

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 17th May 2017 at the Community Centre.

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

Public present at the meeting: 3

WPC 17-03-01 Appointment of Chairman & Deputy Chairman

Nominations for the office of Chairman and Deputy Chairman were requested

BS was nominated as Chairman by JR, seconded by CG and **IT WAS SO RESOLVED.**

JP was nominated as Deputy Chairman by RQ, seconded by JR and **IT WAS SO RESOLVED.**

Public Contributions

Val Swallow, editor of the Village Newsletter presented the Council with an application for funding towards the cost of the Newsletter. It was agreed that this would have to be carried forward to the July meeting of the Parish Council as there was insufficient time for Councillors to read and consider the application fully.

David Barker, the agent acting on behalf of the owner of White Cottage attended to present a pre-application view of the revised plans for the site. Since the January meeting of the Parish Council the Conservation Officer at the District Council has asked for some alterations to plot 8 to help preserve the current views of White Cottage itself. The Parish Council agreed that these alterations were sympathetic and improved the overall look of the site. Parish Council concerns about ensuring adequate parking on the site, to include visitor cars had also been addressed. Mr Barker explained that it is hoped to submit the plans and get agreement to the alterations by August, with the work to be carried out in two phases, starting with the renovation of White Cottage and the plots nearest to Old Stores Close, before moving to work on the other side of the site. The Parish Council thanked Mr Barker for the opportunity to again view the plans prior to submission, but again reminded him that any comments at this stage must not be relied upon to reflect the possible final official decision of the Parish Council regarding the proposal after sight of formally submitted plans.

WPC 17-03-02 Update from County & District Councillor

The County Councillor's Annual Report had previously been circulated to the Council at the end of April and has been posted on the village website www.worlingworth.onesuffolk.net

Due to the upcoming election there was no monthly report and Matthew Hicks was not present.

WPC 17-03-03 Apologies for Absence

Since the March meeting Peter Brash and Karen Osborn had both tendered their resignation. The Council accepted. There were no further apologies.

WPC 17-03-04 Declaration of Interests

As this was the Annual General Meeting of the Parish Council councillors were asked to consider their annual declaration of interests. The Clerk provided copies of the current Register of Interests lodged online at the District Council for each councillor and asked that these be reviewed and that should there be any

changes these are notified at the earliest possible opportunity, not only at the AGM of the Council, but at any point during the year.

JR and JQ declared an interest in the application for funding received from Home-Start, as they both attend the group.

WPC 17-03-05 Minutes of previous meeting

The Minutes of the meeting held on Wednesday 15th March 2017 as a true and accurate record were proposed by JP, seconded by RQ and **WERE SO RESOLVED**. The Minutes were signed by the Chairman and the Clerk.

WPC 17-03-06 Matters Arising and Action Points

- 6.1 Re-book and advertise First Aid course. ONGOING
- 6.2 Check, update and print 500 copies of Village Contacts Card and liaise with Village Newsletter for distribution. DISCHARGED
- 6.3 Liaise with Community Centre Committee over payment of Play Area insurance premium. Cheque to be signed later in meeting.
- 6.4 Complete Register of Interests for new councillor. DISCHARGED
- 6.5 Install new noticeboards. BS asked the Council if they were sure that two noticeboards were required, it was noted that this was agreed at the January meeting. All present agreed that the installation needed to go ahead at both sites. ONGOING
- 6.6 Complete application for funding for Public Access Defibrillator (PAD). To be discussed later in meeting.
- 6.7 Liaise with Community Centre over installation of PAD on outside of building. ONGOING
- 6.8 Newsletter article – thank litter-pick volunteers. DISCHARGED
- 6.9 Forward Community Centre deeds to CG and JP who will obtain advice on legal ownership status. To be discussed later in meeting.
- 6.10 Sub-committee to meet and report on ways to consult with the village over plans for the future. To be discussed later in meeting.
- 6.11 Newsletter article/advert – grass cutting. DISCHARGED
- 6.12 Advise parishioner to contact Suffolk Neighbourhood Watch via their website. DISCHARGED
- 6.13 Clerk to contact various village organisations with invite to Annual Parish Meeting. DISCHARGED
- 6.14 Arrange refreshments for Annual Parish Meeting. DISCHARGED
- 6.15 Write Parish Council Annual Report. DISCHARGED
- 6.16 Publish 2017/2018 budget on website. DISCHARGED
- 6.17 Advise Mid Suffolk Citizens Advice Bureau of donation. DISCHARGED
- 6.18 Publish police report on website. DISCHARGED
- 6.19 Write to Anglian Water to request information on sewerage capacity and future upgrade plans DISCHARGED – awaiting response. It was agreed that a further letter should be sent and an item included in the next Newsletter to ask parishioners for specific examples of when the sewerage system had overflowed.
- 6.20 Confirm with planning authorities whether development at Mill Cottage is as per plans. DISCHARGED

