

# WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 16th November 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)  
Peter Brash (PB)

Parishioners present at the meeting: 6

### Public Contributions

A proposal for a development of low-cost bungalows on land off Fingle Street was put forward. The Council stated that the description of what is planned seems to be along the same lines as the principles of housing proposal due to be adopted at the meeting, but until formal planning applications are submitted there can be no official comment from the Parish Council. However, as has been done with other applications, the Council is willing to engage in discussion and offer comment in the spirit of informal engagement on any pre-application plans should the applicant wish to bring these to a future meeting, but this must not be relied upon to reflect any official decision given by the Parish Council after sight of formally submitted plans.

### WPC 16-07-01 Presentation on housing proposal from JAMLOCK

The surveyor who had previously asked for Council comment on housing proposals, asked for final comment prior to the submission of pre-application plans to the District Council.

Once again the Parish Council queried the need for so many houses, particularly with regard to the lack of facilities and transport links within the village. Concerns were also raised over the impact of the proposal on wildlife and the necessary re-direction of a footpath if the plans go ahead. The surveyor stated that a full ecological and wildlife survey will be carried out as part of the final planning application and that the footpath re-direction would be dealt with, although the open space to be incorporated as part of the planned housing would increase public access to the area.

A query was raised by Councillors about the on-going maintenance costs of the open-access space, the surveyor explained that there are a couple standard options available that could be explored.

Finally Councillors once again raised the issue that the proposed site is outside the current permitted development envelope and that a full public consultation should be arranged. The surveyor confirmed that an open evening will be arranged in the village during the first quarter of 2017 prior to the submission of the final application.

### WPC 16-07-02 Update from County & District Councillor

The November report from the County Councillor will be posted on the village website [www.worlingworth.onesuffolk.net](http://www.worlingworth.onesuffolk.net) once finalised, but Matthew Hicks (MH) gave a brief overview. The report contains details on the ongoing improvement in the Suffolk education system, the new railway contracts, road safety initiatives involving free reflectors for primary school children and the moving of the District Council offices to Ipswich.

### WPC 16-07-03 Apologies for Absence

Carol Garrett (CG) was absent due to the leave of absence agreed at the September meeting. Deborah Scaife (DS) had tendered her resignation due to pressures of work, which had been reluctantly accepted by the Chairman. The vacancy has been notified to the Returning Officer and notice posted.

### WPC 16-07-04 Declaration of Interests

There were no declarations of interest.

#### WPC 16-07-05 Minutes of previous meeting

Regarding the extraordinary meeting held on Wednesday 21st September 2016, JR noted that under WPC 16-05-04 Application 2765/16 should read Yew Tree Farm not Yes Tree Farm.

Regarding the standard meeting held on Wednesday 21st September 2016, the Clerk noted that WPC 16-04-06 should be renumbered to WPC 16-06-06 and that under point g) an amendment had already been applied to the draft minutes that the tree planting is at Stanway Green. JR also asked that an amendment be applied under WPC 16-06-09 that Jenny Wells should read Ginny Wells.

Subject to the above amendments the Minutes of the two meetings held on Wednesday 21st September 2016 as a true and accurate record were proposed, seconded and **WERE SO RESOLVED**. The Minutes were signed by the Chairman and the Clerk.

#### WPC 16-07-06 Matters Arising and Action Points

- 6.1 Arrange meeting with Planning Department at the District Council. ONGOING
- 6.2 Arrange for updated bus timetable to be uploaded to village website. DISCHARGED
- 6.3 Photograph worn Slow signs in Church Street and re-log issue with Suffolk Highways. ONGOING
- 6.4 Open letter to village regarding ongoing efforts to bring better broadband to Worlingworth, to be discussed later in meeting.
- 6.5 Write to landowner regarding overhanging hedge in Swan Road advising that should Suffolk Highways decide to cut back the hedge due to road safety issues the landowner will be charged for the work. DISCHARGED The Clerk reported that the work has now been carried out.
- 6.6 Advise Rosemary Ingate of JP's attendance at PC Whiting memorial in place of JR as Parish Council representative. DISCHARGED
- 6.7 Ask Community Heartbeat Trust to attend a Parish Council meeting, to be discussed later in meeting.
- 6.8 Book First Aid Course and pass details to website/Facebook page/village newsletter, to be discussed later in meeting.
- 6.9 Explore options/prices and possible locations for additional noticeboards in the village, to be discussed later in meeting.
- 6.10 Contact CAS to confirm transfer of OneSuffolk website and contact MH to ask for locality budget funding. DISCHARGED
- 6.11 Take photographs of Litter Pick Day and forward to JR for Facebook page. ONGOING
- 6.12 Contact all who took part in 2015 Walking Day to promote 'Adopt A Path' DISCHARGED
- 6.13 Walking Day reminder in village newsletter/Facebook page/website DISCHARGED
- 6.14 Newsletter Article – chance to still take part in the tree planting project DISCHARGED
- 6.15 Newsletter Article – well done to Worlingworth Celebrates team and encourage return of surveys so that JR can collate responses ready for the November Parish Council meeting. DISCHARGED
- 6.16 Publish External Audit on Website. DISCHARGED
- 6.17 Draft wording for principles to guide decisions on funding applications, to be discussed later in meeting.
- 6.18 Contact Primary School to advise that 50% funding for digital cameras and accompanying equipment is agreed and will be released when the other 50% has been sourced. DISCHARGED
- 6.19 Note to police that Charity Lane is Bedfield not Worlingworth and publish crime report on website. DISCHARGED
- 6.20 Newsletter item – Jubilee Cup nominations. DISCHARGED

