

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 21st September 2016 at the Community Centre.

Attendance Brian Smallcombe (Chair) (BS) Jackie Quinton (JQ) Juliet Pierce (JP)
Janette Robinson (JR) Richard Quinton (RQ) Karen Osborn (KO)

Parishioners present at the meeting: 3

Public Contributions

A query was raised about the bus timetable on the village website being out of date. The Clerk agreed to obtain and upload a new timetable.

WPC 16-06-01 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

The report contained details about the devolution consultation and how Suffolk residents still have an opportunity to give their views, the Raising the Bar Community Grants that are being offered again to groups who work with children to gain better educational outcomes and the new 'Adopt a Post Office' scheme which links Trading Standards, Suffolk Police and Post Offices to alert members of the public to potential scams. Suggestions had been put forward that doctor's surgeries could be a next step in this scheme and this is being looked into as a possibility.

MH then went on to discuss the change in administration of the OneSuffolk website, which is moving from being run by the council to Community Action Suffolk. This previously free facility will now result in Parish Councils having to pay a small annual fee to run their websites. MH stated that he could help cover costs through his Locality Budget for the transitional period.

The merging of the District Councils to shared offices in Ipswich was raised, with KO expressing concern about the loss of access to District Councils. MH reassured the Parish Council that there would still be access points available in both Needham Market and Stowmarket, but the current footfall to such points was very low, so they would be much smaller operations than at present.

Finally MH was pleased to report that Bedfield had recently installed a defibrillator and had been successful in obtaining Lottery funding towards the installation. MH will pass details of the Lottery bid to KO, to help Worlingworth.

WPC 16-06-02 Apologies for Absence

Carol Garrett (CG) offered apologies due to work commitments. Deborah Scaife (DS) and Peter Brash (PB) offered apologies due holiday commitments. The Council accepted.

CG also requested a leave of absence to the end of the year as due to work commitments she will be unable to attend the November meeting and was aware that she has already missed a meeting this year. BS proposed acceptance of the request, KO seconded and **IT WAS SO RESOLVED**.

WPC 16-06-03 Declaration of Interests

JR declared interest in the Over 65's Christmas Party funding application.

WPC 16-06-04 Minutes of previous meeting

The acceptance of the Minutes as a true and accurate record of the meeting held on Wednesday 20th July 2016 was proposed by JR, seconded by RQ and they **WERE SO RESOLVED**. The Minutes were signed by the Chairman and Clerk.

WPC 16-06-05 Matters Arising and Action Points

- 5.1 Highlight speed/traffic incident report form on village website and Facebook page. DISCHARGED
- 5.2 Photograph worn Slow signs in Church Street and re-log issue with Suffolk Highways. ONGOING
- 5.3 Open letter to village regarding ongoing efforts to bring better broadband to Worlingworth. ONGOING
- 5.4 Book date and time for First Aid Course and arrange advertising via village website, Facebook page and Village Newsletter, to be discussed later in meeting.
- 5.5 Defibrillator - Contact other parishes/organisations to enquire about the number of times local machines have been used (including if any have suffered vandalism or other deterioration) and obtain estimate of cost for electrical work to install a defibrillator at the Community Centre, to be discussed later in meeting.
- 5.6 Collate comments relevant to the 'Building a Sustainable Future' project from letters to developer and any further comments from Councillors for submission to District Council, DISCHARGED (collation of comments) ONGOING (arranging a meeting to discuss with Planners at District Council)
- 5.7 Complete Countryside Access Consultation Parish Council response. DISCHARGED
- 5.8 Explore options/prices and possible locations for additional noticeboards in the village, to be discussed later in meeting.
- 5.9 Produce short questionnaire for Worlingworth Celebrates to find out what future plans for the village parishioners would like to see, to be discussed later in meeting.
- 5.10 Contact SALC for guidance about Parish Council powers in relation to hedges overhanging roads, DISCHARGED. The advice had been that cutting back of hedges is the landowner's responsibility, but if it becomes a major road safety issue the Highways authorities may cut the vegetation back and charge the landowner for the work. The Clerk will contact the landowner concerned to advise them of the situation.
- 5.11 Collation of traffic incidents: Clerk to scan and forward completed traffic reports to PB, PB to forward link for Highways Agency online reporting tool to CG & JR for website/Facebook. DISCHARGED
- 5.12 Advise parishioner at Pipers Meadow that drainage issues are not a Parish Council matter. DISCHARGED
- 5.13 Arrange to borrow display boards, produce information for display and organise rota of Councillors to cover open hours of Worlingworth Celebrates. DISCHARGED
- 5.14 Advise Primary School and PCC on funding application outcomes, including highlighting need to supply receipts. DISCHARGED
- 5.15 Submit Council comments on planning applications. DISCHARGED
- 5.16 Publish crime report on website. DISCHARGED
- 5.17 Circulate Heritage Training Workshop report to all Councillors. DISCHARGED
- 5.18 Order Remembrance Wreaths and liaise with Rosemary Ingate over PC Whiting memorial. DISCHARGED
- 5.19 Contact Booking Clerk over change of date for Litter Pick and highlight in September Newsletter article and on village website/Facebook page. DISCHARGED
- 5.20 Newsletter item – Jubilee Cup nominations. DISCHARGED and will be included in October newsletter as well to encourage nominations.

