

## WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 16<sup>th</sup> May 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: 2

#### Public Contributions

The Clerk read out a statement at the request of a parishioner who was unable to attend the meeting, which asked that the Council look at tackling the issue of dog fouling in the village. It appears that there is a particular problem outside the Primary School, with parents and many dog walkers very upset about the issue. The parishioner asked whether the Council could highlight the potential fines that can be imposed upon dog owners that do not clear up after their pets and asked whether photos taken with Smartphones could be used as evidence. It was agreed to put a note in the next village Newsletter highlighting this issue again and to put the item on the agenda for discussion at the July meeting to see if there is anything else that the Council can reasonably do to resolve this problem, including the possibility of re-locating dog-bins to higher traffic areas.

#### WPC 18-05-01 Appointment of Chairman & Deputy Chairman

Nominations for the office of Chairman and Deputy Chairman were requested

BS was nominated as Chairman by CG, seconded by JQ and **IT WAS SO RESOLVED.**

JP was nominated as Deputy Chairman by BS, seconded by CG and **IT WAS SO RESOLVED.**

#### WPC 18-05-02 Update from County & District Councillor

The County Councillor's Annual 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 18-05-03 Apologies for Absence

None

#### WPC 18-05-04 Declaration of Interests

As this was the Annual General Meeting of the Parish Council, Councillors were asked to consider their annual declaration of interests. The Clerk had encountered difficulties logging into the new online Register of Interests administration pages, but will continue to endeavour to do so, and will provide each Councillor with a copy of their current Register of Interests lodged online at the District Council for review. Should there be any changes required Councillors are requested to notify the Clerk at the earliest possible opportunity - not only at the AGM of the Council, but at any point during the year.

#### WPC 18-05-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 21<sup>st</sup> March 2018 as a true and accurate record, were proposed by RQ, seconded by CG and **WERE SO RESOLVED.** The Minutes were signed by the Chairman and the Clerk.

The Minutes of the meeting held on Wednesday 4<sup>th</sup> April 2018 as a true and accurate record, were proposed by MH, seconded by JP and **WERE SO RESOLVED.** The Minutes were signed by the Chairman and the Clerk.

#### WPC 18-05-06 Matters Arising and Action Points

- 5.1 Write to District Council to request reconsideration of the name Springfield Gardens instead of Mutimer Close. To be discussed later in meeting.
- 5.2 Update Village Contacts Card and arrange for printing and distribution. DISCHARGED
- 5.3 Newsletter Item – update on what the Parish Council is going to do next with the Survey data. DISCHARGED
- 5.4 Sub-Committee to meet to plan on next steps for Survey Data. To be discussed later in meeting.
- 5.5 Set up Parish Council group on app NextDoor. ONGOING
- 5.6 Write Parish Council article each quarter for WOIW. DISCHARGED
- 5.7 Contact landowner to explain Parish Council support for the installation of kissing gates in place of stiles on the village footpaths. DISCHARGED – check for email and forward to JP if necessary.
- 5.8 Contact SALC to take up DPO package to ensure compliance. To be discussed later in meeting.
- 5.9 Collate separate policies and include in Council's Standing Orders to produce a single document. To be discussed later in meeting.
- 5.10 Liaise with SOS to arrange for survey of The Swan Inn. ONGOING
- 5.11 Newsletter item – thank all who helped during the recent snowy weather. DISCHARGED
- 5.12 Compose Annual report, review and print. DISCHARGED
- 5.13 Contact village organisations for their contributions to Annual Parish Meeting. DISCHARGED
- 5.14 Newsletter item – invite all parishioners to Annual Parish Meeting. DISCHARGED
- 5.15 Arrange Extraordinary Meeting of Parish Council to discuss planning application DC/18/00787 and request extension on deadline for comment. DISCHARGED
- 5.16 Publish adopted budget on website. DISCHARGED
- 5.17 Contact Neighbourhood Watch Suffolk to explain outcome and Mid Suffolk CAB to send cheque. DISCHARGED
- 5.18 Contact Primary School and request additional information to enable application for funding for pond area to be re-considered at May meeting. To be discussed later in meeting.

