

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 20th January 2016 at the Community Centre.

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

Parishioners present at the meeting: 11

Public Contributions

A letter had been received from a parishioner regarding a) phone lines on Southolt Road being cut each autumn when the drainage grips are cleared and; b) the speed of broadband connections in that part of the village. In response to a) it was agreed that the Parish Clerk would contact SCC Highways to alert them to the issue of the drainage grips. In response to b) the Clerk had checked on the website www.betterbroadbandsuffolk.com and the postcode in question is under consideration for fibre broadband between 2016 and 2019. The parishioner was directed to the better broadband website and the minutes of the Parish Council meeting from March 2015 for further information. These matters to be deferred for update at the next Parish Council meeting.

WPC 16-01-01 Updates from County & District Councillor and Police

MH had sent his apologies, having a prior commitment regarding the Suffolk Fire & Rescue Consultation. The County Councillor Report had previously been circulated to the Council and has been posted on the village website www.worlingworth.onesuffolk.net

The Clerk reported that the most up to date Police Report available was the one from November 2015. It has been published on the village website. PCSO's are not now attending Parish Council meetings as a matter of course, but will do so in response to a specific need.

WPC 16-01-02 Apologies

JP had forwarded apologies to the council; she was unable to attend due to being in Australia. The Council accepted.

WPC 16-01-03 Declaration of Interests

BS declared an interest in the Tree and Hedgerow planting proposal.

WPC 16-01-04 Minutes of previous meeting

JP had highlighted the need for an amendment to WPC 15-07-06 m) - the date of the Celebration of End of PWLB Payments should read 10th/11th September and not June. The Clerk noticed that WPC 14-07-13 should be renumbered to WPC 15-07-13 and JR asked that under this point it was noted that the Clerk will contact Rosemary Ingate, not the Village Recorder for information on previous recipients of the Jubilee Cup.

Subject to the above amendment the Minutes of the meeting held on 18th November 2015 as a true and accurate record were proposed, seconded and **WERE SO RESOLVED**. The Minutes were signed by the Chairman and Clerk.

WPC 16-01-05 Matters Arising and Action Points

- 5.1 Consider proposal regarding possible developments put forward by surveyor. DISCHARGED
- 5.2 Newsletter item – Superfast broadband now available in village. DISCHARGED
- 5.3 Publish police report on website. DISCHARGED

- 5.4 Complete Register of Interests. DISCHARGED
- 5.5 Publish Walking Day Report on website. DISCHARGED
- 5.6 Retrieve files regarding footpaths from Nick Westwood. JP has reported that she has been in contact with Nick, there are no paper files, but they have had verbal discussions on the matter. Rosemary Ingate has historic information on footpaths, JP is in contact with Rosemary as required. The Walking Day Report has been sent to the RoW officer for East Suffolk and JP is in contact regarding progress on footpath works and repairs. DISCHARGED
- 5.7 Newsletter item – Thank Walking Day participants and landowners for work. DISCHARGED
- 5.8 Newsletter item – Note about fridge magnets. DISCHARGED
- 5.9 Contact Community Centre Committee and ask for quotes for the change-over switch. BS confirmed that the Community Centre Committee are waiting for an electrician to attend. DISCHARGED
- 5.10 Install Dog Bins and arrange for new bins to be added to round for emptying. DISCHARGED
- 5.11 Newsletter item – Volunteers needed to help with VAS. DISCHARGED
- 5.12 Circulate letter about 30 mph zone when received, to be discussed later in meeting. ONGOING
- 5.13 Newsletter item – Planting site for trees/hedgerows. DISCHARGED
- 5.14 Letter drafted by John Ridgwell to be sent to local landowners about tree/hedgerow planting, to be discussed later in meeting. DISCHARGED
- 5.15 Look for list of local landowners. DISCHARGED
- 5.16 Forward details of Grow Wild Community Project to Youth Club. DISCHARGED
- 5.17 Newsletter item – Volunteers needed to help with Parish Welcome Pack. DISCHARGED
- 5.18 Publish new Standing Orders on website. DISCHARGED
- 5.19 Liaise with Geoff Robinson over War Memorial maintenance, source quotes for cleaning work, to be discussed later in meeting. ONGOING
- 5.20 Book Community Centre for Litter Picks & Walking Day 2016. DISCHARGED
- 5.21 Circulate notes on meeting about PWLB celebrations, to be discussed later in meeting. ONGOING
- 5.22 Liaise with Community Centre over plans to celebrate the end of the PWLB payments and Queen's 90th, to be discussed later in meeting. ONGOING
- 5.23 Advise Worlingworth Primary School about outcome of funding application. DISCHARGED
- 5.24 Over-65's Christmas lunch – invite organisers to January meeting to discuss alternative funding solutions for 2016, to be discussed later in meeting. ONGOING
- 5.25 Request return of unspent funding payment from Friends of Worlingworth School. The Clerk confirmed that the funds have been returned. DISCHARGED
- 5.26 Review Funding Application form with view to monitoring use of funding payments, to be discussed later in meeting. ONGOING
- 5.27 Ask MH for updates on Short Stay Travellers Site consultation, to be discussed later in meeting. ONGOING
- 5.28 Arrange for engraving/presentation of Jubilee Cup. DISCHARGED
- 5.29 Consider criteria for Jubilee Cup, to be discussed later in meeting. ONGOING

