

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 18th July 2018 at the Community Centre.

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

Public present at the meeting: 2

Public Contributions

None

WPC 18-06-01 Update from County & District Councillor

The County Councillor's July 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 and explained that although he has been elected as Leader of Suffolk County Council he will still endeavour to get to all parish council meetings in his ward.

The main focus of his campaign for leadership had been his vision for a more joined up way of working between the different levels of council (local, district and county), especially with respect to ensuring that infrastructure is in place to support the increase in housing that is being demanded. There is set to be a major overhaul of the way that road maintenance (in particular pothole repairs), is carried out across the County, with local council input being an integral part of the process. There is likely to be a change in the way the work is carried out at different times of year, according to need. CG asked whether the quality of work would be looked at to avoid having to refill the same potholes numerous times. MHi confirmed that at present 35% are filled in with temporary tarmac initially, this is where more work is required, but the road needs dictate that an immediate repair is required. The full-repair is then scheduled and teams return a few weeks/months later to carry out the work with a higher-grade tarmac. AN queried the method used on the final repair as this may be a factor as to why the work is not up to standard. MHi stated that the contract with Kier is under review for Suffolk as the company carries out work in neighbouring counties without similar problems arising.

MHi drew attention to a county-wide initiative to encourage all homeowners, schools, businesses and community buildings to sign up to solar panels, with the intention that a discount on the panels could be obtained if bulk buy contracts are in place. There is more information at www.solartogethersuffolk.co.uk

MHi was pleased to confirm that although the planning application for residential properties to the rear of The Swan was not taken to Committee, as it was refused there was no real need for Committee scrutiny. It is understood that the status of the beer garden as a historic bowling green was a major factor in the refusal, along with concerns about the access to the properties and what impact this would have on the viability of The Swan operating once again as a public house. The developer may choose to appeal the decision and the Parish Council would be informed if this occurred. AN expressed concern that someone could still purchase the pub and then apply for change of use to residential in the future. MHi agreed that this could happen and that there was no framework at present to prevent this from being a possible future application.

MHi thanked the council for their timely reporting of worries about the ditch at the White Cottage site being filled in with only a pipe for water to flow through. Suffolk County Council's flood team will be looking at the situation in the next few days and will report back.

BS thanked MHi for attending and congratulated him on his new role.

WPC 18-06-02 Apologies for Absence

Adrian Smith was unable to attend due to family commitments and had sent his apologies. The Council accepted.

WPC 18-06-03 Declaration of Interests

Following the issues that the Clerk had encountered with the online reporting system prior to the Annual General Meeting of the Parish Council, Councillors had now successfully been sent a copy of their entry as lodged with the District Council for review. All had confirmed that no changes were required.

WPC 18-06-04 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 16th May 2018 as a true and accurate record, were proposed by JP, seconded by MH and **WERE SO RESOLVED**. The Minutes were signed by the Chairman and the Clerk.

WPC 18-06-05 Matters Arising and Action Points

- 5.1 Newsletter Item – highlight dog fouling issues in village and remind parishioners about the fixed penalty notices that can be issued. DISCHARGED
- 5.2 Set up Parish Council group on app NextDoor. DISCHARGED. It's not possible to set up a Parish Council group, but RQ agreed to put items on his account on behalf of WPC.
- 5.3 Liaise with SOS to arrange for survey of The Swan Inn. DISCHARGED. There is to be a SOS Public Meeting on 15th August to update the village on The Swan.
- 5.4 Prepare email template incorporating the new logo for use by all Councillors and Clerk. ONGOING. RQ has had some difficulties supplying a standard template due to the differences between email providers, but will continue to work on the issue.
- 5.5 Provide Village Recorder with copy of new Parish Council logo for archival purposes only. DISCHARGED
- 5.6 Arrange meeting with Community Centre Committee to discuss ideas that have been brought up through the Worlingworth Survey and explore possible ways in which the Parish Council can assist. DISCHARGED. BS has arranged a meeting for 27th September 7.30pm at Lodge Farm. JP will set an agenda for a facilitated meeting based on survey results, BS and JP will report back to Parish Council at the November meeting. JP asked about the possibility of purchasing a flipchart for use at the meeting, JQ proposed this purchase, CG seconded and it was agreed to purchase through the Chair's budget.
- 5.7 Provide contact details of Chair to Community Heartbeat Trust to RQ to enable grant application to be completed. To be discussed later in meeting.
- 5.8 Complete Community Heartbeat Trust grant application as soon as possible. To be discussed later in meeting.
- 5.9 Produce Emergency Plan fridge magnets and liaise with electrician over generators. To be discussed later in meeting.
- 5.10 Publish basic Privacy Policy on the village website using NALC toolkit templates. DISCHARGED
- 5.11 Contact parishioner to explain the Parish Council decision on street naming. DISCHARGED
- 5.12 Research prices of display boards for consideration at the July meeting. To be discussed later in meeting.
- 5.13 Arrange for professional printing of information for Parish Council display boards. DISCHARGED
- 5.14 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. ONGOING BS proposed some wording to be submitted for professional printing and suggested that alongside the montage there should be a booklet of names displayed nearby, although not linked to the photos to avoid data protection issues. RQ seconded the proposal and BS will obtain quotes for the work.
- 5.15 Submit External Audit. DISCHARGED
- 5.16 Advise SALC payroll of the Council's decisions to support the implementation of the NALC pay award and the authorisation of additional hours worked. DISCHARGED
- 5.17 Request confirmation of number and location of dog bins being serviced in Worlingworth area from District Council. To be discussed later in the meeting.
- 5.18 Write to Primary School to request further detailed information regarding pond-project funding application. To be discussed later in meeting.
- 5.19 Find out more about Primary School project to monitor speed of traffic and thank children involved. To be discussed later in meeting.
- 5.20 Newsletter item – mobile phone mast update. DISCHARGED

