

## WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 18<sup>th</sup> November 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: 3

#### Public Contributions

The Parish Council were asked by a surveyor to view plans relating to possible sites for development on the outskirts of the village. The Council made it clear that until formal planning applications were submitted there could be no official comment made, but recognised the importance of early engagement in village development.

Three sites are being considered for possible housing, with a mix of housing types (e.g. starter homes, bungalows, affordable housing) being proposed. The surveyor indicated that he was working with a local family to explore options, with green space areas to be included in the possible developments.

The Council discussed the plans with queries being raised about sewerage facilities, village amenities, public transport and maintaining the character of Worlingworth. The surveyor thanked the Council for their comments.

CG asked that all Councillors take time to consider the matter further - as it is difficult to ensure all angles are considered when viewing an idea such as this for the first time - and submit their thoughts to the Clerk for collation at the January meeting. The surveyor will then commence initial draft plans which could form the basis for further consultation with the Council and the Public.

#### WPC 15-07-01 Updates from County & District Councillor and Police

The County Councillor Report had previously been circulated to the Council and has been posted on the village website [www.worlingworth.onesuffolk.net](http://www.worlingworth.onesuffolk.net)

MH discussed the promotion of Ipswich as Suffolk's county town. It is felt important by many in the County and District Councils that a strong county town is essential to encourage business in the whole of Suffolk. This is the main reason that so much investment is going into the town centre and redeveloping brownfield sites on the outskirts. The rail link between Ipswich and London takes only 60 minutes and currently Ipswich is not capitalising on this proximity as well as it could.

MH confirmed that the Superfast Broadband connection is now live in Worlingworth and with the 4G masts due to be installed by May the village will be very well connected to the communications network. It is important that as many villagers as possible connect to the new fibre broadband, once the uptake in a village reaches 20% this triggers a reinvestment of funds into the network.

The development at Sizewell C was discussed. MH praised the investment as the development will take about 10 years to build and in the process create lots of local jobs. Suffolk County Council are planning a four village bypass on the A12 to make the area much more accessible to accommodate the additional traffic.

The Police Report was received shortly before the meeting and circulated to all present. It will be published on the village website. There have been no reported crimes in Worlingworth since the last report, other matters covered included road safety advice with winter approaching and an update on parish council attendance and police restructuring.

#### WPC 15-07-02 Apologies

There were none

#### WPC 15-07-03 Declaration of Interests

JR, JP and KO declared interest in the bid for funding for the Over 65's Christmas Lunch.

#### WPC 15-07-04 Minutes of previous meeting

JP asked for amendment WPC 15-06-06 f) as she had not queried the DBS status of Community Bus drivers. It was unclear who had raised the query and so the minutes will be amended to state that simply 'A query was raised'.

Subject to the above amendment the Minutes of the meeting held on 16<sup>th</sup> September 2015 as a true and accurate record were proposed, seconded and **WERE SO RESOLVED**. The Minutes were signed by the Chairman and Clerk.

#### WPC 15-07-05 Matters Arising and Action Points

- 5.1 Contact village organisations regarding Worlingworth Walking Day. DISCHARGED
- 5.2 Boards for Litter Pick & Walking Day. DISCHARGED
- 5.3 Meeting of Emergency Plan Group to be discussed later in meeting. ONGOING
- 5.4 Dog Bins to be discussed later in meeting. ONGOING
- 5.5 VAS Sign. DISCHARGED
- 5.6 Pass on comments to Community Bus Consultation. DISCHARGED
- 5.7 Parish Welcome Pack, to be discussed later in meeting. ONGOING
- 5.8 Update Standing Orders for adoption, to be discussed later in meeting. ONGOING
- 5.9 Piece for Newsletter regarding Jubilee Cup Nominations. DISCHARGED
- 5.10 Publish External Audit. DISCHARGED
- 5.11 Contact SALC payroll regarding increase in Clerk's hours. DISCHARGED
- 5.12 Contact Community Centre regarding insurance for Play Area equipment. The Clerk confirmed that the Community Centre carry All Risks insurance to £43,000 and Public Liability insurance to £6,000,000 and undertake regular inspections of the equipment. DISCHARGED

