

## WORLINGWORTH PARISH COUNCIL

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

Minutes of the Annual General Meeting held on 21<sup>st</sup> May 2014 at the Community Centre.

Attendance	Carol Garrett (CG)(chair)	Jenny Holmes (JH)
	Karen Osborn (KO)	Brian Smallcombe (BS)
	Nick Westwood (NW)	

Parishioners present at the meeting: V Osborne      M Lewis

#### Public Contributions

Mrs Osborne reported that the bridge on the footpath running southwest from Fingal Street at the top of Water Lane was in a poor condition. NW said he would investigate.

#### District & County Councillor's Report

Councillor Hicks had sent his apologies for the AGM, but was going to attend the Annual Parish Meeting on the 28<sup>th</sup>. It was agreed to hold the annual reports he had submitted until then.

#### Police

The Police had reported that there had been four crimes in the past month, in the category "not in the public interest".

#### Election of New Officers

The Clerk asked for nominations for the office of Chairman. KO nominated CG, seconded by BS. CG was elected unanimously. She thanked the Council for its confidence in her.

She then nominated KO as Deputy Chairman, and was seconded by NW. KO was elected unanimously.

#### WPC 14-03-01 Apologies for Absence

JS had sent apologies as she was attending a meeting of the Local History Group. This was accepted by the Council.

CG said that since the last meeting, Teresa Goff had resigned from the Council. The Council expressed its regret.

#### WPC 14-03-02 Declaration of Interest

Jenny Holmes declared a member of the Community Centre Committee  
Jenny Holmes declared a helper at the Worlingworth Youth Club

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

The acceptance of the Minutes as a true and accurate record of the Meeting of 19<sup>th</sup> March 2014 was proposed and seconded and **WAS RESOLVED**. The Minutes were signed by the Chairman and Clerk.

#### WPC 14-03-04 Matters Arising

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".

#### Action Points

4.1 Contacts card to be finalised and printed. 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 Invitations to report to APM to be extended to all village organisations. DISCHARGED

4.4 Mendlesham Councillor to be invited to APM. KO reported that Terry Moore, of Mendlesham Council, would be attending the APM, but due to family commitments he had asked to be at the start of the agenda. DISCHARGED

4.5 CCC chairman to be asked about Risk Assessments for large public events. CG reported that the CCC chairman had sent an email detailing the arrangements, which she felt provided sufficient evidence that both the CCC and the PC were fulfilling their obligations under Health and Safety.

4.6 Item about Emergency Plan to be written for Newsletter. KO and CG will deal. ONGOING

4.7 Estimate for fridge magnets with emergency phone numbers to be obtained. JH reported that she had not brought the estimate because it had a mistake on it; however, the cost would be £150 for 500 magnets. ONGOING

4.8 Idea for a social event to be held by the PC. ONGOING

4.9 Resources for Neighbourhood Planning to be studied. DISCHARGED

4.10 Highways Department to be asked to install temporary VAS sign. DISCHARGED. BS apologised for missing the last meeting at which the traffic data from the surveys had been discussed, and asked if it were now time to discuss further action. CG suggested he should get all the details from Councillor Hicks, and speed calming measures would be put on the next Agenda.

4.11 Outdoor table tennis table to be bought with AV prize money. The Clerk reported that she had taken advice from the English Table Tennis Association (ETTA), and chosen a table within the budget. The contact at the supplier had made the point that there was a sturdier table available, which would be more likely to withstand vandalism. It was more expensive and cost more than the prize money. ETTA recommended the table should be placed on a hard surface, as players' movement is restricted to the ends of the table. This quickly wears down grass and creates a depression, which will fill with water and get muddy when wet or be an injury risk when dry. However, the Community Centre Committee had discussed the siting of the table at their meeting the previous week, and had decided they did not want the whole area required for the table (4m x 8m) to be a hard surface in case of children falling and injuring themselves. They asked that rubber matting, as used on the playground, be used for the surrounding area, with the hard surface only under the table itself.

