



WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 20th November 2019 at the Community Centre.

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

Public present at the meeting: 3

Public Contributions

The parishioner who had submitted the application for funding for the John Smith memorial bench confirmed that the Community Centre Committee have agreed a suitable site overlooking the play area, but the application currently is awaiting a quote for the base. The Community Centre have agreed that the smaller bench would be more suitable.

Following on from the report given on the Community Bus AGM in August, there was an update that unfortunately due to the General Election and the moratorium period, no report from the judicial review between national bus operators and the Department of Transport had been published (this was originally scheduled to be released mid-November). This is why no funding application to help with the purchase of a new bus had been submitted, as originally anticipated.

WPC 19-11-01 Update from County & District Councillor

The County Councillor's November 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) brought attention to the following points:

Phone number to report any signs of fake cigarettes the public are urged to be on the look out for any fake cigarettes that may be in circulation. The problem is bigger than just lost tax revenue, these fakes are also very dangerous, as they do not have the self-extinguishing properties of legal cigarettes.

The engagement with children at the Suffolk Show with the naming of the gritting lorry fleet had been a particular highlight of the year.

Suffolk's local authorities have secured an additional £760,000 of funding from the Warm Homes Fund. This will enable the installation of first-time central heating systems in eligible, fuel-poor households across Suffolk over the next three years. Anyone who does not have a central heating system and finds it a challenge to afford their energy bills is encouraged to contact the Suffolk Warm Homes, Healthy People team on 03456 037686 or visit www.greensuffolk.org/whf to find out more.

WPC 19-11-02 Apologies for Absence

Carol Garrett (CG) was unable to attend due to work commitments and had sent her apologies. Jackie Quinton (JQ) was unable to attend due to family commitments and had sent her apologies. The Council accepted.

WPC 19-11-03 Declaration of Interests

BS and AS declared interest in WPC 19-11-07 c) iii) as they are both taking part in the pantomime, although they are not involved in the financial element.

WPC 19-11-04 Minutes of previous meetings

Regarding the meeting held on Wednesday 16th October 2019, it was agreed that an amendment be applied under WPC 19-10-07 d) that JQ proposed authorisation and RQ seconded.

Subject to the above amendment the Minutes of the meeting held on Wednesday 16th October 2019 as a true and accurate record, were proposed by JP, seconded by RQ and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

WPC 19-11-05 Matters Arising and Action Points

- 5.1 Take to next Community Centre Committee meeting – issue of enforcing no dog rule on playing field and whether the original artwork for the Worlingworth Wayfinder can be displayed in the Community Centre
ONGOING
- 5.2 Write up explanatory information about how the defibrillator may be accessed and circulate for publication in the Newsletter, What's on in Worlingworth, on Facebook/NextDoor and for upload to the village website.
ONGOING
- 5.3 Speak to Primary School about possible involvement with new WorlyGiG group DISCHARGED
- 5.4 Clerk to source dates/times for website accessibility training and arrange bookings, or alternatively see if there is a style guide available instead ONGOING
- 5.5 Village Road Signs – follow up with Suffolk Highways. DISCHARGED road name signs are the responsibility of the District Council, not Suffolk Highways. The placing of road signs is decided by the District Council and needs to accurately represent the locations, Church Street does not change to Church Road until outside Ivy Close, so the District Council believe it would lead to greater confusion if at the New Road junction the signs indicated Church Street to the left and Church Road to the right as requested by the parishioner at the August meeting. After a short discussion it was agreed to look into getting a directional sign positioned at the New Road junction, indicating directions to the church, community centre and school. MHi offered to organise the sign through his Highways budget, the Clerk will write to confirm the request.
- 5.6 Submit reports on Walking Day and Autumn Tidy to the Village Newsletter, What's on in Worlingworth and provide copy to CG for inclusion on the website. DISCHARGED
- 5.7 Meet and walk around village to identify trees that would benefit from the protection of a TPO. To be discussed later in meeting.
- 5.8 Prepare comparative quote for the planting plan at Stanway Green and bring to the November meeting. To be discussed later in meeting.
- 5.9 Contact SARS to see if they have any solutions to the possibility of clothing banks being misused. To be discussed later.
- 5.10 Write to Primary School to thank them for adopting a zero-waste policy with their caterers. DISCHARGED
- 5.11 Liaise with Nick Cooke over the production of an information board for the Worlingworth Roadside Nature Reserve. ONGOING
- 5.12 Contact Community Liaison Engineer to confirm date and time of meeting for Road Safety Audit and circulate to Councillors once confirmed. DISCHARGED
- 5.13 Prepare map of village roads with ideas and suggestions of where road safety work would be needed.
DISCHARGED
- 5.14 Contact Suffolk Highways and ask for remedial work to be carried out on the hedge at The Swan.
DISCHARGED
- 5.15 Prepare draft budget for further consideration at the November meeting. To be discussed later in meeting.
- 5.16 Purchase replacement laptop. DISCHARGED

