

# WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 21<sup>st</sup> January 2015 at the Community Centre.

Attendance Carol Garrett (chair) (CG) Brian Smallcombe (BS) Janette Robinson (JR)  
Karen Osborn (KO) Nick Westwood (NW)  
With Councillor Matthew Hicks (MH)

Parishioners present at the meeting: M Lewis

### Public Contributions

#### Proposed development around White Cottage

David Barker (DB) thanked the Council for allowing another informal discussion of the proposed development around White Cottage. Since the previous discussion in September and the open day in October, the plans have been altered to take into account concerns expressed. 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.

Some of the concerns that had been expressed were; retention of tree cover, traffic speed on the site, restoration of White Cottage, drainage, fencing and parking. The proposed style of house had been well received, but since the last discussion there have been a change in planning rules regarding affordable homes. Developments of less than ten properties were now exempt and so the new plan did not have any affordable homes - just five market homes. The reduction in homes on the site addressed the parking and drainage issues in some part.

JR queried how the common areas of the site would be maintained and how the vista across the pond to White Cottage could be protected. DB stated that as much as possible the grounds would be under individual control, but that the commonly owned areas would be dealt with by a management company. Covenants can be put in place to restrict fences and control other aspects of normally permitted developments to protect the overall site.

BS asked about the eco-friendly aspects of the development. DB said that air source heat pumps and insulation aspects were being considered, but that there are no plans for windmills or solar panels and that these could be dealt with by covenants to ensure that nothing is done that would not be in keeping with the site.

CG enquired about the next stage for the development. DB will take the council comments back to his client and that after further detailed reports have been compiled, including a drainage report, then it is hoped to submit for planning towards the end of February/early March.

Mr Barker then left the meeting.

#### WPC 15-02-01 County and District Councillor's Reports

The County Councillor's Report had previously been circulated to the Council, and has been posted online. MH highlighted a few points of interest.

There has been significant investment by Suffolk County Council in the gritting fleet. There are 112 people employed to grit 1,225 miles of priority one routes and a further 845 miles of priority two routes (these are roads that are gritted when snow and ice are forecast to persist beyond 9am). Details of the roads deemed priority one and two can be found at [www.suffolk.gov.uk/salting-gritting-and-snow-clearing](http://www.suffolk.gov.uk/salting-gritting-and-snow-clearing) which may help in journey planning.

The Energy from Waste facility at Great Blakenham has now been handed over to the operators with a 25 year lease. 47 new jobs have been created and a further 2,000 could be created if the proposed adjoining greenhouse project goes ahead. There is the opportunity to go on a tour of the site - which MH had taken part in and commented that it was interesting and informative.

The MyGo centre in Ipswich has now opened, this is a unique project intended to be a one-stop-shop for 16-24 year olds to help them into work. There are already 500 people signed up to use the service and there are plans to bring an outreach centre to The Mix in Stowmarket and introduce a telephone advice service for people who cannot travel to Ipswich or Stowmarket.

The new Warm Homes Healthy People scheme has been launched. This is a new service aimed at anyone who is struggling to afford to heat their home sufficiently. It operates under an open referral system, anyone can ring 0845 037 686 either for themselves, friends, neighbours or family members. Subject to an assessment of needs grants may be available to help with insulation or new heating systems.

CG enquired about the progress of Superfast Broadband. MH stated that a website postcode map showing availability should be live from 31<sup>st</sup> January. Superfast Broadband is usually available 3 months following the installation of the boxes. MH and the Clerk will be notified once it is live in the Worlingworth area. It is then important to get customers to sign-up as this will in turn lead to further investment in the network. MH will invite a consultant on Superfast Broadband to the next parish council meeting on 18<sup>th</sup> March to enable any further queries to be answered. CG will write a piece for the Village Newsletter to advertise this opportunity for residents to ask questions.

MH stated that there likely to be a spread in residential developments throughout Mid Suffolk over the next 2-3 years, following some changes in the planning policy. The developments are likely to be in more rural locations instead of focussing on major centres, as they have been in recent years. This is due to the changes in Government funding with housing being seen as a way of increasing revenues to the District Councils.

#### WPC 15-02-02 Apologies

JH had forwarded apologies to the council and tendered her resignation due to family commitments. The Council accepted, but felt it was a sad loss as she had brought valuable skills to the role. Hopes were expressed that JH may reconsider joining the council in due course.

#### WPC 15-02-03 Declaration of Interests

There were no declarations of interest.

#### WPC 15-02-04 Minutes of previous meeting

The acceptance of the Minutes as a true and accurate record of the meetings held on 19<sup>th</sup> November 2014 and 7<sup>th</sup> January 2015 were proposed and seconded and **WERE SO RESOLVED**. The Minutes were signed by the Chairman and Clerk.