#### WPC 16-07-07 Parish Council Activities

- a) To review and adopt Principles to Guide Discussions on Planning – JP had circulated the draft document to all Councillors. It was agreed that an additional clause was required stating that extra spaces over and above the national standard should be incorporated into any proposed developments to allow for visitors to the properties, on the grounds of road safety. Subject to this addition the policy document was proposed for adoption by JR, seconded by JQ and **IT WAS SO RESOLVED**.

- b) Update on Broadband Provision Letter – PB and KO had circulated a draft letter explaining to parishioners the current situation regarding broadband provision in the village. BS proposed that the letter be published, RQ seconded and **IT WAS SO RESOLVED**. The Clerk will publish on the website and include a link in the next newsletter article.
- c) Update on Additional Noticeboards for Village – BS stated that he had made initial enquiries and would bring details and costings to the next meeting in January for discussion.
- d) Progress on Community Heartbeat Trust visit and First Aid course – KO confirmed that the Community Heartbeat Trust will be attending the January meeting to discuss getting a defibrillator for Worlingworth. RQ stated that he was still struggling to get suitable dates arranged for the First Aid course, he is waiting to hear back about dates in January.
- e) Consultation on removal of BT phone box Shop Street – No objections had been received regarding the removal of the box. It was noted that it was a modern glass construction box and not a red heritage box; therefore there was no option for community adoption.
- f) Recommissioning of Parish Fire Engine – JR explained that recommissioning had originally been planned by the Worlingworth Local History Group in conjunction with a flower festival next year, but that this plan had now fallen through. However, it had come to light that the Fire Engine was a Parish Council asset, although currently it is housed in St Mary's Church. It was agreed that the Fire Engine needed to be valued, included in the Asset Register and insurance obtained. The Clerk will contact a local auctioneer to arrange a valuation and liaise with the Council and PCC to arrange access.
- g) Report on Litter Pick Day – BS stated that the day had been successful, despite a late change of date. Eight large black sacks had been filled, along with a large part of a Land Rover exhaust system being recovered. Lots of new volunteers, including younger people from the village, had taken part and thanks were expressed to everyone who had helped on the day.
- h) Report on Walking Day – JR reported that the day had been well supported and a full report is now available on the village website. A list of all issues on the footpath network had been submitted to Suffolk County Council, who had already responded positively, saying that work would be prioritised according to safety concerns and carried out as soon as possible. Unfortunately the 'Adopt A Path' initiative was not as popular as anticipated, it was suggested that possibly people were concerned about any potential costs or expectations. The Clerk will include an item in the next Newsletter explaining how the 'Adopt A Path' idea was intended to work.
- i) Worlingworth Celebrates Survey Outcomes – JR had collated the replies, although disappointingly only nine surveys had been returned. Many of the items suggested were not within the Parish Council remit, but one or two may be able to be actioned at some point in the future. Some ideas that were more suited to be considered by the Community Centre Committee (CCC) will be passed on by BS as the Parish Council representative on the CCC. JR will circulate the report to all Councillors.
- j) Village Contacts Card – It was agreed that this was still a useful item for the Parish Council to produce. JR will update the card and get prices for consideration at the January meeting.
- k) Discussion on groups for young people in Worlingworth – It was agreed that the main problem preventing any groups from continuing was a lack of volunteers, there was also an issue of finding out what the 10-18 age group really wanted from a social group. The Clerk will contact SALC to see if this matter is really within the Parish Council remit and if it is what sort of practices can be considered.
- l) Save Our Swan Update – There was not much progress to report, although a public meeting is planned for next week there has been a frustrating lack of response to enquiries from the various parties involved.

#### WPC 16-07-08 Planning

- a) To consider planning applications that have been submitted since the last meeting:
  - Since the agenda was prepared the Parish Council had received pre-application consultation papers regarding the installation of a telecommunications mast at Poplar Farm. It was agreed that the provision of good mobile phone coverage for the village was essential and that this should be fully supported. The Clerk will convey support of the Council to the applicant.

