

## WORLINGWORTH PARISH COUNCIL

### ***All Councillors are reminded of their obligations under the Code of Conduct Regulations.***

Minutes of the Meeting held on 19<sup>th</sup> March 2014 at the Community Centre.

Attendance Carol Garrett (CG)(chair) Teresa Goff (TG)  
Jenny Holmes (JH) Janette Scarborough (JS)  
With Councillor Matthew Hicks

Parishioners present at the meeting: None

#### Public Contributions

There were no members of the public in attendance.

#### Neighbourhood Planning

The Council was joined by Tracey Brinkley (TB), Communities Officer (Enabling), for MSDC & Babergh, to discuss Neighbourhood Planning. An event was held in February at Lavenham which Worlingworth councillors had been unable to attend, but TB had circulated the presentations from that event and talked through them. She explained that since MSDC and Babergh had joined together, new teams had been created. In the Communities team, an officer was allocated to each area; for Worlingworth, it was David Hughes.

TB strongly recommended the [Locality.org.uk](http://locality.org.uk) website, which has a great deal of useful information and resources, including a downloadable Roadmap for communities considering a Neighbourhood Plan. (<http://locality.org.uk/wp-content/uploads/Roadmap-worksheets-map-May-13.pdf>)

She explained that a Neighbourhood Plan is not about stopping development, but about influencing the way that development happens. If a community draws up a Neighbourhood Plan, it has to be independently assessed and then put to a local Referendum, in which over 50% of those who vote have to be in favour, for the Plan to be adopted. If this happens, the District Council has to adopt it and take the Plan into account when considering planning and development applications.

There was some concern at the cost of the exercise. MH said he had heard the sum of £12000 quoted as an average. TB said there was some funding available to help and communities could apply for direct help rather than cash. A lot of work in advance was required to enlist volunteers in the process, and to discover what professional expertise was available within the community.

After a lengthy discussion, it was agreed that councillors would study the presentations and follow up the extra links which TB had circulated, and would discuss the matter further at the next meeting. The chairman thanked TB for giving up her time to come to the Council meeting, and for a helpful presentation.

#### District & County Councillor's Report

MH reported that MSDC had voted in favour of a rise in council tax, although this was something he had opposed. He also briefly mentioned various Worlingworth organisations he had given funding to from his locality budget, including the Cricket Club and Tea and Toys. He referred to a Housing Event which was taking place the following day, but was likely to be the first of several. It would bring together Housing Associations, would-be buyers and mortgage providers to allow people to buy a share in a first home when they couldn't afford to pay for it all.

He also disseminated the data gathered by the Speed Survey carried out in Worlingworth recently. There had been two points at which speed had been checked; at Mill Road between 20<sup>th</sup> and 26<sup>th</sup> January and at Church Road between 24<sup>th</sup> February-2<sup>nd</sup> March. The data showed there was not excessive speeding at the Church Road end, but there was more of a problem with westbound traffic in Mill Road.

There was then a discussion about possible actions to be taken. MH reported that the Highways department would check that the repeater signs along Shop Street and Mill Road were correctly sited, clean and easy to see. Other options would be to change the colour of the tarmac at the entry to the village and paint a 30mph sign on the road surface; use white lines to give the impression that the road narrows; or ask that VAS signs be placed temporarily there. As an initial step, the Clerk will ask for the temporary VAS sign to be put in place.

#### Police Report

There has been one crime reported since the last meeting, a burglary.

#### WPC14-02-01 Apologies

There were apologies for absence from Brian Smallcombe, due to a family celebration, and from Karen Osborn, due to family illness. These were accepted by the Council. Nick Westwood had said he might arrive late but did not come.

#### WPC 14-02-02 Declaration of Interests

Jenny Holmes declared a member of the Community Centre Committee

Jenny Holmes declared a helper at the Worlingworth Youth Club

#### WPC 14-02-03 Minutes of previous meeting

The acceptance of the Minutes as a true and accurate record of the Meeting of 22<sup>nd</sup> January 2014 was proposed and seconded and **WAS RESOLVED**. The Minutes were signed by the Chairman and Clerk.