#### WPC 15-02-05 Matters Arising and Action Points

There were no Matters Arising.

- 6.1 Article for Village Newsletter highlighting dangers to pedestrians and cyclists of not using lights or high visibility clothing and advising of the availability of high visibility vests to loan from the Council. DISCHARGED
- 6.2 Article for Village Newsletter to encourage parents to park in a safer manner around the primary school. DISCHARGED
- 6.3 Jonathan Free to be contacted regarding amending the Land Registry Deeds for Village Green ownership – CG asked that the Clerk take on this action. ONGOING
- 6.4 Exploring possibility of accessing funds from Debenham Children's Centre to help with upgrading the broadband at the Community Centre. CB was not present to report. ONGOING
- 6.5 Arrange for a reprint of 500 Wayfinder maps. JR reported that due to some minor alterations to the printing the cost had been slightly higher than the agreed ceiling of £200. This additional cost had been agreed via email between meetings and so the printing was taking place. DISCHARGED
- 6.6 KO stated that she had yet to contact Graham Catling and MSDC regarding the overgrown footpaths. ONGOING
- 6.7 Article for Village Newsletter advising that the VAS sign would be going ahead and asking for any more volunteers. DISCHARGED

- 6.8 The Community Centre has been booked for all Parish Council Meetings and Litter Picks in 2015, with the exception of the September meeting which will take place at the Church as the Community Centre is already booked. DISCHARGED
- 6.9 Set up online banking to allow for viewing of statements online and internal account transfers. DISCHARGED
- 6.10 The planning department have been advised again of the change of contact details for the Clerk. DISCHARGED
- 6.11 The planning policy adopted at the November meeting has been put on the parish website. DISCHARGED
- 6.12 The Jubilee Cup has been engraved, but as yet no opportunity has arisen to present the cup. CG will be arrange as soon as possible. ONGOING

#### WPC 15-02-06 Chairman's Update

- a) Road Repair Update. The planned road repairs are ongoing, one parishioner has been in contact complaining that the work done in Fingal Street is very poor. CG will pass this comment onto the Highways Department. BS thought that the work done on this stretch may have been a temporary repair with full resurfacing scheduled to take place at a later date.
- b) Village Survey Update. Despite an article in the Village Newsletter there had been no further response from village organisations. It was agreed that the Clerk would write individually to village organisations advising that as the year 2015-2016 was the last year that the Council would have payments to make to the Public Works Loan Board, next year there is likely to be significant funds available for projects within the village and therefore ideas need to come forward. NW suggested including a copy of the form to apply for funding from the Council. CG will provide the Clerk with a list of organisations to contact.
- c) Fence at the Acorns. The Clerk had written to the planning department after concerns were raised by the Community Centre Committee. The planning department have stated that the fence is within planning rules. The new fence means that when the barrier is down across the entrance there is no pedestrian access available to the Community Centre. The Council felt that when the barrier was down then it meant that nobody should be accessing the Community Centre and felt that there was no further action to be taken. DISCHARGED

#### WPC 15-02-07 Parish Council Activities

- a) Litter Pick Update – to include sign and pot hole survey. BS will organise the Litter Picks, the dates of which have been set for 2015 as 14<sup>th</sup> March and 3<sup>rd</sup> October. The Community Centre will act as a base and lunches arranged for volunteers. The Clerk will contact MSDC to arrange collection of litter. Concerns have been raised about safety issues for people trying to clean signs. It was agreed that litter pick volunteers will be issued with maps and asked to mark any potholes and signs that need cleaning and/or repairing. The information will then be passed back to Highways to be dealt with. The Clerk will advise the Village Newsletters of the Litter Pick dates.
- b) Footpath Survey – NW agreed to look into arranging a date and to see if the day could be run in conjunction with the Community Centre Committee. JR suggested that the day could be linked to the redistribution of the Wayfinder map. ONGOING
- c) VAS Sign Update – BS to lead a working party to start the six step process towards getting the sign installed as advised by MH. The Clerk reported that current insurance would cover a VAS sign for a small additional sum under the current 'All Risks' section. The existing public liability insurance would cover any volunteers operating the sign as long as adequate risk assessment has been carried out. NW volunteered to work with BS, all communications with the County Council (contact Josh White) would be copied into MH who could help facilitate the work. Partnership working with other parishes may be considered at a later stage to help spread costs. ONGOING
- d) Swan PC – donated to Primary School. BS reported that this had been done and the Primary School were very appreciative. DISCHARGED