#### WPC 15-07-06 Parish Council Activities

- a) To Fill Vacancies on Council – CG asked whether anyone present wished to be considered for co-option to the council. Deborah Scaife (DS) spoke briefly about why she wished to be considered for co-option to the council. CG proposed that she be accepted for co-option, KO seconded and **IT WAS SO RESOLVED**. The Clerk asked DS to sign declarations of eligibility and acceptance and confirmed that she will receive an online request to complete her Register of Interests. New Councillor Training has been arranged in anticipation of co-option for DS and for JP who was co-opted in July.
- b) Litter Pick Report – BS reported that the day had been a great success.
- c) Worlingworth Walking Day Report & Action Plan – CG thanked JP for collating comments from the walkers and producing a report. The Clerk will arrange for the report to be published on the website, with a note that a number of the issues noted on the day had already been resolved.

JP asked whether anyone else on the Council was involved in monitoring footpaths and rights of way. The previous Councillor who had taken the lead on this matter has now

resigned, so it was unanimously agreed that JP should now take on the role. JP will arrange to retrieve any files and information from Nick Westwood.

JP has already written to walkers thanking them for their participation, but note will also go in the Village Newsletter thanking the participants again and the landowners who have already taken action to reinstate paths. It is hoped to make the Worlingworth Walking Day an annual event and encourage groups within the village to adopt a particular footpath.

- d) Emergency Plan: Review and Distribution of Fridge Magnets – KO reported that the Emergency Planning Group have met, including representatives from the Community Centre Committee and agreed that going forward six monthly meetings would be best.

JR confirmed that the Emergency Plan Fridge Magnets have now been received. An envelope containing a magnet and a flyer detailing the Emergency Plan will be distributed to every house in the village along with the December Newsletter. A note will go into the Newsletter highlighting the parish council's work in this matter.

As part of the Emergency Plan Group's meeting a discussion had arisen about installing a change-over switch at the Community Centre to enable the electricians in the building to run off an external generator. It was agreed that the Clerk should contact the Community Centre Committee and ask them to obtain quotes for the work, which can then be submitted to the Parish Council for consideration.

- e) Dog Bins Update – BS confirmed that the bins have been delivered. A third bin has also been ordered to replace an existing bin that has been broken. BS confirmed with the Council the two new locations and will arrange to install them soon. Once installed BS will notify the Clerk who will arrange for the new bins added onto the round for emptying.
- f) VAS Report – The sign is now installed and working, a number of positive comments have been received from parishioners. BS has undertaken training and will be changing the batteries fortnightly. The sign can collect anonymous data on traffic movements and BS will be connecting the sign via Bluetooth to his computer. Volunteers are needed to help change batteries and move the sign around the village. A request for volunteers will go into the Newsletter.

CG reported that a parishioner had been in contact to say that he had asked the Highways Department about extending the 30 mph zone beyond White House Cottage, CG has asked him to forward a copy of the letter so that the Parish Council could be involved. This will be circulated to all Councillors once it is received.

- g) Tree & Hedgerow Funding Proposal – John Ridgwell, the Tree Warden for Worlingworth spoke to the council about the concerns expressed by the Woodland Trust in respect of Ash Die-Back. There are one or two trees in the parish exhibiting symptoms, whilst others have been very thinly foliated during the year, indicating that they are likely to succumb. Additionally some of the large oaks in the parish have dead branches and the potential loss to the local landscape is considerable.

The Woodland Trust are asking parishes to identify suitable sites, alongside verges and infilling hedgerows, where trees can be planted now, to start growing ready replace the anticipated losses. John indicated that he is happy to arrange the logistical side of the planting, but was seeking support from the Parish Council in respect of funding.

JP proposed that the Parish Council back the project, JR seconded and **IT WAS RESOLVED**. The Clerk will put a piece in the village newsletter asking all parishioners to consider whether they have any land that could be utilised, from a single tree to a hedgerow. John explained that for hedgerows it would be best to identify areas that currently do not have a hedge as it would help the young trees to establish.