The Clerk said she had spent two hours going through old files, and felt that many of them could be disposed of. She asked if the Council felt it necessary to retain old correspondence, and the view was that it did not. She then asked how these papers should be disposed of. CG offered to burn them, and this was agreed to be the most secure option.

#### WPC 14-02-04 Matters Arising

JS reported that she deposited a number of documents with the Suffolk Records Office and gave the Clerk the official receipt.

#### Action Points

4.1 Contacts card to be finalised and printed. The Clerk will authorise the printing this week.  
DISCHARGED

4.2 Signage from Active Villages. The Clerk reported she was awaiting the results of the planning application for the signs. ONGOING.

4.3 Views to be canvassed for use of AV prize money. DISCHARGED

4.4 High vis jackets to be publicised. DISCHARGED

4.5 Storage to be organised for high vis jackets. DISCHARGED

4.6 Trust Deeds. CG reported that a local solicitor had explained the Trust Deeds showed the conveyancing of two pieces of land to the Parish Council, one from H H Havers for the land on which the CC now sits, and from Tollemache Cobbold for the driveway. The PC is therefore Guardian Trustee and landlord of the CC. One clause suggested there should be a management committee of the CC with representatives of various village organisations and the PC as well as the CC, but as councillors could not work out just what that committee would do, it was agreed not to insist on the enforcement of this rule. The PC was also required to maintain a six foot chain link fence on concrete posts on the southern boundary of the land (now covered by hedging) and to put in a cut off lead drain running from East to West along the lines of the Southern boundary of the said land if required to do so by the vendor (H H Havers) within eighty years of the date of the conveyance (1979).

The Chairman reported that the solicitor had not asked for payment, but she had asked the Clerk to write to thank him. DISCHARGED

4.7 Demographic Data on the village to be gathered from Suffolk Observatory website. DISCHARGED

4.8 Other PCs to be contacted re Newsletter. CG reported that she had written to every parish council within the benefice but had not yet received responses from all of them. DISCHARGED

4.9 Footpath walks to be publicised. DISCHARGED

4.10 Arrangements for Spring Litter Pick to be made. DISCHARGED

4.11 Invitations to report to APM to be extended to all village organisations. ONGOING

4.12 Sharon Long or Mendlesham Councillor to be invited to APM. ONGOING

4.13 CCC Chairman to be asked about Risk Updates for major events. CG reported she had emailed the Chairman but had had no response. She asked JH to speak to the Chairman at the next meeting.

4.14 A budget for the Chairman to be set in 2014-15 Budget. DISCHARGED

4.15 Piece about Emergency Plan to be written for next Newsletter. In KO's absence, it was not clear if this had been done. ONGOING

4.16 Fridge Magnets with Emergency Numbers on. JH reported that her husband had said his company could do this, so was asked to get a formal estimate for 400 magnets.

4.17 Ideas for a social event to be held by the PC. TG said that the Big Tent would be going up for National Step Dancing Day on Friday 25<sup>th</sup> July and would therefore be available on Saturday 26<sup>th</sup> July. WW1 began on 28<sup>th</sup> July, so she wondered if a commemoration of that might be appropriate. CG felt this might cut across the CCC's plans for marking WW1, and was not sure that parishioners would understand why the PC was holding an event like this. She felt it would be better to add value to another event.

