

# 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> January 2019 at the Community Centre.

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

Public present at the meeting: 2

### Public Contributions

None

### WPC 19-01-01 Update from County & District Councillor

The County Councillor's January Report had previously been circulated to the Council and has also been posted on the village website [www.worlingworth.onesuffolk.net](http://www.worlingworth.onesuffolk.net) and on the Parish Noticeboard.

### WPC 19-01-02 Apologies for Absence

There were none.

### WPC 19-01-03 Declaration of Interests

There were none.

### WPC 19-01-04 Minutes of previous meetings

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

### WPC 19-01-05 Matters Arising and Action Points

- 5.1 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
- 5.2 Newsletter item – re-run 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. DISCHARGED – two parishioners have come forward and are liaising with BS to carry out the work.
- 5.3 Check with Community Centre Committee about ownership of the main Noticeboard. DISCHARGED – WCCC have confirmed that Parish Council own noticeboard.
- 5.4 Buy new display boards for Parish Council. ONGOING
- 5.5 Arrange working party to install kissing gates. To be discussed later in meeting.
- 5.6 Newsletter item (re-run) – councillor vacancy. DISCHARGED – no volunteer has come forward – run again.
- 5.7 Newsletter item (re-run) – volunteer Tree Warden needed. To be discussed later in meeting.
- 5.8 Canvass local businesses to see if any could offer support with generators in the event of an emergency. DISCHARGED – AN has discussed with local business and the matter is under consideration.
- 5.9 Produce final pdf version of Standing Orders & Policies and forward to Clerk for upload to village website. DISCHARGED
- 5.10 Analyse data from VAS further and bring to January meeting. To be discussed later in meeting.
- 5.11 Research cost of bin stickers and make contact with other local villages to find out how they implemented the stickers with their residents and bring details to January meeting. To be discussed later in meeting.

- 5.12 Prepare quotes for cementing in the posts for the kissing gates and circulate to the Council as soon as possible. To be discussed later in meeting.
- 5.13 Newsletter item – set up a list whereby parishioners can submit their email addresses to receive alerts when new items of Parish Council business are uploaded to the website. DISCHARGED – CG requested whether the email addresses could be used to alert people every time the website was updated, whether or not it was related to Parish Council business. The Clerk will confirm with those already on the list and change wording in the Newsletter article to cover this aspect.
- 5.14 Newsletter item – article asking for volunteers to come forward to help with community groups, highlighting the support that is available if required. To be discussed later in meeting.
- 5.15 Confirm monthly meeting bookings with Community Centre Booking Clerk and publish the dates on the village website and in the January issue of the Newsletter. DISCHARGED
- 5.16 Purchase wood treatment and apply to fencing around the PC Whiting memorial. DISCHARGED
- 5.17 Contact District & County Councillor to find out if there is any further information available about when the mobile phone mast is going to become operational. DISCHARGED – no further information is available at present.
- 5.18 Arrange for backdated payments of statutory work from home allowance to previous clerk. DISCHARGED
- 5.19 Consider draft budget as circulated for November meeting, including earmarking different reserve funds, ready for discussion in January and adoption, prior to submitting the precept. To be discussed later in meeting.
- 5.20 To distribute payments as detailed on November 2018 Payment Schedule, including grant applications. DISCHARGED
- 5.21 To submit planning comments as directed. DISCHARGED
- 5.22 Book training workshop Annual General Meetings in an Election Year. DISCHARGED
- 5.23 Arrange for engraving of Jubilee Cup. DISCHARGED

#### WPC 19-01-06 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 published on the village website and will ensure it goes into the next available Newsletter again.
- b) Update on defibrillator installation & training sessions – RQ reported that he is still awaiting information from Community Heartbeat Trust and will chase for information for February meeting. To go on agenda for February.
- c) Analysis of VAS data – AS had circulated a report to the Council in advance of the meeting, keeping the information as short as possible, but using charts compiled by a parishioner with statistical training. The data demonstrates that more than half of the journeys through Worlingworth have been over the speed limit, with the highest speeds occurring late at night; average speeds are within a narrow band, with a couple of extreme exceptions. Over the year the problem isn't getting any worse, but it is also not getting any better. As part of the Worlingworth Survey there were requests for more VAS units, but it is difficult to see if this is a truly cost-efficient method of reducing speeds. JP thanked AS for the data, but felt that there was a need to look at year on year data to compare and see if the VAS is acting as a good deterrent. JQ felt that it is likely that people are driving more carefully because of the VAS reminding them of their speed, this being particularly important in the early morning when children are walking to school. An informal poll at the school gates indicated that parents feel that most drivers are considerate. CG raised the issue that although the VAS is a good reminder to drivers it would be useful to see some sort of enforcement action. RQ asked about setting up a Community Speedwatch. AS, who had discussed this matter with the Safer Neighbourhood Team (SNT) at the recent police meeting explained that the police recommended that a Community Speedwatch would need at least six volunteers as a minimum and ideally if the Speedwatch covered three or four villages then volunteers could monitor roads in adjacent villages, rather than their own. The camera equipment is also a considerable capital expense, that could be split if this route was taken. CG stated that a Community Speedwatch was mooted in the village a few years ago, but nobody had come forward and it had also proven difficult to get volunteers to be prepared to help with the VAS. MHo stated that he had discussed the possibility with the SNT of applying to get a 20 mile speed limit through village, or other restraining measures such as chicanes, but unless there was a serious issue with a number speeding prosecutions it would be unlikely to be granted, however he felt that if a Community Speedwatch recorded a number of incidents of speeding the police would be more likely to back up the community and operate speed 'traps' within the village. JP proposed

