

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 21st November 2018 at the Community Centre.

Attendance	Juliet Pierce (Vice-Chair) (JP)	Andrew Nunn (AN)	Jackie Quinton (JQ)
	Michael Howard (MHo)	Adrian Smith (AS)	Richard Quinton (RQ)

Public present at the meeting: 13

Public Contributions

A query was raised about why it appears that developers are not obliged to provide infrastructure to support the area in which they are building, such as a shop, doctors surgery or bus stop. The Clerk explained that developers are obliged to contribute financially towards the area, in the form of a Community Infrastructure Levy (also known as 106 funding), this funding is used by the various levels of local government to support education and healthcare in the area and to provide transport infrastructure where required. Last year was the first time that a portion of the funding was released directly to the Parish Council, although there are strict rules on how this money can be used. It was agreed that others in the village may also have similar queries, so a piece will go in the next Newsletter to explain the situation.

Various aspects around application DC/18/04820 – Outline Planning Application (all matters reserved) Erection of up to 3 no. dwellings with garages and new vehicular access at Land East of Fingal Street, Worlingworth were discussed, including:

- That all points raised at the August 2018 meeting regarding the site were still valid, despite the reduction in housing units from 4 to 3 in the application - the Parish Council agreed.
- Worries about the possibility of the landowner seeking a rural exception for affordable housing, which could result in a greater density of units on the site - this really was only conjecture and the Parish Council could only base their decision on the application as submitted.
- On the previous application the Highways Department had not raised any objections to the proposed layout, despite local residents feeling that the road at that point is not suitable for pedestrians - the Parish Council agreed.
- A question was asked about whether there is a limit on the number of times a site can be put forward for planning - there is no limit, but each time would incur costs for the applicant.
- Queries were raised about the five-year supply of land - the Parish Council would raise this issue again.
- The bus mentioned in the planning application is only available to school children and does not come closer than 1 mile to the site, it is not a viable public transport option - the Parish Council agreed.
- MHi stated that in his capacity as County & District Councillor he had requested that if planning officers should be minded to approve the application it is put before the planning committee, on the basis that it lies next to the Great Green of Worlingworth. The same has been done with the application recently submitted for land at The Swan. If the applications go forward to committee then the Parish Council could put forward a case in person.
- Individuals were encouraged to write in separately to give their views on the application.

WPC 18-10-01 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 (MHi) briefly outlined the report drawing attention to the following:

- Budget setting has been very difficult this year for the County Council, as they are under pressure to find another £25 million worth of savings. The majority of the budget currently goes on either adult care, or children's services, with the net result that approximately 75% of the budget goes on funding only about 5% of the population, but these vulnerable groups have to be the priority.
- Mid Suffolk Home First had received a Care Quality Commission rating of Outstanding and it was good that Suffolk's social and care workers received this recognition.
- In response to a question from Councillor MHo about the job prospects in the county to go alongside the new housing that is being built, MHi explained that Suffolk County Council is always on the hunt to bring business in the county, with the A14 and the Port of Felixstowe recognised as important

infrastructure assets. The East Coast is now nationally recognised as an upcoming energy area, with the developments at Sizewell and the offshore wind industry, which is essentially based out of Lowestoft. It is hoped that these new employment opportunities will help to keep the younger population in the county, but Essex, Norfolk and Cambridgeshire are also competing for the workforce.

WPC 18-10-02 Apologies for Absence

Brian Smallcombe (BS) was unable to attend due to family commitments and had sent his apologies. Carol Garrett (CG) was unable to attend due to work commitments and had sent her apologies. The Council accepted.

WPC 18-10-03 Declaration of Interests

RQ and JQ declared interest in planning application DC/18/04820 as the land is adjoining their private residence.

WPC 18-10-04 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 19th September 2018 as a true and accurate record, were proposed by RQ, seconded by AS and **WERE SO RESOLVED**. The Minutes were signed by the Vice-Chair and the Clerk.

The Minutes of the meeting held on Thursday 18th October 2018 as a true and accurate record, were proposed by AS, seconded by MHo and **WERE SO RESOLVED**. The Minutes were signed by the Vice-Chair and the Clerk.

