

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 18th May 2016 at the Community Centre.

Attendance Karen Osborn (vice-chair) (KO) Brian Smallcombe (BS) Janette Robinson (JR)
Richard Quinton (RQ) Jackie Quinton (JQ) Juliet Pierce (JP)
Peter Brash (PB)

Parishioners present at the meeting: 6

WPC 16-03-01 Appointment of Chairman & Deputy Chairman

Nominations for the office of Chairman and Deputy Chairman were requested

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

KO was nominated as Deputy Chairman by JP, seconded by JR and **IT WAS SO RESOLVED.**

Public Contributions

A surveyor acting on behalf of a local landowner requested comments from the Parish Council over possible sites for development on the outskirts of the village. This was the second time the surveyor had attended a Parish Council meeting, the first time being in November 2015 after which the Parish Council had collated a number of informal suggestions, as a result a number of sketch plans were put forward for further comment.

Four sites were discussed with the plans featuring a mix of housing types and incorporating open space areas for communal village use, the surveyor stated that the landowner has considered the possibility of transferring ownership of some of the land to the Parish Council for community use. Councillors raised queries about demand, renewable energy use and the impact of the additional building on the current sewage system. One of the parishioners present expressed concern that the plans put forward were titled incorrectly and could lead to confusion about the ownership of the proposed sites.

BS asked that all Councillors again take the time to consider the matter further and submit their thoughts to the Clerk for collation. These ideas would be forwarded to the surveyor in the spirit of informal early engagement, but it was made clear that until formal planning applications were submitted there could be no official comment. The importance of a proper public consultation was also again stressed as other members of the community may have important views to be considered.

A parishioner raised concerns about the issue of speeding in the village, in particular the area on the bend in Church Street, where the slow signs painted on the road are worn. BS expressed the sympathy of the Council to this matter which is an ongoing concern to many in the village. Unfortunately there have been some problems with the newly installed VAS machine, but once it is up and running again it is hoped that by gathering data on the issue it will strengthen any calls for speed calming measures such as chicanes or line painting. The Council have asked for police speed traps in the past, which have been carried out, although the official view from these has been that the data has not backed up the concerns of parishioners.

The need to record and collect information on all incidents of speeding or traffic incidents was recognised and it was agreed that the Clerk will create a form which can be downloaded from the village website to collect such information. The Clerk will also contact Suffolk Highways and request that the slow signs in Church Street are repainted.

WPC 16-03-02 Update from County & District Councillor

The County Councillor Report had previously been circulated to the Council and has been posted on the village website www.worlingworth.onesuffolk.net

The report contained details about the Devolution Deal for East Anglia, crossings in Lowestoft and Ipswich which have been granted government funds, the great work of Suffolk County Council's children's services which had recently been given 'Good' rating (which is the top rating possible), and details on Rural Transport Provision.

WPC 16-03-03 Apologies

CG and DS had forwarded apologies to the council; both being unable to attend due to work commitments. The Council accepted.

WPC 16-03-04 Declaration of Interests

As this was the Annual General Meeting of the Parish Council councillors were asked to consider their annual declaration of interests. The Clerk provided copies of the current Register of Interests lodged online at the District Council for each councillor and asked that these be reviewed and that should there be any changes these are notified at the earliest possible opportunity, not only at the AGM of the Council, but at any point during the year.

KO declared interest in the applications for funding to be considered at the current meeting for both Save Our Swan and the PCC grasscutting.

WPC 16-03-05 Minutes of previous meeting

The acceptance of the Minutes as a true and accurate record of the meeting held on Wednesday 16th March 2016 was proposed by JR, seconded by PB and they **WERE SO RESOLVED**. The Minutes were signed by the Chairman and Clerk.