that the VAS was used as it is for another year, with the data compared in January 2020. The matter should then be revisited and if a trend is seen then the Parish Council should look into further actions, such as speed limits or chicanes. RQ seconded and **IT WAS SO RESOLVED**. In addition, JP volunteered to check the speed limit signs around the village and to cut back any foliage that may be obscuring them. BS expressed thanks to Adrian and Dr Carolyn Barnes for the work that they have carried out.

- d) Implementation & cost of anti-speeding bin stickers – JQ reported that she had researched the matter and that in 2014 Westleton arranged for stickers on all the bins in their streets, this had however led to a problem with people leaving their bins out all the time, instead of only on bin collection days because of the signs. The cost of supplying stickers had been £5.88 for three stickers to each household. RQ did raise the issue that if the bins were positioned sideways to the road then this could mean needing to supply up to six stickers per household (two per bin). CG asked if there was any research available to evidence the effectiveness of such stickers, but after discussion it was agreed that several small steps of this nature could have an overall cumulative effect. AS had a pack of stickers that had been given out at the SNT meeting. JP proposed running a newsletter article to ask for volunteers to come forward to trial the stickers on their bins. It was agreed that this would need to be limited to houses whose bins were put out on the main through route of the village. If the pilot worked well then funds could be agreed to purchase more stickers, AN seconded and **IT WAS SO RESOLVED**.
- e) Update on Kissing Gate installation – JP reported that she was still awaiting word on when the horses will be moved from the field. AN had looked into the cost of cement and it was likely to be approximately £64, but that he couldn't purchase the cement until he knew when it would be used, as there is a short use by date on the product. BS proposed that this cost be covered in the 'Repairs & Works' section of the budget, MHo seconded and **IT WAS SO RESOLVED**. The work will be carried out as soon as possible.
- f) Tree Warden Duties – BS welcomed Victoria Alexander to the meeting as the newly appointed Tree Warden. John Ridgwell, the outgoing Tree Warden has briefed Victoria on the work that is currently underway or upcoming. Victoria reported that Stanway Green Farm has expressed interest in the tree planting scheme, and that she would make contact with the parishioner in Pipers Meadow who has recently received consent to remove a large tree threatening his property, to see if he would be interested in having a smaller tree put in as a substitute. The Clerk provided contact details for the District Council Arboricultural Officer and confirmed that insurance for the Tree Warden duties is being reviewed by Community Action Suffolk. Ways to contact and publicise the parish about tree work was discussed with Victoria encouraged to utilise the Village Newsletter, Website, Facebook page and NextDoor app. CG agreed to set up a specific area on the village website for Tree Warden news. JP. JP propose a budget of £500 to continue the tree planting project with the aim of greening the village, AN seconded and **IT WAS SO RESOLVED**. CG expressed thanks on behalf of the Parish Council for Victoria stepping into this voluntary role. JQ, raised concerns about the White Cottage site as so many trees have been removed, AN confirmed that he had discussed the matter with the onsite manager and that the developer plans to replace the trees once all building work has finished.
- g) Local Green Plan Response – After discussion it was felt that the Parish Council should support the initiative. Once BS and JP have identified the areas in Worlingworth Parish that would fall under this category the Clerk will write to Councillors Gowrley and Burn at the District Council to indicate that Worlingworth supports the matter; copying in the Tinkler's Meadow Group and Matthew Hicks.
- h) Parish Council support for village activities – JP had circulated emails to the Council from parishioners who had come forward with suggested activities. After discussion it was decided that the Parish Council should act as a conduit in the first instance, encouraging and supporting parishioners to make contact with each other through the various communication mediums available in the village. If groups feel that they require financial support to purchase any equipment to further their development then the Parish Council should encourage them to apply for funding through the usual channels. JP will write another piece for the Village Newsletter, with updates on ideas that had been put forward.
- i) Calendar for 2019 – Spring Clean, Walking Day & Autumn Tidy – After discussion it was agreed that:

The Spring Clean would take place on: Saturday 9<sup>th</sup> March

The Walking Day would take place on: Saturday 12<sup>th</sup> October

The Autumn Tidy would take place on: Saturday 28<sup>th</sup> September

The Clerk will check dates with the Community Centre Booking Clerk for availability and confirm accordingly, with the booking being from 10 am to 2 pm on each day.

