

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 16th September 2015 at the Community Centre.

Attendance Carol Garrett (chair) (CG) Brian Smallcombe (BS) Janette Robinson (JR)
Karen Osborn (vice-chair) (KO) Juliet Pierce (JP)
With Councillor Matthew Hicks (MH)

Parishioners present at the meeting: 4

WPC 15-06-01 Updates from County & District Councillor and Police

These reports had previously been circulated to the Council and have been posted on the village website www.worlingworth.onesuffolk.net

MH outlined the August and September reports highlighting a few points including the savings that have been made in the refinancing of the Energy from Waste plant at Great Blakenham and the upcoming Suffolk Skills Show, an event that ran for the first time in 2014 at Trinity Park targeting 13-18 year olds, it is hoped to build on the success of last year's event.

CG queried the progress of the superfast broadband connection to the village, MH confirmed that as far as he was aware superfast broadband should be available in the village by the end of September. It is hoped that once this is in place a definitive map will be produced by the end of October showing when and where superfast broadband will be available to all households across Suffolk.

PCSO Kane Martin was unable to attend and so the report was read out. The new Safer Neighbourhood Team Roadshow that had been rolled out over the summer had been well received. However, due to future proposed changes it is unlikely that a representative from the constabulary will be able to attend parish council meetings as a matter of course. Reports will still be sent to the councils, but attendance will only take place if a particular need is identified.

WPC 15-06-02 Apologies

There were none

WPC 15-06-03 Declaration of Interests

There were no declarations of interest.

WPC 15-06-04 Minutes of previous meeting

The acceptance of the Minutes as a true and accurate record of the meeting held on 15th July 2015 was proposed and seconded and **WERE SO RESOLVED**. The Minutes were signed by the Chairman and Clerk.

WPC 15-06-05 Matters Arising and Action Points

5.1 Parish Welcome Pack. ONGOING

5.2 List of comments and recommendations regarding the Standing Orders & Publication List and the Transparency Code to be discussed later in meeting. ONGOING

5.3 Emergency fridge magnets to be discussed later in meeting. ONGOING

5.4 Dog Bins to be discussed later in meeting. ONGOING

5.5 VAS Sign to be discussed later in meeting. ONGOING

- 5.6 Piece about Worlingworth Walking Day for Village Newsletter. DISCHARGED
- 5.7 Report problems on footpaths to MSDC Rights of Way Officer – the council had received reports from parishioners that the issues have now been partially resolved. DISCHARGED
- 5.8 Piece in Newsletter regarding traffic in village. DISCHARGED
- 5.9 Community Bus Consultation to be discussed later in meeting. ONGOING
- 5.10 Liaison with Community Centre Committee over PWLB Final payment/Queen's 90th birthday celebrations – BS had circulated notes from the meeting to the council. Ideas for planting a tree to commemorate the Queen's 90th birthday celebrations in 2016 had been put forward, with the suggestion of planting the tree in the Quiet Garden, but no decision had been taken.
- 5.11 Contact MSDC Planning Department with Parish Council's considerations for planning applications 2144/15 and 2146/15. DISCHARGED
- 5.12 Post details of road closures in Fingal Street on village website. DISCHARGED
- 5.13 Piece in Newsletter about parking near primary school. DISCHARGED

WPC 15-06-06 Parish Council Activities

- a) Worlingworth Walking Day 17th October 2015 – despite the Clerk having written to all village organisations and adverts having been placed in the newsletters, not many people had confirmed that they will be taking part. During discussion it was agreed that all councillors would take a few village organisations to approach personally, with a view to encouraging the organisations to 'look after' a particular section of the footpath network, reporting overgrown paths and any broken signs/stiles/bridges/steps that need maintenance. BS agreed to arrange lunch with the assistance of Val Swallow (VS).

BS also confirmed that he would be co-ordinating the Litter Pick on 3rd October and again VS agreed to assist with lunches. The council felt that larger advertising boards were needed to publicise these events, BS offered to produce and place the boards. CG proposed to accept this offer, KO seconded and **IT WAS SO RESOLVED**. The Clerk stated that she had been in contact with MSDC and the collected litter would be removed from the back of the Community Centre during the week after the litter pick.
- b) Audio Trail – It was agreed that this matter would be deferred back to Worlingworth Local History Group, with a request for a formal application for funding to be completed before the Parish Council can consider the matter further.
- c) Emergency Plan Fridge Magnets – JR confirmed that these had been ordered, but due to a few technical delays they were not quite ready, it is anticipated that they will be available for distribution by the November meeting. It was agreed that the Emergency Plan Group should meet to conduct a review to ensure everything is up to date, CG and KO will arrange this. CG asked VS if the magnets could be distributed alongside the Church & Village Newsletter, VS agreed that this could be arranged, with exact details to be confirmed once the magnets have arrived.
- d) Dog Bins – The Clerk circulated details of a suitable dog waste bin and explained that there were two options regarding installation, one was to liaise with Suffolk County Council Works Department, or if someone was willing to do the task then it could be carried out at a local level. BS offered to source suitable posts and fit the bins, the council agreed to reimburse him for the cost of materials. It was felt that two bins would be preferred, one at the end of the bridleway opposite Oak Farm (near to the Church) and another at the junction of Fingal Street and New Road. JR proposed the decision, KO seconded and **IT WAS SO RESOLVED**. The Clerk will order the two bins and arrange for them to be delivered direct to BS for installation.
- e) VAS Progress Report – BS confirmed that he has been in contact with Radarlux and had arranged to collect the VAS system from their offices in Stratford-upon-Avon early in October, thereby enabling him to receive some hands-on training as well. The council agreed to reimburse travelling costs to BS for the trip.

