

# WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 17<sup>th</sup> January 2018 at the Community Centre.

|            |                                 |                   |                      |
|------------|---------------------------------|-------------------|----------------------|
| Attendance | Brian Smallcombe (Chair) (BS)   | Adrian Smith (AS) | Jackie Quinton (JQ)  |
|            | Juliet Pierce (Vice-Chair) (JP) | Andrew Nunn (AN)  | Richard Quinton (RQ) |
|            | Carol Garrett (CG)              | Mike Howard (MH)  |                      |

Public present at the meeting: 4

### Public Contributions

BS opened the meeting by offering the Council's congratulations to CG on being awarded an OBE in the New Year's Honours List.

Concerns were raised about the parking at the Primary School by a parent who, although supporting the lining proposal on the corner, was unhappy about the idea of having to use the Community Centre carpark. A suggestion was put forward that as parent parking will be displaced further from the school the 20 mph zone should be extended to allow for this.

### WPC 18-01-01 Update from County & District Councillor

The County Councillor's January 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.

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

- The ongoing school transport consultation, Suffolk County Council (SCC) are looking at changing the rules and instead of providing children with free transport to the school of their choice within their catchment, only providing free transport to their nearest school instead. It is suggested that this change would bring big financial savings to SCC, but it may cause a lot of disruption to children and their families. The consultation is currently running and will stay open until 28<sup>th</sup> of February, everyone is encouraged to take part by visiting the website <https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/consultations/school-and-post-16-travel-consultation/>. The Clerk will put a piece in the next village newsletter.
- SCC has just announced that they are borrowing £21 million to resurface 1,000 miles of the Suffolk Highways Network, (approximately 25% of the overall network), the money will be paid back within 10-15 years and this work will address the most common complaints received by SCC – the reporting of potholes and poor road surface conditions.
- The Suffolk Warm Homes Fund is available to help those in fuel poverty, with new more efficient boilers available for those in hardship, everyone is encouraged to consider vulnerable neighbours who may benefit from this assistance and anyone who does not have a central heating system or is struggling with an old inefficient boiler is urged to make contact with the Suffolk Warm Homes Healthy People initiative on 03456 037686. The Clerk will put a piece in the next village newsletter.
- The ongoing issue of the proposed merger between Mid Suffolk and Babergh District Councils. Both councils are now sharing offices, but still operating as separate entities in many ways, a more fully integrated merger would save more money, but at the moment it is uncertain how this will progress.

### WPC 18-01-02 Apologies for Absence

None

### WPC 18-01-03 Declaration of Interests

None

#### WPC 18-01-04 Minutes of previous meetings

Regarding the meeting held on Wednesday 15<sup>th</sup> November 2017, AS asked that an amendment be applied under WPC 17-07-06 b) that the total number of submissions should read 112.

Subject to the above amendment the Minutes of the meeting held on Wednesday 15<sup>th</sup> November 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 18-01-05 Matters Arising and Action Points

- 5.1 Newsletter item – Encourage parishioners to register white goods under fire safety initiative. DISCHARGED
- 5.2 Arrange for return of proper copies of documents to Suffolk Records Office. DISCHARGED
- 5.3 Visit Primary School and give initial over-view of findings from Worlingworth Survey. DISCHARGED. AS had visited the Primary School and reported that his presentation had been very well received with a lot of positivity from both staff and pupils. The school had been very pleased to be included in the survey and after discussion it was agreed that the Parish Council should look to build closer links with the Primary School, especially with regard to future plans for the village. JQ volunteered to be the Parish Council liaison as she goes to the school regularly in the course of her work.
- 5.4 Newsletter item – thank everyone who took part in the Worlingworth Survey and book date in February for the findings to be presented to the village. DISCHARGED
- 5.5 Liaise with County Councillor Matthew Hicks to obtain support from the Primary School regarding the installation of school parking restriction road markings, to be discussed later in meeting.
- 5.6 Newsletter item – ask for villagers to park considerately within the village. DISCHARGED
- 5.7 Write to PCC Tim Passmore, asking that when patrols are passing through the village the issue of problem parking is considered and enforcement action taken where necessary. DISCHARGED. The Clerk reported that a brief acknowledgement of the request had been received, but that the Police did not feel that the issue was too serious. CG reported that a leaflet from the Police about parking had been received by all residents in Willow Green, this had caused some anxiety from those that were unaware that the Parish Council had been approached about the issue. CG will formulate a few lines about why the leaflet was received and forward to the Clerk for inclusion in the next village newsletter to alleviate any concerns.
- 5.8 Advise Clerk of properties with hedges overgrowing footpaths and pavements, so that Clerk can then write to the property owners and request that the hedges are cut back. DISCHARGED. The Clerk reported that in the end only one property had been reported as still having overgrowing vegetation, a letter had been sent and the property owner had been in contact and is arranging to have the necessary work carried out.
- 5.9 Liaise with Rights of Way Officer at Suffolk County Council over the replacement of stiles for kissing gates and report back at the January PC meeting, to be discussed later in meeting.
- 5.10 Prepare costings for the installation of the Public Access Defibrillator ready for the January meeting, to be discussed later in meeting.
- 5.11 Attend GDPR training and report back to Parish Council at January meeting, to be discussed later in meeting.
- 5.12 Arrange to move village website to new provider. ONGOING. The existing website is undergoing an upgrade and both the Clerk and CG will be undertaking free training sessions to see how the new website will look. Dependent on the outcome of this upgrade the village website may not need to be moved. CG and the Clerk will report back at the March meeting.
- 5.13 Update village website to show External Audit has now been accepted and approved. DISCHARGED
- 5.14 Distribute cheques and write to thank the grasscutter and Over 65's organisers for their help. DISCHARGED
- 5.15 Book meeting/event dates with Community Centre Booking Clerk. DISCHARGED

