

WORLINGWORTH PARISH COUNCIL

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

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

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

Public present at the meeting: 5

Public Contributions

There was a request that Councillors talk clearly, so that the public can follow proceedings.

WPC 17-07-01 Update from County & District Councillor

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

Matthew Hicks (MH) drew attention to a number of items, including:

- The opportunity to register white goods so that you can be informed if there is a subsequent recall at www.registermyappliance.org.uk This online safety initiative, supported by fire services and government, covers nearly 90% of white goods brands. The Council agreed that it would be a good idea to include this information in the Parish Council report for the village newsletter.
- Urging everyone who is eligible to take up their NHS flu vaccinations, including the nasal spray option available for 2-3 year olds. This in light of the very bad flu season experienced in the Southern Hemisphere.
- Highlighting the need for more people to come forward and consider adoption or fostering – there are 820 children in care in Suffolk.
- Changes in the way highway issues can be reported to Suffolk County Council, with the new online reporting too. The new system generates a number for each problem reported, which can then be tracked to ensure that repairs are carried out in a timely manner.
- Mid Suffolk District Council has now moved and is in Endeavour House, the future of the sites at Hadleigh and Needham Market is under consideration, as are future closer links with Babergh.

WPC 17-07-02 Apologies for Absence

None

WPC 17-07-03 Declaration of Interests

JP declared an interest in the Over 65's Christmas Party application for funding.

WPC 17-05-04 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 20th September as a true and accurate record, were proposed by JP, seconded by AS and **WERE SO RESOLVED**. The Minutes were signed by the Chairman and the Clerk.

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

WPC 17-07-05 Matters Arising and Action Points

5.1 Contact telecommunications provider to enquire about where any new site that is being sought for the 4G mast is likely to be. DISCHARGED

5.2 Liaise to ensure link about survey goes on Facebook page on 1st October. DISCHARGED

- 5.3 Contact Suffolk Highways to find out costs of various options for school parking restrictions, to be discussed later in meeting.
- 5.4 Remind RQ of the need to contact KO and progress the defibrillator project and to report on the matter at the November meeting, to be discussed later in meeting.
- 5.5 Newsletter item – Walking Day & Litter Pick. DISCHARGED
- 5.6 Consult with Worlingworth Local History Group about proposed name for the Springfield House development and report back to the Clerk before 19th October, so that a response can go to the District Council. DISCHARGED. After consultation with the WLHG the name Mutimer Close was decided upon, to retain historical links and context within the village.
- 5.7 Distribute grant cheques and defer Over 65's Christmas Party to November meeting. DISCHARGED
- 5.8 Newsletter item – Encourage engagement with Joint Local Plan. DISCHARGED
- 5.9 Noticeboards – have now been delivered to Lodge Farm and will be installed shortly. DISCHARGED
- 5.10 Return of Documents to Suffolk Record Office (SRO) – JR will liaise with JP and the Community Centre Committee to arrange the return of documents that were withdrawn from the SRO in order to complete the vesting of Community Centre with the Office of the Official Custodian. The original documents should stay together with the owner of the property as a legal requirement, but the SRO will require return of copies. JR and JP to report back with update on situation at January meeting.

WPC 17-07-06 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.

Parishioner Andrew Nunn (AN), spoke briefly about why he wished to be considered for co-option to the council. CG proposed that he be accepted for co-option, JP seconded and **IT WAS SO RESOLVED**.

Parishioner Michael Howard (MH) spoke briefly about why he wished to be considered for co-option to the council. AS proposed that he be accepted for co-option, JP seconded and **IT WAS SO RESOLVED**.

The Clerk asked both to sign the declarations of eligibility and acceptance and will arrange for a link to be emailed to each complete the Register of Interests and look into training options for New Councillors.