- f) Response to Community Bus Consultation – A query was raised regarding the DBS status of drivers and the situation regarding personal liability insurance. The Clerk will pass on these points to the Community Bus for consideration.
- g) Parish Welcome Pack Update – CG reported that they are still waiting for information to be sent ONGOING.
- h) Review of Transparency Code, Standing Orders & Publication List – CG thanked KO for her work in reviewing the documents, the comments from KO and subsequent responses from the Clerk have been circulated to all Councillors prior to the meeting. During the review it had become apparent that the Council needed to adopt a Media Policy, the Clerk had circulated a NALC standard policy which JP proposed to be accepted, KO seconded and **IT WAS SO RESOLVED**. The Clerk will publish the newly accepted Media Policy on the village website. The other amendments that were discussed will be made by the Clerk and circulated ready for adoption at the November meeting.
- i) Jubilee Cup Planning – This was drawn to the attention of the Council. Nominations must be made ready for consideration at the November meeting. The Clerk will put a piece in the village newsletter asking for nominations from the community.

WPC 15-06-07 Finance

- a) Financial Statement - The Clerk had previously circulated the Financial Statement for September, which was accepted by the Council. CG commented that for future budgeting purposes it may be necessary to up the amount put aside for Stationery as the amount for 2015-2016 has almost been reached already.
- b) To accept External Audit for 2015 – this had previously been circulated. A minor error had been identified where the Table Tennis Table had not been listed in the Asset Register, this has now been corrected by the Clerk. Acceptance of the report was proposed by KO, seconded by JP and **IT WAS SO RESOLVED**. The Clerk will post the report online.
- c) Cheques were authorised for:
 - The Clerk for salary, travelling expenses and postage.
 - HMRC for PAYE
 - BDO LLP for the External Audit
 - The Poppy Appeal for Remembrance Service wreaths
 - CAS for annual insurance
- d) Clerk's Salary – During the past year, at the request of CG, the Clerk has monitored the hours taken to carry out Parish Council business. It has become apparent that the hours being funded are insufficient. The Council decided to raise the hours from 15 per month to 20 per month with immediate effect, BS proposed, KO seconded and **IT WAS SO RESOLVED**. The Clerk was asked to notify SALC payroll to carry out this action.
- e) To consider applications for funding – none had been received. The Council expressed their disappointment, particularly as the Clerk had written to many village organisations earlier in the year to raise the awareness of the availability of Parish Council funding. BS stated that at the Community Centre Committee meeting discussion had taken place over what the Parish Council could do once PWLB payments finished in 2016 and felt it likely that more applications will be forthcoming at that time. The Community Centre Committee had discussed applying for funding to bring WiFi to the Community Centre, but as yet nothing had been submitted. The Council felt that with the proposed new 4G Mast likely to be in place by early next year it would be worth waiting to see if this would enable Community Centre users to access services on tablet computers and smartphones.

WPC 15-06-08 Planning

- a) Planning Applications.

Application 2907/15 – The development of a shared electronic telecommunications base station at Worlingworth Hall, Church Road. The Parish Council felt that this was a very beneficial development to the village and fully supported the application. The Clerk was instructed to contact MSDC Planning with the decision.

- b) Updates and outcomes on previous planning applications.
0654/15 – Erection of 2 no. new dwellings with allocated parking and using existing vehicular access. Land at Shop Street, Worlingworth – Granted

WPC 15-06-09 Feedback from External Meetings

None

WPC 15-06-10 Any Additional Officers' Reports

None

WPC 15-06-11 Matters to be brought to the attention of the Council

The Clerk drew the Council's attention to the Insurance Renewal from Community Action Suffolk (CAS). A query had been raised by CAS about the Council holding Public Liability Cover for the play area equipment, but not All Risks Cover. The Clerk clarified the position that Public Liability is insurance that is in place should anyone be injured whilst using the equipment, whilst All Risks Cover is insurance to cover the cost of loss or damage to the equipment itself. After discussion the Council believed that the Community Centre Committee as owners of the equipment should carry All Risks Cover, but if the Council are holding Public Liability Cover then queries should be raised over inspections and maintenance of the equipment. The Clerk was asked to write to the Community Centre about these issues and report back to the Council.

WPC 15-06-12 Items for the November Agenda

Parish Welcome Pack Update	VAS Sign Update	Fridge Magnet Update
Play Area Equipment Insurance	Calendar for 2016	Jubilee Cup Nominations
Adoption of Revised Standing Orders	Celebration of end of PWLB payments	

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 18th November 2015** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Carol Garrett
Chair