John explained that he has written in the past to local landowners, but had received no response. John offered to draft a new letter explaining the proposal and how the Parish Council will be backing the scheme. The Clerk will then send the letter out to local landowners on behalf of the Parish Council to ask for any offers of planting sites, making

clear that there would be no financial outlay to the landowner. CG felt that the Parish Council has in the past had a list of local landowners and all Councillors agreed to check their files and supply any contact details they can find to the Clerk.

- h) Grow Wild Funding Community Project – This was a project that had been brought to the attention of the Parish Council by the WI. As the deadline was 1st December it was felt that the timescale was too short for anything to be done this year. Also, as the project was targeted at young people it was decided that the Clerk should pass the information onto the Youth Club who may be able to take part in 2016.
- i) Parish Welcome Pack Update – CG reported that unfortunately due to time constraints little progress has been made again. The Parish Council are funding the printing of the Welcome Pack, whilst the Church distributing. CG asked that more people become involved in putting the pack together and updating the contact details. A note will be put into the Newsletter asking for volunteers to come forward.
- j) Adoption of Updated Standing Orders – The revised standing orders had been circulated to all Councillors prior to the meeting, a couple of minor typographical corrections were noted; subject to their amendment JP proposed the adoption, KO seconded and **IT WAS SO RESOLVED**. The Clerk will publish the Standing Orders on the village website.
- k) War Memorial Maintenance – Geoff Robinson of the Local History Group had asked that the War Memorial be cleaned. KO agreed to liaise with Geoff to find out what needs to be done and if necessary to source quotes for specialist cleaning which can be considered by the Parish Council at the next meeting.
- l) Calendar for 2016 – After discussion it was agreed to leave the meetings bi-monthly on the third Wednesday of the month, therefore the dates for 2016 are:  
20<sup>th</sup> January, 16<sup>th</sup> March, 18<sup>th</sup> May (Council AGM), 20<sup>th</sup> July, 21<sup>st</sup> September, 16<sup>th</sup> November  
The Annual Parish Meeting will be on 25<sup>th</sup> May  
All these meetings to take place at the Community Centre at 7.30 pm. The Clerk confirmed the bookings had been made in anticipation.  
The Litter Picks will take place Saturday 12th March and Saturday 1st October, with the Walking Day on Saturday 15th October. The Clerk will check whether the Community Centre can be booked for these dates 10.00 – 1.30 to allow for lunch to be served to volunteers.
- m) Celebration of End of PWLB Payments: Report from Meeting – CG confirmed that a working party of parishioners had met the night before and that notes on the discussion will be circulated to all. It had been agreed that a celebration should take place, with the weekend 10th/11th September 2016 proposed. The two day event will consist of a number of activities intended to appeal to a wide range of age groups, thereby involving the whole village. Some ideas put forward included tree planting, a 'Worly Fest' and a talent show. Some queries had been raised about charging admission fees, but this would have to be resolved once the plans are further forward. One of the parishioners is putting a flyer into What's On In Worlingworth asking for ideas and volunteers to come forward and join the discussion. BS will liaise on behalf of the Parish Council with the Community Centre Committee over the PWLB celebration plans and plans to celebrate the Queen's 90th birthday.

#### WPC 15-07-07 Finance

- a) Financial Statement - The Clerk had previously circulated the Financial Statement for November which was accepted by the Council.
- b) Cheques were authorised for:
- The Clerk for salary, travelling expenses and postage.
  - SALC payroll
  - Radarlux for the VAS
  - CAS for insurance (following review an additional top-up payment was due)
  - My Fridge Magnets for the Emergency Plan Fridge Magnets
  - Glasdon Ltd for the dog litter bins