WPC 17-03-07 Parish Council Activities

- a) To consider co-option to fill vacancies on Council – BS asked whether 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) Report and update about the Role of Custodian Trustees – With the assistance of Martin Pierce a report had been assembled to help all Councillors understand the role of Worlingworth Parish Council as Custodian Trustees to Worlingworth Community Centre. The restrictions of the role are now better understood and have been explained to the Community Centre Committee (CCC). The matter came to light as the CCC had been having difficulty with an application for lottery funding due to the way the ownership of the Community Centre is currently set up. The Parish Council have advised the CCC that

it may be worth considering applying to vest the land and buildings with the Office of the Official Custodian to avoid any future confusion over ownership. In order to vest the land it first needs to be listed at the Land Registry, for which original documents are needed. The Parish Council had archived the deeds at Suffolk Records Office, JR will make arrangements to retrieve the documents and pass them to JP who will liaise with the CCC over completing the application to the Land Registry. The Clerk has been told by Suffolk Records Office that it could take up to three weeks to retrieve the files which will be advised to the CCC.

- c) Report from Sub-Committee Regarding Future Plans for the Village (inc. Parish Profile) – The sub-committee group had circulated their reports to the Parish Council. After the relationship between the Parish Council and the Community Centre Committee had been clarified as per the previous agenda item, the sub-committee moved onto ways in which the Parish Council could look to improve the village environment for all individual parishioners and the various groups that meet within the parish. It was agreed that consultation needed to be carried out and the sub-committee are going to formulate a survey and decide the best way to circulate it to maximise returns. It was agreed that something needed to be done house-to-house and online with the intention to have the results by late summer/early autumn 2017 in time for considerations to be included in the 2018-2019 budget. An item will go into the next newsletter to alert parishioners of the upcoming survey and chance to have a say about the future of the village.
- d) Pre-planning Protocol for Meeting with Developers – Following attendance at a planning workshop JP had been supplied with a policy document from Rushmere St Andrew Parish Council detailing how to handle approaches from developers. It was agreed that it would be useful to have a similar document for Worlingworth as there have been a number of times that developers have asked to meet the Parish Council, CG agreed to take the Rushmere St Andrew document and tailor it to suit Worlingworth.
- e) Short Term Parking outside the Primary School – This was a point of concern raised at the Annual Parish Meeting in April, AS had discussed the matter with the District Councillor and circulated a report to the Parish Council, suggesting that the Community Centre car park could be used and parents and children encouraged to walk to school. JQ expressed concern that this would prove unpopular and agreed to discuss and consider alternative solutions with parents at the school, the result of which she will bring to the July meeting of the Parish Council. Following any feedback from JQ, AS will then make contact with the Headteacher of the Primary School to discuss the matter further. In the meantime AS will make contact with Suffolk Highways to enquire about the possibility of yellow hatch school markings being installed on the bend to improve road safety and as an immediate action, a note will go into the village Newsletter asking those dropping off and picking up children outside the Primary School to try and avoid parking on the bend.
- f) Grass Cutting in Village – Following the advert in the Newsletter only one person had come forward to offer their services to cut the grass in the village. In the interests of safety, due to the height of the grass and the lateness of the season, the Clerk and Chairman had agreed to allow cutting to commence with the decision to be ratified at the May meeting. The contractor had done a good job, not only cutting the grass, but clearing up dog waste and washing signs. JP proposed that he is formally offered the post, AS seconded and **IT WAS SO RESOLVED**.
- g) Website Refresh & Training – CG asked if any other Councillors would like to take on an area of the website. The Clerk will contact Community Action Suffolk to find out about possible training opportunities.
- h) Update on Public Access Defibrillator – This was a matter that Karen Osborn had been undertaking, as she has now resigned, she has informed the Clerk that she will pass all the information that she has regarding the PAD to RQ who is arranging the first aid course.
- i) Request from Community Centre Booking Clerk to change Walking Day date – The Clerk explained that there had been a mix-up over dates and it was in fact the Litter Picking Day that needed to change dates. This was at the request of the Community Centre Booking Clerk who had a potential booking for an 18th birthday party. The Walking Day on 14th October is unaffected, but after discussion the Parish Council agreed to move the Litter Pick to 28th October. The Clerk will liaise with the Community Centre Booking Clerk and clarify dates, including putting a note in the next Newsletter.