#### WPC 18-01-06 Parish Council Activities

- a) Survey Feedback Presentation Arrangements – AS reported that the first draft of the survey results had been completed and circulated to the sub-committee to review prior to their next meeting. Once it has been finalised it will be released to the full Parish Council. The date to present the survey results to the public had been agreed as 21<sup>st</sup> February, but will need to be changed as AS has now realised he will not be in country on that date. After discussion it was agreed to see if the Community Centre could be booked for 12<sup>th</sup> March instead, or if not possible 5<sup>th</sup> March.

- b) School Parking Restriction markings – MH reported that the Primary School Governors were very supportive of putting in school parking restriction lines on the corner outside the Primary School and that he had been in contact with Suffolk Highways to make arrangements to have the work carried out. At the November meeting the Parish Council had resolved to pursue the parking restriction installation and the Clerk will now confirm this resolution in writing to MH to enable access to the locality budget funding. Concerns were raised about moving the problem to other areas on the road and that many parents would not be able park at the Community Centre carpark due to time constraints. BS stressed that nobody would be obligated to use the Community Centre carpark, this is only a suggested option although it is one that the Primary School, the Parish Council and the Community Centre Committee have all expressed support for. A request was made that the 20 mph zone be increased as parent parking would now be further away from the school. JP proposed that this request was included in the letter that the Clerk will write to MH, AN seconded and **IT WAS SO RESOLVED**
- c) Report on costs and procedures to replace stiles on footpaths with accessible kissing gates – JP reported that she has arranged to meet with Rosemary Ingate to research which landowners need to be approached about replacing stiles with kissing gates to improve accessibility on the footpath network. JP will report back at the March meeting.
- d) To consider the future format of Walking Day & Litter Pick – BS stated that after consideration he did not feel that these two events could realistically be combined. All concurred and so it was decided to hold the Walking Day on Saturday 13<sup>th</sup> October and the newly renamed Autumn Village Tidy separately on Saturday 29<sup>th</sup> September. The Clerk asked that the Council may like to consider moving the Village Spring Clean forward a week to link up with the Great British Clean Up, the Council decided that this would be a good idea. The Clerk will alter/add bookings with the Community Centre Booking Clerk, register the Village Spring Clean on the Keep Britain Tidy website and advise Suffolk County Council of Worlingworth's participation in the event.
- e) Emergency Plan Review – CG explained that the existing plan was put together with Val Swallow (VS) and Karen Osborne (KO), after review a new volunteer was required to replace KO following her resignation from the Parish Council. AN volunteered to be a contact for the Emergency Plan. CG, AN and VS will meet to review the plan further and arrange for a re-print of the Emergency Plan fridge magnets with updated details.
- f) Progress Report on Public Access Defibrillator – RQ had not progressed the issue, as following the November meeting, questions had been raised about whether the PAD should be sited at the Community Centre due to access issues with gate being shut at night. After discussion it was agreed that there was no viable alternative location in the village, RQ will now continue and produce costings for the project to be submitted at the next meeting.
- g) Village Facebook page, Noticeboards and Contact Cards – Following the resignation of Janette Robinson the following duties were assigned: RQ to take on Facebook - liaise with Janette over passwords etc, CG and JP to keep Noticeboards up to date, (JP to compile a Communication Strategy for discussion at the March meeting), MH to ensure the Village Contact Card is up to date – Clerk to request any files on this from Janette to assist with reprint.
- h) Maintenance of PC Whiting Memorial – AS reported that when attending the service this year a couple of attendees expressed concerned about the condition of the footpath near the memorial. JP confirmed that footpath would be looked after by the District Council and that the bridge in that area had already been identified as requiring some maintenance, however, the small area by memorial was still in need of having a tidy up with vegetation being cut back and some sort of remedial work on the ground to improve the accessibility of the area. AS volunteered to repaint wooden fence when the weather improves, but it would be necessary to ask the landowner's permission before any works could be carried out. JP is meeting with Rosemary Ingate as per point c) above and will ensure that this area is also discussed. JP will then word a letter to the landowner concerned, which would go via the Clerk, asking for permission to carry out works/help in maintaining the memorial area.
- i) General Data Protection Regulations – The Clerk had circulated various papers from the training that she had attended. SALC are advising Parish Council's to take up a bundled service from a company that would see Worlingworth linked within a group of ten parish councils and taken through the process. This would entail additional Clerk hours, SALC are pushing for burden funding, but as yet nothing is forthcoming. It has been confirmed from NALC that neither the Clerk, nor the Councillors can be Data Protection Officers due to conflict of interest. CG queried this position and asked that other options are explored, RQ offered to help investigate other options with CG. In the absence of any other option the SALC route will be considered as the fall-back position to ensure compliance is met.

