

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 18th January 2017 at the Community Centre.

Attendance Brian Smallcombe (Chair) (BS) Jackie Quinton (JQ) Juliet Pierce (JP)
 Janette Robinson (JR) Richard Quinton (RQ) Carol Garrett (CG)

Public present at the meeting: 5

Public Contributions

David Barker, who had previously approached the council for comment on the developments at White Cottage, attended to discuss some possible changes to the plans. Despite having successfully received planning consent some time ago no work has yet commenced on the site due to viability issues. The owner is now planning to work with Nest Developments to make some alterations to the site to improve the viability of the overall project. The council were shown some plans and asked for comment, it was stressed to Mr Barker that any comments at this stage are offered only in the spirit of informal engagement and that nothing mentioned at the meeting should be relied upon to reflect the possible final official decision of the Parish Council regarding the proposals after sight of formally submitted plans. It was recognised that the White Cottage site is in great need of improvement works and the general consensus from the Council was that the revised plans are sympathetic and in keeping with the character of the village. Mr Barker was asked to send the information via email to the Parish Clerk who would then distribute to the Councillors for further time to consider, any comments would then be collated and passed back to Mr Barker for consideration.

WPC 17-01-01 Update from County & District Councillor Matthew Hicks (MH)

The County Councillor's Report for January 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 push to encourage the uptake of the flu vaccination. It was agreed that this would be highlighted in the next village newsletter. There was also an update on the drive to improve educational standards in the County and a report on a festive recycling campaign.

MH then went on to discuss the upcoming development at Sizewell and explained that the County Council are working towards getting a better deal on the infrastructure for the surrounding area. The devolution process has now stalled completely, but Babergh & Mid Suffolk District Council is now moving towards a new form of governance that is designed to improve transparency in the democratic process.

A question was raised about the risk of more houses being built in the village. MH stated that as Worlingworth lacked amenities it would not be considered for a large scale development such as that proposed in north Ipswich.

WPC 17-01-02 Apologies for Absence

Apologies had been received from Pete Brash (PB) as he was on holiday and Karen Osborn (KO) who was unwell. The Council accepted.

WPC 17-01-03 Declaration of Interests

There were no declarations of interest.

WPC 17-01-04 Minutes of previous meeting

Regarding the meeting held on Wednesday 16th November 2016, JP asked that an amendment be applied under Public Contributions that Fingle Street should be spelt Fingal Street as this is the spelling shown on current maps, although JR noted that historically the road had been known as Finkle Street. Also it was noted that under WPC 16-07-07 h) JP had produced the report not JR.

It was also requested by CG that item WPC 16-07-11 e) should be posted to the village website as well as the newsletter.

Subject to the above amendments the Minutes of the meeting held on Wednesday 16th November 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 17-01-05 Matters Arising and Action Points

- 5.1 Arrange meeting with Planning Department at the District Council. After discussion with the Planning Department the intended outcome of the meeting was not viable, therefore it was decided not to pursue this matter and instead to see what training SALC have available for Councillors to attend regarding planning matters. ONGOING
- 5.2 Photograph worn Slow signs in Church Street and re-log issue with Suffolk Highways. JQ reported that this had been done and she had been advised that the repainting was now included in the Spring work schedule. DISCHARGED
- 5.3 Include additional clause on parking in Principles to Guide Discussion on Planning and circulate to all Councillors. Clerk to publish on website. DISCHARGED
- 5.4 Open letter to village regarding ongoing efforts to bring better broadband to Worlingworth, to be published on village website and reference with link included in next village newsletter. DISCHARGED
- 5.5 Explore options/prices and possible locations for additional noticeboards in the village, to be discussed later in meeting.
- 5.6 Book First Aid Course and pass details to website/Facebook page/village newsletter, to be discussed later in meeting.
- 5.7 Contact local auctioneer to obtain valuation for Parish Fire Engine and then contact insurers for quote to cover the Fire Engine, to be discussed later in meeting.
- 5.8 Newsletter Article – explain the ‘Adopt A Path’ idea. JP reported that one volunteer has already come forward. DISCHARGED
- 5.9 Circulate report on Worlingworth Celebrates Survey Outcomes and pass on those ideas that were more suited to the Community Centre Committee for them to consider. The report had been circulated, but BS had yet to discuss with the Community Centre Committee. ONGOING
- 5.10 Update Village Contacts Card and obtain quotes for printing, to be discussed later in meeting.
- 5.11 Obtain advice from SALC regarding the Parish Council’s involvement in youth provision, to be discussed later in meeting.
- 5.12 Advise applicant for telecommunications mast that the Council offer full support for the proposal. DISCHARGED
- 5.13 Amend final clause on Criteria under which funding applications are to be considered to state that national charities will only be considered if tangible benefit to parishioners can be demonstrated and circulate to all Councillors. Clerk to add to funding form on website. DISCHARGED
- 5.14 Advise those who have applied for funding of outcomes and request further information where necessary. DISCHARGED
- 5.15 Publish crime report on website. DISCHARGED
- 5.16 Book meeting dates for 2017, to be discussed later in meeting.
- 5.17 Obtain quotes for grass-cutting for consideration at January meeting, to be discussed later in meeting.
- 5.18 Newsletter Item – low level crime to be reported to police not parish council. DISCHARGED
- 5.19 Clerk to contact Community Payback to see if they can help with grass cutting. To date no response has been received. DISCHARGED

