

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 15th March 2017 at the Community Centre.

Attendance Brian Smallcombe (Chair) (BS) Jackie Quinton (JQ) Juliet Pierce (JP)
Karen Osborn (Vice-Chair) (KO) Richard Quinton (RQ) Carol Garrett (CG)
Pete Brash (PB)

Public present at the meeting: 4

Public Contributions

There were none.

WPC 17-02-01 Update from County & District Councillor Matthew Hicks (MH)

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

The report contained details improvements in GCSE results in the county, plans to improve mental health services and information about the new 'Opportunity Areas' scheme.

MH then gave further details about the upcoming development at Sizewell outlining how the County Council are pushing for a better deal on the infrastructure for the surrounding area and discussed the Mid Suffolk Strategic Plan with relation to housing.

WPC 17-02-02 Apologies for Absence

Apologies had been received from Janette Robinson (JR) due to a clash of meetings. The Council accepted.

WPC 17-02-03 Declaration of Interests

There were no declarations of interest.

WPC 17-02-04 Minutes of previous meeting

The Minutes of the meeting held on Wednesday 18th January 2017 as a true and accurate record were proposed, seconded and **WERE SO RESOLVED**. The Minutes were signed by the Chairman and the Clerk.

WPC 17-02-05 Matters Arising and Action Points

- 5.1 Arrange to circulate revised White Cottage plans to councillors. DISCHARGED
- 5.2 Newsletter Article – flu vaccinations. DISCHARGED
- 5.3 Village Website – post item WPC 16-07-11 h). DISCHARGED
- 5.4 Enquire at SALC for any training relating to planning matters and circulate to Councillors. DISCHARGED
- 5.5 Pass on ideas more suited to Community Centre Committee from Worlingworth Celebrates Survey Outcomes. DISCHARGED
- 5.6 Newsletter Article – vacancy on council. DISCHARGED
- 5.7 Re-book First Aid course and advertise. RQ reported that he was waiting until lighter evenings and would then make arrangements. ONGOING
- 5.8 Check with SALC whether any regulations need to be considered before installation of a village noticeboard. To be discussed later in meeting.
- 5.9 Obtain valuation from auctioneers for Parish Fire Engine to be insured. To be discussed later in meeting.

- 5.10 Check, update and print 500 copies of Village Contacts Card and liaise with Village Newsletter for distribution. ONGOING
- 5.11 Check with SALC regarding Community Centre being listed on Asset Register and access documents to check relationship between Parish Council and Community Centre Committee. To be discussed later in meeting.
- 5.12 Liaise with Community Centre Committee over payment of Play Area insurance premium. The Clerk reported that she was waiting for a final figure to be confirmed. ONGOING
- 5.13 Book Community Centre for Litter Picks and Walking Day. DISCHARGED
- 5.14 Write back to District Council regarding street naming. DISCHARGED
- 5.15 Newsletter Article – website contributions. DISCHARGED
- 5.16 Newsletter Article – Battle’s Over Commemorations. To be discussed later in meeting.
- 5.17 Obtain quotes for grass-cutting for consideration at March meeting. To be discussed later in meeting.
- 5.18 Send Precept form to District Council. DISCHARGED
- 5.19 Liaise with Community Centre Committee over payment of funds to cover shortfall in refurbishment works up to £2,755 cheque to be signed later in meeting.
- 5.20 Publish crime report on website. DISCHARGED