The Clerk asked for suggestions for further action. KO said that artificial turf (another option suggested by the ETTA) was expensive at £50 per square metre. BS said he was in favour of buying the sturdier table, but NW felt that decision should be left until the cost of the groundwork was known. The Clerk was asked to get estimates for that work and report back.

4.12 Cricket Club to be contacted re funding. DISCHARGED

4.13 Costs of shelter for playground to be investigated. JH reported that she had done this, but the cost of an appropriate shelter was £1800 and she felt this was not worth pursuing. DISCHARGED

4.14 Costs of reprinting Wayfinder to be investigated. The Clerk reported Mrs Shepperson was delighted at the prospect of the piece being reprinted, and had given the name of the company which had the artwork ready for printing. The Clerk had contacted the printers, and been told the cost per print would be £9.43, making a run of 350 copies £3300.50. It was suggested that it might be possible to do colour photocopies of an existing Wayfinder, and JH volunteered to try this. In addition, the Clerk will contact the owners of the original artwork and ask if they would permit it to be copied.

4.15 Parishioner who cuts grass to be asked if he would like a donation to charity made on his behalf. CG reported that the parishioner had accepted this idea and asked that a donation be made to the St Elizabeth Hospice. DISCHARGED.

4.16 Planning Application for replacement conservatory to be circulated. DISCHARGED

4.17 Beer Garden to be nominated as asset of Community Value. DISCHARGED.

#### WPC 14-03-05 Parish Council Activities

- a. Arrangements for APM. CG and the Clerk reported that everything was in hand for the meeting.
- b. To fill vacancies on the Council. CG reported that former Councillor Chris Bales had agreed to re-join. There was a brief discussion about other potential candidates. KO suggested that CG might raise the matter at the APM.

#### WPC 14-03-06 Finance

- a. Audit submission. The Clerk had previously circulated all the relevant papers, and the Council had studied them. KO proposed the audit submission and the Governance statement be approved, BS seconded and **IT WAS SO RESOLVED**. The Chairman signed the forms on behalf of the Council.
- b. Applications for funding: As JH was a helper at the Worlingworth CC Youth Club, she abstained from participating in the brief discussion on its funding application for £280 towards the cost of training and checks on volunteers. KO proposed approving the application, BS seconded and **IT WAS SO RESOLVED**.

The Friends of Worlingworth School had applied for funds of £150 for soft seating for the children attending the new after-school film club. Acceptance of this application was proposed, seconded and **IT WAS SO RESOLVED**.

The Parochial Church Council had applied for £500 funding for cutting the grass in the churchyard. There was a debate on whether the grass cutting was being carried out in the most cost-effective way. It was pointed out that in previous years, the PC had expressed concern that the contract had not been put out to tender, and it still had not been. There was a debate as to whether the grant should be withheld or reduced as a consequence. NW suggested that the grant be made this year but the Council should ask the PC either to put the contract out to tender or to at least make comparison with the costs of grass cutting for the other churches in the benefice before another grant would be made. This idea was agreed, proposed by NW, seconded by KO and **IT WAS SO RESOLVED**. The Clerk was asked to write to the PCC expressing this view.

Swan Internet access. The Clerk reported that Teresa Goff was paying for the landline for the internet access and for the anti-virus software, and asked if the Council would take over the payments. It was unanimously agreed that the PC would do so, but there was concern over the lack of use of the PC. CG suggested that councillors might investigate the usage and ways in which to improve it. NW and BS agreed to do so.

- c. War Memorial. A parishioner had reported to the Clerk that there was a crack in the war memorial. The Clerk had photographed the crack and sent the photographs to a stonemason in Diss, who after initial enthusiasm, had ceased to return her calls, so she had then contacted two other firms. One had given an estimate of £177.60 to replace the stone; a second had suggested using an old headstone to blend in better with the memorial, but that would involve sub-contracting someone else to reduce the depth of the stone. An estimate would be forthcoming. The Council authorised the Clerk to make a decision in conjunction with the Chairman on which to choose and authorised the signing of a cheque for the payment of the repair. BS said that, if possible, the older stone would be preferable.
- d. Cheques. KO proposed the authorisation of cheques for the Auditor for the Internal Audit; MSDC for emptying the dog bins; St Elizabeth Hospice on behalf of the parishioner who cuts the grass; the Clerk for the printing of the Annual Report; and the successful applications for funding. NW seconded and **IT WAS SO RESOLVED**. The amount to be given to the hospice was debated, and BS proposed £250. NW seconded and **IT WAS SO RESOLVED**.