- Cllr BS for expenses incurred at Litter Pick Day, the Walking Day and for travel to collect and receive training for VAS.
- c) To consider applications for funding.
- Application for funding from Worlingworth Primary School. The application had been circulated in advance of the meeting. The Council felt that the cost of the work schemes in the application should be met by the school's core funding and that Parish Council support should be reserved for providing additional opportunities or enhancements to the school. Therefore on this occasion the Council declined the application, as although sympathetic to the school's needs it was felt to be outside of the Council's remit. The Clerk will advise the decision to the school.
  - Application for funding from Worlingworth Over 65's Christmas Lunch. The application had been circulated in advance of the meeting. Discussion took place about whether it was appropriate for the Parish Council to continue to support this event. Concerns were expressed that some older parishioners who take part each year could easily afford to pay for the party. Although this party does tackle loneliness and isolation there are some younger parishioners who could also be described in this way and the Parish Council are not supporting an event for this sector of the village. Discussion about other methods of funding the event took place and it was felt that at present the Over 65's appear to be becoming reliant on Parish Council funding and are not actively engaging in fundraising themselves. CG proposed that the Christmas lunch is supported for this year as the timeframe is very short, but that the group should consider better ways to fund the event in future years. BS seconded, and **IT WAS SO RESOLVED**. JR took the cheque for delivery. The Clerk will write to the organisers explaining the Council's decision and reasoning and invite them to the January meeting to discuss possible alternative funding sources for the 2016 lunch.
- d) Monitoring of Funding Applications – The Clerk had been notified by the Friends of Worlingworth School that the £150 awarded to the group to purchase soft seating for the after-school film club in May 2014 had never been spent. The film club has now disbanded and so the money was sitting in their account, the Clerk will request that the £150 is returned to the Parish Council. This situation has brought up discussion about how to ensure that money granted by the Parish Council is spent on the project for which it was approved. KO agreed to review the current funding application form and see how receipts or invoices could be requested for submission prior to the release of funds.

#### WPC 15-07-08 Planning

- a) Planning Applications.
- None have been received.
- b) Updates and outcomes on previous planning applications.
- Application 2907/15 – The development of a shared electronic telecommunications base station at Worlingworth Hall, Church Road – Granted
  - Application 2146/15 - Renovations, alterations and extension to White Cottage, with erection of detached garage – Granted

#### WPC 15-07-09 Feedback from External Meetings

BS reported that he had attended the Worlingworth Community Centre Committee on behalf of the Parish Council. The WCCC are looking into ways to celebrate the Queen's 90th birthday and were asking how the Parish Council could support their events. It was agreed that the Council could not consider any funding until a formal application had been received. BS reported that the WCCC have agreed to contribute £500 towards the PWLB payments for 2016.

JR reported that she had attended a meeting concerning the Suffolk Records Office. A new building to accommodate the Records Office will be built in Ipswich at University Campus Suffolk, which has recently been awarded accreditation. It is hoped that the new building will be ready by the end of 2019

WPC 15-07-10 Any Additional Officers' Reports

None

WPC 15-07-11 Matters to be brought to the attention of the Council

BS reported that there would not be a Worlingworth Christmas Tree festival this year.

KO asked whether the Parish Council had a position regarding the short stay traveller sites, the deadline for bids has passed on 16th November. It was felt to be very unlikely that Worlingworth would have had any bids submitted, but the Parish Council will liaise with MH at the District Council to keep informed on the matter.

WPC 15-07-12 Items for the January Agenda

Suffolk Fire & Rescue Consultation	Over 65's Christmas Lunch – alternative funding options
Criteria for Jubilee Cup	Update on Short Stay Sites
Request for extension of 30 mph zone	PWLB Celebrations Update
War Memorial Maintenance	Tree & Hedgerow Planting Proposal Update

WPC 15-07-13 Jubilee Cup Award

The Council met in closed session to discuss the nominations for the award of the Jubilee Cup in December. The Clerk has received the Cup back from the current holder and will arrange for it to be engraved with the 2015 award details.

During discussions it was felt that it would be useful to have a list of all those who had been awarded the Cup in previous years. The Clerk will contact Rosemary Ingate to see if this information is available. It was also agreed that it would be useful to discuss and set the criteria for awarding the Cup to aid future decision making, this will be put forward to the January meeting for consideration.

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.50 pm. The next meeting is set for **Wednesday 20<sup>th</sup> January 2016** at 7.30 pm at the Community Centre.

Sarah Clare  
Parish Clerk

Carol Garrett  
Chair