WPC 16-03-06 Matters Arising and Action Points

- 6.1 Write to Primary School to congratulate on Outstanding OFSTED rating. DISCHARGED
- 6.2 Order and install dog bins and put item in Newsletter to remind owners to clear up after their pet, to be discussed later in meeting.
- 6.3 Collate comments from Councillors on broadband options, to be discussed later in meeting.
- 6.4 Forward Shared Access email to Councillors and Community Centre representatives. DISCHARGED
- 6.5 Clerk to pass on information about longer litter-pickers to BS for consideration. DISCHARGED
- 6.6 Newsletter item – thank volunteers and WI for litter-pick and sign wash. DISCHARGED
- 6.7 Consult with SALC to discuss legal implications regarding installing path over village green, to be discussed later in meeting.
- 6.8 Liaise with Ian Abbott over cutting grass on village green and possible installation of path. DISCHARGED (due to points raised under SALC discussion above)
- 6.9 Find out costs to purchase and empty litter bin, to be discussed later in meeting.
- 6.10 Newsletter items regarding the relevance and removal of fly posters in the village. DISCHARGED
- 6.11 Clerk to forward information on First Aid and Defibrillator to RQ who will then take lead on making further arrangements, to be discussed later in meeting.
- 6.12 Information on Unlisted Heritage Assets to be referred to Local History Group. DISCHARGED (the Local History Group have not had a formal meeting since this was forwarded, but have confirmed that during informal discussions agreement has been made in principle that they will take up this matter)
- 6.13 Order Commemorative Medals for the 90th birthday of HM Queen Elizabeth II for each pupil at Worlingworth Primary School. DISCHARGED - The medals were presented to the children

by JR at the Tea Party on 21st April. There were five medals left over, two local residents who are 90 years old this year (Audrey Lewis from Worlingworth and Joyce Bickell from Bedfield) and were guests of honour at the party also received commemorative medals. Following a brief discussion about the remaining three medals, JP proposed and BS seconded that they are presented to the School, Church and Community Centre to be held for the community. JR will make arrangements to deliver the medals.

6.14 Publish 2016-2017 budget on website. DISCHARGED

6.15 Check whether Worlingworth Celebrates funding is under Section 137 or Section 145. DISCHARGED (SALC confirmed it falls under Section 145)

6.16 Publish police report on website. DISCHARGED

6.17 Concerns raised about trees encroaching on roadway – report to Tree Warden. DISCHARGED

WPC 16-03-07 Parish Council Activities

- a) Update on Broadband Options - Following consultation with SALC it had become apparent that the Parish Council had no legal right to sign the contract with County Broadband. PB reported that after he had contacted County Broadband to advise them of this situation he had received no further communication.

PB had been in contact with the Brundish Parish Clerk to request information about the service provided by Fram Broadband to their village; the response had been that it was very weather dependent. At present it seems most likely that once Fram Broadband submit their application to install a mast this will be the most viable option for the village.

KO suggested that together with PB they write an open letter to the village that could be included in a future newsletter to get views from parishioners on how they'd like to proceed with getting better broadband service. JP suggested that it should include some form of a survey to find out the extent to which residents are struggling with broadband coverage, identifying any particularly poorly served areas.

- b) Shared Access Report – DS was not present to report, but had forwarded details to the Clerk of a reply from Shared Access. Currently they are awaiting confirmation from the mobile network operators to confirm interest in the site, once that had been received a multi-skilled visit will take place to look into the exact site for the build. It has been decided that floodlights for the football field are not a viable option due to the proximity of electricity cabling. Therefore at present the proposal is around a lump sum (approx. £25K to be agreed) in return for the siting of a stand-alone mobile mast.

The Council had heard that St Mary's Church has also been approached for a similar project and as a result had invited Bert Stanford to the meeting to join in the discussion. Unfortunately Bert was unable to attend, but had confirmed that a separate company had been in contact with the church, although the situation was similar - they were waiting to hear from the network operators if they would like to proceed.

The Clerk will request that both St Mary's Church and the Community Centre remain in contact with the Parish Council, sharing information on any developments with this matter to ensure the best possible outcome for the village as a whole.