WPC 17-01-06 Parish Council Activities

- a) To consider co-option to fill vacancy on Council – The Clerk asked if anyone present wished to be considered for co-option to the council. Nobody came forward. An item will go into the next newsletter to ask for volunteers to take up the role.
- b) Community Heartbeat Trust – KO had invited Trevor Sayer (TS) from Diss Rotary Club to attend and outline the way in which the Rotary Club had worked with the Community Heartbeat Trust (CHT) to

bring Public Access Defibrillators (PADs) to Diss. TS outlined the way in which the machines work and how CHT offer a full solution, from supply and installation to a managed maintenance plan. Currently there is no legislation surrounding the supply of PADs, but the Rotary Club had been recommended CHT by the East of England Ambulance service. The costs and practicalities of regular monitoring were discussed and TS invited all present to attend the public awareness seminar in Diss on 24th January for more information. The Clerk stated that KO had advised she was planning to attend the seminar. TS supplied contact information for CHT and BS thanked him for his time, saying it had been very useful and informative. There is strong support in the village for a PAD to be installed and it is hoped that this project will move forward in the coming months.

- c) First Aid Course Update – RQ stated that the course had been booked, but had subsequently been cancelled due to insufficient numbers. It was agreed to re-book the course for later in the year, when the evenings are lighter and to advertise the course across the village newsletter, website and Facebook pages.
- d) Additional Noticeboards for Village – BS had previously circulated details of a suitable design. The location of the new board was discussed, with queries raised about whether any formal consent would be required. The Clerk will contact SALC for guidance on the matter. Subject to agreement on the location and subject to advice received from SALC, it was proposed by JP that two A1 size noticeboards be purchased, JR seconded and **IT WAS SO RESOLVED**. BS will wait until hearing from SALC before ordering and installation take place.
- e) Parish Fire Engine & Asset Register – The Clerk reported that she had made enquiries with a local auctioneer to arrange a valuation, but to get the Fire Engine formally valued for insurance purposes there would be a charge of approximately £150 + VAT, the Clerk asked the Council if they would like her to proceed. BS proposed that the valuation is carried out, JR seconded and **IT WAS SO RESOLVED**.
- f) Village Contacts Card – The Council reviewed the quotes obtained by JR for a 2017 print run of the Contacts Card. JR undertook to check all the names and numbers were correct and after discussion it was agreed to move the date of the update from the back of the card to the front to make it easier to see at a glance which version should be used when people have more than one copy. CG proposed printing 500 cards for distribution with the village newsletter and to allow some cards to go to John & Rita Ridgwell who distribute welcome packs to people who have moved into the village, JQ seconded and **IT WAS SO RESOLVED**.
- g) Play Area at Community Centre – After asking for clarification of the request it had become apparent that the Community Centre Committee (CCC) were asking the Parish Council to pay the insurance premium for the playground equipment, but CCC would still carry out routine safety inspections. The Clerk had sought guidance from SALC regarding the remit of the Parish Council in relation to play areas and stated that under Section 19 expenditure the Parish Council could make reasonable provisions for recreational facilities. The play area would fall into this category.

Questions were raised by Councillors about whether the Community Centre building and surroundings (including the play area) should be listed as a Parish Council asset now that the PWLB loan has been repaid. Historically it has never been included in the Asset Register, but the Clerk will seek guidance from SALC on the matter and access the original documents to check the nature of the relationship between the Parish Council and the Community Centre Committee.

In the meantime RQ proposed and JP seconded that the Parish Council help by providing funding for the play area insurance for one year and **IT WAS SO RESOLVED**. The Clerk will liaise with the Community Centre Committee to make arrangements for payment of funds.

- h) Calendar for 2017 (APM, Litter Picks, Walking Day) – The Clerk confirmed that the Community Centre had been booked for the 2017 Annual Parish Meeting on Wednesday 19th April.

Subject to booking the Litter Picks will take place on Saturday 11th March and Saturday 21st October, with the Walking Day taking place on Saturday 14th October. The Clerk will book the Community Centre 10am to 1.30pm on these dates to allow for lunch to be served to volunteers.

- i) Update from Save Our Swan – Nothing to report.
- j) Street Naming & Numbering – A request had been received from District Council for Parishes to collate a list of suitable names for future developments in order to streamline the process. In the past when new street names have been requested Worlingworth Local History Group (WLHG) have conducted

research into a suitable name for the location. After discussion it was felt that until the location of any future developments was known it would be impossible to offer name suggestions in the manner that the District Council was requesting and that current method of involving WLHG whenever a new road name is needed is still the best system. The Clerk will write back to District Council explaining the Parish Council's viewpoint.

