

# WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 20<sup>th</sup> July 2016 at the Community Centre.

Attendance Brian Smallcombe (chair) (BS) Karen Osborn (vice-chair) (KO) Janette Robinson (JR)  
Richard Quinton (RQ) Jackie Quinton (JQ) Juliet Pierce (JP)  
Peter Brash (PB) Carol Garrett (CG) Deborah Scaife (DS)  
With Councillor Matthew Hicks (MH)

Parishioners present at the meeting: 6

### WPC 16-04-01 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](http://www.worlingworth.onesuffolk.net)

The report contained details about proposed new heritage centre in Ipswich, the change to opening hours at Suffolk's Household Waste Recycling Centres, (to extend the weekend times) and the road surfacing work that is due to take place across the county during the summer.

Questions were asked to MH about the devolution process; he stated that although the majority of Parish Councils across the county are against the process it is still likely to go ahead and that it is important to engage in the process to try and frame it to the best advantage of all in Suffolk. MH urged all present to attend the publicised Devolution Consultation Events if possible.

### WPC 16-04-02 Apologies

PB offered apologies for DS who was caught in traffic at the start of the meeting. DS did join the meeting later in proceedings.

### WPC 16-04-03 Declaration of Interests

There were no declarations of interest.

### WPC 16-04-04 Minutes of previous meeting

The acceptance of the Minutes as a true and accurate record of the meeting held on Wednesday 20<sup>th</sup> May 2016 was proposed by JP, seconded by KO and they **WERE SO RESOLVED**. The Minutes were signed by the Chairman and Clerk.

### WPC 16-04-05 Matters Arising and Action Points

- 5.1 Consider further the proposal regarding possible developments put forward by surveyor. DISCHARGED
- 5.2 Create downloadable speed/traffic incident reporting form and put on website (include in newsletter report). DISCHARGED Also agreed at meeting CG will highlight this form on front page of village website and JR will highlight the form on the village Facebook page.
- 5.3 Contact Suffolk Highways to request repainting of the Slow signs in Church Street. DISCHARGED The Clerk reported that Highways had responded stating that they did not feel any action was necessary at the current time, but that the signs would be added to their list for monitoring. JQ stated that the signs were far from satisfactory and will forward photos of the worn signs to the Clerk to pass on to Highways as well as logging the issue using the online reporting tool herself.
- 5.4 Review Register of Interests and advise Clerk if any changes are required.. DISCHARGED
- 5.5 Deliver remaining Commemorative Medals to Primary School, Church & Community Centre. DISCHARGED JR reported that all had acknowledged receipt of the medals and passed letters confirming such to the Clerk.
- 5.6 Open letter to village regarding ongoing efforts to bring better broadband to Worlingworth. ONGOING

- 5.7 Contact St Mary's Church and Community Centre to ask that all information on mobile phone masts is shared to ensure best possible outcome for village. DISCHARGED
- 5.8 Defibrillator - Contact other parishes/organisations to enquire about the number of times local machines have been used and obtain estimate of cost for electrical work to install a defibrillator at the Community Centre, to be discussed later in meeting.
- 5.9 First Aid Course – Contact those interested in taking part to find out best options for dates and times and arrange booking, to be discussed later in meeting.
- 5.10 Newsletter item – no parking on village green and try not to cross the grass in wet weather. DISCHARGED
- 5.11 Install Dog Bin and add to round for emptying. DISCHARGED
- 5.12 Confirm arrangements for refreshments for Annual Parish Meeting. DISCHARGED
- 5.13 Submit the External Audit. DISCHARGED
- 5.14 Contact Primary School to obtain further information in relation to the Reflective Garden funding application, to be discussed later in meeting.
- 5.15 Advise PCC Grass cutting funding application of deferral to July Parish Council meeting. DISCHARGED and for discussion later in meeting.
- 5.16 Contact estate agent over board on village green. DISCHARGED

#### WPC 16-04-06 Parish Council Activities

##### a) Update on First Aid Course and Defibrillator

First Aid – RQ had obtained a quote for a First Aid course from St John Ambulance, who can offer a four hour basic training course at Worlingworth Community Centre for 14 people at £360. This was deemed preferable to the Red Cross course which would have been conducted off-site and may have caused travel issues to those who wanted to take part. All those who had expressed an initial interest had been contacted and a weekday night was the preferred option. JP proposed that RQ go ahead and book a course on a suitable date, KO seconded and **IT WAS SO RESOLVED**. Once the date and time has been agreed RQ will advise Val Swallow for inclusion in the Village Newsletter, and CG/JR to advertise course on the village website and Facebook page, with emphasis that the Parish Council is contributing 50% of the cost of the course. Each participant will be asked to pay £13.