WPC 18-08-05 Matters Arising and Action Points

- 5.1 Prepare email template incorporating the new logo for use by all Councillors and Clerk. RQ has been finding it difficult to come up with a standardised template due to the different email providers being used by Councillors, therefore it was agreed that all Councillors should simply look to produce their own email signature to incorporate the new logo. DISCHARGED
- 5.2 Organise a professional sign to explain significance of the Worlingworth Celebrates Montage and arrange for the names of those included in the montage to be passed in confidence to the Village Recorder for archival purposes, and obtain quotes for cost of work. ONGOING
- 5.3 Newsletter item – put an appeal in the Newsletter and on Facebook/Next Door for someone to prepare and repaint the surround of the main noticeboard, with all materials being provided by the Parish Council. DISCHARGED – but no response has been received to date, it was agreed to re-run the appeal. MHo queried the actual ownership of the Noticeboard, stating he believed it was the property of the Community Centre, not the Parish Council. The Clerk will check with the Community Centre Committee.
- 5.4 Check copyright position on images circulated for consideration of an anti-dog-fouling poster. DISCHARGED – MHo confirmed that the images selected were free of copyright restrictions.
- 5.5 Look for dog fouling poster to raise awareness further of the need to clear up after dogs in the village. To be discussed later in meeting.
- 5.6 Buy new display boards for Parish Council. ONGOING
- 5.7 Arrange working party to install kissing gates. To be discussed later in meeting.
- 5.8 Amend wording and layout on grant application form and upload to website. DISCHARGED
- 5.9 Newsletter item – Councillor vacancy. DISCHARGED The Clerk explained that as there is now less than six months to an election, the requirement to co-opt is now optional, but it was agreed to continue to look for a volunteer.
- 5.10 Newsletter item – volunteer Tree Warden needed. DISCHARGED – but no response received to date, agreed to run the appeal again.
- 5.11 Working party to inspect site for kissing gate installation, confirming costs. Liaise with landowner to arrange a suitable date for installation and chase gate paperwork. To be discussed later in meeting.
- 5.12 Write to developer involved with The Swan about proposal to gift land to Parish Council and offer informal input on the appropriateness of the smaller residential development that has been proposed. DISCHARGED
- 5.13 Arrange for lease of defibrillator from the Community Heartbeat Trust. DISCHARGED RQ reported he was simply waiting to hear back on when the defibrillator can be installed. Item to be put onto January agenda for update of progress.

- 5.14 Arrange for emergency plan fliers and fridge magnets to be distributed with the November village newsletter. DISCHARGED
- 5.15 Canvass local businesses to see if any could offer support with generators in the event of an emergency. ONGOING
- 5.16 Produce final pdf version of Standing Orders & Policies and forward to Clerk for upload to village website. ONGOING
- 5.17 Analyse data from VAS further and bring to January meeting. ONGOING
- 5.18 Research bin stickers and bring details to November meeting. To be discussed later in meeting.
- 5.19 Newsletter item – Speed awareness, including hi-viz clothing and 20's plenty outside school. DISCHARGED
- 5.20 Publish External Audit on village website. DISCHARGED
- 5.21 Contact PCC and SARS regarding outcome of grant applications. DISCHARGED

