

# WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 20th September 2017 at the Community Centre.

Attendance Brian Smallcombe (Chair) (BS) Adrian Smith (AS)  
Juliet Pierce (Vice-Chair) (JP) Janette Robinson (JR)

Public present at the meeting: 12

### Public Contributions

None

### WPC 17-05-01 Update from County & District Councillor

The County Councillor's September Report had previously been circulated to the Council and has also been posted on the village website [www.worlingworth.onesuffolk.net](http://www.worlingworth.onesuffolk.net) and on the Parish Noticeboard.

### WPC 17-05-02 Apologies for Absence

Carol Garrett and Richard Quinton were unable to attend due to work commitments, Jackie Quinton was unable to attend due to illness, all had sent in their apologies. The Council accepted.

### WPC 17-05-03 Declaration of Interests

JR declared interest in Over 65's Christmas Party funding application.

### WPC 17-05-04 Minutes of previous meeting

Regarding the meeting held on Wednesday 15<sup>th</sup> July 2017, JR asked that an amendment be applied under WPC 17-04-01 that the County Councillor's Report had also been posted on the Parish Noticeboard.

Subject to the above amendment the Minutes of the meeting held on Wednesday 19<sup>th</sup> July 2017 as a true and accurate record, were proposed by JR, seconded by JP and **WERE SO RESOLVED**. The Minutes were signed by the Chairman and the Clerk.

### WPC 17-05-05 Matters Arising and Action Points

- 5.1 Rebook and advertise First Aid Course, to be discussed later in meeting.
- 5.2 Install new noticeboards, awaiting delivery then will be installed. ONGOING
- 5.3 Write again to Anglian Water to request information on sewerage capacity and future upgrade plans. DISCHARGED. The Clerk had received a letter of reply, which had been circulated to all Councillors. It was noted that unless an application has ten or more properties proposed, Anglian Water are not a statutory consultee, but the Parish Council can request Anglian Water comment on any application. Anglian Water has a statutory duty to provide water and sewerage services to all properties that are granted planning permission, although it is the responsibility of the developer to request and meet the cost of the installation of additional pipework if necessary.
- 5.4 Liaise with Karen Osborne over information for Public Access Defibrillator, to be discussed later in meeting.
- 5.5 Advertise via Facebook, the website and in the Newsletter, reporting of potholes directly on the County website. DISCHARGED
- 5.6 Arrange move of Parish website to new platform. ONGOING
- 5.7 Contact Jenny Holmes with view to engaging with young people for Parish survey. DISCHARGED. To be discussed later in meeting.
- 5.8 Raise with Chair that grass cutting invoices should be submitted directly to the Council. DISCHARGED

## 5.9 Deliver cheque to Home-Start. DISCHARGED

5.10 Ask the Clerk and the County Councillor for an update on the erection of the mobile phone mast. DISCHARGED. Following on-site assessments, the applicant has decided not to proceed with the site at Poplar Farm. A new site is currently being sought. The Clerk was asked to contact provider for more information about where the new site is likely to be.

### WPC 17-05-06 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) Village Survey – AS reported that following a concerted team effort and a number of hours of consultation, the survey is ready to begin. One flyer has already been distributed to raise awareness with the survey officially opening on 1<sup>st</sup> October until 10<sup>th</sup> November. The survey can be completed by following the link on the Worlingworth website, or by using a paper copy which is available via AS. Full contact details will be on the second flyer due to go out with the October Newsletter and on the Parish Council noticeboard. AS is also willing to offer help in filling out either the paper form or online survey if required.

The survey has a total of 53 questions, any can be skipped if wanted, but it is hoped that people will fill out as much as possible. The survey is confidential and can be completed anonymously if preferred. The survey is for individuals, not for a household, so all residents need to be encouraged to participate. Engaged younger people is an area that needs to be considered. CG has approached a number of people in the village who have worked with youth groups in the past, but at the moment nobody has agreed to help. The Primary School have offered to send paper copies of the survey home with the children, CG is arranging printing of 45 copies and these will be sent out when the survey goes live. The School has a pdf copy to print more if required. AS queried the cost of supplying hard copies of the survey. JP proposed setting aside a budget of £100 to cover this expense, BS seconded and **IT WAS SO RESOLVED**. JR stated that she will be away on 1<sup>st</sup> October and therefore unable to put a link on the Facebook page on that day to encourage residents to participate, JR will liaise with JP to ensure that this is done.

- c) Parking options outside the Primary School – AS reported that he originally contacted Suffolk County Council express resident's concerns about parking outside the primary school in May, after the Annual Parish Meeting. The County Council explained that they had already visited the site due to concerns raised by residents immediately opposite the school, so they were well aware of the problem. There were a range of options that could be considered, with the most involved option likely to cost in the region of £4K. It was noted that Worlingworth Primary School is one of only a handful in Suffolk that does not have any form of parking restriction on the road outside the school. Concerns were expressed that imposing restrictions may only displace the parking problem to another part of the village, but AS stated that it is important to try and address the problem before a serious accident happens.