5.17 To distribute payments as detailed on October 2019 Payment Schedule. DISCHARGED

5.18 Provide responses to the Planning Department for applications considered at the October meeting. DISCHARGED

5.19 Newsletter item – advise parishioners of how to report a tree overgrowing a power cable. DISCHARGED

5.20 Newsletter/Facebook/NextDoor – notification about Jubilee Cup nominations. DISCHARGED

WPC 19-11-06 Parish Council Activities

- a) Update on WorlyGiG project – JP had circulated a report and had put an item in the newsletter. The newsletter article had resulted in offers of tree saplings and volunteers coming forward to help with any planting. Lots of support had been indicated for a ‘mending shed’, but as yet a suitable location had not been identified, Framlingham already have a similar repair group and JP has been in contact for advice on setting the scheme up. Upon following up the clothing bank issue with SARS it was reported that they have not had any instances of the bins being mis-used, although JP was referred to the Salvation Army to see if they had experienced any problems of this nature. During discussions JP had been informed of a clothing bank at Foxearth Lodge Nursing Home at Saxted Green, it was agreed that for the time being WorlyGiG would direct parishioners to that facility. JP and CG are looking to get a meeting organised in the New Year to get everyone together who has expressed an interest in helping and move the project forward.
- b) Tree Warden post and current projects – Victoria Alexander (VA) has now stood down from her post as Tree Warden, but will continue to liaise with the Crown Chicken site regarding the wildflower seeds for their meadow, sourcing the seed in the spring, when it is a suitable time for the seed to be sown, and submitting the invoice accordingly for sum agreed at the October 2019 Parish Council meeting.

New Tree Warden, Grace Biggins (GB), has been provided with lots of information by VA and the Council look forward to working with GB in the upcoming months.

Following disclosure that VA had only submitted the lowest quote she had received for the work at Stanway Green, AN proposed that the Council agreed to take the quote originally submitted, MHo seconded all voted in favour and **IT WAS SO RESOLVED**. JP agreed to liaise with VA and GB to facilitate the ordering and completion of the project. It was noted that a minimum of two quotes should be submitted to the Parish Council for consideration for any future tree planting projects.

Tree Preservation Orders – JP had conducted a rough survey of Shop Street and identified about 70 trees that would fit the criteria, upon referring to retired Tree Warden, John Ridgwell, JP’s advice to the Council is that TPO applications are better submitted where land is likely to be developed to offer protection to trees that are imminently at risk only. RQ proposed that all new planning applications should be reviewed and any ‘at risk’ trees should have a TPO application submitted at the earliest opportunity, AN seconded all voted in favour and **IT WAS SO RESOLVED**.

Concern was raised that several of the silver birch trees planting as part of the landscaping scheme on the White Cottage site had failed due to lack of maintenance. The Clerk will write to Hopkins Homes highlighting this concern and ask for replacement trees where appropriate.

JP had also sought John Ridgwell’s advice on the WorlyGiG flowering tree proposal, John had suggested a good place to start would be the verge by Old Stores Close, but it would be important to check that any planting did not impinge on the visibility splay. AN agreed to speak to neighbouring properties to try and find out who owns the land in question, whilst the Clerk will contact Suffolk Highways to check on any regulations involving planting on the verge.

- c) Update on Road Safety Audit Meeting (including The Swan hedge) – A group of Councillors, together with the Clerk, had met the Community Liaison Engineer from Suffolk Highways on 1st November. The meeting had been very useful and generated lots of discussion about ways in which traffic calming measures could be utilised in the village. Currently costings are being prepared for consideration, the Clerk will chase for information to be available for the December meeting.

