

A Parish Council Meeting of Wortwell Parish Council took place

on Monday 27 November 2023 at 7.30pm

at the Waveney Room Wortwell Community Centre

3 Members of the public were in attendance.

Welcome by the Chairman Cllr Aylett

Present: Cllr Cook (DC), Cllr Copeman (AC), Cllr Carter (HC), Cllr Eddy (BE), Cllr Hadingham (JW). In attendance Mrs Leggett Clerk and RFO (LL) Also in attendance Mr Kevin Vincent – Maintenance (KV)

Apologies accepted from Cllr Worley due to illness. District Cllrs Eddy and Graham submitted reports which were circulated in advance and provided to the members of the public attending.

There were no declarations of interest

Minutes: Council approved the Minutes of the meeting held on 30 October 2023. These will be signed by Cllr Worley as the Chair of that meeting on her return.

The Meeting was adjourned for 10 minutes to permit Public participation. The Public used their time to comment ask about the progress on the mobile home that has appeared in High Road. The clerk confirmed that this is with the SNDC Enforcement Officer as planning permission had not been sought.

66) There were no planning applications received for this meeting.

67) Parish Councillor Reports: none received

68) Wortwell Town Lands Charity: AC and DC are Trustees of the charity and attended the recent meeting. The charity has funds for education purposes e.g., school uniform, school trips, equipment etc., and contacts the local schools as the main way of identifying Wortwell families who would be eligible for assistance grants. However, a low number of applications are received annually, and the charity has asked if the Parish Council can help raise awareness of the funding that is available. AC will add to the website but all councillors to be alert to promoting this funding.

69) Recycling Centre, Defibrillator and Playground Inspection DC

- a. The recycling area is clean and in good order and KV will in future take responsibility for ensuring that the hedges and grass area are cut as appropriate
- b. A new instruction sheet has been created for the Defibrillator that Cllr Carter has taken to laminate and put in position by the defibrillator, situated at the Wortwell Bell.
- c. Playground inspection reports that the bolts still need attending to on the play fort as Cllr BE was not able to remove the old bolt caps. KV will attend to this and BE will provide fresh bolt caps.

- d. **Outdoor Gym Equipment:** the newly installed equipment and bench are now in service and ready to use. The weekly checks for the Playground rota have been refreshed to include this equipment together with the comprehensive guidance notes provided by Fresh Air Fitness for their weekly, monthly and annual checks. A new rota was agreed and circulated by the clerk together with the new checklist sheets. (see appendix two)

- e. **Clerk to send a Thank you letter** to Daniel Kerslake for the placing the bench.

70) Clerk and RFO report:

- a. **Cashbook, Financials and budget 23/24** were presented to Council by the clerk. These had been previously discussed at the October meeting, fine tuned and circulated in advance of the meeting. Council approved and resolved that this would form the basis for the final forecast calculations for Precept in January.
- b. **Reserves and Fixed Term Deposit:** Delayed until the Barclays accounts are settled. Barclays is still causing problems by their failure to close the accounts properly following the letter sent to them in September requesting all accounts be transferred to Lloyds. The Chairman and RFO will meet to complete fresh documents, ensure all regular payments set up on Barclays are cancelled and a further request to be made in person to Barclays to close the accounts with immediate effect. The RFO will create a summary of the transactions that have been required between Lloyds and Barclays triggered by payments being made in error by Barclays and having to be contra entries from the Lloyds accounts. These will be reviewed by the Internal Control Officer in January for Quarter three review. **Clerk to set up review date with RH as Internal Control Officer.**
- c. **Clerk activities** – The Clerk presented her report and a copy is held with these Minutes
 - i. Winter pressures grant – defer to the Wortwell Community Centre – details passed to BE for the next Board Meeting of the Core.
 - ii. SNDC VCP Clerk shared conversation with landowner. They are planning to submit individual applications that reflect the VCP submissions but as two separate applications (i) Housing (ii) Dog Pen.
The clerk has asked for letters to be provided setting out their proposals, that have apparently been discussed with SNDC planning, to enable the clerk to have a similar and informed discussion with Planning. The objective is to ensure that nothing falls through any cracks by splitting out the applications for the two proposals. **Clerk to report back at next meeting.**
- d. **Accounts for Payment:** approved (see appendix ONE) **RH to countersign to release payments.**
- e. **Winter pressures grant** – see 70.c.i above.
- f. **VAT Form 12c Claim:** RFO confirmed that the VAT rebate claim has been submitted for the period 1/4/23 to 30/10/23 £1,967.51 as per usual this will be distributed across the land accounts and the main account. (See appendix three)

71) Budget Proposal 2024.25: based on 70 (a) above, Council signed off draft proposals for the 24.25 financial year. RFO confirmed that attention would be made to the winter street lighting costs in particular to make any last minute adjustments to figures before presenting final proposal for approval at the Precept meeting on 8 January 2024.