WPC 16-01-06 Parish Council Activities

- a) To Fill Vacancies on Council – CG asked whether anyone present wished to be considered for co-option to the council. Peter Brash (PB) spoke briefly about why he wished to be considered for co-option to the council. KO proposed that he be accepted for co-option, BS seconded and **IT WAS SO RESOLVED.**

Richard Quinton (RQ) also offered his services to the Parish Council and asked to be considered for co-option. JR proposed that he be accepted for co-option, KO seconded and **IT WAS SO RESOLVED.**

Jackie Quinton (JQ) also offered her services to the Parish Council and asked to be considered for co-option. JR proposed that she be accepted for co-option, DS seconded and **IT WAS SO RESOLVED.**

CG welcomed all three to the Parish Council. The Clerk will arrange for all to sign declarations of eligibility and acceptance and for links to be emailed so they can complete their Register on Interests online. New Councillor Training shall be arranged, the Clerk will source dates for the next available courses and forward to PB, RQ and JQ

- b) 30 mph speed limit on Southolt Road – CG had forwarded a letter to all Councillors from a parishioner asking for a 30mph speed limit. MH had been approached and confirmed to the Clerk at the end of November that he has asked SCC Highways to investigate. No further information had been received. The Clerk will contact MH to find out what progress has been made.
- c) War Memorial Maintenance – KO asked Geoff Robinson who was present at the meeting to report. GR has been in contact with F Masters Ltd of Woodbridge. Geoff will liaise with them to acquire a quote for the necessary work, but they will not actually do any work until April at the earliest when weather conditions are likely to be more favourable.
- d) Tree & Hedgerow Planting Proposal update – John Ridgwell summarised the project for the benefit of those not present at the last meeting. The newsletter item had generated five responses. There had been a little confusion about hedgerows; the project is aimed at delivering individual trees.

Two of the initial responses were suitable for immediate small scale planting, one to have four hornbeams, put in to fill gaps in existing woodland and one to receive a single wild cherry. John offered to source and plant the trees at an estimated cost of £7 per tree, to include all ties and stakes. DS proposed that this be done at the earliest opportunity, JR seconded and **IT WAS SO RESOLVED.**

John then outlined the other three sites,

- i) a possible ¼ acre copse, but this is not likely to go ahead until next year
- ii) the site that BS declared an interest in, which consists of a 1/3 acre. This site is ready to plant up this season. The Woodland Trust are currently offering planting packs consisting of 45 trees including ties and guards at £60 per pack, which would fill this site. The packs are a mix of oak, hornbeam, wild cherry and limes. DS proposed that this planting is also done, JR seconded and **IT WAS SO RESOLVED.**
- iii) the third location was to plant up to 85 trees along road margins going out towards Stanway Green. This is not likely to go ahead until next year, so the Woodland Trust packs are not an option. John explained that it may have to be the £7 per tree option.

The Council discussed how expectations should be managed and it was decided to put a £1,000 cap on spending for this project in the budget for 2016/2017. The Parish Council are only funding the supply of the trees, John Ridgwell in his capacity as Tree Warden is arranging planting and will assist with maintenance for up to two years to ensure the trees become established. After that time the trees will become the responsibility of the landowner.

