

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 15th July 2015 at the Community Centre.

Attendance Carol Garrett (chair) (CG) Brian Smallcombe (BS) Janette Robinson (JR)

With Councillor Matthew Hicks (MH) PCSO Abigail Durrant (AD) David Barker (DB) of Evolution Town Planning

Parishioners present at the meeting: 7

WPC 15-05-01 Updates from County & District Councillor and Police

These reports had previously been circulated to the Council and have been posted online. A brief summary was given at the beginning of the meeting as the County & District Councillor and Police Representative were not initially present.

MH and AD joined the meeting later and added comments to their reports.

PCSO Abigail Durrant is covering the Worlingworth area in the absence of PCSO Kane Martin. AD was seeking to encourage parishioners to attend the Priority Setting Meeting on 27th July at Eye Police Station. CG asked that more notice be given of the dates for the Priority Setting Meetings, AD agreed to send the information at the earliest possible opportunity and took the email address for the editor of the Worlingworth village newsletter so that the information could be sent direct for inclusion in future issues.

MH added to his report that by the end of October this year there should be a definitive map of where superfast broadband is available in Suffolk. Those properties outside the scope of superfast at that point will then be able to access vouchers for satellite broadband. The issue of mobile phone coverage in Mid Suffolk was also being addressed with several 'not spots' having been identified, funding for 4G masts open to all networks has been made available and the first masts are currently being put in place. Finally the District Council are aware of a dead tree between Bedfield and Worlingworth that needs to be removed, but as the tree is currently a bat roost the work cannot be carried out until the roosting season is over. (Bats roost May to September)

WPC 15-05-02 Apologies

There was an apology from Karen Osborn who was unable to attend due to work commitments. The Council accepted her apology.

WPC 15-05-03 Declaration of Interests

JR declared an interest in the Parochial Church Council who had submitted an application for funding toward grass cutting.

It was agreed to grant a dispensation to JR under S.33, Localism Act, 2011 on the grounds that, otherwise the number of persons prohibited from participating in the business would be so great a proportion of the Council, it would impede the transaction of the business.

WPC 15-05-04 Minutes of previous meeting

The acceptance of the Minutes as a true and accurate record of the meetings held on 20th May 2015, were proposed and seconded, subject to the note that the new Landlord at The Swan did not take over until a week later than stated under point 15-04-07 (h) the matter **WAS SO RESOLVED**. The Minutes were signed by the Chairman and Clerk.

WPC 15-05-05 Matters Arising and Action Points

There were no Matters Arising.

- 5.1 Matter regarding possible funding from Debenham Children's Centre towards upgrading the broadband at the Community Centre referred to Carly Holland, with suggestion to contact former councillor Chris Bales. **DISCHARGED**
- 5.2 BS to take up role to represent Parish Council on Community Centre Committee. **DISCHARGED**
- 5.3 Parish Welcome Pack. **ONGOING**
- 5.4 KO has produced a list of comments and recommendations regarding the Standing Orders & Publication List and the Transparency Code. The list had only been distributed to the council shortly before the meeting. All councillors agreed to read the review in full ready for discussion at the September meeting. **ONGOING**
- 5.5 Wreaths have been ordered for the PC Whiting memorial and the church Remembrance Service from the Royal British Legion. Both will be delivered first week of November to CG's address. **DISCHARGED**
- 5.6 Worlingworth Walking Day to be discussed later in meeting. **ONGOING**
- 5.7 VAS Sign to be discussed later in meeting. **ONGOING**
- 5.8 Contacts Card to be put on village website. **DISCHARGED**
- 5.9 Emergency fridge magnet to be discussed later in meeting. **ONGOING**
- 5.10 HGV movements in village to be discussed later in meeting. **ONGOING**
- 5.11 The External Audit Submission has been done. **DISCHARGED**
- 5.12 Home-Start and Worlingworth Youth Club have been advised of the success of their applications for funding. **DISCHARGED**
- 5.13 KO to report to council on garage conversion and building of detached garage without apparent planning consent. As KO was not present this matter was deferred to the September meeting. **ONGOING**
- 5.14 Clerk to advise Earl Soham Parish Clerk to contact Carly Holland for information about setting up a play area. **DISCHARGED**

WPC 15-05-06 Parish Council Activities

- a) To Fill Vacancies on Council – CG asked whether anyone present wished to be considered for co-option to the council. Juliet Pierce (JP) spoke briefly about why she wished to be considered for co-option to the council. BS proposed that she be accepted for co-option, JR seconded and **IT WAS SO RESOLVED**.
JP was welcomed to the council and the Clerk confirmed that in anticipation of her joining the council a booking for New Councillor Training in November has already been made.
- b) Emergency Plan Fridge Magnets – JR had obtained the artwork from Jenny Holmes and made the necessary amendments. JR will now obtain quotes for 1,000 fridge magnets and will circulate to all the council for consideration. **ONGOING**
- c) Dog Bins – After discussion it was agreed to arrange for the installation of an additional Dog Waste Bin at the beginning of the footpath near to the church. Clerk to obtain quote for consideration.
- d) VAS Progress Report – BS circulated various options for the purchase of the VAS. After discussion JR proposed a sign with statistical capabilities be purchased, BS seconded and **IT WAS SO RESOLVED**. The VAT element of the purchase will be reclaimed in due course to reduced costs. MH agreed to contact Suffolk County Council's Highways Department to see if they have any recommendations on which sign to choose and will report back to BS direct.
- e) Worlingworth Walking Day & Distribution of Wayfinder Map – The Clerk reported that the Community Centre has been booked for Saturday 17th October to host the Walking Day.

number of village organisations have been approached, but to date only the Home-Start Family Group had indicated they would like to join in. The Clerk will contact the Gardening Club and the Nordic Walking Group to ask if they would like to participate. A piece advertising the event will be put into the next village newsletter to encourage participation from all parishioners and to advise them of where to get a copy of the Wayfinder map.
ONGOING

During the discussions about the Walking Day one of the parishioners present reported two current problems on Worlingworth footpaths. The Clerk took details and will report them to the Public Rights of Way officer at Mid Suffolk District Council. MH asked to be copied in to the report and will help to chase up the work.