- k) Youth Provision – The Clerk had obtained information from SALC regarding the remit of the Council in relation to providing services to young people aged 10-18. SALC had advised the Clerk about Section 19 funding, which can be used for recreational facilities, but after discussion it was felt that not only did the Council did not have the relevant skills required to undertake such a service, but there was no evidence that young people in the village wanted a youth group to be organised. It was agreed not to discuss further at the moment.
- l) Village Website – contributions and responsibilities – CG explained the difficulties she faced with getting up to date content for the village website. The Clerk updates the Parish Council pages and due to CG's leave of absence had been adding extra information at the end of 2016, but local groups need to be encouraged to supply details more regularly. The Clerk will put a piece in the village newsletter encouraging all parishioners to submit articles or photos for the website.
- m) "Battles Over" Commemorations – This is a nationwide event for 11th November 2018 to commemorate the 100th anniversary of the end of the Great War. Concerns were raised about whether a bonfire beacon a week after Guy Fawkes celebrations would be supported. It was agreed to put a piece in the village newsletter asking for volunteers to come forward if they would like to be involved.
- n) Grass Cutting in Village – KO who was absent due to illness had been unable to obtain quotes for grass cutting in the village, this matter will be carried over to the March meeting.

WPC 17-01-07 Planning

- a) To consider planning applications that had been submitted since the last meeting:
 - 4592/16 Tannington Hall change of use of land & buildings as a wedding & events venue with marquees, camping area and car park – council offered no comment
 - 4818/16 Poplar Farm, Tannington Road installation of a 15m high lattice tower, supporting 3 no. antennas and 2 no. dishes with 2 no. equipment cabinets and ancillary work – council offered support
 - 4889/16 Springfield House, Shop Street, variation of condition 2 following planning permission 2411/14 (amended design to plots 1&3) – council offered no comment
 - 4812/16 Farthingdale Cottage, Southolt Road, removal of long straw thatch and re-thatching in Norfolk reed with sedge ornamental ridge – council offered no comment.
- b) Outcomes of previous planning applications:
 - 2906/16 Maisies Meadow, erection of 1 no. detached bungalow and garage – appeal against refusal of planning permission has been lodged, awaiting outcome

WPC 17-01-08 Finance

- a) Financial Statement - The Clerk had previously circulated the Financial Statement for January. JR noted that there should be additional credits received in the income section; otherwise the statement was accepted by the Council.
- b) To set Precept – The Clerk had circulated a draft budget for the Council to consider and advised that since it had been sent the annual salary review had been received from SALC. The Clerk's gross wage was due to go up by approximately £37 gross per annum, all voted in favour of the recommended wage rise being applied. Following review the Precept was set for 2017-2018 with no change. The Clerk will complete and return the form to the District Council.

During the process of reviewing the precept it was agreed that a consultation within the village about future plans would be useful to help with budgeting. It was agreed to put the organisation of such a consultation on the March meeting agenda.

- c) Cheques were authorised for:
 - The Clerk for salary and expenses.
 - Tree planting costs

d) To consider applications for funding

- Request for donation from Worlingworth Community Centre for refurbishment – Further to the November meeting the Council had been updated on grants obtained for the refurbishment from other sources. At the moment there is a shortfall of approximately £2,755 on the project. The Clerk advised that this could be considered Section 19 funding – providing reasonable provision for recreational facilities – as per the outdoor play area discussed earlier in the meeting. BS proposed that the Parish Council fund the shortfall to a limit of £2,755, JQ seconded and **IT WAS SO RESOLVED**. The work is due to commence in February and the Clerk will liaise with the Community Centre Committee (CCC) to arrange the draw-down of funds as and when required. BS thanked Diana Totten from the CCC for all her work on the project so far. It was also agreed that the CCC need to be an integral part of any village consultation.

WPC 17-01-09 Feedback from External Meetings & Additional Reports

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

WPC 17-01-10 Matters to be brought to the attention of the Council

- a) The Clerk advised that she had booked a space on a free training session covering the Transparency Code to ensure that the Council is meeting its obligations.
- b) There had been two letters received thanking the Council for their donations, one from the Royal British Legion poppy appeal and one from Suffolk Accident Rescue Service.

WPC 17-01-11 Items for the March Agenda

- Update on Public Access Defibrillator
- Update on noticeboards in village
- Update on Parish Fire Engine valuation
- Litter Pick Report
- Consultation regarding future plans for the village
- Battle's Over Commemorations
- Grass Cutting in Village
- Arrangements for Annual Parish Meeting
- Finalise 2017/2018 budget

There being no further business requiring the attention of the Parish Council, the meeting was closed at 10.20 pm. The next meeting is set for **Wednesday 15th March 2017** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Brian Smallcombe
Chair