WPC 18-10-06 Parish Council Activities

- a) To consider co-option to fill vacancies on Council – JP asked whether anyone present wished to be considered for co-option to the Council. Nobody came forward, the Clerk confirmed that the vacancy is published on the village website and will ensure it goes into the next available Newsletter again.
- b) Posters to address dog fouling issues in village – The images researched by MHo had been circulated with the agenda, the Clerk had also forwarded information on a campaign used in Portsmouth that had proven to be helpful in addressing the issue of dog fouling. MHo felt that the general public are not aware of the true risks of dog fouling. JQ has been checking the area outside the school, but since the beginning of September there has not been any major issues. The Parish Council has also not had many complaints recently. The location of dog bins was discussed, with AS feeling that the only place there appeared to be an issue on was on cross field footpaths, despite their being bins at each end of the footpaths. JP proposed that as the problem didn't seem too great at the moment no further action should be taken, but at the next sign of a raft of complaints the information sourced could be used for posters, AS seconded and **IT WAS SO RESOLVED.**
- c) Bin Stickers to help address speeding issues in village – JQ reported that she had found that stickers are very expensive and that in some places after putting them up residents have been told by District Councils that they should not have them. There were also concerns about the sticker peeling and looking scruffy after a while. AS asked for more information on the pricing and whether enquiries could be made to other villages that do use the stickers about how they had obtained permission, such as if the Parish Council are behind the initiative would this be different to a resident's group? JQ agreed to find out the exact costs and to ask other local villages, such as Horham or Brandeston, on how they had implemented the stickers and bring the information to the January meeting.
- d) Walking Day Report – JP had circulated a report on the day and stated that the day had yet again been a great success. She had written to Suffolk County Council with a list of actions as in similar years and the team had acknowledged the work that needed to be done and would be incorporating it into their work schedules. The kissing gates are not yet in place, but JP has approached the horse owners to find out when the field will be available for the work to be carried out. Once a date has been obtained JP and AN will arrange a working party. AN will prepare quotes for cementing in the posts and circulate to Council as soon as possible.
- e) Ways to Improve Communication between Parish Council and Parishioners – The issue was discussed and all agreed that the use of the Next Door App has improved the communication. JQ queried the website design, but the Clerk explained that the website is constrained by formats provided by One Suffolk and without major expenditure on a bespoke website it was difficult to make any major changes. The new noticeboards are being well used and RQ is updating the village Facebook site too as and when information is circulated. A parishioner present asked about whether some sort of email alert could be sent out when new Parish Council documents are uploaded to the website. The Clerk will put a note in the next Newsletter offering people the chance to join such a list, which would be maintained solely for this purpose with clear opt-out opportunities to comply with GDPR regulation.
- f) Meeting with Community Centre Committee – JP reported that the meeting had gone well. The main conclusion had been that although both the Parish Council and Community Centre Committee were willing to support a number of activities, there were a number of logistical implications that would need to be overcome, especially the need for volunteers to come forward to help run the proposed groups. It had

also been very interesting to find out the background as to why some groups have ceased in recent years. JP agreed to write an article for the next Newsletter asking for volunteers to come forward to help with community groups, highlighting the support that is available if required.

- g) Calendar for 2019 – including consideration of whether to move to monthly meetings – The Clerk had circulated a list of proposed dates for the meetings in 2019. The decision to change from bi-monthly to monthly meetings was discussed. A planning sub-committee would not be necessary if monthly meetings were scheduled as most applications would fall within the meeting timetable and short extensions could be requested for any that may miss a deadline. It was agreed that the duration of current meetings needs to be reviewed, the Standing Orders state that meetings should be no longer than two hours, as over this time there is a greater chance of fatigue and rushing discussion, or of business being held over to the next meeting, which impacts the operational efficiency of the Council. A number of neighbouring similar sized parishes currently conduct monthly meetings and there was no compelling reason why Worlingworth should not go down this route. CG although not present had stated in email communication that should monthly meetings be adopted the 9.30 deadline should be strictly adhered to and Councillors should ensure that meetings are kept as concise and efficient as possible.

AS proposed a move to monthly meetings, AN seconded and **IT WAS SO RESOLVED**

The Clerk will confirm bookings and publish the dates on the village website and in January issue of the Newsletter.

- h) Planning Committee – Further discussion on this matter was not necessary, due to the decision to move to monthly full Parish Council meetings in 2019.
- i) PC Whiting – Responsibility for upkeep – AS had attended the PC Whiting memorial on behalf of the Parish Council had been very pleased to see a group of 12 parishioners turn up, special thanks were given to Simon Oliver for the use of his farmyard for parking. Unfortunately, members of PC Whiting's family were no longer able to attend due to age and mobility issues.

AS queried whether the Parish Council are responsible for the upkeep of the memorial. He stated that he was happy to carry out the maintenance by cutting back undergrowth as necessary and he had already put down some Cotswold gravel to help improve the ground for the memorial service. At present the wooden fencing required treating and AS asked if the Parish Council would pay for wood treatment if he was willing to provide the labour to apply it. JP proposed the Parish Council pay for the wood treatment, AN seconded and **IT WAS SO RESOLVED** - AS to action.