- e) Review of Parish Contacts List. JR will check and update details. The Clerk will supply the Word document for editing. JR to source quotes for printing. ONGOING
- f) Parish Welcome Pack. CG has been working on this for the past few months. Originally a PCC publication instigated by John and Rita Ridgewell it has been agreed that the Parish Council would be better suited to collating the information; although Rita will still arrange delivery to new parishioners. A budget figure will need to be considered to cover the cost of producing the pack, although business sponsorship/adverts could bring in additional revenue. It was agreed that a slide bound pack would be best, as it could be easily updated. CG will circulate the pack to Councillors for thoughts and opinions and then look at getting quotes from printers. ONGOING
- g) Standing Orders & Publication (Freedom of Information) List. KO will review these documents and advise if they need to be updated. ONGOING
- h) Precept Referendum Response. The Clerk had asked for comments from Councillors via email and submitted the responses, as the deadline had been 8<sup>th</sup> January 2015. The comments stated that the Council felt it was wrong for central Government to be involved in setting or influencing precepts as it goes against the general idea of the Localism Act. DISCHARGED
- i) Transparency Code. The Clerk advised that on first reading it appears the Council will now be exempt from External Audit as Worlingworth is under the £25,000 threshold. There are more stringent reporting rules that will be required, such as the publication of minutes in draft form within one month of a meeting. KO will review the Transparency Code in full and draw up a list of the requirements that will need to be met. ONGOING
- j) Annual Parish Meeting & Annual Report. The Clerk will contact village organisations early in March to invite them to send in or present a report on their activities at the Annual Parish Meeting. CG has started to draft the Annual Report and asked for suggestions of input from the Councillors. It was agreed to include; an update on Superfast Broadband, the Wayfinder map reprint, the new Welcome Pack, Financial Statement, the Jubilee Cup, List of Councillors and the Funding Application form. NW will contribute on the Footpath Survey, BS will contribute on the VAS sign and KO will contribute a review of planning matters. JR will collate the content and arrange quotes for printing. ONGOING

#### WPC 15-02-08 Finance

- a) Financial Statement. The Clerk had previously circulated the Financial Statement for September, which was accepted by the Council.
- b) Cheques were authorised for the Clerk for salary, travelling expenses, stationery, postage and the engraving of the Jubilee Cup. Under the National Joint Council terms and conditions the Clerk's salary scale point had increased from 1<sup>st</sup> January 2015, there had also been a non-consolidated payment in December 2014. The salary point increase had been agreed by the Councillors by email in December.
- c) The Precept was set for 2015-2016 with no increase on the current year's level. The Clerk will complete and return the form to the District Council for funding.
- d) Application for funding from Headway. The application had been circulated in advance of the meeting, after discussion it was agreed that the Clerk would contact Headway and ask for more information about the support offered by the charity within Worlingworth, the application would then be considered again at a future meeting.

#### WPC 15-02-09 Planning

- a) Planning Applications.  
No applications have been received since the meeting on 7<sup>th</sup> January 2015
- b) Updates and outcomes on previous planning applications.  
Applications 3758/14 and 3759/14 relating to repairs to fire damage at Oak Farm, Church Road, have now been granted permission.

WPC 15-02-10 Feedback from External Meetings

There was nothing to report, however, dates for the SALC Mid Suffolk North area meetings in 2015 have been circulated by email and CG asked if all Councillors could consider if they are able to attend.

WPC 15-02-11 Any Additional Officers' Reports

The Clerk has booked to attend the Election Briefing on Saturday 31<sup>st</sup> January to ensure that all processes are complied with.

The idea of the Parish Council sponsoring the colour page in the Benefice Newsletter in order to raise awareness of council work was discussed. BS proposed and KO seconded and **IT WAS RESOLVED.**

WPC 15-02-12 Matters to be brought to the attention of the Council

A letter had been received from Keith Wilson regarding the wreath for the Remembrance Day service. It appears that the Parish Council will need to purchase two wreaths for 2015 as Mr Wilson has indicated that he will no longer be subsidising the cost of the wreath for the PC Whiting memorial. The Council were unaware that Mr Wilson had been paying for the smaller wreath himself. The Council agreed that they would like to know the costs of the wreaths in advance for budget purposes. The Clerk will contact the local branch of the Royal British Legion to ascertain the costs of the wreaths and report back.

WPC 15-02-13 Items for the March Agenda

Budget Setting	Annual Audit	Arrangements for Annual Parish Meeting
Footpath Survey Update	VAS Sign Update	Village Survey Update
Litter Pick Report	Parish Contacts List	Emergency Plan Fridge Magnets
Risk Register	Annual Report	Standing Orders/FOI/Transparency Code Review
Parish Welcome Pack		

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.35 pm. The next meeting is set for **Wednesday 18<sup>th</sup> March 2015** at 7.30 pm at the Community Centre.

Sarah Clare  
Parish Clerk

Carol Garrett  
Chair