#### WPC14-03—7 Planning Applications

There were three planning applications to be considered. Two of them were to add doors to carports at The Maltings, and the Council had no objections to these. The third was a retrospective application for permission for a garage at Mill Cottage, which is already half-built. While the Council had no objection to this application, it asked the Clerk to express its disappointment that the application had not been made in advance of building work starting.

KO reported that the Wheelwrights planning application had been approved. It appears that fewer people opposed the latest application than had opposed the original one, so it had not gone back to committee.

#### WPC 14-03-08 Officers' Reports

Community Centre Committee (CCC). JH reported that the CCC had drawn up plans for reconfiguring the existing changing rooms, which were under-used, and using the space for a meeting room and storage. CG asked when the AGM of the CCC was. She felt that as the councillors were custodian trustees, the PC was entitled to ask questions about the strategic vision for the CC, and whether parishioners had been consulted on what they wanted from it.

The PC also welcomed the news that the Social Club had made a substantial donation to the funds of the CCC, and that its membership was increasing. It congratulated the Social Club on this.

Footpaths. NW reported that the Bedfield Road sign, which had been damaged and was lying in the ditch, had been removed for repairs. Unfortunately, however, it had now been lost, so a new sign was being made.

#### WPC 14-3-09 Matters to be brought to the attention of the Council

Village Green. Thanks to the assistance of Tracey Brinkley of MSDC, the Clerk has discovered that the Village green was actually owned by a company called Springfield Residential, with an address in the village. CG said she would contact the company and clarify the position.

Hedge at the bottom of Swan Lane. The hedge is actually overhanging trees alongside a meadow, next to Barn Meadow Farm. The Clerk has been unable to find a contact phone number for the residents of Barn Meadow Farm, so would contact them by letter to ascertain whose land the trees were on. NW thought that there had been a planning application to change the use of the meadow, and thought that might prove a way to find out who owned the land.

Poplar Farm. JH said she thought there was currently someone living in a residential caravan on the site, though plastic sheeting had been erected to close the site off from view. The Clerk will investigate.

CIL Consultation. Just prior to the meeting, the Clerk had received an email, which she would forward to all councillors, about a public consultation on the introduction of the Community Infrastructure Levy in MidSuffolk and Babergh. There would be opportunities to discuss this with council officials at Town and Parish Council Meetings. CG is booked to attend one on 3<sup>rd</sup> June. KO said she was attending the SALC meeting in Eye on the 17<sup>th</sup>.

Trust Deeds. The Clerk reported that she had tried to return the deeds to the PC's new bank, the HSBC in Saxmundham. However, as it is a business account, it requires two of the recognised signatories to deposit the deeds. The storage cost is £18.38, with an access charge of £10.20 a time. CG and KO felt that these were important documents and should be in safe keeping. NW suggested these might be items the Suffolk Records Office would take, and the Clerk was asked to investigate.

Clerk. The Clerk announced that she had decided to resign, with effect from September 2014. She had very much enjoyed her time working with the Council, but felt that she had attended enough meetings in her life and wished to move on. The Council expressed its regret and asked that she help to find a replacement.

#### WPC 14-03-09 Items for July Agenda

Neighbourhood Planning                      Traffic Calming Measures                      Finance

Feedback from external meetings

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.18pm. The next meeting is provisionally set for **Wednesday 16<sup>th</sup> July 2014** at 7.30 pm.

Amanda Ashton  
Parish Clerk

Carol Garrett  
Chair