Whilst on site the Engineer had been shown the situation regarding the overgrown hedge outside The Swan. The Clerk has forwarded the letter which was sent to the new owner of The Swan, asking for the hedge to be cut back by the end of September, otherwise the matter would be referred to Suffolk Highways. The Engineer confirmed that he would take action on this matter and the Clerk will ask for an

update for the December meeting. The Engineer had agreed with all the issues raised by the Councillors that were present and had suggested a few possible solutions, although he had been unaware of the potential increase in traffic on rural roads due to the chicken shed planning expansion and agreed to take this matter back to discuss with his managers.

- d) Chicken Shed Update – At the end of October the Parish Council received confirmation from Mid Suffolk District Council that following the Environmental Impact Assessment Scoping that had been carried out for potential intensive livestock operations in Horham and Southolt earlier in the year. It stated that although the agents for EPigs are no longer intending to proceed with either site it did not preclude any future applications. Due to the large amount of interest in this matter the District Council was not able to contact all individual respondents and so asked for Parish Councils in the area to cascade the information. It was therefore published on the Parish Council Facebook page, NextDoor account and on the village website, noticeboard.

A further meeting regarding the general issues surrounding the expansion of industrial chicken farming in the area is due to take place on Wednesday 27th November, AS, AN and MHo are all attending and will report back at the December meeting. The amount of work that had been carried out by Sue Ives and the rest of the Save Our Suffolk Countryside group had been tremendous and it is important that the Parish Council continues to support the work as much as possible. AS commented that it was frightening how many planning decisions are being taken on incorrectly prepared information.

AN has spoken to Sue Ives and put forward a suggestion that he is hoping will be discussed at the meeting on 27th November; a complaint should be put forward to the Planning Ombudsman about the conduct of Babergh & Mid Suffolk District Council and the way in which the development at Eye has been allowed to be built without due diligence. One of the companies claiming to be an independent assessor involved in compiling traffic forecasts has a financial interest in the development. Additionally, it has become clear that building control have been negligent, with what was actually built on site not conforming to the agreed plans, now a number of retrospective planning applications are looking likely to be waved through without proper consideration. There has been a complete breakdown in the of duty of care, which has led to an exponential development of the supply chain, whilst there remains a lack of clarity in the current Joint Local Plan on the impact to communities of such development across the county as a whole.

- e) Consultation on Electoral Review – The Electoral Review referring to Suffolk County Council was discussed, the Parish Council decided that they had no comment.
- f) To consider Parish Council involvement in the VE Day 75 commemorations – After discussion it was decided to take part, by carrying out a simple celebration and making the toast at the Church. The event will be advertised through normal means closer to the time. MHo offered to source a bugler, BS will make contact with the church and bell ringers. The Clerk will register Worlingworth's involvement on the VE Day 75 website. This item will be put on the agenda again in March to ensure arrangements are fully in place.
- g) To consider Parish Council support of the Suffolk County Council SCRAP Fly-Tipping Social Media Campaign – This would involve the Parish Council re-posting Suffolk County Council's message across the social media platforms. After discussion it was decided to repost the required messages on Facebook and NextDoor. JP proposed, AN seconded and **IT WAS SO RESOLVED**. RQ will action.
- h) National Community Energy Campaign – request for support – The Parish Council had been approached by this national organisation, seeking a pledge of support. After discussion it was decided to support the campaign in principle, but the Council declined to adopt the full resolution as specified by the group as they didn't want to risk committing to any possible expense or expectation that was not fully explained. JP proposed, AS seconded and **IT WAS SO RESOLVED**. The Clerk will make contact and explain the Council's position.

WPC 19-11-07 Finance

- a) To review the Financial Statement for the month - The Clerk had previously circulated the Financial Statement for October. There were no queries.
- b) Budgeting - Forward Planning – A draft budget for 2020/2021 had been circulated by the Clerk. After discussion a number of items were agreed:
- It would be prudent to raise the precept by a small amount to keep up with inflationary pressures.

- The WorlyGiG and Road Safety Fund amounts would both be permitted expenditure under CIL and so do not require separate cost centres at present.
- The Asset Replacement Fund figure should rise by £1K to allow for a replacement Defibrillator to be purchased at the end of the life of the current machine.