The suggested alternative of parking in the Community Centre car park and walking to school along the footpaths has not proven popular with parents, but it was suggested that maybe school staff could be encouraged to do this as it would at least remove the cars parked on the bend during the school day.

JP proposed AS finds out the range of costs for the various options offered by the County Council, so that the Parish Council could consider their position. AS agreed to make contact with the County Council. This matter will be deferred to the next meeting for further consideration and it was hoped that once the results from village survey have been collated more data may come forward to further support the need for restrictions to be introduced.

- d) Save Our Swan Update – There was no formal report from the Save Our Swan steering group, but JR reported that by chance she had met the Suffolk County Council Heritage Officer in the village, who was assessing The Swan for being listed on the Buildings at Risk register. JR had passed the information onto the Save Our Swan steering group, who are continuing with their fundraising campaign.
- e) Grass-cutting in the village – The grass cutter has resigned, but BS has received a quote from the contractor who cuts the grass in the churchyard. The price quoted was £40 per cut and the schedule proposed would cost £720 for the year. As this was within the agreed budget figure JP proposed accepting the quote, AS seconded and **IT WAS SO RESOLVED**.

- f) Update on First Aid Courses and Public Access Defibrillator – RQ had sent a report via the Clerk that nobody had made contact following the article about first aid courses in the village newsletter, so he is proposing delaying the first aid course until the defibrillator is installed and then re-advertising the training opportunity to include training in using the defibrillator. The Council agreed that this was a good plan, but asked that progress on obtaining and installing the defibrillator is reported at the November meeting. The Clerk will advise RQ of the need to progress the matter and to liaise with Karen Osborne who was working on this project before her resignation.
- g) Walking Day 14<sup>th</sup> October – JP is co-ordinating this event, BS, Judith Smallcombe and Christine Smith will arrange refreshments and a ploughman's lunch for participants. The Clerk will put a reminder in the village newsletter.
- h) Litter Pick 28<sup>th</sup> October – BS co-ordinating and arranging refreshments with the help of Judith Smallcombe and Val Swallow. Homemade soup and rolls will be offered to helpers upon their return. Notes will also be taken of potholes that need repair and signs that need cleaning. The Clerk will put a reminder in the village newsletter.
- i) Tree Warden Report – John Ridgwell, reported on progress with the tree planting project. The planting at Stanway Green has done well. 48 trees had been planted along the road and despite the dreadfully dry spring there has only been one failure. Along the field hedgerows, where 32 trees had been planted, 20 of which were limes, 6 lime trees have died either through drought or being eaten by deer or rabbits. The wild cherry and oak have done well and John proposed replacing the seven failed trees with these varieties. There has also been a further three sites for trees identified, bringing the total to be replaced/added at Stanway Green to ten.

In addition, there is space at Rose Villa for 25 trees, Field View for 2 trees and Greenwood for 1 tree. Giving a total of 38 trees required at an approximate cost of £7 per tree, (£266 total). JP proposed that this planting go ahead as it was all within the agreed budget, AS seconded and **IT WAS SO RESOLVED**.

- j) Suffolk Rural Fund – JR had information from the Suffolk Foundation, about the possibility of a grant for up to £1,000 to support micro projects hosted by Parish Councils to improve quality of life for parishioners. The closing date for this round of applications is 29<sup>th</sup> September, but it is believed the grant runs on a rolling three monthly project. JR urged the Council to consider whether there are any projects that Worlingworth could undertake. After discussion, it was agreed to wait until the Village Survey had been completed as this may bring up some ideas.

#### WPC 17-05-07 Planning

- a) To consider planning applications that had been submitted since the last meeting:
- DC/17/03840 Alterations to planning application at White Cottage – Parish Council submitted comments on 26/08/17  
Following the Council's submitted comment, the plans have been altered and re-submitted. No formal planning application has yet been notified to the Council, but the developer has emailed the amendments to the Clerk. The developer has taken on board a lot of Parish Council concerns and is keen to move the project forward as soon as possible. Until formal comment is requested, however, there is little the Council can do, and the Clerk has advised the developer that at this stage the Parish Council cannot do anything. During discussion, it was noted that the development has moved back towards the original planning application, with a larger number of plots. This was due to financial viability of the whole project as the renovation of White Cottage is proving to be a large expense.
- b) Outcomes of previous planning applications:
- None to report
- c) Other planning matters:
- Street naming request – The Clerk had received a letter relating to the new development at Springfield House on Shop Street. The developer has proposed Springfield Gardens as the official road name. The Parish Council asked JR to consult with Worlingworth Local History Group to see if they had any comment on this matter, the District Council require a response by 19<sup>th</sup> October.
  - Concern about possible development opposite The Cross – covered in report from Joint Local Plan meeting below.