4.18 Planning dept to be told of PC views on Mills application. DISCHARGED

4.19 Rep of Highways department to be asked to come to a meeting. DISCHARGED

4.20 Police Commissioner to be asked to add Worlingworth to list of villages visited by police with speed guns. DISCHARGED

4.21 MSDC Finance Department to be asked for precept information. DISCHARGED

#### WPC 14-02-5 Parish Council Activities

- a. Guidance on Council Use of Social Media. Draft guidance drawn up by the Chairman had been circulated in advance. CG explained that, while she welcomed the new Facebook page, she and KO had been concerned that the Council might be drawn into controversial discussions. TG and JH explained that they had restricted themselves to items of information, when they could cut and paste from the village website, or link to it. The general view was that some guidance as to what was permissible was welcome. JS queried the requirement to have a separate email address for council business, and it was agreed this would be optional. She also asked how the Council could ensure the Guidance was reviewed every year. The clerk added it to the monthly topics list for March. Acceptance of the guidance was proposed and seconded and **IT WAS RESOLVED** to adopt it with immediate effect.
- b. Litter Pick. In BS's absence, CG said he had made the arrangements and would be contacting Keith Wilson to collect the litter picks.
- c. Annual Parish Meeting in May. The Clerk said she had not yet issued the invitations but would do so next month. It was agreed that refreshments would be served.
- d. Vacancies on Council. As no volunteers came forward the vacancies remain unfilled.

#### WPC 14-02-6 Active Villages Prize Money

The Clerk outlined the various options which had been suggested for spending the prize money. JH reminded the Council that the Community Centre Committee had expressed a preference for an outdoor table tennis table. The Clerk said she thought it would be possible to buy both that and a bicycle rack, and she was asked to purchase these on behalf of the Council, in collaboration with the CCC.

#### WPC 14-02-7 Finance

- a. The draft budget for 2014-15 had been circulated in advance. As there were no comments on it, JS proposed its adoption, TG seconded and **IT WAS RESOLVED** the budget should be adopted.
- b. As the Council had some money remaining in its budget at the end of the year, it had been suggested that some of this could be used for charitable donations. CG proposed that the High Suffolk Community Bus be given a donation, as it played such an important role in helping residents get around. TG seconded, suggesting a donation of £500, and **IT WAS RESOLVED** to make this donation.

TG referred to MH's donation to the Worlingworth Cricket Club which was seeking funds. The Clerk was asked to find out what this was for and if it required PC support.

CG asked if the Youth Club was seeking funding for anything. JH said they were interested in having some sort of shelter near the playground. She was asked to investigate costs and options with Carly Holland.

JS suggested that the Church gates, which were Victorian, were in need of maintenance.

The Clerk suggested a reprint of the Wayfinder. She was asked to investigate costs and copyright.

CG said she had asked the parishioner who cuts the grass if he wished payment for this, but had had no reply. The Council was concerned to show its appreciation for his work, and it was suggested that, if he did not want payment for himself, a donation to a charity of his choice might be appropriate. CG will enquire.

- c. The draft Risk Register had been circulated in advance. There were no additions proposed, so the Risk Register was approved for this year. The Clerk reported that the BDO Audit pack should arrive within the next two weeks.
- d. New financial arrangements. It was agreed to continue with the existing requirement for two signatures on cheques for the time being.
- e. Cheques were authorised and signed for the printing of the Contacts Card, HMRC for PAYE, the Clerk for Salary and for the donation to the High Suffolk Community Bus.
- f. The Clerk pointed out that it was more than a year since the PC had been installed in the Swan, and asked about payment of the line rental (funded by the PC last year). TG said she was paying for it and the broadband. CG said she should claim it back from the PC, though the lack of interest in the Swan computer should be discussed more fully at the next meeting.

#### WPC 14-02-8 Planning Applications

The Clerk reported that there had been one planning application, a replacement conservatory. She would circulate the application.

#### WPC 14-02-9 Matters to be brought to the attention of the Council

The Chairman reminded councillors that, in the light of meetings now being bi-monthly, it was most important that people responded to emails, even if only to say "no comment".

JS reported that there was now one person using the Prescription Collection Service.

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.44pm. The next meeting (the AGM) is provisionally set for **Wednesday 21<sup>st</sup> May 2014** at 7.30 pm

Amanda Ashton  
Parish Clerk

Carol Garrett  
Chair