#### WPC 18-05-07 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. JP stated that she had been approached by a parishioner who may be considering becoming a councillor, BS asked that JP encourage the parishioner to attend a meeting to find out more about the way in which the Parish Council operates.
- b) Re-adoption of collated Standing Orders & Policies – RQ informed the Council that he was still in the process of collating the documents, but that he was sure that they would be ready for formal re-adoption at the July meeting.
- c) Logo – to discuss a Code of Practice for use – Following the adoption of the new logo, BS asked Councillors for their thoughts on the best way to make use of it. RQ suggested that there should be recommended sizes that the logo should be used at in comparison to the document, including a measurement of 'white space' around the logo, to ensure that the Parish Council has a consistent identity. It was agreed by all present that the logo should only be used on officially sanctioned Parish Council documents, notices, emails or letters. RQ agreed to produce an email template that all Councillors and the Clerk could use. The Clerk explained that the Village Recorder had requested a copy of the logo, it was agreed to release a jpeg file to the Village Recorder, with an explanation that it must not be utilised in any public document without Parish Council knowledge and consent.
- d) Worlingworth Survey – Strategy Report from Sub-Committee – JP explained that the various issues that had been raised via the Worlingworth Survey had been discussed one at a time, with a report produced and circulated to all Councillors. Some of the issues had already been addressed, some were not within the remit of the Parish Council, some were within the remit of the Community Centre Committee (CCC) and some were possible options that the Parish Council would need to consider further in the future.

JP suggested that the best way forward initially would be to open a dialogue with the CCC, by inviting key members to meet with the Survey Sub-Committee to discuss survey results. This would enable the Parish Council to better understand the history of trying to implement some of the ideas that had been put forward by parishioners. The Parish Council would like to investigate ways in which encouragement and support (without interference) can be offered for any viable options that can be jointly identified for action. BS agreed to make contact with the CCC to try and set up a meeting.

A couple of other points that were raised through the survey were the possibility of allotments and a safe area where dogs can be exercised off-leash. Both of these items would require the purchase of land, the Parish Council is not in the position at the moment to purchase land but would keep these requests under advisement, to be revisited in the future if circumstances should change.

- e) Public Access Defibrillator (PAD) – to consider proposal as submitted to Council – RQ had circulated a proposal outlining the cost of installing a Defibrillator at the Community Centre. The Council thanked him for the work and research that he had carried out and agreed with his recommendations. MH asked that the Council consider applying for a grant to cover the installation costs, as he had heard that other villages in the area had been successful and he had personal contact with the Chair of the Community Heartbeat Trust who would help with completion of the grant application. It was agreed that MH will provide RQ with the necessary the contact details. CG offered to assist RQ if necessary to enable the application to be completed as soon as possible. An update will be provided at the July meeting. MH raised the issue that mobile phone coverage would need to be improved within the village to enable the PAD to be used.
- f) Emergency Plan Report – CG and AN had met and made progress on updating the Emergency Plan. Designs are being prepared to produce a new fridge magnet, reflecting the updated phone numbers and the new Parish Council logo. AN has been in discussion with an electrician, who will be visiting the Community Centre to look at ways to install emergency generators, this is part of the existing plan that requires revisiting and updating. AN has also looked into the possibility of purchasing generators that would run for 10 hours in the event of an emergency. CG and AN will report in more depth at the July meeting.
- g) General Data Protection Regulations – The Clerk outlined the current position on implementing GDPR. After having arranged to undertake a Data Impact Assessment through SALC's preferred supplier, the entire process has been put on hold following an update to the Bill that passed through Parliament, removing the need for Town and Parish Councils to appoint a Data Protection Officer. Instead there are now some template documents from NALC available through the SALC online GDPR toolkit. The Clerk will look at using one of these templates to produce a basic privacy policy that will be published on the village website. The Clerk will report back at the July meeting on any further developments in the process of ensuring GDPR compliance.
- h) Street Naming Concerns – The Clerk had written to the District Council to outline the parishioner's concerns about the naming of the new development in the grounds of Springfield House. The District Council had responded explaining that the process of renaming a road was not a quick or cheap process and if required would need to be done through the West Suffolk Magistrates Court.

Although the District Council would advise, through statutory notices, such departments as utilities, emergency services, Royal Mail, the Valuation Office and Ordnance Survey the Land Registry documents would need to be dealt with by the property owners, or their developer. Additional costs would be incurred by the Parish Council in the production of new street signs.