- b) Outcomes of previous planning applications:
- 2906/16 Erection of 1 no. detached bungalow and garage at Maisie's Meadow - refused
  - 3163/16 Erection of first floor balcony on rear elevation at 2 Laburnum Close – granted
  - 3252/1 & 3253/16 – Alteration and extension of 2 no. farm workers cottages at Moss Farm, Water Lane – granted
  - 3482/16 – Prior notification of proposed development by telecommunications operators to install 15m high lattice tower and associated cabinets at LE Tuckwell Ltd, Shop Street – application withdrawn
  - 3578/16 – Notification of prior approval for a proposed change of use from Agricultural building to dwelling at Brick Barn, Moss Farm – granted

#### WPC 16-07-09 Finance

- a) Financial Statement - The Clerk had previously circulated the Financial Statement for November. JR noted that the £80 underspend on the External Audit had not been included; otherwise the statement was accepted by the Council.
- b) Cheques were authorised for:
- The Clerk for salary and expenses.
  - Community Action Suffolk – website hosting
  - SALC – provision for payroll
  - Primary School – for digital cameras as per September meeting as funding has now been matched.
- c) To set criteria under which funding applications are to be considered – JP had circulated the draft document to all Councillors. It was agreed that the final clause should be amended to state that national charities would not normally be considered, unless tangible evidence that benefit to parishioners can be demonstrated. Subject to this addition the policy document was proposed for adoption by KO, seconded by RQ and **IT WAS SO RESOLVED**. The Clerk will add the criteria to the funding application form once completed.
- d) To consider applications for funding
- Request for donation to Suffolk Accident Rescue Service – It was felt important to support this charity as many in the village, including two Councillors present had personal experience of the benefit and support offered. It was agreed to fund the charity at £1 per week and a £52 donation was proposed by BS, KO seconded, and **IT WAS SO RESOLVED**.
  - Request for donation from British Red Cross (Norfolk & Suffolk Branch) – The request was felt to be very impersonal with no evidence of a direct link with Worlingworth, therefore it was unanimously decided that no donation would be made.
  - Request for donation from Royal British Legion Poppy Appeal – It was noted that the wreaths had been supplied at cost price of £29, which had been billed, but that this would not result in any additional donation. It was agreed that the Royal British Legion had supported Worlingworth residents and so JR proposed making the payment for the wreaths up to £50, thereby giving a charitable donation of £21, KO seconded and **IT WAS SO RESOLVED**.
  - Request for donation from Worlingworth Community Centre for refurbishment – There was some confusion over the application as at present the application is not clear about what amount is sought from the Parish Council. In addition it appears that the other amounts that had been applied for came to a total exceeding the estimated spend. The Clerk was asked to write to the Community Centre Committee stating that the Parish Council would be happy to support the refurbishment work in principle, should there be any shortfall in funding from other sources, but that an actual amount would need to be requested before a final decision can be taken.

#### WPC 16-07-10 Feedback from External Meetings & Additional Reports

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

#### WPC 16-07-11 Matters to be brought to the attention of the Council

- a) The Clerk apologised for not having put the calendar dates on the agenda, but the dates for Parish Council meetings for 2017 were agreed as follows:

18th January, 15th March, 17th May, 19th July, 20th September, 15th November.

At the request of the Clerk due to other commitments the Annual Parish Meeting will move forward, to either 3rd May or 19th April depending on booking availability, this will be confirmed at the January meeting.

- b) The Community Centre Committee had contacted the Parish Council to ask if the Council would consider taking over responsibility for the play area. The Clerk had contacted SALC for advice and confirmed that under Section 19 expenditure the Parish Council could offer financial support for Recreational Facilities. Councillors felt that there needed to be more clarification about what the responsibilities would entail before any decision could be taken. The Clerk will ask for more information and this matter will be considered at the January meeting.
- c) Ian Abbott, who has currently been cutting the grass in the centre of the village free of charge for the Parish Council has submitted a letter stating that he can no longer continue to do this task. KO agreed to obtain quotations for grass cutting for consideration at the January meeting. .
- d) The Clerk reported that she had been notified by the Police that following a traffic survey in the village speed enforcement action would be taking place shortly.
- e) The Clerk reported that there had been a number of items brought to the Parish Council in recent weeks that were outside of the Council's remit, including parking problems and issues with dangerous dogs. A statement will be included in the next Newsletter advising parishioners that reporting low level crime matters to Parish Councillors or the Parish Council will not enable the Police to investigate such matters. Residents need to report crimes or anti-social behaviour in and around the village directly to the Police, using either 999 or 101 as appropriate.
- f) The Clerk had received a letter from the Community Payback Scheme for Norfolk & Suffolk asking whether there were any projects that the village may need help with. It was suggested that they could be approached to see if they could help with the grass cutting.

#### WPC 16-07-12 Items for the January Agenda

- Community Heartbeat Trust
- First Aid Course Update
- Update on additional noticeboards for village
- Village Contacts Card
- Update on Save Our Swan
- Calendar for 2017 (APM, Litter Picks, Walking Day)
- Play Area at Community Centre

#### WPC 16-07-13 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 2016 award details.

There being no further business requiring the attention of the Parish Council, the meeting was closed at 10.10 pm. The next meeting is set for **Wednesday 18th January 2017** at 7.30 pm at the Community Centre.

Sarah Clare  
Parish Clerk

Brian Smallcombe  
Chair