- b) Village Survey update – AS had prepared a preliminary report which had already been circulated. The report is a quick summary of initial findings, which will then be looked at more closely by the sub-committee. There had been a total of 116 submissions, including 14 from primary school pupils, who were very concerned about environmental matters. It was agreed that a Parish Councillor should visit the school as a priority to report on initial findings to keep the children engaged, AS volunteered to go. The sub-committee will meet again on 27th November to analyse the data further, CG proposed setting a date to present the findings to the village in February, AS seconded and **IT WAS SO RESOLVED**. An item will go in the village newsletter thanking everyone for taking part and explaining what is happening with the data at the moment.
- c) Parking options outside the Primary School – AS reported his recent communication with County Councillor MH regarding the issue of getting yellow zig-zag lines on the road outside the primary school. MH confirmed that upon receipt of evidence that the school also supported the installation of the parking restrictions then he would be able to consider funding the road-marking from his County Councillor budget. JP proposed that the Parish Council fully supported the installation of school parking restriction road markings, AS seconded and **IT WAS SO RESOLVED**. MH agreed to raise the matter with the school in his role as a School Governor at the next Governor's meeting in January and will liaise with AS to report back to the Parish Council.
- d) Problem parking in Worlingworth – CG reported that there is a major problem in Willow Green, whereby parking near the road junction is obscuring the view for drivers and blocking the drop-down kerb for pedestrians. The matter has been reported to police, but this has not resolved the problem. CG and JR will approach the driver of the vehicle concerned on behalf of Parish Council and see if issue can be resolved verbally, if not then a letter will be sent as follow up and the issue formally notified to the police. It was agreed that the main issue was that the road was not wide enough to accommodate the ongoing parking needs and this issue should be considered when planning applications are submitted in the future. In the meantime the Clerk will arrange for a note to go in the Village Newsletter asking that parishioners

park considerately and also write to the Police Crime Commissioner Tim Passmore, to ask that when patrols are passing through the village the issue of problem parking is considered and enforcement taken where necessary.

- e) Overgrown hedges in the village – JR reported that she has had problems, when walking on footpaths and pavements, with brambles sticking out of hedges, JR will advise the Clerk of the properties where this is an issue and the Clerk will write to the property owners on behalf of the Parish Council to request that the hedges are cut back.
- f) Walking Day 14th October – Report, including stiles and gates on footpaths – JP reported that the day had been a great success with a good turnout and the paths generally in a better state than ever been. Fallen signs and slippery bridges have all been reported to Debbie Adams (DA), Suffolk County Council's Public Rights of Way Officer, who will be visiting the area to review whether the bridges need handrails and netting fitted. A bigger issue is that a number of stiles and gates that have been put in place due to livestock, restricting access for some residents. JP has requested that the stiles be replaced with kissing gates to improve access. If this is undertaken then DA would need to approve design and will communicate with the landowner on behalf of the Parish Council. There is a possibility that the Parish Council may be able to access some funding to assist with the installation of improved access gates. JP will liaise with DA to find out costs and procedures and report back to the Parish Council at the January meeting.
- g) Litter Pick 28th October Report – BS reported that unfortunately it had been a poor turnout for the litter pick this time, with the only participants already connected in some way with the Parish Council. However, a lot of litter had been collected, which had been followed by a good lunch. The reasons for the poor turnout were discussed with a number of factors possibly being the cause, such as the timing of the litter pick to coincide with the school half term, the closeness of the event to the Walking Day and whether the posters in the village had been prominent enough. It was agreed to consider possibly linking the Walking Day and the Autumn Litter Pick for 2018 and maybe investing in banners for regular events which can be put out in the village. This matter will be discussed further at the January Parish Council meeting.
- h) Emergency Plan – CG reported that there is a plan in place, but that Karen Osborn (KO) who is a named contact has resigned from the Parish Council. CG will find out whether KO is still willing to be a named contact, CG will then review the emergency plan and report back at the January meeting.
- i) Progress Report on Public Access Defibrillator (PAD) – RQ reported that he had been in contact with the Community Heartbeat Trust and that to proceed with the PAD would cost approximately £2,400 for the machine and cabinet. RQ offered to prepare a fully costed proposal. JP agreed that this should be done ready for the January meeting, AS seconded, **IT WAS SO RESOLVED**. CG asked that signage for the location of the PAD be included in the proposal.
- j) GDRP – Need to appoint Data Protection Officer – The Clerk had received information on a training session about the General Data Protection Regulations (GDPR) and requested that the Council approve her attendance so that she could advise the Council on the best way forward. CG proposed, BS seconded and **IT WAS SO RESOLVED**. The Clerk will report back at the January meeting.
- k) Village Website – CG will look into arranging the movement of website to a new platform, but for the time being payment for 2018 will be made to the current hosting provider to avoid any loss of service.

WPC 17-07-07 Planning

- a) To consider planning applications that had been submitted since the last meeting:
 - DC/17/03840 Barn Meadow Farm, Swan Road – construction of new pitched roof to garage and adjoining outbuilding (following removal of existing corrugated iron roof) and erection of replacement wall on north side. Deadline for comment has passed, the Council has made no comment.
 - DC/17/04689 – Land to South of Shop Street – outline planning application (access and layout to be considered) erection of 26 dwellings, access road and public open spaces. Deadline for comment has passed, the Council has made comment as per the minutes of the Extraordinary meeting held on 18th October 2017
 - DC/17/0559 Farthingdale Cottage, Southolt Road – application for listed building consent to repair timber roof structure and east gable end wall; removal of existing fireboard, installation of plasterboard ceiling and linings and insertion of 'Thatch Firewall Membrane System' with woodwool board and lime and plaster finish as ceiling linings to central bay (landing/bathroom areas). The Council no comment.