- k) Review of Council's Standing Orders & Policies – Following review JP proposed and BS seconded the re-adoption of all Standing Orders & Policies and **IT WAS SO RESOLVED**. RQ offered to collate all the separate policies into Standing Orders to bring everything together into one document, all agreed that this would be a good idea, although the new document would require formal re-adoption when ready.

#### WPC 18-01-07 Planning

- a) To consider planning applications that had been submitted since the last meeting:
- None received
- b) Outcomes of previous planning applications:
- 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. Granted.
  - 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). Granted.
  - DC/17/05556 Patrick Lane Farm, Mill Road – Erection of residential annexe accommodation. Granted

#### WPC 18-01-08 Finance

- a) To Review the Financial Statement for the month - The Clerk had previously circulated the Financial Statement for January, there were no questions
- b) To complete new signatory mandate on Parish Council bank account – Following the resignation of Janette Robinson the only signatories authorised on the account are the Clerk and CG. After discussion **IT WAS RESOLVED THAT** BS as chair, JP as Vice-Chair and AS as Councillor should all be added to the mandate, to provide greater flexibility with five possible signatories being available. The Clerk will submit the completed bank mandate to the bank.
- c) Precept – Following discussion and review of the draft budget all it was agreed that the Clerk would need to check how much money the Council is permitted to keep in reserve. Although finances are healthy it was noted that this is only because the PWLB loan has now been repaid and the Council should not be complacent, in order to maintain finances and keep up with inflation RQ proposed a raise of 1% on the precept, this was seconded by JQ and **IT WAS RESOLVED**. The Clerk will submit the completed precept form.
- d) Cheques were authorised for:
- The Clerk for salary and expenses.
  - GDPR training
  - Tree Planting fees
  - SALC payroll services
  - Noticeboard installation costs
  - Survey Monkey fees relating to Village Survey
- e) To consider applications for funding
- None received

#### WPC 18-01-09 Feedback from External Meetings & Additional Reports

The Clerk reported on behalf of the Tree Warden that the season's planting had now been completed. Since the scheme started the Parish Council has been instrumental in planting nearly 150 trees. There is still some funding available and therefore it is important that landowners are still invited to come forward, the Clerk will put a piece in the village newsletter to this effect. Although large scale plantings are good, even one or two trees in private gardens would be a great benefit to the local environment.

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.

WPC 18-01-10 Matters to be brought to the attention of the Council

- a) CG expressed concern that The Swan was becoming a bit of an eyesore and asked if the Parish Council could help in anyway. It is understood that the Save Our Swan group have received enough money from pledges and match funding to complete a purchase, but still have not been able to get access to survey the building to see how much finance would be required to carry out the necessary renovation work. It was agreed that the Save Our Swan group should be invited to attend the March meeting to update the current situation and see whether there is any way the Parish Council can help move matters forward.

WPC 18-01-11 Items for the March Agenda

- Communications Strategy
- Adoption of Budget
- Survey Meeting
- Public Access Defibrillator
- Re-Adoption of collated Standing Orders & Policies
- Save Our Swan update
- Upgrade of Village Website
- GDPR update
- Footpath accessibility update
- PC Whiting Memorial maintenance update
- Emergency Plan update

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.40pm. The next meeting is set for **Wednesday 21st March 2018** at 7.30 pm at the Community Centre.

Sarah Clare  
Parish Clerk

Brian Smallcombe  
Chair