The Clerk will produce a second version draft for consideration at the December meeting.

c) To consider applications for funding as received

i) *Grasscutting at St Mary's Church*

After discussion MHo proposed supporting 50% of the cost of the work (£850), AS seconded and **IT WAS SO RESOLVED.**

ii) *Donation towards the remembrance seat for John Smith*

The Community Centre and High Suffolk Community Bus have agreed to put in one-third of the sum each, so are seeking a third of the funding from the Parish Council. After discussion surrounding the size of the bench and subsequent slab (which is yet to be fully costed, but likely to be approximately £70), members of the Parish Council agreed to assist with the work. JP proposed a sum of up to £250, RQ seconded and **IT WAS SO RESOLVED.** Gerry Garwood, who is co-ordinating the work will liaise with the Clerk to arrange release of the funds once the final costs are known.

iii) *Support towards the costs of the Village Pantomime*

RQ raised concerns about the calculations, with the request from the Parish Council being more than the overall costs to be incurred, and that it was proposed the money be paid to a private individual, instead of a formal group with a proper constitution. After discussion it was agreed that the Parish Council would very much like to offer a start-up grant of £500 to help with the initial performance and then for any surplus to remain in a designated account for such a group to hold further shows. The Clerk will advise accordingly and once a formal group had been formed with a constitution naming a chair, secretary and treasurer; and a suitable bank account is available, the Council will ratify their decision and release the funds.

JP proposed, RQ seconded, 4 voted in favour, 2 abstained and **IT WAS SO RESOLVED**

iv) *Donation towards producing Village Newsletter*

To be deferred to the December meeting.

v) *Royal British Legion Poppy Appeal*

It was noted that the wreaths had been supplied at the cost price of £29, which had been billed, but this would not result in any additional donation. JP proposed make the payment for the wreaths up to £50, thereby giving a charitable donation of £21, MHo seconded all voted in favour and **IT WAS SO RESOLVED**

d) To agree payments as detailed on the Payment Schedule

RQ proposed authorisation, MHo seconded and **IT WAS SO RESOLVED.** The Clerk will issue cheques accordingly.

WPC 19-11-08 Planning

a) To consider planning applications that had been submitted since the last meeting:

- i) DC/19/04853 & 04953 (Listed Building consent) – Householder planning application – conversion of granary outbuilding to form an ancillary one bed roomed, self-contained annex. Halcyon House, Church Street, Worlingworth.

Councillors had all studied the application in advance of the meeting. After discussion it was decided to submit an **OBJECTION** to the application. As it is believed that the building the cart-lodge is not according to plans and therefore the relationship between the buildings need to be reviewed as it is currently out of context.

RQ proposed, AS seconded, all voted in favour and **IT WAS SO RESOLVED.**

b) Updates and Outcomes on previous planning applications:

- i) DC/19/03655 – Notification of Works to Trees Protected by a Preservation Order (MS186/T2) – fell 1 no. field maple at The Carlings, Church Street, Worlingworth – Granted.
- ii) DC/19/04373 – Notification for Prior Approval for a Proposed Larger Home Extension under Part 2, Class A of the Town & Country Planning (General Permitted Development) Order 2015 – erection of rear single storey extension, Westside, Shop Street, Worlingworth – Granted (Parish Council not consultees on this matter).
- iii) DC/19/04253 – Householder Planning Application – Erection of a single storey rear extension (following demolition of existing conservatory), Woodleigh, Mill Road, Worlingworth – Granted

WPC 19-11-09 Feedback from External Meetings & Additional Reports

- a) Energy Meeting Report – On agenda in error – report to be given at the December meeting

WPC 19-11-10 Matters to be brought to the attention of the Council

AN raised the issue that despite all the hard work and efforts of the Parish Council to put the yellow lines outside the school these are still being abused. The Clerk will put an item in the village newsletter to highlight the ongoing problem.

WPC 19-11-11 Items for the December Agenda

- Parish Council portion of noticeboard outside Community Centre
- Energy Meeting Report
- Police Meeting Report
- Report from Chicken Shed meeting on 27th November
- Progress on VE Day 75
- Road Safety report update on progress

WPC 19-11-12 Jubilee Cup Award

The Council met in closed session to discuss the nominations for the 2019 award of the Jubilee Cup. The Cup needs to be retrieved from the current holder and the Clerk will then arrange for it to be engraved with the 2019 award details. After discussion and a vote JP proposed a recipient, AN seconded and **IT WAS SO RESOLVED**

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.44pm. The next meeting is set for **Wednesday 18th December 2019** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Brian Smallcombe
Chair