The District Council advised that it appears in this case that the developers acted prematurely in advising the Land Registry of the given name, prior to approval of the name being confirmed following consultation of the Parish Council.

Upon consideration of the above information the Parish Council decided not to change the name at the request of the parishioner and that the title 'Mutimers Close' would remain to reflect the historical link, as per the decision taken in September 2017. The Clerk will contact the parishioner concerned explaining the decision and advising that they should contact the developer who will need to advise the Land Registry of the correct title for the property.

- i) Way forward for Parish Council Display Boards & Worlingworth Celebrates picture montage – BS explained that the display boards he has created for use at village events to explain the role of the Parish Council have been on loan from the Worlingworth Local History Group and he asked the Council to consider whether the Parish Council should purchase a set of similar boards for future use. RQ proposed

that this should be done, CG seconded and BS agreed to research some prices and report back at the July meeting.

BS also asked the Council to consider having the information that he has produced in-house for the boards to be reproduced in a more professional format. JP proposed that this would be a good idea as better information about the Parish Council was one of the requests from the village survey and as that it should be funded from the new communications budget, CG seconded the proposal and **IT WAS SO RESOLVED**.

The Worlingworth Celebrates Montage on display in the Community Centre was discussed, with concerns expressed that there is no information to explain what the photos are about. BS proposed that the Parish Council funded the production of a professionally produced sign to explain the significance of the photos, CG seconded and **IT WAS SO RESOLVED**.

Due to privacy laws the individuals could not be publicly identified, but it was felt that an archive of the names and photos would be of valuable historical interest and should be passed confidentially to the Village Recorder. BS will make contact with the photographer and arrange for this to be done

- j) Police Crime Report Update – MH reported to the Parish Council from emails sent by Sgt Beresford and information gleaned from the Police website from to January. The figures are for the entire area as it is no longer possible to access information specific to Worlingworth. MH stated that he was intending to go to the Police Crime Commissioners Area meeting in July at Cedars Hotel in Stowmarket and will report back at the next Parish Council meeting.

#### WPC 18-05-08 Planning

- a) To consider planning applications that had been submitted since the last meeting:
- DC/18/01641 Variation on vehicular access at The White Cottage. Deadline for comment has passed, the Council has made no comment.
- b) Outcomes of previous planning applications:
- DC/17/04687 - 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/17/05556 – Patrick Lane Farm, Mill Road, Erection of residential annexe accommodation. Granted

#### WPC 18-05-09 Finance

- a) To Review the Financial Statement for the month - The Clerk had previously circulated the Financial Statement for May. JP requested clarification on what the Section 137 money could be used for, the Clerk explained that it was the maximum amount of money that could be granted by the Parish Council to organisations in the village working for the benefit of parishioners. The cap for 2018/2019 is set at £7.86 per parishioner and there are currently 680 parishioners on the electoral roll.
- b) To approve the Annual Governance Statement for Accounting Period 2017-2018 – RQ proposed the acceptance, AN seconded and **IT WAS SO RESOLVED**
- c) To approve the Accounting Statements 2017-2018 for Audit Submission – The finance papers had been approved during the internal audit. CG proposed that they were now submitted for External Audit, AS seconded and **IT WAS SO RESOLVED**. The Chairman and Clerk signed the forms on behalf of the Council. CG asked that the Council recognise the work of the Clerk as the internal auditor and stated that the paperwork had been very well prepared.
- d) Clerk's Salary & Hours – The Clerk confirmed that there is a clause in her existing contract allowing for the payment of additional hours if required. BS proposed that the Council consider payment of 12 additional hours to cover the three Extraordinary Meetings that had taken place, in October 2017, February 2018 and April 2018, CG seconded and **IT WAS SO RESOLVED**.