#### WPC 19-01-07 Finance

- a) To review the Financial Statement for the month - The Clerk had previously circulated the Financial Statement for January, there were no queries.
- b) To finalise & adopt the 2019/2020 budget – The Clerk had circulated a second version draft budget for the Council to consider as since the previous meeting a couple of minor changes had occurred.

During discussion it was agreed to set up a separate allocation of funds within the reserves for asset replacement. AN proposed, MHo seconded and **IT WAS SO RESOLVED**.

RQ proposed moving £8K across from the current account to reserves, this to be for general contingencies JP seconded and **IT WAS SO RESOLVED**.

CG proposed the adoption of the budget as agreed in the third version with a revised uplift on the precept, RQ seconded and **IT WAS SO RESOLVED**. The Clerk will arrange for the Budget to be published on the website.

- c) To set Precept – Following adoption of the budget the Precept was set for 2019-2020 with an increase of by 1.5% JP proposed, AN seconded and **IT WAS SO RESOLVED**. The Clerk will complete and return the form to the District Council together with the supporting budget.
- d) To consider applications for funding
- i) Worlingworth Community Centre Doors  
BS explained that in his role as Parish Council representative he had recently attended a Community Centre Committee meeting where it had been agreed that the two quotations that had currently been acquired were very high for the work, consequently a third quotation was currently being sought. In light of this information the Parish Council agreed that until this third quotation had been received it could not make any formal decision on the funding application, it was agreed that more information on how much the Social Club were pledging should also be supplied. The Clerk will contact the Community Centre Committee and explain that the Parish Council support the application in principle, but need further information and will reconsider the application upon receipt of the additional information.
- e) To agree payments as detailed on the Payment Schedule  
CG proposed authorisation, JP seconded and **IT WAS SO RESOLVED**. The Clerk will issue cheques accordingly.

#### WPC 19-01-08 Planning

- a) To consider planning applications that had been submitted since the last meeting:
- i) DC/18/05082 – Notification of works to trees protected by Tree Preservation Order at 2 Pipers Meadow, Worlingworth. The Parish Council had supported the application, outcome - granted.
- b) Outcomes of previous planning applications:
- i) DC/18/04820– Outline Planning Application (all matters reserved) Erection of up to 3 no. dwellings with garages and new vehicular access at Land East of Fingal Street, Worlingworth – refused
- ii) DC/18/04426 - Notification for Prior Approval for a Change of Use for Agricultural Building to Dwellinghouse (Class 3) and for Operational Development Town & Country Planning (General Permitted Development) (England) Order 2015 Schedule 2, Part 3, Class Q – Conversion of barns to 2no. dwellings. Location: Moss Farm, Water Lane, Worlingworth, IP13 7LT – refused
- iii) DC/18/04364 - Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to Dwellinghouse (Class C3) and for Operational Development Town & Country Planning (General Permitted Development) (England) Order 2015 Schedule 2, Part 3, Class Q – conversion of redundant barn. Location: Grove Farm, Shop Street, Worlingworth, IP13 7HX – granted

#### WPC 19-01-09 Feedback from External Meetings & Additional Reports

- a) Eye Safer Neighbourhood Team Meeting – AS and MHo had attended the meeting and circulated a report to the Council. BS thanked them for their work.
- b) Voice of the Councillor Presentation – AS and MHo had attended the presentation and had circulated a report to the Council, AS commenting that what could have been a very dry subject had proven very interesting. MHo stated that there were further sessions being planned and encouraged other Councillors to attend if possible.

WPC 19-01-10 Matters to be brought to the attention of the Council

JQ stated that a parishioner had approached her with concerns that a large number of mattresses had been piled at the rear of a house in the village with worries that they would possibly be burned. The Clerk explained that the parishioner needed to be signposted to the Environmental Health department at the District Council, but that the Parish Council could also make contact if necessary. JQ to signpost parishioner to District Council and forward information about the house to the Clerk who will also raise concerns at District Council level if problems persist.

The Clerk explained that she had booked a place on the Election Briefing for Monday 21<sup>st</sup> January and hoped that the Council would support the training. BS proposed, CG seconded and **IT WAS SO RESOLVED**

WPC 19-01-11 Items for the February Agenda – It was noted that the agenda had incorrectly listed this item as Items for March Agenda, but as the Parish Council is now meeting on a monthly basis the next meeting is in February.

- Defibrillator update
- Annual Parish Meeting Planning

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 20<sup>th</sup> February 2019** at 7.30 pm at the Community Centre.

Sarah Clare  
Parish Clerk

Brian Smallcombe  
Chair