It was agreed that a further note should be put into the village newsletter asking for sites that could be suitable for planting.

- e) First Aid Course & Defibrillator – JP had suggested that the Parish Council offer subsidised first aid courses to parishioners after hearing about a similar scheme offered by a Norfolk

village. It was decided to put a note in the Newsletter to find out the level of interest in this matter. The Clerk will look into how a defibrillator could be installed in the village.

- f) Suffolk Fire & Rescue Consultation – All Councillors had reviewed the document and it was agreed that there was nothing that needed to be raised by the Parish Council as part of the consultation.
- g) Update on Short Stay Sites – MH has confirmed that initial feasibility investigations are currently taking place on the sites that have been suggested, it is likely that some will prove to be non-deliverable and will not form part of the public consultation. Sites for consultation will be made public in early February.
- h) PWLB Celebrations Update – CG reported that a meeting had taken place in December, with a variety of representatives from the village. The celebration weekend will take place over 10th/11th September. Some ideas that have been put forward include a tree, a bench or an activity weekend. More volunteers are needed to help and a note will go into the newsletter asking for people to come forward. A further meeting will be taking place in the next couple of weeks. BS confirmed that in his capacity as Community Centre Committee liaison the CCC were keen on the event being family orientated.
- i) Items to consider from Deb & Juliet's Training Report – following the new councillor training DS and JP had raised a few queries.
 - i) Declaration of pecuniary interests. The Clerk confirmed that all Councillors are asked to complete a Register of Interests when they take office. All Councillors are expected to keep it up to date and it was agreed that this would be formally reviewed at the Council AGM each year in May.
 - ii) Annual review of village assets. The Clerk confirmed a list is maintained as part of the annual audit. The only items that may need regular checks are the village sign and bench. The sign was repainted last year and all Councillors are asked to keep an eye on the bench and sign and report if any maintenance work should become necessary.
 - iii) Central recording and collation of statistical evidence that may be pertinent to planning considerations e.g. sewerage overflows, pupil numbers, flooding. This would form part of a Neighbourhood Plan, which has been revisited many times. The last full plan was undertaken in 2006. The Council has looked into revamping the plan, but the costs are likely to be prohibitive for a document that is unlikely to have much real benefit due to changes in the Government's planning policies. JR suggested that census information and other statistical data available from Suffolk Observatory would likely be the best option, although this is also a little out of date, otherwise it would be down to local observations.
 - iv) Confirm adoption of Suffolk Local Code of Conduct regarding the Localism Act 2011. Worlingworth Parish Council is automatically part of this code of conduct and a link to this document is available on the village website.
 - v) Induction pack for new councillors. After discussion it was agreed that the information supplied at the New Councillor training, together with that available on the SALC website is sufficient.
- j) Clarification of criteria for Jubilee Cup – The Jubilee Cup has been given to many and varied recipients over the years, the Clerk now has a full list that has been passed on by Rosemary Ingate. After discussion it was agreed that the beauty of the award was the looseness of the criteria, put simply all recipients must have either done something good for the village, or represented the village in a particularly good manner.
- k) Discussion about Over 65's Xmas Lunch 2016 funding – Nick Cook and Geoff Robinson gave a brief overview of the history of the lunch, the event having been started in the late 1990's and organised by the Friends of the Swan. The event is financed by charitable donations, from a number of sources, including the Parish Council, the Community Centre Committee and Worlingworth Charities alongside a number of private donations. Throughout

the year the organising committee give their time freely and engage in a number of fundraising activities to ensure that the event can continue.

CG thanked Nick and Geoff for their explanation and history of the event and explained that as part of ensuring robust financial management the Parish Council have asked a number of groups in the village to re-visit their funding arrangements. This is to ensure that there is not an over-reliance on funding from public money.

Concerns were raised that the fundraising done by the lunch committee should be looked at again to see if they can raise more through this route, as the lunch is only supporting a specific older age group. However it was also noted that recently the Youth Club, Home-Start Family Group and the Primary School have all received funding, these are all organisations aimed at the young of the village.

The Clerk suggested that it may help for future applications if the amount requested is for a specific element of the lunch and not just as a general donation towards costs. Nick confirmed that the amount requested for the 2015 lunch was exactly the figure for the catering.

