

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 21st March 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: 7

Public Contributions

A query was raised about whether the recent planning application submitted for land alongside the Swan Inn would be discussed. The Clerk explained that the request for comment from the District Council had been received the day after the agenda for the meeting had been published, but that the Parish Council were aware and would be discussing the matter later in the meeting.

The naming of the new development in the grounds of Springfield House on Shop Street was queried by the owner of Springfield House and a parishioner who had already bought one of the properties, with an objection raised to the name Mutimer Close on grounds that the properties have been registered at the Land Registry under the name of Springfield Gardens (which was the original proposed name). Concerns were expressed that the discrepancy in the naming of the site may cause legal issues at some point in the future and that people would find it difficult to navigate to the properties.

The Parish Council explained the reasoning behind the name Mutimer Close, but agreed to forward the concerns to the District Council and to request that, if possible and although it will lose the historical context, the original site name of Springfield Gardens be re-adopted to avoid any potential problems regarding land titles.

WPC 18-03-01 Update from County & District Councillor

The County Councillor's March 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 (MHicks) discussed a number of additional items, including:

- The planning application submitted at The Swan Inn; MHicks knows the site well and suggested that the Parish Council look at a previous application for a similar development submitted and rejected twelve years ago on the grounds that the land was a historic bowling green and an important amenity to the village. MHicks pledged to support the work of the Save Our Swan group to run The Swan Inn as a community pub and said that there were several good examples of other pubs in Suffolk, (such as Somersham) where similar projects have worked well. MHicks suggested that if the current planning application goes to Committee, it would be beneficial to demonstrate the strength of community feeling by ensuring a good attendance from the village.
- The proposed outline planning permission for the site on Shop Street had gone to Development Committee A just before the Parish Council meeting and although the application is still showing as undecided on the Mid Suffolk Website MHicks stated that as far as he was aware it had been recommended for approval and that any delay in this being shown was only a technical issue.
- There had been very good news for the County's Fire Service, with new drones coming into action. The drones will also be shared with the police and lowland rescue, demonstrating great blue light integration work. The Fire Service is also currently looking to recruit more full-time fire fighters and the service is especially interested in encouraging female applicants.
- MHicks finished by confirming that the yellow safety lines outside the Primary School have been signed off and paid for from his locality budget. The Primary School has asked for the work to be done in holidays if possible, but the exact date of the work is yet to be determined. However, the request to extend the 20 mph zone had been refused, as there are strict guidelines on the distance that the zone can extend either side of a school and the signage is not linked to the road-markings.

WPC 18-03-02 Apologies for Absence

None

WPC 18-03-03 Declaration of Interests

JP – declared an interest in agenda item 8.e.as her partner carries out work for the Citizens Advice Bureau.

WPC 18-03-04 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 17th January 2018 as a true and accurate record, were proposed by CG, seconded by RQ and **WERE SO RESOLVED**. The Minutes were signed by the Chairman and the Clerk.

The Minutes of the meeting held on Monday 5th February 2018 as a true and accurate record, were proposed by CG, seconded by RQ and **WERE SO RESOLVED**. The Minutes were signed by the Chairman and the Clerk.

WPC 18-03-05 Matters Arising and Action Points

- 5.1 Newsletter items – Encourage parishioners to take part in school transport consultation and to access Suffolk Warm Homes Healthy People initiative where needed. DISCHARGED
- 5.2 Newsletter item – Explain reason behind Police parking leaflet being distributed in Willow Green. DISCHARGED
- 5.3 Arrange to move village website to new provider – only if still thought necessary following upgrade of existing website software. The Clerk had attended training on the new website software and confirmed that the offer from Community Action Suffolk was now the same grade of software as the suggested new provider, therefore it was deemed not necessary to change the website to a new provider. CG explained that due to the snow her training had been cancelled and she was currently awaiting new dates.
- 5.4 Re-arrange booking of Community Centre for Survey Presentation Evening. DISCHARGED
- 5.5 Write to MH to confirm resolution taken at November meeting that the Parish Council supports the installation of school parking restriction lines outside the Primary School. Also, request that the 20 mph zone is increased to include areas where parents are now likely to be parking due to the displacement of parking on the corner. DISCHARGED
- 5.6 Report back at next meeting which landowners need to be approached about replacing stiles with kissing gates to improve accessibility on the footpath network. To be discussed later in meeting.
- 5.7 Alter/add bookings with Community Centre Booking Clerk for Village Tidies and Walking Day, register Spring Clean with Keep Britain Tidy and advise County Council of Worlingworth's participation. DISCHARGED
- 5.8 Meet to review Emergency Plan and arrange to re-print fridge magnets. To be discussed later in meeting.
- 5.9 Prepare costings for the installation of the Public Access Defibrillator ready for the March meeting ONGOING
- 5.10 Liaise with Janette Robinson for Facebook log-in details and take over maintaining the page. DISCHARGED
- 5.11 Compile Communication Strategy for discussion at March meeting. To be discussed later in the meeting.
- 5.12 Ring round entries on Village Contacts Card to ensure accuracy, liaise with Janette Robinson to request any files to assist with updating card. DISCHARGED. The Clerk will now update the files and arrange to print and distribute. It was noted that the future of the Contacts Card would need to be considered in the light of the GDPR regulations.
- 5.13 JP to identify landowner with reference to the PC Whiting Memorial and together with the Clerk send a letter asking for permission to carry out works/help in maintaining the area. To be discussed later in the meeting.
- 5.14 Investigate alternatives to SALC GDPR solution. To be discussed later in the meeting.
- 5.15 Collate separate policies and include in Council's Standing Orders to produce a single document ONGOING
- 5.16 Submit new bank mandate to the bank. DISCHARGED Although the Clerk explained that at the date of the meeting the mandate was awaiting final authorisation.