## WPC 17-05-08 Finance

- a) Financial Statement - The Clerk had previously circulated the Financial Statement for September. There were no queries.
- b) To accept external audit 2017 – The Clerk explained that she had been in contact with BDO Audits as the External Audit has not yet been returned. BDO Audits are currently experiencing a backlog of work and the Worlingworth Audit is still awaiting confirmation of sign-off before it can be sent back. There is a qualifying issue on the audit, relating to the Village Fire Engine. It should not have been listed on the Asset Register under the insurance valuation figure, but under the figure for which it was first obtained. As it was a gift to the village in the 1700's it should have been given a zero figure on the Asset Register. BDO Audits have stated that they will return the papers for publishing before the 30<sup>th</sup> September deadline, but they will have to be published as 'unaccepted' and then formally accepted by the Parish Council at the November meeting.
- c) Cheques were authorised for:
- The Clerk for salary and expenses.
  - Worlingworth survey 'Survey Monkey' costs
  - Grasscutting
  - Council Insurance
  - SALC website training
  - Worlingworth survey second flyer
- d) To consider applications for funding
- Over 65's Christmas Party – A request for funding had been received, but due to the low numbers of Councillors, with JR unable to vote due to a declaration of interest and BS abstaining from the discussion no decision could be taken. Additionally, concerns were raised about whether the party will actually take place as the principal organisers are currently seeking new party organisers to take over the running of this annual event. It was agreed to defer the decision until the November meeting when it was hoped that more Councillors would be present and the decision on the party organisers should be resolved.
  - Village Newsletter – Following the request for funding that had been submitted at the July meeting this was considered again. The split in funding from the other villages served by the Newsletter, that had been requested at the July meeting, had been agreed, with pledges being received. Although concerns were raised about the need for transparency in the way the Newsletter is currently run, it was recognised that the collation and editing of the newsletter has been done by one volunteer, whilst another volunteer acts as treasurer. As the funding split had been obtained and the Parish Council recognise the value of the publication as a way of communicating with the parishioners, JP proposed supporting the Newsletter with a £220 grant contribution as per the July meeting agreement, this contribution to be initially for one year starting January 2018, BS seconded, AS voted for, JR abstained and **IT WAS SO RESOLVED.**
  - Suffolk Accident Rescue Service – The Parish Council recognised the valuable work of this organisation. JP propose to donate at total of £104 on the basis of supporting at £2 per week, JR seconded and **IT WAS SO RESOLVED**

## WPC 17-05-09 Feedback from External Meetings & Additional Reports

Babergh & Mid Suffolk Joint Local Plan Council Briefing – JP had attended a meeting in Thorndon, which had explained how the local plans fit into the national system and asking for comment on lots of different areas relating to the housing issue. Letters had gone to landowners across the County asking for offers of land for potential development within the next 30 years, as a result a lot of areas have been identified as potential site for development, but this does not mean that housing is going to be built on these sites immediately, if at all. The Joint Local Plan indicates that within the Babergh & Mid Suffolk District Council area 452 additional houses are required on annual basis. The current rate of applications is meeting this figure and the Joint Local Plan is looking at ways of preventing endless ribbon development in Suffolk's villages by having designated areas for housing and other areas to preserve agricultural land. Every single village or hamlet over ten houses has been considered within the plan. Concerns expressed to the Parish Council from parishioners about development adjacent to The Cross development in the village relate to the fact that this area has been

identified as a potential site for development within the next 30 years as part of the plan. There is no formal planning application in place and the Parish Council are unable to pass any comment on this matter. JP stated that Worlingworth is identified as a 'hinterland' village due to the lack of services, infrastructure and facilities and therefore large numbers of houses are less likely to be built in Worlingworth, there is more emphasis on urban centres in the County. The entire Joint Local Plan is available online and anyone can respond. An item will go in the next Village Newsletter to encourage parishioners to put their view forward. The plan can be viewed at [www.babergh.gov.uk/jointlocalplan](http://www.babergh.gov.uk/jointlocalplan) or [www.midsuffolk.gov.uk/jointlocalplan](http://www.midsuffolk.gov.uk/jointlocalplan)

Police Reports are no longer being issued, instead please visit <https://www.police.uk/shape/k3CjIn/> where outcomes for reported crimes and contact information for your local policing team can be found, but the Clerk reported that Worlingworth has a new PCSO, Dan Peck, who can be contacted via email: [Daniel.peck@suffolk.pnn.police.uk](mailto:Daniel.peck@suffolk.pnn.police.uk)

#### WPC 17-05-10 Matters to be brought to the attention of the Council

JP reported that the Community Centre is now vested with the Official Custodian. The registration at the Land Registry is underway and the Community Centre Committee have now received notice from the National Lottery Fund that the Official Custodian is recognised and the bid for funds can be re-submitted.

JR to liaise with Rosemary Ingate over returning documents to the Suffolk Record Office.

The Parish Council wished to express thanks to James Connelly for taking on the task of running the Worlingworth Oil Syndicate.

#### WPC 17-05-11 Items for the November Agenda

- Jubilee Cup Nominations
- GDRP – need to appoint Data Protection Officer
- Christmas Over 65's Party
- Walking Day & Litter Pick Reports
- Village Survey update
- Progress Report on Public Access Defibrillator
- Accept External Audit 2017

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.45pm. The next meeting is set for **Wednesday 15th November 2017** at 7.30 pm at the Community Centre.

Sarah Clare  
Parish Clerk

Brian Smallcombe  
Chair