

Worlingworth Parish Council

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

Minutes of the meeting held on Wednesday 19th July 2017 at the Community Centre

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

Public present at the meeting: 3

Public contributions

There were none

WPC 17-04-01 Update from County and District Councillor

The County Councillors report for July had previously been circulated to the Council and has been posted on the village website www.worlingworth.onesuffolk.net

WPC 17-04-02 Apologies for absence

Apologies had been received from Brian Smallcombe (BS) due to a family bereavement and Adrian Smith (AS) due to a previously arranged holiday. The Council accepted.

WPC 17-04-03 Declaration of Interests

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

WPC 17-04-04 Minutes of previous meeting

The minutes of the meeting held on Wednesday 17th May 2017 as a true and accurate record were proposed by CG, seconded by JR and **WERE SO RESOLVED**. The minutes were signed by the Chairman.

WPC-17-04-05 Matters arising and Action Points

5.1 Re-book and advertise First Aid Course - to be discussed later in the meeting

5.2 Install new noticeboards – expected to arrive in about six weeks. ONGOING

5.3 Write to Anglian Water to request information on sewage capacity and future upgrade plans. The Clerk has been waiting for responses from villagers to requests for further issues to raise with Anglian Water. The Clerk now has a couple of examples and will send another letter. ONGOING

5.4 Newsletter article – ask parishioners to advise Clerk of any specific examples of when the sewage system has overflowed. See above, DISCHARGED

5.5 Newsletter – vacancy on Council. DISCHARGED

5.6 Retrieve original Deeds for Community Centre from Suffolk Records Office and liaise with the Community Centre over Land Registry application. See below. DISCHARGED

5.7 Advise Community Centre of possible delay in retrieval of Deeds. Deeds retrieved and passed to Community Centre. Vesting application is underway. DISCHARGED

5.8 Newsletter article – highlight chance for Parishioners to have their way about the future of the village. DISCHARGED

5.9 To review Pre-Planning Protocol document from Rushmere St Andrew Parish Council and tailor to suit the needs of Worlingworth. To be discussed later.

5.10 Discuss alternative parking solutions with parents at the Primary School to improve road safety and bring ideas to the July Parish Council meeting. To be discussed later.

5.11 Contact Suffolk Highways to find out if yellow hatch school markings could be installed on the bend to improve road safety. To be discussed later.

5.12 Newsletter article – school parking and road safety. DISCHARGED

5.13 Enquire at Community Action Suffolk about website training opportunities. DISCHARGED

5.14 Liaise with Karen Osborne over information for Public Access Defibrillator. ONGOING

5.15 Newsletter article – revised date for autumn litter pick. DISCHARGED

5.16 Submit comment regarding planning application 4592/16 to reflect worries about noise and the lack of controls at the associated campsite. DISCHARGED

5.17 Advise outcome of funding applications. DISCHARGED

5.18 Newsletter article – tree planting project ongoing. DISCHARGED

5.19 Publish link to website for information on local reported crimes and contact information for local police. DISCHARGED

5.20 Invite Save our Swan to update Parish Council on current position. Peter Allen invited to this meeting. DISCHARGED

WPC 17-04-06 Parish Council Activities

- a) To consider co-option to fill vacancies on Council – CG asked whether anyone present wished to be considered for co-option to the Council. Nobody came forward.
- b) Update from Save our Swan – Peter Allen reported that the Save our Swan committee was very encouraged by having three new committee members. These brought with them a range of skills that will be particularly beneficial as they progress matters e.g IT and marketing skills. There is now a more detailed plan of action which includes the development of Facebook and a website dedicated to this matter. The committee will be putting forward a vision for how they see the future of the Swan which they propose to place on their website and Facebook. They plan to conduct a village survey. The intention is to provide Parishioners with a clear idea that this is a real scheme which is moving forwards. It is now considered that, with pledges and externally identified funding opportunities, there is sufficient money to purchase the Swan. Thereafter, the committee will be looking to crowd funding for the refurbishment. There is still a need for more subscribers and pledges and this message needs to be circulated. Individual members of the Council offered support for this. The committee has spoken to the agent and there is now as near as possible vacant possession. The committee is now trying to gain access to the Swan to carry out surveys. PA thanked the Council for its funding for this

survey. Once the survey is completed, this will be incorporated into the vision document. This will be followed by a business plan which will go to those who have pledged money. They will then be able to decide whether or not they wish to continue with their financial support. It is hoped to launch the website in the next few weeks. CG asked for a link to be sent so that this can be identified on the village website. PA advised that there is a need to organise an event to get the cash flow going. This is likely to take place in September or October. PA advised that over 100 similar schemes have been developed in the UK, all of which have been successful. JP thanked PA for his input and complimented him and his committee on their energy and enthusiasm.