5.17 Submit precept form and find out how much money can be held in reserve for PC projects. DISCHARGED
The Clerk has received guidance from SALC that the Parish Council should typically hold between 3 and 12 months expenditure as a general reserve, although should the year-end general reserve be significantly higher than the annual precept an explanation should be provided to the auditor. Neither of these conditions are currently applicable to Worlingworth.

5.18 Newsletter item – Encourage more people to come forward for tree planting scheme. DISCHARGED.

5.19 Invite Save Our Swan group to March Meeting. DISCHARGED

WPC 18-03-06 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. The Clerk confirmed that the vacancy is publicised on the village website.
- b) Survey Feedback Presentation report – The presentation on the Survey findings had gone well with 47 attendees and good feedback following the meeting. There had been several comments from floor, most of which had been answered to everyone's satisfaction. The full Survey Report is now available on the village website. BS thanked all those who had helped with the Survey, especially AS for actually presenting the information on the evening. CG asked what would happen next, it was agreed that the Sub-Committee would meet again to now work on an action plan, which can be shared with the whole village. This plan should cover the priority areas that have been identified, how these priorities will be taken forward, what sort of timescale should be expected and how the Parish Council will work alongside other village organisations (such as the Community Centre Committee) to help with delivering the expectations raised within the Survey results. The Clerk will put an item in the Newsletter to explain what the Parish Council is doing with the data and the Survey will be put back on the agenda for the May meeting when the Sub-Committee can report on progress.
- c) Communications Strategy – Following the re-distribution of responsibilities for communication at the January meeting, JP had circulated a document which outlined how the Parish Council reaches out to the parishioners. It was agreed that each year the methods of communication should be reviewed to take into account new methods that have become available, such as the new app NextDoor, which had proven very useful during the recent snowy spell. RQ agreed to set up a Parish Council group on NextDoor to utilise this additional method of communication.

The Clerk regularly sends items into the Church & Village News; but has had difficulty ensuring Parish Council contributions get to What's on in Worlingworth (WOIW). JP agreed to take on the task of writing a piece each quarter for WOIW.

Although there had been reports of some criticism that the village Survey had not been adequately publicised the Parish Council defended the matter as every available method of communication had been used and it was impossible to make participation in such a survey compulsory.

- d) Progress report on Public Access Defibrillator – RQ was still awaiting information on this matter and so it will be carried forward to the May meeting.
- e) Footpath Accessibility Update – JP reported that she had met with some resistance from a landowner regarding the possibility of replacing stiles on footpaths for kissing gates, with the reason being that the landowner would rather not have walkers on the land. The District Council Public Rights of Way (PROW) Officer had been in contacted about this issue and had offered to supply the kissing gates if the Parish Council would consider paying for the installation. The District Council would prefer the Parish Council to seek an amicable village-level solution if possible, JP agreed to contact the landowner concerned and try to persuade them to allow the work to go ahead. It was suggested to try in one location first and see how the kissing gate was received, in the hopes that once it was installed it would show that this is a good alternative to stiles. CG proposed and RQ seconded that JP draft an official letter to be sent by the Parish Clerk, outlining the Parish Council's support for the installation of kissing gates in place of stiles on the village footpath network and **IT WAS SO RESOLVED.**
- f) Maintenance of the PC Whiting Memorial – JP reported that there had been good news regarding the PC Whiting Memorial. JP had contacted the PROW Officer about the safety concerns and the PROW Officer has been in contact with the landowner concerned. As a result, clearance of undergrowth from the footpath and works to improve the ground conditions and the bridge in that area are being arranged.

