

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 18th March 2015 at the Community Centre.

Attendance	Carol Garrett (chair) (CG) Karen Osborn (vice-chair) (KO)	Brian Smallcombe (BS)	Janette Robinson (JR)
With	Councillor Matthew Hicks (MH)	Peter Ingram from Better Broadband for Suffolk	Jonathan Chown from Better Broadband for Suffolk

Parishioners present at the meeting: 7

Public Contributions

WPC 15-03-01 Better Broadband for Suffolk

A brief outline of the work carried out by Better Broadband for Suffolk was given. The intention is to have 90% coverage of Suffolk premises (domestic and commercial) served by fibre optic broadband by the end of 2015 with the remaining 10% of premises receiving varying speeds of between 2Mbps and 24Mbps.

The infrastructure to provide Worlingworth with fibre optic broadband is in place - the installation of two new telephone cabinets in August 2014. There have been some delays in installing infrastructure further back in the network, which explains the delay in the service going 'live' in the village. It is anticipated that the lines will be live at the earliest June and the latest September.

Initially there will be sufficient lines to serve 244 premises, it is anticipated that this will be adequate to serve all homes that currently are within range (there is a map available on Better Broadband website to illustrate the areas that will be covered – just enter the postcode). Essentially the closer the premises are to the cabinet the quicker the speed available to the customer. This is due to the fact that the fibre optic only runs to the cabinet and then the lines are dependent upon old style copper cables into premises. Those within 1½ km of cable distance should receive superfast speeds easily. Once the connection is available then the Retail Service Providers (BT, Sky, Talk Talk etc) will be in contact with residents to encourage them to take up the enhanced service. It is also possible to sign up for email alerts on the Better Broadband website.

For those residents not able to connect to the superfast broadband connection there is a Universal Service Commitment in place. Essentially this will be a satellite broadband solution and information on this service will be available on the Better Broadband for Suffolk website at the end of the year. At this point people will also be able to see when superfast fibre broadband is likely to be available to their premises and make an informed choice of whether to wait or take the interim solution.

Several questions were raised by parishioners present at the meeting, including the installation of new infrastructure, the futureproofing of the service, maintenance responsibilities, the cost of upgrading and whether the election is likely to affect the broadband rollout.

Installation of Infrastructure: it is unlikely that any more cabinets will be installed in Worlingworth, restrictions have been lifted on installing fibre optic cable overhead and this will enable the use of 'remote nodes' to improve connections to premises and extend coverage in the future.

Futureproofing of the Service: the fibre optic cable over-provides at present and is essentially capable of providing a 1Gbps connection, it is the electronics at the end of the cable that are the

restrictive element. As software technologies improve the fibre optics will be capable of delivering the improved speeds.

Maintenance Responsibilities: the current cable contractor Open Reach will be responsible for maintaining the new fibre optic cables alongside the current copper cables.

Cost of Upgrading: the average cost of upgrading is an additional £6-£7 per month on a broadband subscription - consumers need to request the upgrade it will not happen automatically.

Will the Election affect the Roll-out? The existing contracts have been signed and worded so that whichever political party is in power is legally bound by them.

More information, including more frequently asked questions can be found by visiting www.betterbroadbandsuffolk.co.uk

WPC 15-03-01 County and District Councillor's Reports

The County Councillor's Report had previously been circulated to the Council, and has been posted online.

MH commented on the progress of installing the VAS sign, stating that he may be able to provide funding for the posts to hold the VAS once the locations have been finalised. MH also suggested that it may be worth contacting Tim Passmore for additional help.

Suffolk County Council has decided not to increase their portion of the Council Tax bill, but Mid Suffolk has raised their portion slightly resulting in approximately 5p extra per house per week (Band D).

WPC 15-03-02 Apologies

CB had forwarded apologies to the council; he was unable to attend due to work commitments. NW had also forwarded apologies, but it was unknown as to why he could not attend. The Council accepted. Due to pressure of work CG felt it better to delegate Chair responsibilities for this meeting to Vice-Chair KO, the Council accepted.

WPC 15-03-03 Declaration of Interests

BS declared interest in planning application 0395/15, being a close neighbour to the proposed development.