WPC 16-06-06 Parish Council Activities

- a) Report on research regarding Defibrillator use in surrounding areas - KO had made contact with the Rotary Club of Diss & District, who have fundraised and arranged for the installation of three defibrillators in Diss. The machines have only been in place since April and to date have not been used. The Rotary Club worked in conjunction with the Community Heartbeat Trust, who offer fully managed solutions, including installation, training, insurance and supplies. The Trust are based in Haverhill, but operate UK wide and are willing to attend a Parish Council meeting to discuss how they can help. BS proposed asking them to attend a meeting at Worlingworth, KO seconded and **IT WAS SO RESOLVED**. KO will make contact via the Rotary Club of Diss & District.
- b) Update on First Aid Course – RQ confirmed that he is in the process of organising the booking of the First Aid Course and has been in contact with all those who have expressed interest to try and ascertain the best date. Once the date and venue have been fixed RQ will arrange for the First Aid Course to be

publicised via the website, Facebook page and village newsletter, including highlighting the 50% funding being offered by the Parish Council to all participants.

- c) Update on Additional Noticeboards for Village – BS stated that he had not had time to follow up on this matter due to managing the Parish Council's contributions to the Worlingworth Celebrates event. This will be carried forward to the November meeting.
- d) OneSuffolk Website – change of provider – The Parish Council has been advised that as of 1st November the website provided free of charge (OneSuffolk) through Suffolk County Council will be administered instead via Community Action Suffolk (CAS). The change of provider will mean that there will be an annual charge introduced of £50 + VAT. The Parish Council agreed that a village website is an essential way of keeping in touch with the community and that to outsource the website would cost considerably more than the offer from CAS. JP proposed continuing the website with the new provider, KO seconded and **IT WAS SO RESOLVED**. The Clerk will make contact to confirm the transfer of the website to CAS and also contact MH to ask if Worlingworth can access the locality budget funding that has been offered to help for the first year.
- e) Plans for Litter Pick Day on Saturday 24th September – BS confirmed that all was in hand, with arrangements as per previous litter pick days. JR asked that as she was unable to attend could someone else take some photographs for the Facebook page, JP agreed to do so.
- f) Plans for Walking Day on Saturday 15th October & Update on Countryside Access Consultation response – JP reported that she will be making contact individually with all who had attended last year and promote the idea of groups or individuals 'Adopting a Path' to monitor throughout the year alongside the Walking Day event. A light lunch will be served at the Community Centre for all participants and an article will go into the October village newsletter to encourage more parishioners to turn up. A note will also be included to encourage landowners to ensure that paths that may have been ploughed up are reinstated in time for the Walking Day. The success of last year's event with the issues that were reported being so quickly remedied by Suffolk County Council will also be highlighted. JP confirmed that she had completed the online Countryside Access Consultation in her capacity as Footpaths Officer on behalf of the Parish Council.
- g) Report from Worlingworth Tree Warden – The Clerk had circulated the report prior to the meeting. The Council were pleased to note that plans are in motion for the tree planting to go ahead at Stanway Green and that it is likely to cost less than originally anticipated. As funds are still available for tree planting a piece will go in the village newsletter to encourage more parishioners to come forward if they have a suitable place to plant a tree.
- h) Update from Save Our Swan Campaign – A newsletter has been sent out to all that have expressed interest in the project explaining the current state of affairs. It had been hoped that the Parish Council's offer of funding for the survey could have been taken up by now, but at present the Save Our Swan group have yet to gain access to the property. It is now anticipated that it will be end of November at the earliest before the survey can take place. The Save Our Swan group are looking for volunteers to help, particularly anyone with IT or legal skills, it was suggested that the group puts an advert together and circulates it to the village newsletter, the Facebook page and arranges for it to go on the village website.
- i) Feedback from Worlingworth Celebrates (including survey) – A statement of accounts was presented, which showed how the Parish Council funding had been matched by private sponsorship. The Parish Council was delighted with the success of Worlingworth Celebrates event and congratulated the team of organisers on their initiative, hard work and the excellent use that they made of the £3,000 grant given by the Council. This was a fitting tribute to all the hard work over the past 25 years and really brought the community together. An item will go into the village newsletter to say the same and to encourage the return of the survey forms given out at both the event and village groups by 1st November so that JR can collate the responses and report back at the November meeting.

