

## WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 20<sup>th</sup> May 2015 at the Community Centre.

Attendance Carol Garrett (chair) (CG) Brian Smallcombe (BS) Janette Robinson (JR)  
Karen Osborn (vice-chair) (KO)

Parishioners present at the meeting: 2

#### WPC 15-04-01 Appointment of Chairman & Deputy Chairman

The Clerk asked for nominations for the office of Chairman. After discussion it was agreed to appoint a Chairman for a six month period only. The office will be reviewed at the November meeting of the Parish Council.

CG was nominated as Chairman by JR, BS seconded and **IT WAS RESOLVED.**

KO was nominated as Deputy Chairman by BS, CG seconded and **IT WAS RESOLVED**

#### WPC 15-04-02 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 attend, but hoped to join the Parish Council at the Annual Parish Meeting on 27<sup>th</sup> May.

#### WPC 15-04-03 Apologies

There were none.

#### WPC 15-04-04 Declaration of Interests

As this was the Annual General Meeting of the Parish Council councillors were asked to consider their annual declaration of interests.

CG declared involvement in D J Wines a business based within the parish.

KO declared involvement in Peritas Change Consultancy a business based within the parish.

JR declared involvement in Worlingworth Over 60s Christmas Party Committee and Worlingworth Local History Group Committee.

BS declared involvement with Worlingworth Local History Group Committee.

#### WPC 15-04-05 Minutes of previous meeting

The acceptance of the Minutes as a true and accurate record of the meetings held on 18<sup>th</sup> March 2015 were proposed and seconded and **WERE SO RESOLVED.** The Minutes were signed by the Chairman and Clerk.

#### WPC 15-04-06 Matters Arising and Action Points

There were no Matters Arising.

6.1 Matter regarding Village Green ownership. DISCHARGED

6.2 Exploring possibility of accessing funds from Debenham Children's Centre to help with upgrading the broadband at the Community Centre. CB has now resigned from the Parish Council. The Clerk was asked to refer the matter to the Community Centre Committee, suggesting that they contact CB for more information. DISCHARGED

- 6.3 It was noted that the Parish Council was not currently represented on the Community Centre Committee. BS agreed to attend the forthcoming Community Centre Committee AGM on 10<sup>th</sup> June 2015. ONGOING
- 6.4 Footpath Survey Day. NW has now resigned from the Parish Council. To be discussed later in meeting. ONGOING
- 6.5 Update Parish Contacts List and get quotes for printing. DISCHARGED
- 6.6 Parish Welcome Pack. To be discussed later in meeting. ONGOING
- 6.7 Check Standing Orders & Publication (Freedom of Information) List for any updates required and check Transparency Code and draw up a list of requirements to be met, KO reported that she is still working on this task. ONGOING
- 6.8 The Clerk asked when the wreath for the PC Whiting memorial would be required. It was agreed to request both wreaths be delivered to CG 1<sup>st</sup> November. The Clerk will contact Keith Wilson to thank him for his help in organising the wreaths in previous years and to let him know that the Parish Council have the matter in hand for 2015 onwards. ONGOING
- 6.9 Arrange meeting for parishioners who have shown interest in being involved in refreshing the parish plan. CG reported that this had met with little interest. DISCHARGED
- 6.10 VAS sign to be discussed later in meeting. ONGOING
- 6.11 The Clerk reported that plans for the Annual Parish Meeting on 27<sup>th</sup> May had been finalised. DISCHARGED
- 6.12 The Annual Report had been printed and distributed alongside the Church & Village News. Thanks were expressed to Val Swallow for her assistance in organising this. DISCHARGED
- 6.13 Budget published on website. DISCHARGED
- 6.14 Advise Headway of Council's decision on funding application. DISCHARGED
- 6.15 Cheque for library work to be taken to Primary School. DISCHARGED
- 6.16 Research work of Community Action Suffolk. DISCHARGED
- 6.17 Research procedure to run council in event of having no Chairman. DISCHARGED

#### WPC 15-04-07 Parish Council Activities

- a) To Fill Vacancies on Council – BS reported that Juliet Pierce who had expressed interest in joining the council was unable to attend due to a family emergency. It is hoped that she will consider co-option to the council at the July meeting. CG reported that one other parishioner was currently considering co-option, but wished to remain anonymous at present.
- CG stated that if more parishioners could not be persuaded to join the council then merging with a neighbouring parish may have to be considered, or just running an Annual Parish Meeting, which is the minimum legal requirement.
- b) To Confirm Arrangements for Annual Parish Meeting on 27<sup>th</sup> May – A number of reports have been received from village organisations and others had stated they would deliver a report on the day. The agenda was passed to CG to post on the noticeboard. CG confirmed that she had wine and soft drinks to serve once the meeting had closed.
- c) Worlingworth Walking Day – NW has now resigned, but it was felt that this would still be a worthwhile venture. Several years ago a lot of work had been put into recording 17 miles of local footpaths, which had resulted in the Wayfinder map, recently reprinted. It was felt that the previous date of 5<sup>th</sup> July was too soon to make arrangements. After discussion it was agreed to look into booking the Community Centre to use as a base on 17<sup>th</sup> October and for the day to be run in a similar format to the Litter Pick days. The Clerk will make a booking for the Community Centre and contact all village organisations to ask whether the different groups would consider supporting the event. CG to put a note advertising the event in the Village Newsletter. ONGOING
- d) VAS Sign Update – BS reported that the three locations for the post have been agreed, the works have been ordered and he was waiting to hear from the contractors KMG for the dates

to be confirmed. BS will look into ordering the VAS itself. CG will put an update in the Village Newsletter. ONGOING

- e) Parish Welcome Pack – JR, CG and Geoffrey Robinson have met and are working on this project. Research into packs offered by other villages has taken place. The Church is very keen to liaise, but one of the difficulties discussed was finding out when someone new moves into the village. JR has registered to receive monthly updates of houses sold in the parish, but this does not cover rented properties. ONGOING

Contacts Card – This is now ready for distribution, JR has added quite a few more organisations to the one issued in 2014. JR will liaise with Val Swallow to arrange distribution with the June issue of the Church & Village News. During discussion it was agreed to arrange a further 100 copies to enable some cards to be kept in reserve. JR will forward a pdf version of the Contacts Card to the Clerk so that it can be put on the website.