WPC 17-02-06 Parish Council Activities

- a) To consider co-option to fill vacancy on Council – BS asked whether anyone present wished to be considered for co-option to the Council. Two parishioners spoke about their wishes to help in the community, both were thanked for their interest and BS expressed the Council’s regret that due to legal restrictions on how many Councillors the parish is permitted it was not possible for both to join the Council, but that there are many ways in which parishioners can help with parish council activities. As there was only one vacancy available on the Council a vote was taken and **IT WAS SO RESOLVED** that Adrian Smith (AS) was accepted as a Parish Councillor. The Clerk asked AS to sign the declaration of eligibility and acceptance and will arrange for a link to be emailed for AS to complete the Register of Interests.
- b) Update on Noticeboards for village – The Clerk has obtained the necessary licences for the noticeboards from Suffolk Highways and has received notification from the planning department that kiosks and noticeboards for parish council information are exempt from requiring planning permissions. BS will now make arrangements for the installation of the boards.
- c) Update on Public Access Defibrillator (PAD) – KO had been unable to attend the seminar in Diss as referenced in the January minutes, but she has a copy of the application for funding submitted by Bedfield and will use this as a template to make an application for a PAD on behalf of Worlingworth. RQ offered to help with the regular monitoring requirements of the equipment. BS will liaise with the Community Centre Committee over installation of the PAD on the outside of the building. It was agreed that the plan to install a PAD needs to be highlighted at the Annual Parish Meeting.
- d) Update on Parish Fire Engine Valuation – The Clerk had met with an auctioneer from TW Gaze who had provided a professional valuation of the Fire Engine. Insurance has now been put in place, with the additional premium until renewal being waived by the insurers. The engine is now listed on the Asset Register.
- e) Litter Pick Report – BS reported that 24 volunteers had attended on 11th March, 20 of whom stayed for a delicious lunch of homemade soup and rolls. It had been particularly pleasing to have 4 young people take part in the litter pick. 14 bags of rubbish had been collected, along with a fly tipped television. A note to thank all those who had helped will go into the next Newsletter.
- f) Play Area and Community Centre Asset Status – The Clerk had received advice that land and buildings held in a Custodian Trust should not be listed as a PC asset. They are assets of the Community Centre Council Charity and would only revert to a PC asset if the charity went through dissolution. The reason why the land and buildings should not show up on the PC Asset Register is that the Community Centre Council delegates the power to purchase and dispose of items as they see fit to the Committee of Management and it is therefore the Committee’s responsibility to record these asset changes. The PC do not have any authority to object or insist upon any transaction involved in the management of the

Community Centre or the Play Area and therefore it is unreasonable to expect the PC to maintain the Asset Register.

Since the January meeting the Community Centre Committee had been in contact with BS to request assistance with an application for Lottery Funding, as there is currently some confusion over the legal ownership status of the Community Centre. It was decided that the position should be properly clarified before the Parish Council respond formally to the Community Centre Committee. JP and CG will review the deeds in the Clerk's possession and seek legal advice, if necessary the Clerk will make arrangements to retrieve the original documents from the bank where they have been stored for safekeeping.

- g) Consultation over future plans for the village – BS had liaised with the Community Centre Committee who have expressed a keen wish to work together with the Parish Council, but the future plans extend beyond the Community Centre and the best ways to engage as wide a sector of the community as possible were discussed. JP offered to host a sub-committee to work on the matter and report back to the council. CG and AS offered to help and it was agreed to meet at Hope Farm on Wednesday 29th March 7pm, with the meeting open to all councillors or interested volunteers, please contact JP or the Clerk to confirm attendance.
- h) “Battle's Over” Commemoration – The Clerk reported that nobody had come forward following the request for help in the February Newsletter, therefore it was agreed that the Parish Council would not be involved in this scheme.
- i) Grass Cutting in Village – KO will arrange for an advert to be produced with basic details about the scope of the work involved; this will go into the village Newsletter with BS as person to contact.
- j) Neighbourhood Watch – request for a scheme – A parishioner had enquired if there is a current active Watch in the village. The police no longer hold a central database, but had referred the Clerk to the Suffolk Neighbourhood Watch website (www.suffolknwa.co.uk). There is no evidence of a current scheme in operation, but the Parish Council felt that this was outside their remit. The Clerk will contact the parishioner concerned and direct her to the website recommended by the police for further information.
- k) Arrangements for Annual Parish Meeting – The Clerk read out a list of the various organisations to invite and asked the council if there were any other groups that she was unaware of. It was noted that the PCSO for the area should be invited. The Clerk will contact the organisations within the village and ask them to submit a 2-3 minute report. BS will make arrangements for refreshments and liaise with the Clerk to put together the Parish Council Annual Report.