WPC 15-03-04 Minutes of previous meeting

The acceptance of the Minutes as a true and accurate record of the meetings held on 21st January 2015 were proposed and seconded and **WERE SO RESOLVED**. The Minutes were signed by the Vice-Chair and Clerk.

WPC 15-03-05 Matters Arising and Action Points

There were no Matters Arising.

- 5.1 Article for Village Newsletter regarding opportunity for parishioners to raise questions regarding Superfast Broadband at March meeting. DISCHARGED
- 5.2 Jonathan Free to be contacted regarding amending the Land Registry Deeds for Village Green ownership. The Clerk had found details of an adverse possession bid for the Village Green in 2000 at the time when the village sign was installed. The Clerk was asked to speak to Jenny Holmes regarding the issue and discuss further. ONGOING
- 5.3 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
- 5.4 KO stated that she had yet to contact Graham Catling and MSDC regarding the overgrown footpaths, however, with the Footpath Walking Day due to take place in July it was agreed not to contact MSDC until after the event in case any other footpaths needed reporting. DISCHARGED

- 5.5 Arrange presentation of the Jubilee Cup. CG reported that the cup had been presented to Carly Holland at a Youth Club evening and details were on the website and in the Village Newsletter. DISCHARGED
- 5.6 Contact Highways Department regarding concerns over work done at Fingal Street – done and awaiting response. DISCHARGED
- 5.7 Write to all village organisations asking for ideas for projects considering the end of the PWLB payments in 2016. DISCHARGED
- 5.8 Litter Pick. DISCHARGED
- 5.9 Footpath Survey Day. NW was not present to report, but when notifying of his absence he indicated that he will update the councillors via email. JR reported that the Wayfinder map is now printed and several have been provided to John and Rita Ridgwell to start distribution. ONGOING
- 5.10 VAS Sign working party. ONGOING
- 5.11 Update Parish Contacts List and get quotes for printing. JR reported that she had identified a number of additional contacts and updated the current numbers, but due to the imminent election it had been decided to delay printing to ensure that the District and County councillor details are correct. Quotes will be obtained and brought to the next meeting, by which time the election results will be known and the contact cards can then go to print. ONGOING
- 5.12 Parish Welcome Pack to be circulated to all councillors for thoughts and opinions and printing quotes obtained. JR, Geoffrey Robinson and CG have formed a working party. The Parish Council are to fund the printing, (quotes are still to be obtained as the pack has not been finalised) and the Parochial Church Council will continue to organise distribution. ONGOING
- 5.13 Check Standing Orders & Publication (Freedom of Information) List for any updates required. KO reported that she had not had time to do this yet. ONGOING
- 5.14 Check Transparency Code and draw up a list of requirements to be met. KO reported that she still had to do this. ONGOING
- 5.15 Contact village organisations to invite reports/presentations at the Annual Parish Meeting. This had been done, but a reminder will be issued by the Clerk closer to the time. ONGOING
- 5.16 Prepare articles for Annual Report. ONGOING
- 5.17 Complete and return Precept Form. DISCHARGED
- 5.18 Contact Royal British Legion regarding costs of wreaths for 2015. DISCHARGED After consideration it was agreed to order Wreath B for the church and Wreath L for PC Whiting. They would be delivered to CG.

WPC 15-03-06 Chairman's Update

- a) Road Repair Update. The road works in the village had caused a little disruption, but the work to repair the potholes is going well.
- b) Village Survey Update. As indicated under item 5.7 the Clerk has written to all village organisations asking for input. About one-third had indicated some interest. Due to the low level of interest it was agreed that a full Neighbourhood Plan was not appropriate, but the few people who have shown interest should be invited to help with a simple refresh of the Parish Plan. CG agreed to contact those concerned and arrange a suitable date for a meeting.

WPC 15-03-07 Parish Council Activities

- a) Litter Pick Update – BS reported that the litter pick had been very successful. 17 people had joined in and 8 bags of litter collected. Val Swallow was thanked for organising the lunches. One of the parishioners in attendance to the meeting raised the point that there had been a considerable amount of litter on New Road shortly after the Litter Pick had taken place. It was believed to be the road working contractors. Photos have been taken and the matter had been reported to Highways. The Parish Council thanked the parishioner and asked to be kept informed of any response.

