Cluster submissions' RB has confirmed he has spoken with SM at SNCD Planning who has confirmed that this is a good idea and they support this planning process.
3. Maintenance:
 - a. Planned October jobs have not been completed due to the atrocious weather conditions. Clerk met with KV to agree the jobs for November. Priorities are:-
 - i. to deal with the gate from the Old Playing Field
 - ii. move wood from the boiler store room to the Pavilion – KV has the code for the pavilion key to access the key box
 - iii. tidy up the war memorial area
 - iv. grass seed the goal areas
 - v. suggestion has been made to utilise the earth from the gym equipment installation to move to the slide – KV suggest a mound of earth around the slide is the safest way to reinforce the site
 - vi. The metal work required on the old slide will be referred to Goodswens as this needs welding equipment
 - vii. Most other jobs will be deferred now to the Spring. No invoice for October
 - viii. Next meeting 27/11/24
4. **Wortwell Allotments:** Invoices have been sent out to all tenants for the November renewals. Income expected: £642 A tenancy list is attached for the record

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5. **Alburgh Allotments:** The clerk attended a meeting with Alburgh Parish Council who are reviewing their position with their allotments. The hedges on their side need attending to and Barry Wilton from Excite Solutions has provided a quote for this work. They also need to keep the grass down with one last cut before the Winter.
 - a. At the time Wortwell approached them regarding the renovation of the land APC had no interest in the sharing of costs for this work or putting in a water supply.
 - b. They now have had a change of membership and Chairmanship and are keen to divest themselves of this responsibility.
 - c. Alburgh are to discuss further their options and put these to WPC
 - d. WPC needs to consider if it can afford or wants to take on this further responsibility vs the potential for usage of this limited usage piece of land. To be discussed at a yet to be convened Trustee Meeting – date to be agreed
6. The clerk advises that a Freedom of Information Request was made regarding the request for hedges to be cut around the village. This FOI was referred to the Information Commissioner's office and guidance followed. The matter is now resolved with the villager.
7. Hedging and overgrowth has had a mainly positive response from the requests and a thank you has been placed in the Mardler.
8. The Wreath has been ordered for the Remembrance Day service on Sunday 12th October and needs to be collected from Browns on the Saturday after 3.00pm
9. Redenhall Municipal Cemetery: Installation of a Shelter. £5,000 has been allocated from reserves to provide a memorial shelter in honour of Mark betts a previous councillor to improve the facilities of the burial ground.

RFO Report

1. Accounts for payment presented – see appendix
2. A new Direct Debit arrangement has been set up with Lloyds for the payment to Npower for streetlighting
3. Further regular payment arrangements are now in place for NEST, Excite Solutions, the Clerk's salary and
4. Payroll returns completed: PAYE NI NEST
5. Cashbook balanced against budget and reserves. Next quarterly council review to be signed off at October meeting.
6. The Q2 Internal Control Check and Bank Reconciliation was conducted in October. RH to report to Council.
7. Phase one of 2024/25 Budget planning : The Finance committee convened on 16 October and will report at the October Meeting with draft figures.

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