- g) General Data Protection Regulations – update of progress to complete compliance – The Clerk explained that the DPO Company recommended by SALC had been in contact with an improved package to help Parish Councils achieve compliance. AN proposed that this offer be accepted, JP seconded and **IT WAS SO RESOLVED**. The Clerk will contact SALC to take up the offer.
- h) Review and re-adoption of Council's Standing orders and policies – RQ reported that the work on this is still ongoing, but it will be ready for May.
- i) Save our Swan update – Peter Allen from the group Save Our Swan (SOS) reported that at long last there had been some progress on the matter. SOS had been able to gain access to the property and take an initial look at the condition of the building, although boarded up and only able to view by torchlight the building looks in better condition than at first thought and it is hoped that it will only need a new roof and re-decoration. The next step is to get a full structural survey carried out, so that SOS know for certain what work is required and can start to budget accordingly.

In May 2016 the Parish Council had agreed to fund up to £900 to cover a structural survey for the group, on the grounds that the pub is listed as an asset of community value and the project should be supported. SOS requested that the Parish Council commission the survey directly as it would enable the VAT to be reclaimed and therefore would be a better use of the funds. JP proposed that the Parish Council commission the survey, AS seconded, all were in favour and **IT WAS SO RESOLVED**. The Parish Clerk will liaise with Peter Allen from SOS, who will complete the necessary forms to commission the survey.

AS queried the current legal status of the pub, Peter Allen confirmed that the bank now has possession of the building and garden under vacant possession, and that it is currently being valued with a view to being placed on the market. SOS have been in regular contact with the District Council and when the property is placed on the market it will trigger the Community Right to Bid option, giving SOS a six-week period to state an interest, which would impose a moratorium on the sale for a further six months, giving the group time to source funding and move their project forward. There is concern that the building has been deliberately left empty in an attempt to demonstrate that it would not be viable as a pub, but SOS have been in regular contact with planning officers, explaining that the group has been trying to establish a community pub since early 2016 and the Swan Inn has only been empty at the owner's behest, not because it has been impossible to sell as a going concern.

The bowling green at The Swan has been separated from the pub and is under different ownership. The bowling green area is currently the subject of a planning application for residential development. This land appears to run right up to the blockwork of the pub and SOS has been in contact with the land agent to establish whether there are rights of way to The Swan across this land. AN suggested that he could help SOS oversee any survey commissioned on the property by way of giving his professional opinion as a surveyor, Peter Allen thanked him for the offer.

- j) Upgrade of village website and new parish council logo – As outlined under 5.3 above it was decided that there was no need to change providers. BS had circulated some designs for a new logo, specific to the parish council, rather than using the village sign. After a brief discussion JP proposed and CG seconded that the new logo be adopted and **IT WAS SO RESOLVED**.
- k) Emergency Plan Update - CG confirmed that the Emergency Plan Group have arranged to meet on 9th April to discuss the update and would therefore report back at the May meeting. JP asked whether the Emergency Plan had been activated during the recent snowy weather. CG stated that she was unaware of any request that would have required the Plan to have been put in place. The Parish Council agreed that there had been a number of villagers who had offered help to others during this time and it was agreed that a note in Newsletter thanking all concerned would be good.
- l) Annual Parish Meeting planning – The Clerk will compile an annual report for review by BS and then arrange for printing ready for distribution. AS agreed to take on the task of contacting village organisations for their reports. The Clerk will forward contact information and a letter template used in previous years. Refreshments will be provided in a similar way to those offered at the Survey Presentation evening and an article will go into the Newsletter to encourage parishioners to attend.
- m) Village Spring Clean – the planned event had to be postponed due to the bad weather. After discussion it was agreed not to worry about planning a new event for the Spring and just to continue with the Autumn Spring Clean planned for 29th September. JP queried whether the WI were linking with the Parish Council to clean the signs in the village, as in previous years, AS reported that they had been contacted, but to date there had been no reply.