WPC 17-03-08 Planning

- a) To consider planning applications that had been submitted since the last meeting:
- 1031/17 – Bodgers, 4 Ivy Close – erection of timber garden room outbuilding following removal of existing shed. New building to include garden room and shed. Council offered no comment and application has been granted.
 - 4592/16 Tannington Hall change of use of land & buildings as a wedding & events venue with marquees, camping area and car park – a new consultation period had been opened. The Council agreed that although no comment had been made on the earlier consultation, there have subsequently been concerns raised about noise levels and the lack of controls in place at the associated campsite. The Clerk will submit comment for Worlingworth to reflect these worries.
- b) Outcomes of previous planning applications:
- 4889/16 Springfield House, Shop Street, variation of condition 2 following planning permission 2411/14 (amended design to plots 1&3) – application has been withdrawn
 - 0278/17 Evergreen, Church Road, Rear Extension to bungalow with bedroom in roof – granted.

WPC 17-03-09 Finance

- a) Financial Statement - The Clerk had previously circulated the Financial Statement for May. The Clerk explained the Transparency Code Funding that had been received and that there would be a slight underspend as the laptop and software had proven slightly cheaper to purchase once the funding came through, the surplus funds will need to be returned in due course. The only element not covered by the Transparency Code Funding was anti-virus software, the Parish Council agreed that this must be purchased and installed at the earliest opportunity. The additional hours of staff time to allow for data transfer and upload were also approved. There were no further queries and the statement was accepted by the Council.
- b) To sign off audit submission for 2017 - The finance papers had been approved during the internal audit. CG proposed the External Audit Submission and the Governance statements be approved, JP seconded and **IT WAS SO RESOLVED**. The Chairman signed the forms on behalf of the Council.
- c) Cheques were authorised for:
- The Clerk for salary and expenses.
 - SALC Annual Membership
 - New Councillor training
 - Don Hughes for internal audit
 - Community Centre Committee for Play Area Insurance
 - Pro-Rider Mobility to supply replacement battery for the VAS machine
- d) To consider applications for funding
- 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, BS seconded and **IT WAS SO RESOLVED**.
 - John Ridgwell had submitted a request as part of the Tree Planting Project – a new site has been found, with a potential for £200 worth of trees to be planted. The Clerk had advised that with only approximately £500 currently spent from the previously agreed budget of £1,000 there was sufficient funding for this to be carried out. It was agreed that the tree planting project should be included again in a newsletter article to raise awareness, with emphasis that it does not have to be a complete wood, but single trees are equally valuable.
 - A request for funding had been received from Home-Start since the agenda had been circulated, as a number of the councillors had not had the opportunity to read and consider the application properly it was agreed to defer the decision to the July meeting of the Parish Council. The Clerk will advise accordingly.

WPC 17-03-10 Feedback from External Meetings & Additional Reports

Police Reports are no longer being issued, instead please visit <https://www.police.uk/shape/k3Cjln/> where outcomes for reported crimes and contact information for your local policing team can be found. This link will be published on the village website.

BS stated that Save Our Swan (SOS) group had asked if a representative from the Parish Council would consider joining their committee. It was agreed to ask SOS to attend the next Parish Council meeting to outline their current position.

WPC 17-03-11 Matters to be brought to the attention of the Council

- a) Nick Cook had spoken to CG about the Roadside Wildlife Reserve in Fingal Street; the posts had fallen into disrepair and needed replacing. CG had suggested that Nick approach District Councillor Matthew Hicks as this may be something that would be considered under the locality budget.
- b) The Clerk advised that a thank you letter had been received from Mid Suffolk Citizens Advice Bureau following the Council's donation.

WPC 17-03-12 Items for the July Agenda

- Reconsider Funding Application from Home-Start
- Consider Funding Application submitted for Village Newsletter
- Update on First Aid Courses & Public Access Defibrillator
- Update from sub-committee regarding future plans for the village
- Update on short term parking outside Primary School

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 19th July 2017** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Brian Smallcombe
Chair