- f) HGV Movements Through Village – CG reported that she has been in contact with Tannington's to discuss the matter. They had been very sympathetic, but stated that without details of dates, times and vehicle registrations there was little they could do, if these details were reported and it was one of their vehicles they would speak to the driver about the concerns.

CG confirmed that there were no official restrictions on which roads lorries could use around the village. The Clerk will contact the parishioner who had raised the concerns to explain the situation.

It was agreed that a note would be put into the village newsletter urging all road users to take care in and around the village and should concerns be raised regarding particular vehicles, or areas, these should be reported either to the Parish Council or to the police with as much detail as possible.

- g) Response to the Community Bus Consultation – This matter to be deferred to the next Council meeting, all councillors to read consultation document in preparation. ONGOING
- h) Parish Welcome Plan Update – CG reported that work is ongoing, the working party are waiting to receive some requested information ONGOING.
- i) Standing Orders & Publication (Freedom of Information) List Update – see item 5.4 above. ONGOING
- j) Final Payment to Public Works Loan Board for Community Centre – it was confirmed that this final payment will be in Autumn 2016 not as listed on the agenda. It was unanimously agreed that this 25 year milestone should be marked in some way. Rosemary Ingate (RI) from the Community Centre Committee who was present added that 2016 was also the Queen's 90th birthday and the Community Centre Committee had already considered that some sort of celebration should take place – the final payment celebration could be linked to this. BS as Parish Council representative on the Community Centre Committee will liaise over these plans and report back.

WPC 15-05-07 Finance

- a) Financial Statement. The Clerk had previously circulated the Financial Statement for July, which was accepted by the Council. It was agreed to utilise current account funds to meet the cost of the uncontested election rather than move funds from reserves.
- b) To Review the Community Centre Accounts. RI presented the accounts. The Parish Council praised the work of the volunteers who care for the community centre, thereby keeping costs to a minimum. A query was raised over income from PAT testing, RI explained that the Community Centre Committee can arrange for testing of equipment for a small fee. Concerns were raised that the Electric Meters were not raising sufficient funds. BS explained that the high use of electricity was in many ways down to an antiquated hot water system and that there were plans being drawn up to replace the boiler and system with a modern efficient system that should deliver savings.

- c) Cheques were authorised for:
 - The Clerk for salary, travelling expenses and postage.
 - HMRC for PAYE
 - MSDC to cover fee for uncontested election
 - Sharwards Business Services for production of Contacts Cards
- d) To consider applications for funding.
 - Application for funding from Worlingworth PCC. The application had been circulated in advance of the meeting. The Council supported the application and thanked the PCC for carrying out a tender process to ensure the best deal was obtained illustrating due diligence and ensuring appropriate use of public funds. BS proposed the PCC be awarded the amount requested, CG seconded, and **IT WAS SO RESOLVED.**

WPC 15-05-08 Planning

a) Planning Applications.

Applications 2144/15 & 2146/15 – Renovations, alterations and extensions to White Cottage, Shop Street and the installation of 5 no. dwellings on land surrounding White Cottage, Shop Street.

David Barker (DB) presented the plans and asked for any queries. Parishioners present raised concerns about road safety, the removal of trees from the site, the location of the new properties on the site, drainage on the site and the fencing of the boundary. These matters are all in hand and covered by planning conditions and/or covenants. MH asked whether the work would be carried out under the Considerate Contractors scheme to minimise disruption to existing properties, DB confirmed this would be the case.

The Parish Council considered the applications under the statutory clauses and agreed that there were no grounds to object and that the plans had undergone extensive positive alterations following consultations with both the Council and parishioners. The Clerk was instructed to contact MSDC Planning with the decision.

b) Updates and outcomes on previous planning applications.

1582/15 – Side Extensions at The Carlings – Granted

WPC 15-05-09 Feedback from External Meetings

JR reported that she had attended the Emergency Planning – Social Media Workshop at SALC on 9th June. JR is now the responsible person for the Worlingworth Facebook Account, the details of which will be added to the Worlingworth Emergency Plan Fridge Magnet. A Twitter account for Worlingworth is also to be set up.

WPC 15-05-10 Any Additional Officers' Reports

None

WPC 15-05-11 Matters to be brought to the attention of the Council

The Clerk reported that she had been notified by Suffolk County Council Highways that there would be a temporary road closure on Fingal Street on 29th July to enable BT fault repairs to take place. The diversionary route would be via New Road, Church Road and Shop Street. Details will be posted on the village website.

The Suffolk Philharmonic Orchestra had sent information to the Clerk regarding their Community Concerts, this had been circulated to all councillors and it was felt that possibly this may have a role in the Queen's 90th/Final Payment celebrations detailed under point 15-05-06 (j) above.

Complaints had been made to the Parish Council about parking on footpaths near to the Primary School during drop-off and pick-up times. A note will be put into the village newsletter asking everyone to consider carefully where they are parking. The Primary School will be asked to put a reminder in their school newsletter at the beginning of the Autumn term.

WPC 15-05-12 Items for the September Agenda

Parish Welcome Pack Update	VAS Sign Update	Fridge Magnet Update
Community Bus Consultation	Audio Trail	Walking Day Update
Standing Orders/FOI/Transparency Code Review	Jubilee Cup Planning	Dog Bin Update

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 16th September 2015** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Carol Garrett
Chair