

WORLINGWORTH PARISH COUNCIL

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

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

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

Public present at the meeting: 3

Public Contributions

A parishioner raised the issue of a footpath sign at Fingal Street that had collapsed. The location was pinpointed on a map, JP explained that the best way to report this sort of issue was to use the Suffolk County Council online reporting tool, where the task will be allocated a job number and sorted out swiftly. The parishioner will attempt to do the report, JP offered to help if required. The Clerk will include a note in the village Newsletter report to highlight the versatility of the online reporting tool.

WPC 19-03-01 Update from County & District Councillor

The County Councillor's March 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 drawing attention to the following:

- Details and reasoning behind the budget setting process - outlined in the report.
- The Sizewell consultation response has been approved, despite there being the feeling that more information is required from EDF, unfortunately the impact of Brexit has taken up a lot of time within the Council, leading to a squeeze on other items.
- The Ipswich northern route, which has been discussed since 1990's, is going to be subject to a Strategic Outline Business Case and £1½ million has been allocated to carry out the consultation – further details in the report.
- CG raised a query about a report in the local press on the education system in Suffolk, with some negative comments about Special Educational Needs provision. MHi reiterated some of the information from his February 2019 report, although acknowledging that the County's Mental Health Trust is currently in special measures, it is hoped that the injection of £45 million to provide 900 additional SEN places in Suffolk will help turn the situation around.
- Mid Suffolk elections on 2nd May - there have been quite few changes in ward boundaries due to reduction in Councillor numbers to save money.

WPC 19-03-02 Apologies for Absence

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

WPC 19-03-03 Declaration of Interests

There were none.

WPC 19-03-04 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 13th February 2019 as a true and accurate record, were proposed by JP, seconded by AS and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk.

WPC 19-03-05 Matters Arising and Action Points

5.1 Newsletter item – highlight the online reporting tool for potholes and encourage all residents to make use of it. DISCHARGED

5.2 Re-organise village noticeboard to have two sections for Parish Council notices. ONGOING

- 5.3 Organiser 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
- 5.4 Liaise with volunteers regarding the preparation and repainting of the main noticeboard, with all materials being provided by the Parish Council – awaiting better weather. ONGOING
- 5.5 Submit comments on draft wording for Parish Council display boards to BS. DISCHARGED
- 5.6 Buy new display boards for Parish Council. ONGOING
- 5.7 Newsletter item – publicise upcoming Parish Council elections and how nomination forms can be obtained. DISCHARGED.
- 5.8 Contact website hosting to see if there is any method of setting up a system that automatically notifies subscribers to updates. ONGOING
- 5.9 Newsletter item (re-run) – pilot scheme for speed limit bin stickers, ask for volunteers to come forward. DISCHARGED
- 5.10 Purchase more bin stickers to extend scheme. DISCHARGED
- 5.11 Arrange working party to install kissing gates. DISCHARGED A query was raised about whether any other footpath stiles will be replaced, JP explained that at present the plan is to see how the gates are received and then take it from there. The Clerk will contact MHi to see if he will fund the cost of the cement used in the installation of the gates from his Locality Budget.
- 5.12 Set up specific area on website and liaise with VA for Tree Warden news. DISCHARGED
- 5.13 Circulate plan from BS and JP identifying areas in Worlingworth Parish that would fall under the category of a Local Green Space to all Councillors for review and then following consultation compose response; copying in the Tinkler's Meadow Group and Matthew Hicks. DISCHARGED
- 5.14 Signpost a parishioner to Environmental Health department and provide Clerk with additional information on house in question. DISCHARGED
- 5.15 Arrange for delivery and installation of defibrillator and look into training options. To be discussed later in meeting.
- 5.16 Contact Environmental Health at Mid Suffolk District Council or the Environment Agency to enquire about the use of land for washing out spraying equipment. ONGOING
- 5.17 Speak to police at SNT meeting about parking concerns in Worlingworth. To be discussed later in meeting.
- 5.18 Newsletter item – remind all parishioners of the need to park considerately and signpost to SNT if they have concerns about illegal or dangerous parking. DISCHARGED
- 5.19 Contact Nick Cooke about the Water Lane Roadside Nature Reserve Signage and copy in Matthew Hicks to arrange for funding to be released from the locality budget. ONGOING
- 5.20 Newsletter item – reminder everyone to clear up after they dogs. DISCHARGED
- 5.21 Annual Parish Meeting – Newsletter items/Annual Report/Village Organisation Reports /Refreshments/ Display Boards. ONGOING
- 5.22 Contact Worlingworth Community Centre Committee to advise outcome of their application for funding and arrange release of funds upon receipt of necessary documents. DISCHARGED
- 5.23 Contact Suffolk Age UK and request further information on how the organisation benefits parishioners in Worlingworth. DISCHARGED
- 5.24 To distribute payments as detailed on February 2019 Payment Schedule. DISCHARGED
- 5.25 Discuss with police at SNT meeting how the SNT report could be more relevant to outlying village, such as Worlingworth. To be discussed later in the meeting.

