**WORLINGWORTH PARISH COUNCIL**

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

Minutes of the Meeting held on 17th September 2014 at the Community Centre.

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| Attendance | Carol Garrett (chair) (CG) | Brian Smallcombe (BS) | Janette Robinson (JR) |
|  | Jenny Holmes (JH) | Karen Osborn (KO) |  |
| With | Councillor Matthew Hicks | PCSO Kane Martin | PC Jacqui Martin |
|  | Sarah Clare | David Barker |  |

Parishioners present at the meeting: M Lewis T Bailey

Public Contributions

There were no contributions from the public in attendance.

Police Report

CG welcomed PCSO Kane Martin and PC Jacqui Martin to the meeting. They reported there had been no crimes in Worlingworth since the last report, and gave some advice on keeping credit cards secure.

They also informed the meeting that the next Police Priority Setting Meeting would be held in Denham Village Hall on Tuesday 7th October. CG said she had had difficulty in getting advance warning of these Priority meetings, and PC Martin explained that the dates were publicised on the Suffolk Constabulary website. (<http://www.suffolk.police.uk/newsandevents/events/2014/october/midsuffnorthpriority.aspx>)

PC Martin also emphasised that everyone was welcome to attend and raise any issue they wished to have discussed. If anyone was unable to attend personally, they could still raise an issue for discussion by submitting it on email or via the telephone number 101.

WPC 14-06-1 Proposed development round White Cottage

With the agreement of the Council, CG brought forward this item. David Barker (DB) introduced himself as the planning consultant working for Nic Spall, the new owner of White Cottage. He explained that Mr Spall made a specialty of refurbishing listed buildings in need of renovation, while adding a small development around them. He stressed that no firm proposal had been drawn up at the moment, but circulated two possible layouts with four or five houses around the extended White Cottage.

The Council studied these layouts, though it was made clear to Mr Barker that no recommendation could be made until there was a firm proposal. KO asked how many bedrooms the new houses would have, and DB said probably three. BS said what the village needed was starter homes and homes for singletons, and there was a discussion about turning the two semi-detached houses into a terrace of three. The general view was that the house designs were appropriate to the setting, though there was some concern about the number of cars coming in and out of one access road.

JR asked who would be responsible for the maintenance and insurance of the pond. DB said it would probably belong to the White Cottage itself, but all the houses would have a share of maintaining the grounds and access road. MH suggested an Open Meeting to give village residents a chance to comment on the scheme, and DB took this idea up. CG asked what the timescale was for the development, and DB said his client was keen to move forward with the development so an Open Meeting in the next month or so would be useful. CG recommended using the Village Newsletter to communicate this to the village, and explained the deadline for the October edition was the 20th of September. The Clerk will notify the editor of the Newsletter that an item is planned, and will facilitate its publication.

JR noted that a report on the history of the site had been commissioned and asked if that report could be made available to the village. DB said it could and that he would send it on to the Clerk for onward circulation.

Finally DB asked if anyone knew who owned the verge between the White Cottage site and the pavement. MH suggested that Rosemary Ingate might know, and that she, as Village Recorder and Chair of the Community Centre which borders on the site, should be kept informed of developments.

Mr Barker then left the meeting.

WPC 14-06-2 County and District Councillor’s Reports

As the County Councillor’s Report had previously been circulated to the Council, and was posted online, MH picked out a few key points as highlights.

For the District Council, he reported that Havebury Housing Partnership had won a contract to build 65 new affordable houses, of which 38 would be in MidSuffolk, the rest in Babergh. These are the first to be built here for several years. The Partnership had also won a contract to build 770 affordable houses across the region.

MH said that the last MSDC Open Meeting (which CG had attended) had tried out a new format, with representatives on different tables discussing specific topics. This had worked well, and MSDC was keen to extend the idea. He therefore said if anyone had any ideas for topics to be discussed to let him know and he would pass them on.

He also mentioned that the boxes for the new superfast broadband were in place in the village, but it would be some time before they were fully functional. This should be within three months. There would be some publicity when this happened. Residents wishing to use the new superfast broadband would need to contact their service provider to upgrade their contracts.

Concern had been expressed by villagers about the digging up of the daffodil bulbs on the green, and on the fact that in its current state, the grass could not be cut. MH said he hoped it would all be tidied up at the end of the operation but if it were not, contact him.

KO said that she felt BT’s performance on providing broadband since the lightning strike had been appalling and MH recommended she report this to the Ombudsman.

WPC14-06-3 Apologies

There was an apology from Chris Bales, who was away on holiday. This was accepted by the Council.

WPC 14-06-4 Declaration of Interests

There were no new Declarations of Interest.

WPC 14-06-5 Minutes of previous meeting

The acceptance of theMinutes as a true and accurate record of the meeting on 16th July 2014 was proposed and seconded and **WAS SO RESOLVED**. The Minutes were signed by the Chairman and Clerk.

WPC 14-06-6 Matters Arising and Action Points

There were no Matters Arising.