Defibrillator – RQ reported that Bedfield had obtained locality budget funding towards the purchase and installation of their defibrillator. It was agreed that some sort of village fundraising event towards the cost of a defibrillator needs to be considered, but first of all research should to be carried out to find out how often defibrillators in the area are being used and if any have suffered vandalism or other deterioration, before a commitment to the expense of purchasing and installing a machine is made. KO agreed to help RQ with research on this matter and report back to the Parish Council at the September meeting.

- b) Response and Strategy to 'Building a Sustainable Future' project – This document outlined growth in the District Council area and the future needs of the local population, primarily with regard to housing. Views from local community groups, including parish councils were being sought. After discussion it was agreed that many of the issues had already been raised in the two letters which had recently gone to the developer who is interested in building in Worlingworth, JP offered to summarise the points into a short list for submission and asked if any Councillors have any further comments to send them to her for inclusion. Once complete the list will be circulated before the Clerk will submit it to the District Council.
- c) Countryside Access Consultation Response – The survey link had been circulated to all Councillors for individual comment, JP offered to complete the Parish Council response in her role as Footpaths & Rights of Way Officer. KO proposed to accept JP's offer, CG seconded and **IT WAS SO RESOLVED**
- d) Additional Noticeboards in Village – JR suggested that due to the ribbon nature of the village it was possible that some residents did not look at the noticeboard outside the Community Centre and asked that the Parish Council consider other locations. During discussion various locations were put forward including by the vegetable stall, at Mill Road and near the church. BS agreed to look into the various designs available and the cost involved and will make enquiries about the possibility of siting noticeboards at the locations suggested before reporting back to the Parish Council in September.

- e) Village Survey – ways to engage parishioners in future plans for the village (suggestion from Annual Parish Meeting) – At the Annual Parish Meeting a discussion had taken place about what could be done with the additional funds that are likely to be available within the Parish once the Community Centre loan is fully paid off. It was suggested that a survey be undertaken to find out what villagers would like. The difficulty in engaging every household in a cost effective way was discussed. JP proposed using the Worlingworth Celebrates event to have a short questionnaire that people could complete. KO offered to produce a short questionnaire which will be available on the Parish Council stall at the September event, this questionnaire will then be used as a starting point for a possible future survey.
- f) Swan Road (overhanging hedge and drainage issues) – The Clerk had received advice from SALC that drainage issues were not a matter for Parish Council involvement, unless it was posing a major risk to public health, which this was not. Although the flooding on the road had been reported via the online reporting tool Suffolk Highways had responded that it was not a priority issue at present. The overhanging hedge has been an ongoing issue; Suffolk Highways stated that the hedge is the responsibility of the landowner, although the landowner has repeatedly insisted that Highways are responsible for cutting it back. The Clerk agreed to contact SALC and ask for guidance about where Parish Council responsibilities lie on this matter.
- g) Suggestion of 7.5 ton limit in village – PB raised the question that should the Parish Council consider applying for a weight limit in the village to help with the ongoing traffic concerns. A limit would still allow access for larger lorries and farm vehicles, but it would prevent the route through the village being used as a short-cut. Although it was agreed that it would be a good idea, concern was raised about what evidence could be provided to support such an application. PB stated that incidents such as roads being blocked or property/cars being damaged could support a bid for a limit and offered to collate evidence. The Clerk will scan and forward any completed traffic report forms received from the website to PB for collation. PB also stated that there is an online reporting tool at the Highways Agency specifically for such incidents to be recorded. PB will forward the link to JR who will put it on the village Facebook page and CG for the village website.
- h) Drainage Issues at Pipers Meadow – As per item (f) above, SALC had confirmed that drainage issues were not a Parish Council matter, but were a matter between individual landowners and/or Highways. Clerk to contact parishioner who had raised the issue to advise the outcome.
- i) Worlingworth Celebrates – Parish Council Involvement – A rota will be drawn up amongst those Councillors available on the day (DS, PB, RQ, JQ, JP, BS) to cover the Parish Council stall between the hours of 10 am and 4 pm. BS will arrange to loan display boards from the Local History Group and produce information to display which demonstrates Parish Council activities in recent months. KO will work on questionnaire and suggestion box as per item (e) above. The Clerk completed the form to request tables and chairs for the day as required and returned to CG.