WPC 19-03-06 Parish Council Activities

- a) Defibrillator – training for use, to include First Aid – RQ was very pleased to report that the Defibrillator is now in place at the Community Centre (installed today) and gave a quick demonstration of the machine, which gives very simple step by step instructions. BS thanked RQ on behalf of the Council for all his work. One awareness training session is included in the cost of the defibrillator, RQ is going to look at arranging this for end of April. CG suggested that the local press be contacted to widen awareness of the machine. RQ will look into doing this once the awareness session has been arranged. The Clerk will put

a note in the next Newsletter about the installation of the defibrillator. CG asked if the awareness session includes some basic first aid as well, if not then a local first responder could be approached to hold a class alongside the defibrillator awareness training. CG will liaise with RQ about to help arrange the training.

- b) Tree Warden Report – ref: site at Home Farm, Newtown – The Clerk confirmed that following concerns raised by parishioners over the work at this site the Planning Department Enforcement Team are checking that work is according to plan. VA reported that she had met the developer on site and they are keen to make the area nice for the village. He is happy to add more hedging and look into moving the path, JP has liaised with VA to provide with contact details for the Rights of Way officer at County Council. The route of the path across the site will need to be monitored to ensure that proper procedures for re-routing the path are carried out and the right of way is not lost for future generations. A parishioner raised queries about the removal of a planted 'smell barrier' on the site and will liaise with VA about tree planting. VA commented that at present there is a lot of litter on site as the buildings were removed during very windy weather, the developer has confirmed that this will all be tidied up.
- c) Addition to PC Whiting Memorial to remember Sappers who also lost their lives at the site – AS asked that the Parish Council consider funding an additional memorial to remember the other five men who lost their lives alongside PC Whiting. AS has researched the price of a plaque, looking to find something that would complement the existing memorial, suggesting a stainless-steel plaque to blend with the current slate memorial and minimise on maintenance. This would be mounted on mahogany and be provided with a metal post to stand in the gravel frontage of the current memorial. After acquiring three quotes the price is around £80-£100 complete from a local company. AS proposed the purchase, MH seconded and **IT WAS SO RESOLVED**
- d) Plans for Village Spring Clean – BS asked all to join if they could and confirmed that refreshments are being arranged. The event will be publicised in the Newsletter, on Nextdoor and Facebook. It is already on the village website and posters are in noticeboards.
- e) Christmas Carol on Tour – The Clerk had circulated information about a travelling company who are offering to put on a play for local villages. The Council felt it was a good idea, but as Worlingworth was planning to have a panto of its own then it wouldn't be a good fit for this year. The Clerk will contact and explain that there is a local production in the pipeline for this year, but for future years they may like to make contact with the Community Centre Committee instead.
- f) What's on in Worlingworth – Responsibility for reporting on Parish Council activities was discussed. Problems have been encountered with deadlines and duplication of information. After discussion about the purpose of WOIW, it was clarified that JP should take responsibility for providing regular copy as originally agreed in March 2018. This was proposed by JP, seconded by RQ and **IT WAS SO RESOLVED**. JP asked about editorial control and the AS proposed that JP be given the remit to submit without referring to the whole Council, MH seconded and **IT WAS SO RESOLVED**.