c) Update and adoption of Pre-planning protocol for meeting with developers

The Pre-planning protocol for Worlingworth has been circulated prior to the meeting. RQ proposed it be adopted by the Council, JQ seconded and **IT WAS SO RESOLVED.**

d) Short term parking and road marking options outside the Primary School

JQ asked whether it might be possible to make changes to the land around the school to make space for parking. Not all Councillors that this would be feasible. JQ reported that she had been monitoring the number of vehicles parked outside the school at various times of the day. In the morning, there had been about 12 cars for ten minutes then, later in the day, there was about 15 minutes when around 10 vehicles parked. She reported that at times, the numbers have been higher. It was thought that most staff park on the car park that is provided for them. JQ stated that Ofsted had not identified parking as an issue. AS has explored two options – one very expensive and yellow lines. A challenge could be that any new arrangements e.g. yellow lines would need to be enforced to be effective. CG asked whether any more had been done to explore with the Community Centre whether parents could park at the Community Centre. Concerns were expressed that, if yellow lines were to be put on the bend, then this might just displace the problem. It was reported by a member of the public that this issue has been one that has occupied the village for many years. However, it was also felt by some Councillors that the issue needs to be considered based on risk. JP felt that more data about the nature and extent of the problem is needed to inform discussion. It was agreed that the matter should be deferred to the next meeting when a “monitoring plan” could be developed to gain more robust data to inform any decision as to next steps.

e) Pothole reporting in the village

It was felt that the most appropriate way to address pot hole issues was to encourage Parishioners to go to the County Council website and report them directly. However, alongside this approach, it was agreed that it would be appropriate to carry out monitoring of the roads on the days litter picks are undertaken. This will help the Council complete a whole village audit. It was also suggested that we could use the litter picks to identify signs that need cleaning/repairing. It was agreed that these approaches should be advertised via Facebook, the website and in the Newsletter.

f) Website refresh and training

CG reported on the training she had undertaken. A new platform has been developed for village websites that will provide greater capability and more intuitive use by visitors to the site. Support would be free for the rest of this financial year then £100 per annum thereafter. JR proposed the Council move to this new platform, JQ seconded and **IT WAS SO RESOLVED.**

g) Update on First Aid Course and Public Access Defibrillator

RQ has contacted St Johns and is finalising dates for training in the early autumn. RQ will re-advertise the training opportunity in the newsletter. There is no further update in relation to the Defibrillator. RQ to follow up with Karen Osborne.

h) Electoral Commission Warding arrangements – Consultation Response

The Council had nothing to add to this as it was felt that it is unlikely to affect Worlingworth.

i) Update from sub-committee regarding future plans for the village

A report on the work of the sub-committee has been circulated previously to Councillors. JQ welcomed the open session at the end of the questionnaire. She felt this would help inspire respondents and provide scope for new ideas and inspiration. JP advised that that the plan was to use Survey monkey as part of the process. It is anticipated that this would cost £29 per month for the period that we need. This would include help setting it up and advising on how to use the analysis. However, it is not possible at this stage to be precise about how much time might be needed. JQ proposed that the Council fund survey monkey's use up to a six-month maximum, RQ seconded and **IT WAS SO RESOLVED**. The sub-committee wish to enthruse Parishioners to participate in the survey and is proposing the development of an A5 flyer for this purpose. JQ proposed that up to £150 be allocated to fund the flyer, RQ seconded and **IT WAS SO RESOLVED**. JP has visited the school to explore opportunities for involving the pupils in the survey. The school is keen to participate and will incorporate this in the autumn's curriculum. CG reported that she had spoken with Chris Bales about the most appropriate ways to engage those aged between 11 and 20. The suggestion was to use Facebook, Snapchat etc and to engage the assistance of a parent of one of the young people. It was suggested that Jenny Holmes might be appropriate. CG to contact Jenny.

