

# WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 19<sup>th</sup> September 2018 at the Community Centre.

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

Public present at the meeting: 5

### Public Contributions

A parishioner brought pictures that had researched by MH for dog fouling posters. The Chair expressed thanks for the contribution, CG queried the issue of possible copyright. It was agreed to carry this item forward to the November issue, when MH would hopefully be able to attend.

A representative from Worlingworth Local History Group offered some information to the Parish Council about the historic Bowling Green at The Swan. This was in light of recent talk in the village about the possible future of the Bowling Green. The Swan first opened its doors as a public house in 1605 and the bowling green was installed very soon after. There is evidence of additional events taking place on the green, including boxing matches, in the 18<sup>th</sup> Century, with the last documented bowling match taking place during the 1960's.

MHi confirmed that the practice of developers offering a Parish Council or other community group a parcel of land for adoption as part of a planning proposal is quite a common occurrence, but that in this instance it would appear that the proposed building would still impinge upon the historic Bowling Green, which would likely be a problem with the District Council planning department.

A parishioner who lives near to the Bowling Green expressed concerns about the possibility of vehicles accessing the site from Swan Road, he explained that previous planning application had been turned down on the basis that Swan Road was not wide enough to facilitate access to the site.

Worries were expressed about the risk of flooding after the developers at the White Cottage site have removed so many trees. The Chair confirmed that the Flood & Water Management Team at Suffolk County Council have been monitoring the situation at White Cottage and will ensure that all works on site comply and protect surrounding properties from flood risk.

### WPC 18-08-01 Update from County & District Councillor

The County Councillor's September 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 (MHi) briefly outlined the report drawing attention to the following:

The great performance from Suffolk schools, with over 7,000 pupils being successful in their GCSE's and 3,000 at A-Level this year.

The roll out of Superfast Broadband is being increased, with poles being put into place to bring fibre to Fingal Street, Water Lane, Honeypots and Southolt Road. The plan is for this to be operational by March 2019. JP asked if it was possible for any additional spurs to be added to this route, but MHi was unsure.

The application for outline planning on land adjacent to Rose Villa didn't get called into committee, being refused permission on first reading.

A question was raised about the progress of the mobile phone mast. MHi confirmed that it is up at Worlingworth Hall, the aerials are on, but it had a problem with electrics at the first test and there is currently a wait for a replacement part. It is understood EE and O2 have contracts in place for the Worlingworth mast already.

#### WPC 18-08-02 Apologies for Absence

Michael Howard (MH) was unable to attend due to an injury and had sent his apologies. The Council accepted.

#### WPC 18-08-03 Declaration of Interests

None

#### WPC 18-08-04 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 18<sup>th</sup> July 2018 as a true and accurate record, were proposed by RQ, seconded by JP and **WERE SO RESOLVED**. The Minutes were signed by the Chairman and the Clerk.