- f) Emergency Plan Fridge Magnets – After discussion JR agreed to look into re-formatting the magnet and will contact Jenny Holmes for details of fridge magnet manufacturers. ONGOING
- g) Concerns raised about HGV movements through the village – A letter had been received from a concerned parishioner. The Clerk will contact the parishioner and advise that the Parish Council will be investigating. CG to contact Tannington's to discuss access issues. ONGOING
- h) The Swan – community right to bid regarding change of landlord – The Clerk advised the council that the change of landlord is an exempt category and did not affect the community right to bid. The new landlord will be taking over from 1<sup>st</sup> June.
- i) Standing Orders & Publication (Freedom of Information) List Update – see item 6.7 above. ONGOING
- j) Transparency Code Update – see item 6.7 above. ONGOING
- k) Local History Group Proposal – JR outlined the proposal which related to plans to produce an audio trail which could be downloaded for people to listen to whilst walking around Worlingworth. It is also hoped that information boards could be placed in strategic places along with walk. A similar trail operates successfully in Hoxne. JR asked whether the Parish Council would consider supporting the proposal. The Parish Council welcomed the proposal and felt that financial assistance may be possible pending further information and a formal grant application, but that the Local History Group would need to do the actual work in producing the trail.

#### WPC 15-04-08 Finance

- a) Financial Statement. The Clerk had previously circulated the Financial Statement for September, which was accepted by the Council.
- b) To sign off the Audit Submission for 2015. The finance papers had been approved during the internal audit. CG proposed the External Audit Submission and the Governance statement be approved, KO seconded and **IT WAS SO RESOLVED**. The Chairman signed the forms on behalf of the Council.
- c) Cheques were authorised for:
- The Clerk for salary, travelling expenses and postage.
  - Community Action Suffolk membership
  - SALC Membership
  - Don Hughes for Internal Audit
  - Mid Suffolk District Council for Dog & Litter Bin emptying
  - Benefice News for printing and distributing the Annual Report
- d) To consider applications for funding.

- Application for funding from Worlingworth Youth Club. The application had been circulated in advance of the meeting. The Council supported the application, but asked that the Clerk remind the Youth Club that they cannot be relied upon to provide a continuous supply of consumables. BS proposed they should be awarded the amount they asked for, KO seconded, and **IT WAS SO RESOLVED**.
- Application for funding from Home-Start Mid Suffolk. The application had been circulated in advance of the meeting. The Council were pleased to support the Worlingworth Family Group, run by Home-Start Mid Suffolk in providing funding for play equipment, particularly as the equipment being requested would be stored at the Community Centre and would be available for the Youth Club to also use. However, they did not support the element of the application to pay for a circus workshop. BS proposed, CG seconded and **IT WAS SO RESOLVED**.

#### WPC 15-04-09 Planning

##### a) Planning Applications.

Application 1582/15 – Side Extension at The Carlings, Church Road – the council felt that there were no comments to be made.

##### b) Updates and outcomes on previous planning applications.

0395/15 3 new dwellings on land to rear of The Mills, Mill Road – granted

0723/15 window alterations and replacements at Halcyon House, Church Street – granted

Concerns had been expressed by a parishioner over the conversion of a garage into part of a dwelling. KO agreed to look into the matter to see whether this was permissible development or whether planning should have been obtained.

Discussion also took place about a detached garage being built to the side of another property, for which no planning consent seems to have been obtained. KO agreed to also investigate this matter.

#### WPC 15-04-10 Feedback from External Meetings

None

#### WPC 15-04-11 Any Additional Officers' Reports

None

#### WPC 15-04-12 Matters to be brought to the attention of the Council

The Clerk reported that she had been notified by the Arboricultural Officer at Mid Suffolk District Council that a dead maple tree currently covered by a Tree Preservation Order at Autumn House, Shop Street would be removed.

The Parish Clerk of Earl Soham had contacted the Clerk to ask for advice on setting up a play area in their village. It was agreed to defer this matter to Carly Holland as she had been instrumental in setting up the Worlingworth play area and it was cared for by the Community Centre Committee, of which she was a member. The Clerk will advise the Earl Soham Parish Clerk of Carly Holland's email address.

JR reported that she had booked with SALC to attend a course on Social Media which would enable her to set up a Facebook page and Twitter account for the Parish Council.

#### WPC 15-04-13 Items for the July Agenda

Parish Welcome Pack Update

VAS Sign Update

Fridge Magnet Update

HGV Movements in Village

Co-option of Councillors

Walking Day Update

Standing Orders/FOI/Transparency Code Review

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.30 pm. The next meeting is set for **Wednesday 15<sup>th</sup> July 2015** at 7.30 pm at the Community Centre.

Sarah Clare  
Parish Clerk

Carol Garrett  
Chair