WPC 17-04-07 Planning

a) To consider planning applications that have been submitted since the last meeting:

- 1849/17 – 31 Church Road, Porch & Side Extension, deadline for comment has passed, the Council has made no comment

b) Outcomes on 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 – the Council has submitted comment, although this is not showing on the planning portal due to IT issues.

c) A member of the public asked for an update on planning proposals for Pipers Meadow. It was suggested she attend the public meeting on Wednesday 26th July when there would be an opportunity to raise this.

WPC 17-04-08 Finance

a) Financial Statement – The Clerk has previously circulated the Financial Statement for July. JR asked about the play area insurance payment now that the Parish Council no longer has any responsibility for the Community Centre. It was clarified that this payment is for this year but will not feature on Parish Council finances from April 2018. RQ asked for clarification on the insurance premium. It was explained that this now includes the village Fire Engine. There was a question about the level of payment for grass cutting which seemed high. This to be clarified with the Clerk. It was agreed that it would be more appropriate for invoices for grass cutting

be presented directly to the Council rather than via any Councillor. This to be raised with the Chair. There were no further queries and the statement was accepted by the Council.

b) Cheques were authorised for:

- Clerk's salary and expenses
- Dog bin emptying
- Grass cutting
- Fees for Photocopying of Deeds to the Community Centre.

c) To consider applications for funding:

j) A request for funding had been received from Home Start. The Council very much values the work of Home Start. However, there was discussion about whether any support from the Council might set a precedent for continued funding which was not necessarily considered to be appropriate. It was also felt that the organisation might need to consider what activities it could run based on its available funding. RQ proposed that, by way of encouragement but without any longer-term commitment, the Council should provide half the requested amount, CG seconded and **IT WAS SO RESOLVED**. A cheque was duly authorised and signed, to be delivered to Home Start by JR.

- Val Swallow had submitted a request for funding for the Newsletter. A discussion followed which included how is editorial policy determined, who currently pays towards the costs, how is this determined, what is the current purpose of the newsletter (i.e. Church or Parish based?) and what has been asked of neighbouring Parishes? Val Swallow explained that nothing yet been requested from neighbouring parishes. JP explained that the Council is very supportive of the newsletter and sees it as having huge value to the Parish. However, the Council is merely trying to identify and understand the principles which underpin this. JR provided census data for the Parishes concerned and it was suggested that funding might be sought from those Parishes based on levels of population. The Council is keen to communicate well with its Parishioners. If an appropriate and fair funding mechanism can be identified this would also help avoid Val having to approach each village each year, "cap in hand". Using data provided by JR, it was suggested that a fair share of the funding request might be £220, £80 and £40 respectively for Worlingworth, Bedfield and Monk Soham. Val Swallow agreed to contact the other Parishes and to seek their input, based on the suggestions put forward by Worlingworth Parish Council. JR enquired about the process for ensuring that there was neither duplication of deliveries nor anyone not receiving a copy. Val Swallow explained clearly the processes she has in place to avoid this but will discuss again with Mr Tuckwell. Thanks were expressed to Val Swallow for her hard work and for the undoubted value of the newsletter

WPC 17-04-09 Feedback from External Meetings & Additional Reports

Police reports are no longer issued, instead visit <https://www.police.uk/shape/k3Cjln> where outcomes for reported crimes and contact information for local policing teams can be found. These reports are not particularly helpful in terms of detail but recent report shows only two offences for our Parish. CG mentioned that notice of Police meetings is often too short to be of great value. It was agreed that the Council should keep an eye on the website to identify dates in order that the Council can try and be represented.

WPC 17-04-10 Matters to be brought to the attention of the Council

- a) Royal British Legion Wreaths – they have been ordered
- b) Stradbroke High Letter – shown to Chair

- c) Pension Auto enrolment declaration was completed 22nd May
- d) Mobile phone mast – CG described continuing frustrations expressed by Worlingworth businesses about the very poor mobile phone coverage in the Parish. It was agreed to ask the Clerk and the County Councillor for an update on the mast being erected.

WPC 17-04-11 Items for September Agenda

- Village survey
- Save Our Swan update
- Public Access to Defibrillator
- Parking problems
- Walking day 14th and litter pick 28th October

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.31 pm. The next meeting is set for **Wednesday 20th September** 2017 at 7:30pm at the Community Centre.

Sarah Clare

Parish Clerk

Brian Smallcombe

Chair