- c) Update on BT Cable Grips issue in Southolt Road – The Clerk reported that Henry Grant had been in contact to advise that on 13th May he had received an email from Suffolk Highways confirming that BT Openreach had now fixed the cables, but were refusing to dig out the drainage grips. Suffolk Highways will therefore carry out the work and charge Openreach. A note has been placed on file that the drainage grips will need to be cut by hand each year at this location from now on.
- d) Update on First Aid course and defibrillator for the village – RQ reported that he had researched the costs of a defibrillator and it would cost between £1,500 and £2,000 to buy a machine which would include some initial training sessions. There were some ongoing costs to consider, after each call out a new set of pads would be needed at £30 and the battery life

was estimated to be four years, after which a new battery would cost in the region of £200. An electricity supply would be required, which would be around £10-£30 per year. PB queried how often a defibrillator would likely be used. RQ will make contact with other parishes/organisations in the area who have installed a defibrillator to find out how often their machines have been called upon. The cost of installing a machine on the outside of the Community Centre would also need to be assessed and a quote for the electrical work obtained.

RQ reported on the estimated cost of a Red Cross first aid course -for up to 15 people a four hour basic course would cost £360 and could be delivered over a couple of evenings or a half day on a Saturday. It was agreed that a comparative quote would be obtained from St John's Ambulance and decision taken on which course to book at the July meeting. RQ will contact those that had shown interest in taking the first aid course to find out which dates and times would be most suitable prior to arranging a booking. It was agreed that the Parish Council will subsidise the cost of the course up to 50% which would be highlighted to those who take part.

- e) Village Green Path – The Clerk had circulated advice from SALC regarding the legal implications of installing a hard path on the village green. The laws governing village green use are complex and anyone causing damage to the surface could be deemed to be acting illegally, the council have no powers to install a hard path on a green unless a legal easement had been granted, but it was deemed highly unlikely that such an easement would be granted for the work as it was only a seasonal issue.

The Council were warned that the crossing of the green if left unchecked for more than 20 years could inadvertently create a right of way unless a sign stating it only to be permissive is installed, however, the Council decided against the installation of a sign on the grounds that the green has already been open to use for many years.

Concerns were also raised about vehicles parking on the green and causing damage, an item will be included in the next newsletter asking all residents to avoid parking on the green at all times and to try not to cross the green in wet weather. As the installation of a path was no longer a possibility there is no need for PB to contact Ian Abbott about the grass-cutting.

- f) Dog & Litter Bins – The dog bin requested at the March meeting has been delivered to BS who confirmed with the rest of the Council the exact location in which it is needed. This will be installed shortly and the Clerk will inform the District Council to ensure it is added to the round for emptying. Each dog bin costs £35 per year to empty.

The Clerk had circulated options for approved key-less litter bins for councillors to consider. Each litter bin added to the round would cost £30 per year to empty. Rosemary Ingate reported that the textile bank at the Community Centre is to be removed after it had been used for fly-tipping of sacks of general rubbish. Concern was expressed that if a litter bin was installed in the village similar action could take place, so after discussion the decision was taken not to install a bin and instead encourage parishioners to take their litter home.

- g) To confirm arrangements for the Annual Parish Meeting on 25th May – The Clerk stated that to date not many organisations had confirmed attendance or forwarded reports and asked that all Councillors help to spread the word and remind everyone about the meeting. BS confirmed that he would liaise with CG about refreshments.
- h) PWLB Celebrations Update – KO reported that CG had emailed an update on the event. Everything was progressing nicely and a summary programme will be included in the next Village Newsletter and Whats on in Worlingworth. A full programme of events is planned from the evening of Friday 10th September through the whole day of Saturday 11th September. Deposits are due to be paid for some items to confirm bookings.

WPC 16-03-08 Finance

- a) Financial Statement - The Clerk had previously circulated the Financial Statement for May which was accepted by the Council.