6.1 Active Village signage. This has now been erected. DISCHARGED

6.2 Emergency Plan item for newsletter. DISCHARGED

6.3 Ownership of Village Green. JH said the former owner was adamant that he had signed the land over to the Parish Council some years ago. It seems that MSDC had not registered this with the Land Registry. MH suggested contacting Jonathan Free, which CG agreed to do. ONGOING

6.4 Swan PC. JH read from the Minutes of the last Community Centre Committee Meeting, when the proposal to move the PC from the Swan to the Community Centre for use by all organisations and villagers was discussed and rejected. The CCC however had said they would like the Parish Council to fund broadband within the Centre without the PC.

There was a discussion as to the best way to utilise the PC, and MH suggested that David Holloway, who runs Computer training in Brundish, might be able to use it. BS will contact him. ONGOING

As for installing broadband in the Community Centre, JR suggested that the CCC should submit a funding application which will be considered by the Council at a future meeting. JH will inform the CCC. ONGOING

WPC 14-06-7 Parish Council Activities

1. Traffic Calming Measures**.** MH reported that villages were now able to purchase a VAS sign for their own use. Three different sites should be identified for its location, and poles would be erected in those places. Some villages are clubbing together to buy one The village then pays for the batteries and need to find a team of five or six people who would be willing to look after and move the sign. This would involve undergoing some Health and Safety training. It was agreed that finding the volunteers was the first step, so it was agreed that CG would mention this in her piece for the Village Newsletter in October.
2. Autumn Spring Clean. BS agreed to take the lead once more. Sarah Clare, as new Clerk, will notify MSDC to have the litter removed from the Community centre car park.
3. Wayfinder Reprint. CG said she had photocopied the original Wayfinder and the copy was deemed acceptable. JR said she would get the artwork back from the printers so if it became necessary to do a reprint, it would be possible.
4. Emergency Plan Fridge Magnet. JH had drawn up a design which was considered by the Council. It was agreed that email addresses should be removed and replaced by mobile numbers for the contacts (CG, KO and Val Swallow). The Council agreed the magnet should be bright yellow and 400 should be produced. JH will arrange for this.
5. Neighbourhood Planning and Rural Living. CG said the Council had been discussing the idea of a Neighbourhood Plan for some time now, and it was time to come to a decision. JR said she felt the Council should do something, but not embark upon the lengthy process of creating a Neighbourhood Plan with no guarantee of its usefulness. BS agreed. CG suggested getting a group together to produce an online survey to assess village needs. JH thought this would appeal to the younger residents, who are currently unrepresented on the council. It was also easy to create an online survey using something like Survey Monkey, which would also analyse the results.

MH made the point that the last Village Survey had worked because for one thing, there was a real issue (planning) in play, and also because the prime movers had gone out and physically contacted every house in the village – more than once. It had taken a great deal of work and effort. He suggested contacting Jonathan Free as Head of Communities at MSDC to get hold of whatever data he already held, as a starting point.

CG will do that, but also asked that all councillors consider ways of gathering data and contacting village residents, and to come back with ideas to the next meeting. She will contact organisations in the village to join in.

WPC 14-06-8 Finance

1. Annual Audit Report from External Auditor: this had previously been circulated. Acceptance of the report was proposed by KO, seconded by JR and **IT WAS SO RESOLVED.** CG asked the Clerk to post the report online.
2. Financial Statement. The Clerk had previously circulated the Financial Statement for September, which was accepted by the Council.
3. Funding application from Suffolk Accident Response Services (SARS). The application had been circulated in advance of the meeting, and BS proposed they should be awarded the amount they asked for, JR seconded, and **IT WAS SO RESOLVED.**.
4. Cheques were then authorised for BDO LLP for the External Audit, to CAS Services for the CC insurance policy, HMRC for PAYE, both Clerks for salary, the British Legion for a wreath for Remembrance Day, and SARS for a donation.
5. It was noted that a new bank mandate for cheque signing will need to be completed to name Sarah Clare as a new signatory on the account, CG and JR will continue as signatories.

WPC 14-06-9 Planning

There have been no further planning applications since the last meeting. The Mills and the Old Stores applications have been granted.

WPC 14-06-10 Matters to be brought to the attention of the Council

CG had received an email from Liz Searle of Red House Farm, registering complaints about footpaths not being cut properly on a neighbouring field and by the Chicken Farm. KO agreed to contact the relevant parties to get this remedied.

The Clerk reported that she had received an estimate from Christine McKechnie for repainting the village sign. The Council felt that this should be arranged by the Village Recorder, who could then reclaim the money from her reserve held by the Council. The Clerk will pass this on.

CG pointed out that a commemoration service was held each year for PC Whiting, who was killed on duty during WWII. This was usually organised by Keith Wilson and Rosemary Ingate, and the Council would be grateful if they would do this again this year. She would ask them to arrange it and let PC Whiting’s daughters know.

At the next meeting, nominations will be needed for the Jubilee Cup winner for 2014. CG will add a note to this effect to her piece for the Village Newsletter.

WPC 14-06-11 Items for the September Agenda

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| Initial discussions on Precept | Traffic Calming | Re-siting of Swan PC |
| Calendar for 2015 | Village Survey | Jubilee Cup Nominations |

Just before closing the meeting, CG thanked Amanda Ashton, the outgoing clerk, for her hard work over the past few years. The Council then presented Amanda with a card and a bouquet.

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.30 pm. The next meeting is provisionally set for **Wednesday 19th November 2014** at 7.30 pm.

Amanda Ashton/Sarah Clare Carol Garrett

Parish Clerk Chair