WPC 19-03-07 Finance

- a) To review the Financial Statement for the month - The Clerk had previously circulated the Financial Statement for March. JP had raised a query about including the grant agreed at the February meeting for the Community Centre doors, the Clerk explained that the actual amount of the grant is yet to be finalised upon submission of accounts from the Community Centre Committee and although ideally it should probably have gone into the budget, this was agreed in January (at which point the decision had not been taken to make a grant). If required the figure will have to be listed as a 'off-budget' figure during the next financial year, although it can be shown as projected expenditure for the April forecast onwards.
- b) To consider applications for funding - None had been received
- c) To agree payments as detailed on the Payment Schedule
CG proposed authorisation, MH seconded and **IT WAS SO RESOLVED**. The Clerk will issue cheques accordingly.
- d) To agree set up of Direct Debit to pay Information Commissioners Office – The Clerk had received notice that the annual fee for data processing was due. There is now the option to pay by Direct Debit, making a saving of £5 per year and ensuring automatic renewal. CG proposed authorisation JP seconded and **IT WAS SO RESOLVED**.

WPC 19-03-08 Planning

- a) To consider planning applications that had been submitted since the last meeting:
- i) DC/09/0272 – Full planning application – conversion of agricultural building to 2no. dwellings and associated works, at Moss Farm, Water Lane, Worlingworth.

Councillors had all studied the application in advance of the meeting. After discussion it was decided to submit **A NEUTRAL COMMENT** to the application as the Council believe the development will be of benefit to the village. However, the Council would like to understand the rationale behind the requirements of the landscaping work being carried out prior to the development of the site (see below)

- b) Updates and Outcomes on previous planning applications:
- i) DC/19/00687 – Discharge of Conditions for 3252/16 (FUL) Condition 5 (Landscaping Scheme) at Moss Farm, Water Lane, Worlingworth. Granted - No consultation requested by District Council
 - ii) DC/19/00659 – Discharge of Conditions for 3253/16 (LBC) Condition 5 (Landscaping Scheme) at Moss Farm, Water Lane, Worlingworth. Granted – No consultation requested by District Council

WPC 19-03-09 Feedback from External Meetings & Additional Reports

- a) SNT Meeting – MHO and AS had compiled a report which had been circulated prior to meeting. One of the major concerns at the meeting had been the efficiency of the 101 service, the police highlighted that non-urgent crime reports can be sent in by email and provided contact information. The Clerk will put these into the next village Newsletter. Another issue that was brought to the attention of all attendees is that the police will soon be transferring parking enforcement to the County Council.
- b) Digital Mapping Workshop – MHO had circulated a report prior to the meeting, he felt that the technology was very interesting, being able to pinpoint things in the parish to within a few centimetres, however, queries were raised about whether the Parish Council actually needed this level of information or whether it is instead in the remit of other organisations. The event organisers had suggested that the equipment was purchased by a group of parishes to share, to help alleviate the costs, but another alternative is to sign up to an information portal called 'Parishes Online'. The Council agreed that it was good to know of the existence of such a system and although it may be of use in the future at present the cost outweighs any benefit. BS thanked MHO for taking the time to attend the event.

WPC 19-03-10 Matters to be brought to the attention of the Council

None

WPC 19-03-11 Items for the April Agenda

- Tree Warden – tree planting policy, tree preservation orders within the parish and ivy issues
- APM planning

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.10pm. The next meeting is set for **Wednesday 17th April 2019** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Brian Smallcombe
Chair