

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on 19th November 2014 at the Community Centre.

Attendance Carol Garrett (chair) (CG) Brian Smallcombe (BS) Janette Robinson (JR)
Chris Bales (CB) Karen Osborn (KO) Nick Westwood (NW)
With PCSO Kane Martin

Parishioners present at the meeting: M Lewis

Public Contributions

There were no contributions from the public in attendance.

WPC 14-07-1 Police Report

CG welcomed PCSO Kane Martin to the meeting. He reported that since the last meeting there had been only two crimes in the Worlingworth area, both were thefts of diesel from motor vehicles. CB queried whether the vehicles had been domestic or commercial, PCSO Martin stated that one of each kind of vehicle had been targeted.

He then went on to talk about Anti-Social Behaviour and Road Safety, both priority issues that had been set for the area.

In response to problems with Anti-Social Behaviour the Safer Neighbourhood Teams had liaised with schools and youth groups during the Halloween period to discuss what constituted Anti-Social Behaviour and ways that this would be dealt with.

PCSO Martin also highlighted the dangers to pedestrians and cyclists of not wearing high visibility clothing or having lights on their bicycles. The Councillors sympathised with the problem and BS stated that the council had high visibility vests that could be loaned out for parishioners to use during the winter months. CG will put a piece in the village newsletter to highlight the dangers to pedestrians and cyclists of not being properly lit up during the winter months and that if anyone would like to make use of a Parish Council high visibility vests then to contact a Councillor to arrange a loan. PCSO Martin stated that new powers would be coming in towards the end of 2015 which would enable the police to enforce lights on bicycles more stringently, but at the moment they could only offer advice to cyclists.

CG asked whether there had been any problems with heating oil thefts. PCSO Martin stated that as yet he was unaware of anything having occurred, but that often vehicles followed oil delivery lorries to target households, if any such vehicles were seen the registration number should be noted and reported to the police.

CG raised an issue about parking outside the primary school, with parents parking on the pavement, forcing pedestrians into the road. PCSO Martin said that again registration numbers could be taken and reported, but unless a police officer witnessed the offence nothing much could be done beyond offering advice. He agreed to visit the school to ask them to remind parents to make sure they park safely. CG will put a note in the village newsletter as well.

WPC 14-07-1 (continued) County and District Councillor's Reports

The County Councillor's Report had previously been circulated to the Council, and has been posted online, unfortunately Matthew Hicks was unable to be present and had sent his apologies.

WPC14-07-2 Apologies

JH had forwarded apologies to the council, she was unable to attend as her husband was working late and she had no childcare. This was accepted by the Council.

WPC 14-07-3 Declaration of Interests

JR, BS and KO declared interest in the bid for funding from Friends of the Swan.

KO declared interest in planning application 3102/14 and 3103/14, being a neighbour of the applicants.

WPC 14-07-4 Minutes of previous meeting

The acceptance of the Minutes as a true and accurate record of the meeting on 17th September 2014 was proposed and seconded and **WAS SO RESOLVED**. The Minutes were signed by the Chairman and Clerk.

WPC 14-07-5 Matters Arising and Action Points

There were no Matters Arising.

6.1 Letter of thanks for donation to be sent to Community Centre Committee. DISCHARGED

6.2 Jonathan Free to be contacted regarding amending the Land Registry Deeds for Village Green ownership. ONGOING.

6.3 CB reported that after discussions with CCC it had been decided to look into increasing capacity on the telephone line to provide WiFi internet access, this would make it the personal responsibility of users to only access suitable content. CB had been in negotiation with Fran Bishop, the manager of Debenham Children's Centre, who had indicated that they may be able to access some funding to help with the installation, but not the ongoing running costs. This is due to the use of the Community Centre by Home-Start Mid Suffolk for one of their family groups. CB is currently waiting for CCC to provide an estimate of costs which he will then forward to Debenham Children's Centre. ONGOING

6.4 JR reported that she had been in contact with the printers who had originally produced the Wayfinder maps, unfortunately they did not have the original artwork, but this had now been tracked down via Mrs Shepperson to Yvonne Whiley who had indicated that she would be willing to let the Parish Council use the artwork to produce another set of Wayfinder maps. Subsequently JR had been in contact with Lavenham Press who had quoted £128 for 300 copies or £166 for 500 copies (subject to sight of artwork). The council decided to opt for 500 copies and asked that JR go ahead with organising the print run with the proviso that it must not cost more than £200 final cost. DISCHARGED

6.5 CG reported that she had written to every organisation in the village regarding the village survey, but unfortunately there had only been one response. It was decided to wait for further responses to arrive before continuing with this matter. ONGOING

6.6 KO stated that she had yet to contact Graham Catling and MSDC regarding the overgrown footpaths. ONGOING

6.7 The Village Recorder had been contacted regarding repainting the village sign and had been told that Christine Mackenie would be carrying out the repainting in the New Year. ONGOING

WPC 14-07-6 Parish Council Activities

a) Traffic Calming Measures. Following the notice in the village newsletter the necessary numbers of volunteers had come forward to make the purchase of a VAS sign for use in Worlingworth viable. BS agreed to take responsibility to take care of the VAS sign and organise the group to run it. It was considered that once the sign had been purchased it may be worth looking at the possibility of renting it out to other local villages to recoup some costs. Moving the sign was also considered to be a good idea as research has proven that drivers take more notice if such signs are not always in the same location. BS to research costs of purchasing the sign, the Clerk will contact the council insurers to find out whether the sign would be covered or whether additional insurance would need to be purchased. CG said that she would put a note in the village newsletter letting people know of the positive outcome.

b) Re-Siting of Swan PC. BS had been in contact with The Swan and it had been confirmed that very few people (approximately four) had made use of the PC since it had been installed in March 2013. After consideration KO proposed and CB seconded that the PC should be offered to the primary school and that The Swan should be reimbursed for cost of broadband

line rental for the months that the PC was installed at the pub. BS will make arrangements to contact the school.