- b) To sign off audit submission for 2016 – The finance papers had been approved during the internal audit. KO proposed the External Audit Submission and the Governance statements be approved, JP 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, postage and stationery.
 - Glasdon UK Ltd for supply of a dog litter bin.
 - Printing of the Annual Parish Report.
 - Tower Mint for the supply of Queen's 90th Commemorative Medals
 - SALC Annual Membership
 - Helen Cook (deposit for Hog Roast for PWLB Celebration)
 - Don Hughes for internal audit
 - Val Swallow for printing and distribution of the leaflet that went out with the Emergency Fridge Magnets
 - Barry Dye Entertainments (deposit for AV equipment and marquee for PWLB Celebration)
- d) To consider applications for funding
- Request for donation Save Our Swan Steering Group – Adrian Smith outlined the intention to try and save The Swan pub from being lost as an asset to the village. As part of the work a building survey is needed to ascertain the condition of the pub before a public campaign can get underway. The Steering Group have received advice from a number of sources and can likely source funding, but only after the initial survey has been carried out. Thanks were expressed to the Community Centre Committee who had allowed use of the Community Centre at no charge for the meetings that have been held to discuss the Save Our Swan proposals. At present the Group cannot get access to the building, but if at a future date this is possible they would like to know that the funding is in place to authorise a survey. The Parish Council considered that as the pub is listed as an asset of community value this project should be supported. JP proposed funding the survey if it becomes possible, JQ seconded and **IT WAS SO RESOLVED**. The Clerk will release funds for the building survey as and when required up the £900 requested in the funding application.
 - Request for donation to Worlingworth Primary School Reflective Garden – Some of the Councillors queried whether this was core funding or not for the school and concerns were raised about whether or not the Parish Council was being requested to fund the whole project. The Clerk was asked to contact the Primary School to request further information on what other funding raising activities had taken place, or other grants that had been sought in relation to this project. The decision on funding will be deferred to the July Parish Council meeting.
 - Request for donation to PCC for Grass Cutting – The Council were concerned that they may be overspending on funding due to commitments already made, so decision on this funding request will be deferred to the July Parish Council meeting.

WPC 16-03-09 Planning

- a) To consider planning applications which have been submitted since the last meeting:
- Application 1715/16 – Variation of condition on land at The Mills – the Council offered no comment.
 - Application 1736/16 – Erection of stable block for equestrian use, change of use of one loose box at the end of existing agricultural building for use as tack room, use of surrounding fields for grazing of horses and associated post and rail fencing, Carters Farm, Water Lane – the Council offered no comment, application now granted.
 - Application 1952/16 – Erection of garden room, School House, Shop Street – the Council felt that the application would likely be seen from the road, despite the application stating the contrary, but that as long as the building is painted sympathetically there was no grounds for objection.
 - Application 0608/16 - Erection of 4 bay cart lodge and workshop with home office/studio and storage above at Halcyon House, Church Street – this had been withdrawn and resubmitted, the Council offered no comment.

b) Outcomes on previous planning applications:

- Application 0607/16 – Drop kerb at 32 Church Road – now granted.

WPC 16-03-10 Feedback from External Meetings & Additional Reports

The Clerk had circulated the police report with crime statistics from March and updates on previously reported crimes; this will be published on the village website.

BS circulated the speed data obtained so far from the VAS machine.

JR asked if any other councillors were interested in joining her on a Heritage Training Day, if not she would go alone as Council representative as it may prove useful when considering planning applications and with the Unlisted Heritage Assets project.

WPC 16-03-11 Matters to be brought to the attention of the Council

Four new swings will be installed at the children's play area in July. The Clerk reported that she had been notified that the annual inspection of the play area was due; this had been passed onto Carly Holland who has confirmed that she will make arrangements.

A parishioner had written to the Council querying the location of an estate agent's board on the village green. The Clerk will make contact with the estate agent concerned about the matter.

WPC 16-03-12 Items for the July Agenda

Reconsider Funding Application from Primary School Update on First Aid Courses & Defibrillator

Reconsider Funding Application from PCC

There being no further business requiring the attention of the Parish Council, the meeting was closed at 10.07 pm. The next meeting is set for **Wednesday 20th July 2016** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Brian Smallcombe
Chair