WPC 17-02-07 Planning

- a) To consider planning applications that had been submitted since the last meeting:
 - 0278/17 – Evergreen, Church Road, Rear Extension to bungalow with bedroom in the roof, the Council offered no comment
- b) Outcomes of previous planning applications:
 - 4592/16 Tannington Hall change of use of land & buildings as a wedding & events venue with marquees, camping area and car park – awaiting decision
 - 4889/16 Springfield House, Shop Street, variation of condition 2 following planning permission 2411/14 (amended design to plots 1&3) – awaiting decision
 - 4812/16 – Farthingdale Cottage, Southolt Road, re-thatching with long straw thatch – Granted
 - 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 – Prior Approval Granted.
- c) Consider concerns raised over size and type of new buildings in village:

A parishioner had contacted the Clerk with worries about the size of a new build property. It appeared that a number of alterations had been submitted for the new building after initial consent had been granted and therefore it was agreed that the Clerk would contact the planning department to ask them to ensure that the building was compliant with final consents that had been granted. General design of buildings, to maintain the character of the village was agreed to be something that should be considered for future planning, but it was noted that final decisions relating to planning were at District Council level.

WPC 17-02-08 Finance

- a) Financial Statement - The Clerk had previously circulated the Financial Statement for March. There were no queries and the statement was accepted by the Council.
- b) To finalise and adopt the 2017/2018 budget - The Clerk had circulated a second version draft budget for the Council to consider as following the previous meeting a couple of minor changes had occurred, during discussion it was agreed to increase the stationery budget to reflect the expenses incurred. RQ proposed the adoption of the budget, CG seconded and **IT WAS RESOLVED** the budget be adopted. The Clerk will arrange for it to be published on the website.
- c) Cheques were authorised for:
 - The Clerk for salary and expenses.
 - Community Centre Committee for refurbishment work
 - TW Gaze for valuation of Parish Fire Engine
 - SALC for Councillor training sessions
 - Kilbeys Property Maintenance for repairs to broken dog bin
 - Litter Pick expenses
- d) To consider applications for funding
 - Request for donation from Mid Suffolk Citizens Advice Bureau. The Council agreed that it was important to support this service as it had helped many parishioners in the last year. It was agreed to make a donation equivalent to £2 per week and a donation of £104 was proposed by RQ, KO seconded, and **IT WAS SO RESOLVED**.

WPC 17-02-09 Feedback from External Meetings & Additional Reports

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

JR had attended a planning workshop and had advised that she will report to the Council at a future meeting.

JP had attended a one day planning seminar, which she had found extremely informative. The need to formulate a 5 year plan for housing is being pushed, with many levels involved from national policies to local Neighbourhood Plans. The issue with forming a Neighbourhood Plan is that any village that produces one is obliged to identify suitable pockets of land that the parish feels are suitable for housing, which feels counter-intuitive when the village doesn't want to be inundated with housing. When JP had queried the need for a small village like Worlingworth to write a plan it had been suggested that the cost would be prohibitive and linking with other local villages would probably be the only viable option, however, in a number of cases Neighbourhood Plans have proven ineffective at preventing over-development and therefore at the moment the costs and negative implications cancel out any possible benefits. Once the District Council has published the strategic plan and the number of houses required in Worlingworth is known, the requirement for a Neighbourhood Plan may need to be reviewed. As an interim measure Community Action Suffolk has a service available whereby Parish Councils can request a statistical report to help understand the current demographic of a village, which may assist planning decisions. During discussion it was agreed that the lack of capacity in the sewerage system is a major concern in the village. The Clerk was requested to contact Anglian Water to express the Council's concerns and enquire how many houses could realistically be serviced with the current system and what, if any, plans were in place to upgrade the system.

WPC 17-02-10 Matters to be brought to the attention of the Council

- a) The Clerk advised that at the recent Transparency Code training she had been advised of a fund available to Parish Councils to purchase a computer that would be a Parish Council asset rather than the council relying on using the Clerk's personal machine. An application had been put forward and the Clerk was awaiting the outcome.

WPC 17-02-11 Items for the May Agenda

- Website Refresh and Training
- Annual Audit

There being no further business requiring the attention of the Parish Council, the meeting was closed at 10.00 pm. The next meeting is set for **Wednesday 17th May 2017** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Brian Smallcombe
Chair