72) Biodiversity Responsibilities: AC confirmed she has investigated the requirements and a policy statement is all that is required at this stage for a parish council. AC will present a draft policy for approval at the next meeting. Council discussed and agreed that a working party was NOT required.

A community group will form the cornerstone of the new policy led by RH with the following objectives:

- i. mapping out the area,
- ii. presenting a point of contact for the new policy
- iii. tie in with the Nature Recovery programme that TG has spearheaded
- iv. create a work in progress document for ongoing reviews

73) Review of Maintenance contract: there are a number of initiatives developing around smaller gardening and maintenance work. RFO to review budget for 24/25 to include planting costs. KV to advise ideas on wild flower areas and other biodiverse solutions.

74) Speedwatch.

- a. Chairman confirmed that the SAM2 needs attention to the battery and it needs to be relocated. Police Speed Awareness team are proactively operating in the village and will continue to do so. report.
- b. Nothing has been heard back yet from SH regarding putting a speedwatch team together – chairman will ask SH for an update.

Council wish to thank Kevin Vincent and his partner Amanda for the amazing job that they did on the memorial area ahead of the Armistice Day Ceremony. The memorial and its surrounding area look the best they have for many years and this has focused the Council on what other improvements can be made to this and other small areas of land around the village. .

1. FUTURE MEETINGS

8/1/24 (Precept Sign off Meeting only) 29/1/23 26/2/24 25/3/24 29/4/24 (Annual Parish Meeting)

Meeting concluded at 8.55pm

Signed: _____ Date: 8/1/2024

APPENDIX ONE

ACCOUNTS APPROVED FOR PAYMENT

HMRC PAYE NI M8	£522.87
K R Vincent	£tba
Hugh Harris Ltd t/a Fresh Air Fitness	£4540.92
NPower business solutions OCT NOV	£666.99
Barclays transfer – contra closure	£690.45
Community Heartbeat Trust	£162.00
Total BACS payments made	£6,583.23

APPENDIX TWO

Playground, Recycling Area Gym Equipment and Defibrillator checks ROTA	
January .2024	JW
February	RH
March	HC
April	WE
May	DC
June	AC
July	JW
August	RH
September	HC
October	WE
November	DC
December	AC
January	JW
SAM2	checked and moved regularly by CA
Allotment Checks	MARCH and SEPTEMBER By Allotment Committee
Bus Shelter	Jeremy Copeman
Maintenance and Repairs	Kevin Vincent

APPENDIX THREE

VAT Reclaim Form 126 – list of suppliers

VAT REGISTER 2023.24	WORTWELL PARISH COUNCIL	UB8339	Ref:XZ V1 26 00 01 05 429	VAT CHARGED
DATE	VAT NUMBER	SUPPLIER	PURPOSE	£
19/04/2023	559 0978 89	Npower	Street Lighting - Energy supply	£18.07
02/05/2023	262 4878 77	Excite Solutions Ltd	Land Management	£91.06
25/05/2023	559 0978 89	Npower	street lighting	£8.84
15/05/2023	823 6431 41	T T Jones Electrical	Street lighting maintenance	£46.09
30/05/2023	262 4878 77	Excite Solutions Ltd	Land Management	£91.06
19/06/2023	559 0978 89	Npower	Street Lighting - Energy supply	£11.08
30/06/2023	262 4878 77	Excite Solutions Ltd	Land Management	£91.06
04/07/2023	262 4878 77	Excite Solutions Ltd	Land Management	£3.50
04/07/2023	765 3497 91	Rackhams	gloss paint for play equipment	£7.00
04/07/2023	876 3283 89	ROSPA	play inspection	£44.10
19/07/2023	559 0978 89	Npower	Street Lighting - Energy supply	£9.85
25/07/2023	218 1652 20	Pattles Grove	play equipment wood	£2.64
25/07/2023	759 6355 79	One to One Computing	new lap top and license	£54.83
30/07/2023	262 4878 77	Excite Solutions Ltd	Land Management	£94.56
17/08/2023	559 0978 89	Npower	Street Lighting - Energy supply	£10.06
30/08/2023	262 4878 77	Excite Solutions Ltd	Land Management	£94.56
08/09/2023	106 9950 54	South Norfolk District Cncl	Dog Bin Collections	£99.10
08/09/2023	155 8470 44	Glasdon UK ltd	New additional dog bin	£58.38
19/09/2023	559 0978 89	Npower	Street Lighting - Energy supply	£9.95
26/09/2023	440 4982 50	PKF Littlejohn	annual external audit	£42.00
02-Oct	262 4878 77	Excite Solutions Ltd	Land Management	£94.56
04/10/2023	823 6431 41	T T Jones Electrical	Street Lighting - Maintenance	£46.09
18-Oct	700 3464 81	J P Barriers Direct	Bench for play field	£87.69
25/10/2023	211 5613 10	Hugh Harris Ltd	new adult gym equipment	£756.82
30/10/2023	262 4878 77	Excite Solutions Ltd	Land Management	£94.56
VAT 126 Claim form submitted 27/11/23				£1,967.51