The Minutes of the meeting held on Wednesday 8<sup>th</sup> August 2018 as a true and accurate record, were proposed by AS, seconded by JP and **WERE SO RESOLVED**. The Minutes were signed by the Chairman 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. ONGOING
- 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 – Parish Councillor vacancy. DISCHARGED
- 5.4 Check main noticeboard has been properly refurbished. ONGOING – The developer at White Cottage has replaced the legs of the sign after it had to be removed and replaced during works. After discussion it was agreed to 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.
- 5.5 Look for dog fouling poster to raise awareness further of the need to clear up after dogs in the village. ONGOING – as noted in the public forum the images have been sourced, but copyright needs to be checked, the item will be referred to the November agenda.
- 5.6 Read through draft standing orders and policies and forward any comments to RQ by 1<sup>st</sup> September so that the document can be prepared for formal re-adoption at the September meeting. To be discussed later in meeting.
- 5.7 Arrange for installation of defibrillator machine at community centre (with pads suitable for adults and children) and organise training session after machine installation. To be discussed later in meeting.
- 5.8 Prepare document outlining generator installation at the Community Centre as part of Emergency Plan update. To be discussed later in meeting.
- 5.9 Order updated Emergency Plan fridge magnets and prepare flier to go out to parishioners (link with defibrillator training if possible). To be discussed later in meeting.
- 5.10 Buy new display boards for Parish Council. ONGOING
- 5.11 Confirm price of kissing gates supplied from Suffolk County Council and contact District Councillor to apply for locality funding. To be discussed later in meeting
- 5.12 Arrange working party to install kissing gates once obtained. ONGOING
- 5.13 Check wording on grant application form. DISCHARGED – CG made two proposals; a) on page 2 the wording is altered from ‘normally only 50% match funding proposals’ to ‘normally up to a maximum of 50% match funding proposals’ b) the guidance notes should be moved to the top of page one as many applicants don’t appear to read them, after discussion AS seconded and **IT WAS SO RESOLVED**
- 5.14 Write to Primary School regarding pond grant application. DISCHARGED – JQ confirmed that there had been a mention in the school newsletter thanking the Parish Council for their support.
- 5.15 Attend Fressingfield meeting about shared PCSO option. To be discussed later in meeting.

#### WPC 18-08-06 Parish Council Activities

Before moving onto the next part of the agenda BS expressed thanks to all Parish Councillors for their efforts to improve the village in their voluntary role. Although recent events had been difficult and uncomfortable, the negative comments are fortunately in the minority. There are a great many, much quieter, parishioners who do recognise the valuable work that the Parish Council undertakes in an effort to improve the village for everyone.

- 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 published on the village website and will ensure it goes into the next available Newsletter again.
- b) Tree Warden Report and Actions – John Ridgwell (JR), volunteer Tree Warden to Worlingworth had circulated a report prior to the meeting, including his intention to retire from the role once the current round of tree planting had been completed.

Reporting on the tree planting project, the trees planted at Stanway Green along the road are all doing well, apart from two, which JR planned to replace this Autumn – these were the two replaced last year, but due to drought conditions they had not established well. Away from the road boundary there are about 20 more trees struggling due to deer damage incurred during the cold spell at the beginning of the year. The intention is to put new trees alongside the sickly ones and then decide next season which are doing better, thinning out where necessary. Stronger guards have been sourced and will be used on the newly planted trees to avoid similar damage occurring.

At the Rose Villa site 30 trees were planted and all are fine but one, the failed tree will be replaced.

Given the extreme drought this year the majority of the new trees around the village have established better than expected and hopefully given a good growing season next year they will be able to fend for themselves. The Clerk confirmed that there is approximately £200 remaining in the tree planting budget, JR will purchase trees and guards as necessary and submit expenses in due course.

JR explained that once the current planting project was complete he would like to stand down from the role, but he was willing to help a new volunteer to learn the role. The Parish Council expressed thanks for his fantastic work over the years.

JP agreed to liaise with JR to write a piece for the Newsletter asking for a volunteer to come forward to take on the role. JR explained that there was training available and he thought a new volunteer should be working in much closer conjunction with the Parish Council, especially in light of recent planning activities in the village, ensuring that trees were protected as part of planning conditions, the right trees were planted and that Tree Preservation Orders were applied where appropriate.

- c) Update on Kissing Gate Installation and Application to Locality Fund – JP reported that she had been in contact with MHi about accessing District Council locality fund money to assist in the purchase of the kissing gates. As the gates were less than £250 it would not be possible, but MHi has indicated that he may be able to fund the purchase from his County Council budget instead.

AN has received delivery of the kissing gates and a working party will meet on the site to establish what work is required for installation, including costing any necessary additional materials. JP will liaise with the landowner to confirm an appropriate date for the work to be carried out and AN will chase the paperwork confirming the gate price

- d) The Swan Inn and proposal from developers – The developers have put forward a proposal to gift some of the land at The Swan Inn to the Parish Council to assist the Save Our Swan group with their plans to operate the pub. In return there is a proposal that a smaller residential development be allowed on the Beer Garden site.