#### WPC 16-04-07 Finance

- a) Financial Statement - The Clerk had previously circulated the Financial Statement for July which was accepted by the Council. At the request of Councillors potential spending for both Worlingworth Celebrates and Save Our Swan had been incorporated into the statement to show what the finances would be like if all funds were required. Representatives from both groups stated that it is highly likely that the funds will be called upon in full during the current financial year.
- b) Cheques were authorised for:
- The Clerk for salary and expenses.
  - Mid Suffolk District Council for emptying dog litter bins.
  - Today Type & Design for Worlingworth Celebrates flyers (PWLB Celebrations).
  - Brian Smallcombe for replacement SIM for VAS machine.
- c) To set criteria under which funding applications are to be considered – with time running short it was agreed to defer this discussion to the next meeting.
- d) To consider applications for funding
- Request for donation to Worlingworth Primary School Reflective Garden – It was confirmed by the school that they had been successful in securing additional funding and now only £250 was being sought to complete the project. JP proposed and JQ seconded that the £250 be funded by the Parish Council, all voted in favour and **IT WAS SO RESOLVED**.

- Request for donation to PCC for Grass Cutting – After a short discussion CG proposed that the Parish Council continue to support the 50% cost of cutting the grass at £840, RQ seconded, 5 voted in favour, 3 against, 1 abstained and **IT WAS SO RESOLVED**.

The Clerk will write to both organisations reminding them of the new clause on the funding form asking for proof of purchase or receipts when receiving the funds.

- Request for donation to Over 65's Christmas Party – This application was provided to the Clerk at the meeting, it was agreed to defer the decision until the next meeting as Councillors had not had an opportunity to review the application.

#### WPC 16-04-08 Planning

- a) To consider planning applications which have been submitted since the last meeting:
- Application 2584/16 – Erection of single storey side extension to create annexe accommodation following demolition of existing attached garage at The Haven, Mill Road – the Council offered no comment.
  - Application 2765/16 – Change of use of agricultural land to residential curtilage and erection of detached cart lodge with room over in association with conversion of agricultural building to dwelling at Yew Tree Farm Building, Fingal Street – the Council offered no comment.
  - Application 2870/16 – Notification of Prior Approval for a proposed Change of Use of Agricultural Building to a Dwellinghouse (Class C3) at Brick Barn, Moss Farm, Water Lane– the Council stated that they are pleased to see work being carried out at this site, but concerns were raised at the lack of plans for the main Grade II listed building at Moss Farm, which is desperate need of restoration work. The Council would like to see work on this building included as part of the application.
  - Application 2808/16 – Reconstruction of single storey extension to the West elevation at The Swan Inn, Swan Road – this Council expressed strong support for this work which can hopefully enable The Swan pub to return to a functioning venue.
- b) Outcomes on previous planning applications:
- Application 1952/16 School House, Shop Street - granted.
  - Application 0550/16 Land at The Mills – amendment to original plans - application withdrawn
  - Application 2376/16 Woodleigh, Mill Road – granted.
  - Application 2061/16 Halcyon House, Church Street – granted.

#### WPC 16-04-09 Feedback from External Meetings & Additional Reports

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

With time running short JR stated that she would circulate her report on the Heritage Training Workshop to all Councillors via email.

#### WPC 16-04-10 Matters to be brought to the attention of the Council

The Clerk highlighted to the Council that a decision needed to be made about the Remembrance Day wreaths. After discussion it was agreed to order the same as in 2015. JR proposed, JP seconded and **IT WAS SO RESOLVED** The Clerk will arrange for them to be delivered to BS as the current Chair and will contact Rosemary Ingate to see if she is willing to organise the PC Whiting memorial as in previous years. JR will attend the PC Whiting memorial as the Parish Council representative.

Val Swallow raised the issue of a double-booking at the Community Centre that would necessitate changing of the date of the Litter Pick from 1st October to 24th September. The Clerk will contact the Community Centre Booking Clerk to confirm the date change. The date will need to be highlighted in the next available Newsletter article and on the village website/Facebook page.

It was agreed that the Jubilee Cup nominations need to be highlighted in the September Newsletter as the decision on who to award the Cup to in 2016 will be taken at the November meeting and it will give people plenty of time to get their nominations in.

WPC 16-04-11 Items for the September Agenda

- Report on research regarding Defibrillator use in surrounding area.
- Update on First Aid Course
- Update on additional noticeboards for village
- Plans for Litter Pick Day
- Plans for Walking Day
- Update from Save our Swan
- Feedback from Worlingworth Celebrates (including survey)
- Consider criteria for funding applications

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.55 pm. The next meeting is set for **Wednesday 21<sup>st</sup> September 2016** at 7.30 pm at the Community Centre.

Sarah Clare  
Parish Clerk

Brian Smallcombe  
Chair