5.21 Newsletter item – grasscutting in village. DISCHARGED

WPC 18-06-06 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, although the Clerk reported that there has been interest from two parties who will be attending a future meeting to find out more about the role. The Clerk confirmed that the vacancy is publicised on the village website.
- b) Poppy Wreaths – The Clerk informed the Council that the wreaths have been ordered from the Royal British Legion in the same format as previous years.
- c) Use of Parish Council noticeboards – BS thanked those who are looking after the boards. There had been some duplication of effort from Councillors looking after the noticeboards, but it has now been resolved, although if a Councillor who has responsibility for a board is to be away then they need to ensure that someone else can put up any essential notices in their absence. It was agreed that as long as meeting agendas and other statutory notices are displayed, then those looking after the noticeboards could use their discretion over whether to display other posters from village organisation (especially if reciprocal arrangements can be made), but there should be no commercial notices in the boards. JP queried whether the refurbishment of the main noticeboard has been done, the Clerk reported that she understood it had, BS agreed to double check.
- d) Dog Fouling in the Village – Following a query over the number of bins that the parish has been billed for emptying, all nine bins have now been located and payment has been made. Councillors have been running an ad hoc survey and reported not seeing much dog fouling. It was thought that maybe the reminder in the Newsletter had been helpful in reducing the problem. It was agreed that there is no need to relocate any of the dog bins at the moment. MH reported having seen a very good poster about the need to clear up after your dog and will look to find it again as it could be utilised within the parish.
- e) Re-adoption of Collated Standing Orders & Policies – RQ had circulated a draft of the newly collated standing orders and policies and appealed to all Councillors to check and forward any comments by 1st September. BS thanked him for his work and it was agreed that the Council would look to formally re-adopt the document at the September meeting.
- f) Update on Public Access Defibrillator – MH had met with the Community Heartbeat Trust (part of Rotary Group) on 4th July and following a review of the village the CHT had suggested that in order to give the best coverage three machines would need to be installed.

The benefits and cost implications of the three-machine option, as opposed to the one-machine option (also through the CHT) that had been put forward at the May meeting were discussed. Including concerns about the lifespan of the equipment, the need to recruit volunteers within the village to act as First Responders and whether the pads supplied would be suitable for children and adults alike.

A vote was taken on the two options.

Three-machine installation: 1 vote in favour, 6 against

One-machine installation: 5 votes in in favour, 1 against, 1 abstain

RQ proposed going ahead with arranging the installation of the one-machine option at the Community Centre, CG seconded and **IT WAS SO RESOLVED**

Once the defibrillator has been installed RQ will arrange a training session through the CHT, which would initially be for up to 50 people. It was hoped that at this training session the Parish Council could encourage people to come forward for additional first aid and CPR training, maybe even getting volunteers to come forward to be First Responders. RQ agreed to also look into ensuring that the defibrillator machine has pads suitable for both adults and children.

- g) Emergency Plan Update – CG reported that she had received a quote for updated Emergency Plan fridge magnets that was the same price as last time, JP propose the magnets be ordered, AN seconded and **IT WAS SO RESOLVED**.

AN had arranged for an electrician to come and look at installing a generator at the Community Centre, but issues had arisen around the need to obtain a licence for the storage of flammable materials, along

with a separate storage cabinet, AN is currently looking ways to resolve this, including the possibility of having nominated people who could supply diesel on demand. AN will prepare a document to share with the Community Centre as part of the Emergency Plan and report back at the next meeting.

CG will prepare a flier to explain to all parishioners that the Emergency Plan has been updated, which will be circulated with the new fridge magnets. It was agreed that if possible there could be a link with the defibrillator training. CG asked if a budget of £100 for the production of a black and white leaflet could be agreed, RQ proposed, AN seconded and **IT WAS SO RESOLVED.**

- h) Quotes for purchase of Parish Council display boards – BS had obtained a quote of £80 to buy new display boards for the Parish Council and to return the boards currently being used to the History Society. CG proposed that this was done, RQ seconded **IT WAS SO RESOLVED.**
- i) Kissing Gate installation update – JP had forwarded a number of different quotes to Councillors to consider. After discussion it was agreed that the best option was to take up the ‘buy one get one free’ offer and source the gates and hoops from Suffolk County Council. The Parish Council will form a working party to carry out the installation at cost price. JP will confirm exact pricing of gates and hoops from SCC and contact MHi to see if locality funding would be available to help with the purchase. BS proposed, AN seconded and **IT WAS SO RESOLVED.**
- j) Report about Primary school traffic monitoring project (and report on VAS findings) – JQ reported that she had attended the Primary School and praised the children who had been involved in the traffic monitoring project, including issuing certificates to the children that had taken part. The certificates in particular had been very well received and had raised the profile of Parish Council at school.