After discussion it was agreed that until the future of The Swan is settled it would not be appropriate for the Parish Council to take on the management of the land as offered. If the Save Our Swan group are successful in their bid to set The Swan up as a Community Pub then the proposal could be reviewed.

Although the accompanying plans and paperwork did not constitute a formal planning application, the revised planning proposals for housing at the rear of the site were considered. Councillors expressed concerns about the width of Swan Road with vehicles turning out of the proposed site. The appropriateness of the proposed housing was also questioned, with concerns that the materials not being in keeping with the locality and that should The Swan be successfully re-opened whether residents in these properties would find noise from the pub a problem.

The Clerk will contact the developer to explain the Parish Council's position on the gifting of the land and offer informal comment on their revised residential proposal.

- e) Autumn Tidy 29<sup>th</sup> September & Walking Day 13<sup>th</sup> October Preparations – BS is co-ordinating and arranging refreshments with the help of Judith Smallcombe and Christine Smith for the Autumn Tidy. Homemade soup and rolls will be offered to helpers upon their return. CG sends apologies as unable to attend on day, but will send soup.

JP is co-ordinating the Walking Day, BS, Judith Smallcombe and another volunteer will arrange refreshments and a ploughman's lunch for participants. A reminder is in the village newsletter.

- f) Defibrillator & Emergency Plan Launch – RQ reported that the defibrillator has not yet been purchased as he wanted to check on which of two options would be best with the Parish Council.

1) Buy outright and then source insurance, maintenance and re-stock supplies separately;

2) Lease a machine from the Community Heartbeat Trust at £130 per month, which would include insurance, maintenance and re-stocking as required.

RQ proposed the lease route, JP seconded and **IT WAS SO RESOLVED**

CG has arranged for printing of fliers and fridge magnets and these will be circulated with the November village newsletter.

AN reported the installation of a generator at the Community Centre. There were a number of obstacles, including the need to run the generator up on a monthly basis, insure, test and inspect annually. The annual test would cost in the region of £300-£400. There would also be the need to purchase a shed and separate fuel cabinet with capital outlay in the region of £3,000

After discussion it was agreed that there was very little likelihood of such a catastrophe occurring that the whole community would need to be brought to Community Centre. The Community Centre is currently nominated to be a hub for the emergency services if required and RQ cited cases where UK Power Networks had brought in portable generators to support communities within a few hours.

CG recollected that this matter had been discussed before by the Parish Council, only to be abandoned due to similar difficulties. At the time it had been suggested that maybe there were local businesses who would be willing to offer support with generators in the event of an emergency

The decision was taken not to pursue the generator as part of the Emergency Plan, instead AN will canvass local businesses to see if any would be able to offer support in the event of an emergency.

- g) Adoption of Collated Standing Orders & Policies – The Collated Standing Orders & Policies document had been circulated prior to the meeting, JP noticed small typo and subject to that correction AN proposed the document be adopted by the Council, JP seconded and **IT WAS SO RESOLVED**

BS expressed thanks on behalf of the Parish Council to RQ for his work on collating and producing the document. RQ will amend and produce a pdf version that the Clerk can upload to the website.

- h) How Can Data from VAS be used to reduce speeding in the village – AS had circulated a report on the VAS data prior to the meeting. Although the data is in some ways incomplete as it does not yet cover a whole year's data, analysis proves that there is indeed a speeding issue in the village. There was one particular spike in August, but AN stated that he had seen the police go through the village with blue lights on, which may explain this isolated incident.

AS stated that the damage caused in the event of an accident at over 30 miles an hour is extensive and even 'low-level' speeding needs to be tackled, but more analysis of the data would be needed. A full year of data will be available come January and it was agreed to put this on the January agenda to discuss escalating speed restriction interventions.