- DC/17/05556 Patrick Lane Farm, Mill Road – Erection of residential annexe accommodation. The Council will consider whether a full planning meeting is required as per the council's planning policy as notice had been too short for proper consideration at the current meeting.

b) Outcomes of previous planning applications:

- 4592/16 Tannington Hall change of use of land and buildings as a wedding and events venue with marquees, camping area and car park – granted, with restrictions on camping area.

WPC 17-07-08 Finance

a) Financial Statement - The Clerk had previously circulated the Financial Statement for November.

It was noted that the Grants total should list the grants given at the September meeting to the Village Newsletter and Suffolk Accident Rescue Service, both of whom have sent thank you letters to the Council for the donations.

It was proposed that the Section 106 funding money that has been received should be utilised to cover the cost of the installation of new noticeboards JR proposed, RQ seconded and **IT WAS SO RESOLVED**

It was noted that the playground insurance should not be included in the grants section as it had a figure allocated within the budget, but that this was a one-off cost for this year. In future years now that the Community Centre Committee have vested the building to the Office of the Official Custodian any further financial support would have to be sought by the Community Centre Committee through the Parish Council's grant procedure and be listed under the grants section.

b) To accept external audit 2018 – this had previously been circulated. A minor error had been identified 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. Acceptance of the report was proposed by CG seconded by JP and **IT WAS SO RESOLVED**. The Clerk has already posted the report on the village website as 'unaccepted' due to the legal deadline to publish, this will now be updated.

c) Cheques were authorised for:

- The Clerk for salary and expenses.
- Worlingworth survey 'Survey Monkey' costs
- Walking Day & Litter Pick refreshments
- Grasscutting – The Clerk was asked to write to thank the parishioner concerned for stepping in and helping out at short notice in order to keep the village tidy over the summer when the original contractor became unable to carry out the work.
- Greenbarnes Ltd for supply of Village Noticeboards
- Community Action Suffolk (Webhosting)

d) To consider applications for funding

- Request for donation from Royal British Legion Poppy Appeal – It was noted that the wreaths had been supplied at cost price of £29, which had been billed, but that this would not result in any additional donation. It was agreed that the Royal British Legion had supported Worlingworth residents and so RQ proposed making the payment for the wreaths up to £50, thereby giving a charitable donation of £21, CG seconded and **IT WAS SO RESOLVED**.
- Over 65's Christmas Party – New organisers for this event have now come forward and an updated application was circulated to the council. After a short discussion, CG proposed supporting the £320 request, RQ seconded, with proviso that further information was needed next year on additional fund raising that has been carried out and **IT WAS SO RESOLVED**. The Clerk was asked to write and thank the new organisers for coming forward and allowing this important village event to continue.

WPC 17-07-09 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.

WPC 17-07-10 Matters to be brought to the attention of the Council

- a) The Clerk reported that the District Council is once again recycling Christmas Trees and have proposed collecting from the Community Centre on Monday 15th January. The Clerk has contacted the Community Centre Committee to ensure that it is acceptable to use this area again and will liaise with the District Council about signage.
- b) The Clerk apologised for not having put the calendar dates on the agenda, but the dates for Parish Council meetings for 2018 were agreed as follows:

17th January, 21st March, 16th May, 18th July, 19th September, 21st November.

The Annual Parish Meeting will be on 18th April.

Village Spring Clean: 10th March

Walking Day (and possibly Autumn Litter Pick): 29th September – tbc at January meeting.

Survey Feedback Date: 21st February

The Clerk will contact the Community Centre Booking Clerk to arrange the bookings.

WPC 17-07-11 Items for the January Agenda

- Set Precept
- Walking Day/Litter Pick combination
- Maintenance of the PC Whiting Memorial
- Survey Feedback Presentation Arrangements

WPC 17-07-12 Jubilee Cup Award

The Council met in closed session to discuss the nominations for the award of the Jubilee Cup in December. The Clerk has received the Cup back from the current holder and will arrange for it to be engraved with the 2017 award details. After discussion RQ proposed a recipient, JQ seconded and **IT WAS SO RESOLVED**,

There being no further business requiring the attention of the Parish Council, the meeting was closed at 10pm. The next meeting is set for **Wednesday 17th January 2018** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Brian Smallcombe
Chair