WPC 16-06-07 Finance

- a) Financial Statement - The Clerk had previously circulated the Financial Statement for September which was accepted by the Council.
- b) To accept External Audit 2016 - this had previously been circulated. Two minor errors had been identified i) the Dog Litter Bins had not previously been listed in the Asset Register, (the need to include the Dog Litter Bins had only become apparent in the last year when it was realised that the Parish Council had to purchase the new bins), ii) the Clerk's travelling expenses should not have been included

in Staff Costs, but instead in Other Costs, this was noted and will be amended for next year. Acceptance of the report was proposed by BS, seconded by RQ and **IT WAS SO RESOLVED**. The Clerk will publish the report online.

c) Cheques were authorised for:

- The Clerk for salary and expenses.
- HMRC
- BDO LLP for External Audit
- Helping Hand Company for long litter picker
- Councillors travel expenses for attending Heritage Training Day
- Barry Dye Entertainments (Worlingworth Celebrates expense)
- Worlingworth Women's Institute (Worlingworth Celebrates expense)
- CAS Insurance
- Refreshments for Annual Parish Meeting
- Repair and maintenance works for VAS sign and dog bins
- Materials for Parish Council display boards at Worlingworth Celebrates

It was decided not to purchase an edited version of the Electoral Roll as this was originally intended to be used to approach villagers in the run up to the Worlingworth Celebrates event. It had taken some time to find out the details of how to obtain this version of the Electoral Roll, but if it is required again then it will be purchased at the time to ensure accuracy of the information.

d) To set criteria under which funding applications are to be considered – A brief discussion took place and JP agreed to draft some principles to guide decisions on grant applications and bring it to the November meeting for adoption.

e) To consider applications for funding

- Request for donation to Over 65's Christmas Party – After a short discussion, during which Councillors were pleased to hear about the way in which funding is sought from other sources, RQ proposed supporting the £300 request, JQ seconded, 5 voted in favour, JR abstained due to her declaration of interest and **IT WAS SO RESOLVED**.
- Request for donation from Marie Curie – The request was felt to be very impersonal and no evidence of a direct link with Worlingworth, therefore it was unanimously decided that no donation would be made.
- Request for donation towards digital cameras and accompanying equipment from Worlingworth Primary School – It was noted that this was for enhancing the curriculum and therefore could be regarded as extra-curricular activities. The Council felt that it was important to support the application, but would like to see evidence of other funding being sourced. Although not present PB had sent an email to the Council prior to the meeting stating that he was against the application due to the link of curriculum provision. JR proposed offering 50% of the £445, with funds being released once the other 50% has been confirmed, JQ seconded, 6 voted in favour, 1 voted against by proxy and **IT WAS SO RESOLVED**.

WPC 16-06-08 Feedback from External Meetings & Additional Reports

The Clerk had circulated the police report with crime statistics from June and updates on previously reported crimes. It was noted that the Charity Lane is in Bedfield not Worlingworth, the Clerk will report back to the police. The report will be published on the village website.

WPC 16-06-09 Matters to be brought to the attention of the Council

It was agreed that the Jubilee Cup nominations need to be highlighted again in the October 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.

BS noted that the Worlingworth Youth Club had now closed due to lack of volunteer support to run the group. It was suggested that the Parish Council should look at what could be offered to the young people in the village instead.

The Parish Council were pleased to offer their congratulations to Ginny Wells of Worlingworth Hall who has been selected to represent the country as part of the Three Day Event team.

WPC 16-06-10 Items for the November Agenda

- Community Heartbeat Trust
- First Aid Course Update
- Update on additional noticeboards for village
- Report on Litter Pick Day
- Report on Walking Day
- Worlingworth Celebrates Survey Outcomes
- Village Contacts Card
- Discussion on groups for young people in Worlingworth
- Finalise and adopt wording for principles to guide decisions on funding applications
- Jubilee Cup Nominations

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.45 pm. The next meeting is set for **Wednesday 16th November 2016** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Brian Smallcombe
Chair