JQ said she had noticed a speed enforcement officer in the village sometime in the summer, but this needs to be a more regular occurrence, it was felt that with the evidence from the VAS the Parish Council would be better placed to ask for more enforcement. JQ also asked about the possibility of acquiring bin stickers that she had seen in other parishes. All agreed this would be a good first intervention and JQ will research and bring information to the November meeting. In the interim the Clerk will include an item in the next newsletter about the importance of hi-viz clothing on the roads during the dark winter months and reinforce awareness of the '20 is plenty' zone outside the school.

- i) Consideration of shared PCSO for Worlingworth – AS and MH had attended the meeting on 1<sup>st</sup> August and had circulated a report.

AS said he had attended the meeting initially with the viewpoint of why should parishes have to pay more money for policing, but there were in fact no firm suggestions put forward at the meeting. If a PCSO was to be employed within Worlingworth the precept would have to go up considerably, which would trigger a village referendum on the matter. Fressingfield have been pre-emptive about it and have already raised their precept and are therefore trying to encourage other villages to come onboard with their project.

One issue that had become aware is that Suffolk Constabulary have different budget timeframes than Parish Councils and therefore they have had to defer any redundancy notices until Parish Councils have had the opportunity to consider the matter properly.

AS felt that the meeting concluded with lots of unanswered questions and therefore the Parish Council is unable to come to a decision on the matter at the moment.

One point that Suffolk Constabulary wanted to make clear is that there will be no discrimination in policing resources between villages with or without a PCSO in attendance. BS thanked AS for attending and preparing report.

After discussion it was felt that the costs involved are too high for Worlingworth to support, with little perceived benefit. Analysis of the recent Worlingworth Survey showed that residents are not particularly concerned about crime in the village and the crime that has been reported on police figures is focussed around domestic, cyber and drug related matters, which do not directly cause a public nuisance. Therefore a PCSO would have very little impact on Worlingworth.

- j) Grit Bins for Worlingworth – The Parish Clerk had received notification from Suffolk Highways that they will no longer be servicing grit heaps in the county, due to a recent review that highlighted significant concerns about the damage caused to the environment due to the leaching of salt into the highway verges and underlying groundwater and watercourses. The leaching also reduces the effectiveness of the remaining material.

To maintain stocks at the location of redundant grit heaps the Parish Council would be required to purchase and register grit bins from Suffolk County Council, but these would then be refilled as necessary by Suffolk Highways.

After discussion it was decided that the grit heaps that have been set up in the parish in previous years have not really been used and therefore the expense of grit bins could not be justified.

- k) Managing Public at Meetings – Following issues at the Extraordinary meeting held in August to discuss a planning application the Clerk had circulated SALC guidance documents on how to manage the public at meetings. The layout of the room was discussed with ideas put forward about how to set up a meeting should so many parishioners be present again. Announcements about the way in which the meeting will be conducted and the actual powers available to the Parish Council will be made at the beginning of the meeting to make sure everyone present understands the situation.

- l) Conduct of Councillors – All Councillors are reminded of the need to maintain correct conduct and the need to separate personal aspects from their work on the Parish Council.

It was acknowledged that recent events have proven to be a catalyst in activating some parishioners, but after consultation with SALC the Clerk stressed the need for all Parish Councillors to ensure that any campaigning they do in a personal capacity does not clash with the necessity of Parish Councillors to ensure that they do not prejudice public interest in a debate. The Parish Council should be seen as impartial and open to all viewpoints.

The need for all Councillors to undergo training was discussed, with CG reminding everyone that employers are obliged to provide time off work for the completion of public duties. The Clerk explained that SALC will be putting on additional Councillor training courses after the elections next May and hopefully there will be suitable dates for everyone to attend.

There is also a new training course specifically based around the Code of Conduct that is being prepared and all existing Councillors and Clerks will be encouraged to attend to ensure that they are up to date with current procedures. Once the dates are released the Clerk will circulate to all Councillors.