There had been some discussion about whether there should be a separate act of remembrance at the PC Whiting memorial, as he is also mentioned on the Church memorial. AS felt that it was important to maintain this local act of remembrance and although the sappers who were present on the day and also lost their lives alongside PC Whiting were not part of the parish of Worlingworth and not mentioned on the stone, their names have historically been read out at the remembrance service, however, to avoid clashing with the main remembrance weekend, AS proposed the wreath laying at the PC Whiting memorial should take place on 10th October instead, as this is the day that the bomb exploded in 1940, RQ seconded and **IT WAS SO RESOLVED**. AS will ensure that the new date for the act of remembrance is publicised before the next anniversary and will discuss wreath delivery dates with BS.

- j) Update on Mobile Phone Mast – JP reported that she had been in contact with Worlingworth Hall, upon whose land the mast had been erected and that the current situation was that the mast hasn't been activated yet, but the engineers are working on it. The Clerk will contact MHi to find out if he has any further information that he can share.

WPC 18-10-07 Finance

- a) To Review the Financial Statement for the month - The Clerk had previously circulated the Financial Statement for November, there were no queries.
- b) Actions Required from Financial Training Workshop

The Clerk had circulated a report highlighting four areas that needed consideration/awareness following the Financial Training Workshop that she had attended on behalf of the Parish Council

- i) Work from Home Expenses

This statutory allowance has not been paid to the Clerk in post since it commenced in April 2012. Following advice from both SALC and the workshop trainer it was agreed to backdate these

payments for both the existing and previous Clerk, the amount would be included in future budgets. RQ proposed, AS seconded and **IT WAS SO RESOLVED**

ii) Payment schedules and recording authorisations

The Clerk outlined new procedures to be adopted in order to comply with audit recording obligations. The Payment Schedule will be published alongside the agenda and should contain as many payments to be authorised as can reasonably be agreed prior to the meeting, therefore Councillors should ensure that they submit requests for payment to the Clerk as soon as possible and not bring them to the meeting concerned. Although payments can be manually added to a payment schedule on the night, this should really be only for Section 137 grant award payments.

iii) New requirements for precept setting

The District Council now require an agreed budget to be submitted in support of the Precept request in January.

iv) New VAT reclaim rules

From 1st April 2019 the Parish Council will be able to reclaim VAT on non-business activities, as long as invoices are in the name of the Council. Therefore, all Councillors are reminded that if they are transacting business on behalf of the Parish Council then they must ensure that all documents are in the title of the Parish Council and not in individual's names.

c) Budgeting – forward planning

The Clerk had circulated a draft budget for the Council to consider in preparation for submitting the Precept Demand. During discussion it was agreed that we need to differentiate contingency funds and a sinking fund for replacement of infrastructure in the reserves. It was agreed that all Councillors would consider the draft budget ready for discussion and adoption at the January meeting.

d) To agree payments as detailed on the Payment Schedule

AS proposed authorisation, JP seconded and **IT WAS SO RESOLVED**. The Clerk will issue cheques accordingly.

e) To consider applications for funding

i) Over 65's Christmas Party

After a short discussion, RQ proposed supporting the request for £195, AN seconded and **IT WAS SO RESOLVED**

ii) Royal British Legion Poppy Appeal

It was noted that the wreaths had been supplied at the cost price of £29, which had been billed, but this would not result in any additional donation. AN proposed make the payment for the wreaths up to £50, thereby giving a charitable donation of £21, JQ seconded and **IT WAS SO RESOLVED**

WPC 18-10-08 Planning

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

i) DC/18/04820 – Outline Planning Application (all matters reserved) Erection of up to 3 no. dwellings with garages and new vehicular access at Land East of Fingal Street, Worlingworth.