- c) Village Survey. CG said that she would put another piece in the village newsletter and give more time for responses to come back from her letters.

- d) Calendar for 2015. After discussion it was agreed to leave the meetings bi-monthly on the third Wednesday of the month, therefore the dates for 2015 are:

21st January, 18th March, 20th May (Council AGM), 15th July, 16th September, 18th November

The Annual Parish Meeting will be on 27th May

All these meetings to take place at the Community Centre at 7.30 pm. Clerk to make bookings.

The Litter Picks will take place on a Saturday in March and October, following feedback that the Spring litter pick would be better carried out before too much growth occurred in the hedgerows. The Clerk will check dates with Margaret Reynolds and book the Community Centre 10.30 – 1.30 on the relevant dates to allow for lunch to be served to volunteers.

- e) Most Active Village Competition and Website of the Year Competition. After consideration it was felt that there was little to add to the Most Active Village Competition entry since the last entry had been put forward. Therefore the council felt that this should not be entered on this occasion. An entry form had been completed and forwarded by the Clerk after consultation with CG to allow for the Worlingworth website to be considered for Website of the Year.

WPC 14-07-7 Finance

- a) Financial Statement. The Clerk had previously circulated the Financial Statement for September, which was accepted by the Council.

- b) To consider use of online banking to view statements. The Clerk explained the difficulties that had been encountered with setting up a new signing mandate and changing the address on the bank account. This had resulted in not having up to date financial information easily available. In discussion with the bank the option of partial internet banking had been put forward. The Clerk would be able to view activity and arrange to transfer money between the current account and reserves account, but would not be able to make external payments – these would still be done by cheque with two signatories. The council considered this a good way forward, KO proposed and JR seconded that the Clerk be allowed to make use of online banking in this way and **IT WAS SO RESOLVED.**

- c) Application for funding from Friends of the Swan. The application had been circulated in advance of the meeting, and CB proposed they should be awarded the amount they asked for, NW seconded, and **IT WAS SO RESOLVED..**

- d) Following discussion regarding payment to the Clerk for expenses CB proposed and BS seconded that the Clerk should be reimbursed for travel expenses at current HMRC rates, and **IT WAS SO RESOLVED.** The Clerk will bring estimates of other expenses likely to be incurred to the January meeting for budget considerations.

The Royal British Legion had indicated that the parish council still owed money for the wreath at the Remembrance Day service, considering the payment received to be a separate donation. After consulting the minutes it was agreed that the payment had been for the wreath and although the parish council would authorise a small shortfall in funds for the wreath that had been purchased, the previous payment was not a separate donation. CG to advise RBL of decision.

Cheques were then authorised for SALC for New Clerk Training, SALC for payroll services, the Clerk for salary and travelling expenses, the Royal British Legion to cover a shortfall of funds paid at the last meeting for a wreath for Remembrance Day, Friends of the Swan as contribution towards the Over-60's Christmas Party and to The Swan to reimburse costs of broadband line rental during the time the PC was installed for community use.

- e) Initial discussions on Precept. CG reminded all councillors that they will need to bring ideas to the January meeting. A draft budget would be circulated by the Clerk prior to the meeting for consideration.

WPC 14-07-8 Planning

a) Planning Applications.

Application 2973/14 Home Farm – the council felt that there were no comments to be made.

Applications 3102/14 and 3103/14 Pond Farm – the council felt that there were no comments to be made.

The Clerk will contact the planning department to register the council's decision.

b) Updates and outcomes on previous planning applications. The Clerk brought it to the council's attention that there had been an application first registered on 14th July 2014 (2301/14) which had not been put forward for discussion at council meetings. This application had been granted on 6th October 2014. The Clerk will contact the planning department to ensure that all relevant applications are notified to the council.

KO asked if - following the discussion at the September meeting of the council - there had been any further comment regarding White Cottage. JR confirmed that the event in October where the Local History Group had viewed White Cottage and the plans had been available to look at in the Community Centre, had been well supported. There had been no further information submitted by the developers.

c) To consider planning policy as per Councillor Bales suggestion. It emerged that NW had been the author of the proposed policy. After discussion KO proposed and CG seconded the adoption of the policy, with a slight amendment to the wording. CG will put the policy on the parish council website.

WPC 14-07-9 Feedback from External Meetings

There was nothing to report.

WPC 14-07-10 Any Additional Officers' Reports

JR reported that she had been given the Parish Council Pedometer by Rosemary Ingate. This would be added to the asset register.

JR handed over the official receipt from SRO relating to WPC documents deposited.

CG reported that she had received a letter from a parishioner complaining about the dog fouling left in the wake of a visit to the village by the Eastern Harriers Hunt. CG has written to the Hunt to pass on the concerns.

CG also reported that a letter of thanks had been received from Sheila Heffer for having been awarded the Jubilee Cup in 2013. The cup has now been collected by the Clerk ready for the 2014 award.

WPC 14-07-11 Matters to be brought to the attention of the Council

There were none.

WPC 14-07-12 Items for the January Agenda

Precept	VAS Sign update	Swan PC update
Confirmation of Litter Pick dates	Village Survey update	

WPC 14-07-13 Jubilee Cup Award

The Council met in closed session to discuss the nominations for the award of the Jubilee Cup in December. The Clerk has received the Cup back from the current holder and will arrange for it to be engraved with the 2014 award details.

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 21st January 2015** at 7.30 pm.

Sarah Clare
Parish Clerk

Carol Garrett
Chair