- m) Next Door App – and other ways of communicating – The was tabled as result of the August meeting but due to time constraints it was agreed to defer discussion to the November meeting.
- n) Appointing a planning sub-committee – In order to deal with planning applications in a more timely manner whether to appoint a planning sub-committee who could meet and consider applications and then report to the full Parish Council was considered.

The Clerk explained that to be correct it would be a committee not a sub-committee of the Council if it was only one tier removed from the Council. Committees of this nature with delegated powers are in fact subject to all the same laws and procedures pertaining to full council meetings, i.e. three days notice of convening, public access to meetings etc. A planning committee is of particular use on larger town or parish councils when it may be difficult to obtain a quorum of councillors at short notice.

The problems arising from using a Planning committee would be that any councillors not appointed to the committee would not have voting rights - they would only be able to attend the meeting as a member of the public - with only a small number of councillors at Worlingworth the appointment of a planning committee is therefore unlikely to be viable. The only exception to this rule may be if non-councillor members were to be appointed to the committee in an advisory capacity, but they then would not have voting rights either.

CG asked if there could be one or two Councillors with a particular specialism on planning who could study the plans in greater depth and offer advice to the full Council. AS requested whether any planning applications received could be considered at a monthly meeting instead of just at Parish Council meetings, or having to call Extraordinary Meetings. Due to time constraints it was agreed to defer further discussion to the November meeting.

- o) Budgeting – forward planning – Due to time constraints this item was deferred to the November meeting.

#### WPC 18-08-07 Planning

- a) To consider planning applications that had been submitted since the last meeting:
- DC/18/03823 Creation of all-weather surface for horses within paddock at Carters Farm. The Council had no comment.
- b) Outcomes of previous planning applications:
- DC/18/02567 – 3 Jessop Close, IP13 7GX – Change of use of amenity land to garden use. Granted
  - DC/18/02799 & DC/18/02795 – The White Cottage, Shop Street – variation to vehicular access – Granted
  - DC/18/03321 Proposal: Outline Planning Application (all matters reserved). Land adjacent to Rose Villa, Shop Street, Worlingworth – Refused
  - DC/18/03469 Notification for Prior Approval Application for a Proposed Change of Use of Agricultural Building to 2 Dwellinghouses. Moss Farm Barn, Moss Farm, Tannington Road, Worlingworth – Refused

#### WPC 18-08-08 Finance

- a) To Review the Financial Statement for the month - The Clerk had previously circulated the Financial Statement for September, there were no queries.
- b) To accept External Audit 2018 – This had been circulated prior to the meeting. The Clerk was pleased to report that there were no issues outstanding this year. Acceptance of the report was proposed by CG, seconded by RQ and **IT WAS SO RESOLVED**. The Clerk will publish the report on the village website.
- c) Cheques were authorised for:
- The Clerk for salary and expenses
  - Leiston Press – Emergency Plan flyers
  - Community Action Suffolk – Council Insurance
  - PKF Littlejohn LLP – External Auditors

d) To consider applications for funding

- Contribution towards grass-cutting at St Mary's Church. After discussion AS proposed supporting 50% of the cost of the work (£900), JP seconded and **IT WAS SO RESOLVED**.
- Suffolk Accident Rescue Service – As per last year the Parish Council recognised the valuable work of this organisation. CG propose to donate at total of £104 on the basis of supporting at £2 per week, AN seconded and **IT WAS SO RESOLVED**

WPC 18-08-09 Feedback from External Meetings & Additional Reports

There were none.

WPC 18-08-10 Matters to be brought to the attention of the Council

There were none.

WPC 18-08-11 Items for the November Agenda

- Jubilee Cup
- Walking Day Report
- Dog Fouling Posters
- Bin Stickers to combat speeding
- Way to Improve Communication between the Parish Council and Parishioners
- Planning Committee

There being no further business requiring the attention of the Parish Council, the meeting was closed at 10.11pm. The next meeting is set for **Wednesday 21<sup>st</sup> November 2018** at 7.30 pm at the Community Centre.

Sarah Clare  
Parish Clerk

Brian Smallcombe  
Chair