Councillors had all studied the application in advance of the meeting. After discussion, it was decided to submit **AN OBJECTION** to the application this decision is based on the following points (many of which are the same as for application DC/18/03321 submitted earlier in the year, as the application although it has the location worded slightly differently and appears to be for one less property is essentially the same site) :

o The District Council published a statement on 11th July 2018 stating that they could now demonstrate a Housing Land Supply of 6.5 years - exceeding the government's minimum requirement of 5 years, although subsequently this has been questioned, until there is clear evidence to the contrary no further expansion of housing is required within Worlingworth, especially taking into consideration the lack of infrastructure.

o The Parish Council does not believe that Worlingworth can be described as a sustainable location. Alongside the lack of viable public transport options (bus 552 cited in the developers report is solely for the use of pupils at the Secondary School and does not come within 1 mile of the proposed site even then) there is very little community infrastructure in the village, there are

no shops, pub or health centre and employment opportunities are extremely limited. Concern is also expressed about the capacity of the existing school to accommodate additional pupils from the proposed new development.

o The site is outside of the agreed village envelope and greenbelt agricultural land should be protected against this sort of development. The proposal is also not in keeping with the historical nature of the village, which is based around five distinct manors and developments that threaten this layout by 'joining up' areas of the village undermine this important heritage aspect.

o The Parish Council is regularly contacted by parishioners concerned about the ability of the local sewage system to cope with the existing load in the village. It is understood that Anglian Water currently has to use tanker lorries on a daily basis to pump out the sewage station in the area. As such the Parish Council expresses concerns that additional housing will add to the pressure on the system and lead to an increase in such large vehicle movements through the village. The Parish Council firmly believes that the use of tankers to remove sewage from the village should not be considered a viable long-term option.

o The lack of realistic public transport options would lead to additional car journeys through the parish as a result of additional housing. The Parish Council questions the ability of the local road infrastructure to support such an additional load. There is already an issue with on-street parking in the vicinity of the application, with issues of visibility and access a problem due to the substantial poultry unit which is regularly serviced by large vehicles using the nearby junction, any additional housing on or near this site would only exacerbate the dangers. At a local level this is extremely worrying, with many residents having already had 'near-misses' with fast moving traffic in this area.

o Although now the application is stating that the housing could be suitable for a number of different occupants, including families with small children the Parish Council stands by the previous statement made in our objections to applications for housing on this site; the site is well outside of the main village with the roads unsuitable for walking due to the recognised speeding issues. The housing is not suited to the needs of village residents, although there is a recognised need for one-storey dwellings within the parish, chalet bungalows do not meet the criteria

o The Parish Council is concerned that the application would have significant adverse effects on wildlife that uses the site. Concern is also raised for the number of native hardwood trees that would need to be removed from the site and the impact this loss of habitat would have to the ecosystem of the area and as such would like to see Tree Preservation Orders implemented on and around the site.

JP proposed, AN seconded, 4 voted in favour, 2 abstained due to declaration of interests and **THIS WAS SO RESOLVED.**

7b) Outcomes of previous planning applications:

- ii) DC/1803823 – Creation of all-weather surface for horses within paddock at Carters Farm, Water Lane, Worlingworth - Granted

WPC 18-10-09 Feedback from External Meetings & Additional Reports

There were none.

WPC 18-10-10 Matters to be brought to the attention of the Council

The developer of the White House site had been in contact with the Community Centre Committee with concerns about the risk of the new thatch catching fire due to sparks from the village firework display, stating that they did not have any insurance in place to cover the new roof. The Parish Council found this very unusual, but the Community Centre Committee had done everything in their power to reduce the risks, but moving the firework launch area and bonfire as far away from the site as possible.

The Clerk confirmed that the District Council would be collecting Christmas trees for recycling again in January and that she had contacted the Community Centre Committee to confirm that the site could be used as a collection point again.

The Clerk requested permission to attend a training workshop in January, titled Annual General Meetings in an Election Year. JP proposed the Parish Council support this training, RQ seconded and **IT WAS SO RESOLVED.**

WPC 18-10-11 Items for the January Agenda

- Analysis of VAS data
- Budget & Precept
- Kissing Gate Installation
- Defibrillator

WPC 18-11-11 Jubilee Cup Award

The Council met in closed session to discuss the nominations for the 2018 award of the Jubilee Cup. The Clerk has received the Cup back from the current holder and will arrange for it to be engraved with the 2018 award details. After discussion and a vote JP proposed a recipient, AN seconded and **IT WAS SO RESOLVED**

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.24pm. The next meeting is set for **Wednesday 16th January 2019** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Juliet Pierce
Vice-Chair