CG asked whether she could have a copy of the history of the event so that it could be put on the village website. KO asked that the application for funding be submitted earlier in the year, so that should there be the need for clarification on any point there is time for full consideration. Geoff and Nick confirmed that they would do both.

WPC 16-01-07 Finance

- a) Financial Statement - The Clerk had previously circulated the Financial Statement for November which was accepted by the Council.
- b) To set Precept – The Clerk had circulated a draft budget for the Council to consider. Following review the Precept was set for 2016-2017 with no increase. The Clerk will complete and return the form to the District Council for funding.
- c) To consider audit arrangements for 2017 onwards – following consideration it was agreed to stay within the sector-led body.
- d) Cheques were authorised for:
 - The Clerk for salary, travelling expenses and postage.
 - SALC for New Councillor Training
 - CAS for insurance (following purchase of VAS an additional top-up payment was due)
 - Cllr BS for expenses incurred installing new dog bins.
- e) Monitoring of Funding Applications – KO had reviewed the form and incorporated a paragraph explaining that if the application was successful proof of purchase may be requested. Alternatively existing receipts could be enclosed with the form. It was difficult to have a one size fits all form as some funding requests are for general charitable donations, but going forward wherever proof could be obtained it will be sought. The Clerk will upload the new form to the village website and applications will be monitored on an individual basis.
- f) To consider applications for funding – no applications had been received.

WPC 16-01-08 Planning

- a) Discussion of proposal regarding possible development within the village – The Clerk had forwarded a collation of comments from Parish Councillors to the developer who had attended the last Parish Council meeting. It had been made clear that until formal planning applications were submitted there can be no official comment from the Parish Council, but that the opinions expressed were comments only from individual Councillors, offered in the spirit of early informal engagement. To date no further correspondence had been received from the developer, but it is anticipated that he may attend a future Parish Council meeting.

- b) To consider planning applications which have been submitted since the last meeting.
- Application 4118/15 – Single storey extension to link dwelling to existing detached garage and erection of two storey side extension at 9 Cordys Meadow – the Council offered no comment - now granted
 - Application 4133/15 – Notification for prior approval for a proposed change of use for agricultural building to dwelling house and for associated operational development, Poplar Farm, Fingal Street – the Council raised the issue with the planning department that the site address had been incorrectly listed – the approval has now been granted, but with a note to the applicant that boundaries and ownership need to be checked.
- c) Updates and outcomes on previous planning applications.
- Application 2907/15 - The development of a shared electronic telecommunications base station at Worlingworth Hall, Church Road – the Council have been notified that this will not now be going ahead, despite planning having been granted.

The Clerk has written to the delivery partner Arquiva asking for clarification about why this project has been shelved. MH and Dan Poulter have been copied in to the correspondence. Although no reply has been forthcoming from Arquiva, it has become apparent that the national Mobile Infrastructure Project has been a shambles, with less than 3% of the planned 600 masts having been built so far. The project is formally completing in March 2016 with any underspend being returned to Central Government in Whitehall. There are no plans to extend the project and therefore the mast will not be installed.

WPC 16-01-09 Feedback from External Meetings & Additional Reports

BS reported that he had attended the Worlingworth Community Centre Committee on behalf of the Parish Council. The WCCC are planning a family picnic event to celebrate the Queen's 90th birthday. Thanks were also expressed by the WCCC to JR for revamping the noticeboard at the end of the drive.

JR reported that she had been in contact with the WI who are planning a village clean for the first weekend in March. WI members are going to wash any signs in and around the village that they can reach, reporting any that are too high to reach to SCC Highways.

JR has now got the Worlingworth village Facebook page up and running and will keep it up to date, asking that all Councillors forward relevant information to her for inclusion.

CG added that she is also constantly seeking up to date information for the village website and asked all Councillors to also forward information to her if they feel it could be useful.

WPC 16-01-10 Matters to be brought to the attention of the Council

A 30mph sign has fallen from its post opposite Jessop Close, the Clerk was asked to bring this to the attention of SCC Highways.

WPC 16-01-11 Items for the March Agenda

Tree Planting Update	Finalise Budget for 2016/2017
Southolt Road Update – drainage grips and 30mph zone	Litter Pick Report
PWLB Celebrations Update	Arrangements for Annual Parish Meeting
Options to Improve Broadband Speeds	

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 March 2016** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Carol Garrett
Chair