The Clerk asked that the Council confirm acceptance of the NALC national pay award, which included a back date of the suggested pay increase to 1 April 2018, JP proposed acceptance, JQ seconded and **IT WAS SO RESOLVED**. The Clerk will inform SALC payroll of the Councils decisions.

e) Cheques were authorised for:

- The Clerk for salary and expenses
- Parish Council Logo design
- Refreshments at Survey Presentation Evening
- SALC Payroll
- Recorders Expenses
- Internal Audit

The Clerk was asked to check with the District Council about the number and location of dog bins being serviced in the Worlingworth area before confirming payment.

f) To consider applications for funding

- Request for donation from Worlingworth Primary School to assist with work on the school pond - JQ had met with the School and discussed the first funding application that had been submitted shortly before the March Parish Council meeting. It had been confirmed that the application was for an upgrade to make an existing school pond viable for use. Queries from the March meeting included a greater breakdown of costs and details of what other funding had been sought, including Friends of the School and parental input.

The breakdown of costs for the fencing and decking had been supplied, but it was noted that there was only one quote and concerns were expressed that there was no evidence that this was competitive. The Parish Council is obliged to ensure that best value is achieved with funding requests and therefore it was felt that at least one, or preferably two, more quotes for the fencing and decking should be sought. AN suggested that he could help the school with acquiring quotes as he has worked within the public sector and has experience of tendering processes, including assisting with equating labour input into monetary figures from recognised government calculations. If parents are actually assisting with the landscaping then this could be included in the funding application.

AS felt that at present it was ambiguous what input the Friends of the School were putting into the pond project as the reply from the school on this point had indicated that although they were making applications for funding, they were not actively fundraising themselves. It was agreed that if the school was to use the labour equations referred to by AN this could be recognised as fundraising, but the Parish Council would like to see the evidence. There was no reference to what amounts had been requested from other funding sources and under the Parish Council policy adopted in November 2015 it had been agreed that a basis of 50% matched funding should be applied to requests, without the figures of what else had been requested it was impossible to ensure that this policy was adhered to.

The Parish Council asked that the Clerk contact the school again and request that at least two (preferably three) quotes for the pond project were prepared and clearly outlined in a comparative manner on a summary sheet, along with details of additional funding sought. The Parish Council will then ensure that this matter is properly considered at the July meeting. JQ will be copied into the correspondence and will make contact with the school again to assist them with the application.

WPC 18-05-10 Feedback from External Meetings & Additional Reports

The Clerk read out the Tree Warden Report, which confirmed the extent of the re-planting works that were required at Stanway Green due to the deer damage that had been referred to at the Annual Parish Meeting. The Clerk confirmed that there were still funds available the amount that had been originally agreed for this project and this expenditure would now occur in the autumn when the weather is right for the replanting works. JP confirmed that she had included a thanks to the Tree Warden for all his work in the latest edition of What's On In Worlingworth.

JQ reported that the Primary School children had been involved in about monitoring the speed of traffic outside the school. BS asked JQ to find out more about what the project had entailed and thank children for their work on behalf of the Parish Council (with certificates to be produced and presented as appropriate), and report back at the July meeting.

WPC 18-05-11 Matters to be brought to the attention of the Council

- a) A letter had been received from the Mid Suffolk Citizens Advice Bureau thanking the Parish Council for their donation.
- b) BS reported that he had been in communication with Worlingworth Hall about the proposed Mobile Mast. An update had been received that indicated the mast may be ready to operate around late

July/early August. Initially it will go live with O2 and EE networks, but the intention is that eventually it will be available for all UK mobile phone networks. BS asked the Clerk to circulate the email to all the Councillors and put a note in the next Newsletter to keep parishioners informed.

- c) BS stated that he had received some complaints about the way the grass is being cut in the village, partly it had been due to the difficult weather, but he has spoken to the grass-cutter and some changes have been made. A note will go in the Newsletter to let everyone know that this has now been dealt with.
- d) AS reported that the bus stop sign that had mysteriously appeared on Shop Street had in fact been put up in error by workmen and it had now been removed.

#### WPC 18-05-12 Items for the July Agenda

- Dog Fouling in the Village
- Re-adoption of Collated Standing Orders & Policies
- Update on Public Access Defibrillator
- Update on Emergency Plan
- Consider quotes for purchase of Parish Council display boards
- Report from Police Crime Commissioners Area Meeting
- Funding Application from Primary School for pond area
- Report about Primary School traffic monitoring project

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.35pm. The next meeting is set for **Wednesday 18<sup>th</sup> July 2018** at 7.30 pm at the Community Centre.

Sarah Clare  
Parish Clerk

Brian Smallcombe  
Chair