- b) Worlingworth Walking Day – 5th July 2015 – NW was not present, but in earlier email communications he had indicated that a Footpath Walking Day had been provisionally planned for Sunday 5th July. NW will update councillors with further developments via email and at the next meeting. ONGOING
- c) VAS Sign Update – BS circulated a plan showing three possible locations for the installation of poles for the VAS sign as suggested by Josh White the County Council Surveyor. All councillors were asked to consider the plans and report back to BS. There is now an operational group in place to install and operate the VAS. One of the parishioners in attendance queried whether the sign would be recording speeds. BS stressed that the VAS was intended to be a deterrent only and would not be a speed camera, but it is hoped that this will help lower speeds in the village. BS stated that he did not know if the model that was being considered would have the function to record speed data, but he would find out and if it was viable then this would be considered. The ability to programme the VAS to operate in different speed zones would also be considered; for example to enable it to be used in the ‘20 is plenty’ zone by the school. ONGOING
- d) Parish Welcome Pack & Contacts Card – see items 5.11 and 5.12 above. ONGOING
- e) Standing Orders & Publication (Freedom of Information) List Update – see item 5.13 above. ONGOING
- f) Transparency Code Update – see item 5.14 above. ONGOING
- g) Annual Parish Meeting & Annual Report – It was agreed to run the meeting along the same format as in 2014 and serve refreshments at the end of the meeting. CG and the Clerk will liaise to make arrangements for the meeting. CG asked all Councillors to consider their reports for the Annual Report. ONGOING

WPC 15-03-08 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 and postage.
 - SALC for Election Briefing training and payroll administration.
 - Christine McKechnie for painting the village sign.
 - BS for supplying bread rolls for Litter Pick lunch (out of Chair’s budget)
- c) Budget for 2015-2016. The Clerk had previously circulated a revised budget following discussions at the January meeting. Following the discussion at item 5.18 above it was agreed to increase the amount allowed for the Royal British Legion wreaths to cover the additional costs. The Clerk also indicated that due to tax code changes it was likely that there would now be payments direct to HMRC, but the overall budgeted salary figure would remain unchanged. BS proposed the adoption of the budget, JR seconded and **IT WAS RESOLVED** the budget be adopted. The Clerk will arrange for it to be published on the website.
- d) Reconsider application for funding from Headway. The Clerk reported that Headway was not currently supporting anyone from Worlingworth, therefore the Council declined to offer any donation at this time. The Clerk will advise the decision to Headway.
- e) Consider application for funding from Worlingworth Primary School. The application had been circulated in advance of the meeting. The Council were very pleased to support the school with their plans to improve the library and felt that the full amount could be provided. BS proposed, CG seconded and all agreed. JR agreed to take the cheque to the school.

WPC 15-03-09 Planning

- a) Planning Applications.

Application 0395/15 - The Mills, Mill Road – the council felt that there were no comments to be made, but that the plans were a great improvement on previous plans.

Application 0654/15 – Land at Shop Street – Mr Havers was attending the meeting as representative, however the council felt that there were no comments to be made, but again praised the plans as improved upon previous applications for the site.

Application 0723/15 – The Rectory, Church Road – the council felt that there were no comments to be made.

b) Updates and outcomes on previous planning applications.

Application 2411/14 relating to the building of 3 new properties and alterations to the existing property at Springfield House has now been granted permission, despite parish council concerns over traffic.

WPC 15-03-10 Feedback from External Meetings

None

WPC 15-03-11 Any Additional Officers' Reports

None

WPC 15-03-12 Matters to be brought to the attention of the Council

The Clerk reported that she had received notification that membership for Community Action Suffolk was due. The Councillors could not identify what this organisation provided and so the Clerk was asked to look into this and report back before the membership was renewed.

CG reported that she was intending to stand down as Chair at May meeting. The Clerk was asked to find out the procedure to run the council if nobody came forward as Chair.

WPC 15-03-13 Items for the May Agenda

Annual Audit	Risk Register	Arrangements for Annual Parish Meeting
Footpath Survey Update	VAS Sign Update	Village Survey Update
Litter Pick Report	Parish Contacts List	Parish Welcome Pack
History Group Proposal	Annual Report	Standing Orders/FOI/Transparency Code Review

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.20 pm. The next meeting is set for **Wednesday 19th May 2015** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Karen Osborne
Vice-Chair