The new School Parking Restriction lining is now in place outside, JQ reported that there have been a few teething problems, but the Parish Council had not received any negative comments and it was agreed that the restrictions gave greater visibility on the corner.

AS had submitted his report on the VAS findings. CG asked that the Council considers what can be done with this information at the next meeting.

- k) Report on Parish Council activities at Village Fete – AS and BS had taken turns to explain the role of Parish Council, with the stall being well received at the Village Fete. The newly updated display boards had attracted a lot of attention and had been read by many, although BS felt that if the stall had been outside it would have had even more visitors.

WPC 18-06-07 Planning

- a) To consider planning applications that had been submitted since the last meeting:
- DC/18/02567 – 3 Jessop Close, IP13 7GX – Change of use of amenity land to garden use. Deadline for comment has passed, the Council has made no comment.
 - DC/18/02799 & DC/18/02795 – The White Cottage, Shop Street – variation to vehicular access. Deadline for comment has passed, the Council has made no comment.
- b) Outcomes of previous planning applications:
- DC/17/04689 – Land to South of Shop Street – outline planning application (access and layout to be considered) erection of 26 dwellings, access road and public open spaces. Granted 02/07/2018
 - DC/18/00124 – Demolition of 9 no. poultry houses and erection of 6 no. poultry houses, Home Farm, Newtown. Awaiting decision

WPC 18-06-08 Finance

- a) To Review the Financial Statement for the month - The Clerk had previously circulated the Financial Statement for July, there were no queries.
- b) Cheques were authorised for:
- The Clerk for salary and expenses (including laptop repair)
 - Community Action Suffolk – Website Training
 - Gipping Press – production of Contacts Card
 - SALC Membership
 - EPS Transfers – Artwork for Parish Council information boards
 - Community Action Suffolk – extra insurance cover for laptop to be used outside of office.

c) To consider applications for funding

- Request for donation from Worlingworth Primary School to assist with work on the school pond.

JQ had attended a meeting on 11th June with the Headteacher to explain the need for additional quotes. The Headteacher had been unaware of the need to provide more than one quote for the work. CG agreed to check the wording on the Parish Council's grant application form to ensure that it is as clear as possible and present any amendments at the next meeting.

JQ explained that the school received very little County funding for their outside areas, which is why they need to apply for funding. They also are unable to use parental help with the sort of project they are undertaking due to insurance issues. The school must use certificated contractors who are cleared to work on sites with children. The quotes had been difficult to obtain due to the small number of available contractors, which is why they had been submitted late to the Council.

After much discussion, with councillors expressing concern about the ambitious nature of the project for such a small school, worries that with a small budget would the school be able to adequately maintain the area and the fact that differing work is being outlined on the quotes, (they were not like for like comparison) it was difficult for the Council to make a decision, although all agreed that it would be good to support the work of the school.

JP proposed that the Parish Council support the work with a grant of 50% of the £1,500 originally requested (£750) this money to be used to purchase fencing and decking around the pond to ensure the safety of the children. CG seconded and **IT WAS SO RESOLVED.**

The Clerk will write to the Headteacher to explain the Parish Council's decision, with the money to be released upon confirmation that sufficient funding has been received for the entire project to be completed and upon sight of an invoice for fencing/decking works carried out.

WPC 18-06-09 Feedback from External Meetings & Additional Reports

MH had circulated a report on his attendance at the Police & Crime Commissioners Area Meeting to the Parish Councillors. The main issue was the lack of funding per capita that Suffolk is experiencing in comparison to neighbouring counties. Volunteers were being sought to work with the police, but some present had been concerned that this may make people a target.

There were great concerns with the spread of 'County Lines' (organised criminal activity) coming into Suffolk, with an awareness that the issues currently considered urban could spread to rural communities. The big question being asked is can having a PCSO really make a difference to crime.

There is a meeting on 1st August arranged by Fressingfield Parish Council to look into the possibility of sharing the cost of a PCSO. MH will attend and report back at the next Parish Council meeting. AS had also expressed interest in attending.

WPC 18-06-10 Matters to be brought to the attention of the Council

There were none.

WPC 18-06-11 Items for the September Agenda

- Re-adoption of Collated Standing Orders & Policies
- How can the data from the VAS be used to help reduce speeding in the village?
- Litter Pick & Walking Day
- Defibrillator & Emergency Plan Launch
- Budgeting
- Consideration of a shared PCSO for Worlingworth.

There being no further business requiring the attention of the Parish Council, the meeting was closed at 10pm. The next meeting is set for **Wednesday 19th September 2018** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Brian Smallcombe
Chair