WPC 18-03-07 Planning

- a) To consider planning applications that had been submitted since the last meeting:
- DC/18/00787 Erection of 2 no. detached residential dwellings at The Swan Inn, Swan Road. Due to the strength of feeling on this matter the Parish Council agreed to conduct a separate meeting to discuss the matter in full before any comment was submitted. The Clerk will book a meeting for Wednesday 4th April and request an extension on the date for comment on the grounds of the Easter Weekend being in the middle of the consultation period.
- b) Outcomes of previous planning applications:
- None to report

WPC 18-03-08 Finance

- a) To Review the Financial Statement for the month - The Clerk had previously circulated the Financial Statement for March. The only query raised was over the release of the SOS funds, which will now be released in the next financial year (see WPC 18-03-06 (i) above)
- b) To finalise and adopt the 2018/2019 – The Clerk had circulated a third version draft budget for the Council to consider as at the previous meeting a couple of minor changes had occurred, during discussion it was agreed to include a new cost centre 'Communication' to cover any new expenses that may be incurred. JP proposed the adoption of the budget, AS seconded and **IT WAS RESOLVED** the budget be adopted. The Clerk will arrange for it to be published on the website.
- c) To accept report on Church & Village News with regard to funding given at Sept 2017 meeting – The report had been circulated in advance of the meeting and no queries were raised. JP proposed acceptance, RQ seconded and **IT WAS SO RESOLVED**.
- d) Cheques were authorised for:
- The Clerk for salary and expenses
 - Councillor training
 - Registration with Information Commissioners Office
 - Survey Monkey
- e) To consider applications for funding
- Request for donation from Neighbourhood Watch, Suffolk – it was felt that the organisation was not active in Worlingworth and therefore the application was declined.
 - Request for donation from Mid Suffolk Citizens Advice Bureau. The Council agreed that it was important to support this service as it had helped many parishioners in the last year. It was agreed to make a donation equivalent to £2.50 per week and a donation of £130 was proposed by AN, seconded by MH and **IT WAS SO RESOLVED**.
 - Request for donation from Worlingworth Primary School to assist with work on the school pond. The Parish Council noted that this request had been received after the agenda had been published and therefore not much time had been allowed for consideration. After discussion it was agreed that a greater breakdown in the costs would be required, along with details of what other funding has been sought, including Friends of the School and parental input. JQ agreed to make contact with the school's Headteacher and request the additional information, so that the application can be re-submitted for consideration at the May meeting.

WPC 18-03-09 Feedback from External Meetings & Additional Reports

Police Consultation at Eye Town Hall – this event had been attended by MH, who had emailed a report to all Councillors. MHicks stated that it had been interesting to note that there were only three police officers being expected to cover a large area of Suffolk and it explained why it was difficult to maintain any sort of police presence. The most important thing was to encourage all residents to send information to the police if they have any worries, so that this can be actioned if necessary

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. CG stated that since the reports have not been issued as a matter of course it was difficult to keep up to date with what had happened in the village. The rest of the Council agreed on this matter, so MH agreed to review the above website on a regular basis and report back at each meeting of the Parish Council.

WPC 18-03-10 Matters to be brought to the attention of the Council

- a) Electoral Commission Warding Boundary Consultation – A new consultation on the proposed boundary changes had been sent to the Clerk. It was agreed that this had been discussed in July 2017 and Worlingworth had no response as it was unlikely to affect the village in any great manner.
- b) Lap-top Extended Warranty – The Clerk had received notification that the lap-top purchased for Parish Council use with the Transparency Code Funding had reached the end of its 12-month warranty and there was the option of extending the warranty for a fee. CG stated that in her professional opinion, working within Trading Standards, extended warranties were not worth the money. It was therefore decided not to take up the option.
- c) Footpath in front of White Cottage – The Parish Council had received complaints about the way in which contractors are parking their vehicles and causing obstruction outside the White Cottage site. The Clerk had contacted the contractors and explained that the Community Centre Committee (CCC) have offered the use of the car park for smaller vehicles. The contractor had responded and thanked the CCC for their offer, stating he would encourage the workmen to make use of it, additionally once the initial groundworks have been completed on the site all vehicles will be parked off road and it is only because of the very wet ground conditions at the moment that they are having to park outside the site.
- d) Definitive Map of Landowners – JP had been in contact with Rosemary Ingate, who had carried out the initial work to establish the footpath network in the village, and now has a copy of a definitive map of landowners around village which will help with any work relating to footpaths.

WPC 18-03-11 Items for the May Agenda

- Annual Appointment of Chair & Deputy Chair
- Survey strategy – report from Sub-Committee
- Progress report on Public Access Defibrillator
- Footpath Accessibility Update
- Review and re-adoption of Council's Standing Orders & Policies
- Emergency Plan Report
- Parish Council Display Boards and Worlingworth Celebrates picture montage.
- Police Crime Report Update

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.50pm. The next meeting is set for **Wednesday 16th May 2018** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Brian Smallcombe
Chair