

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 15th May 2019 at the Community Centre.

Attendance	Brian Smallcombe (Chair) (BS)	Andrew Nunn (AN)	Jackie Quinton (JQ)
	Victoria Alexander (VA)	Adrian Smith (AS)	Richard Quinton (RQ)
	Michael Howard (MHo)		

Public present at the meeting: 6

Public Contributions

None

WPC 19-05-01 Appointment of Chair and Deputy Chair

The Clerk asked for nominations for the office of Chair.

BS was nominated as Chair by AN, VA seconded and **IT WAS RESOLVED.**

JP was nominated as Deputy Chair by JQ, AS seconded and **IT WAS RESOLVED**

WPC 19-5-02 Update from County & District Councillor

The County Councillor's May 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:

The Mid Suffolk District Council (MSDC) elections have taken place and due to boundary changes, there are now 34 councillors, made up of a mix of parties. No one party now has overall control of the council.

The Environmental Impact Assessment (EIA) for the proposed poultry units that has recently caused so much angst amongst local villages is not a planning application, it is merely a way of the developer to scope out their plans. Across the country lots of councils don't make EIA's public knowledge, but MSDC has chosen to do so in the interests of transparency. It will need a full application to be submitted to go forward and if that does happen, due to the size and nature of the proposal, MHi will ensure that the application is called to committee. At present there has been no application submitted, so nothing more can be done.

WPC 19-05-03 Apologies for Absence

Juliet Pierce (JP) was unable to attend due to family commitments and had sent her apologies. The Council accepted and consented to JP signing her Declaration of Office at a later date to confirm her position on the Council.

WPC 19-05-04 Declaration of Interests

As this was the Annual General Meeting of the Parish Council following an election, Councillors were reminded that they need to complete their Register of Interests (ROI) declaration, which should be within 28 days of the election. The Clerk is waiting to receive the password for the new updated online system and has chased for this to be sent. As soon as it is available all Councillors will receive a link to complete their ROI.

JQ and RQ declared interests in items WPC 19-05-09 9a) i) as a near neighbour of the property concerned and WPC 19-05-09 9a) ii) as the householders of the property concerned.

VA declared interest in item WPC 19-05-09 a) iii) as a near neighbour of the property concerned.

WPC 19-05-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 17th April 2019 as a true and accurate record, were proposed by MHo seconded by AS and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk.

WPC 19-05-06 Matters Arising and Action Points

- 5.1 Newsletter item re-run – highlight that the online reporting tool can be used for footpath issues as well as road problems. DISCHARGED
- 5.2 Liaise with volunteers regarding the preparation and repainting of the main noticeboard, with all materials being provided by the Parish Council – awaiting better weather. Also, to check with White Cottage Contractor that the noticeboard is now in the final place and to look into the cost of refurbishing the corkboard. To be discussed later in meeting.
- 5.3 Contact Nick Cooke about the Water Lane Roadside Nature Reserve Signage and copy in Matthew Hicks to arrange for funding to be released from his locality budget. To be discussed later in meeting.
- 5.4 Contact District Councillor to request funds from Locality Budget towards the cost of the kissing gate installation. ONGOING
- 5.5 Arrange to publicise defibrillator awareness/first aid training (including making contact with local newspapers). To be discussed later in meeting.
- 5.6 Liaise with parishioner about tree planting near the site at Home Farm, Newtown. ONGOING
- 5.7 Draft Tree Warden Policy for consideration at the May meeting and bring estimated costs for the tree planting schemes at the Newtown chicken farm and Stanway Green Farm. To be discussed later in meeting.
- 5.8 Liaise with Save Our Swan to submit a new ACV application. Clerk to forward to JP files and links relating to previous application. DISCHARGED
- 5.9 Work to implement better links with parents, staff and governors at the Primary School to find out what sort of provisions young people would like to see in the village. DISCHARGED
- 5.10 Consider ways to engage with the 16-30 age group in particular at the village fete to find out what facilities they would like to see provided within the village. ONGOING
- 5.11 Submit the Community Infrastructure Levy statements for 17/18 and 18/19 including publication on the village website. DISCHARGED
- 5.12 To distribute payments as detailed on the April 2019 Payment Schedule. DISCHARGED
- 5.13 Provide responses to the Planning Department for applications considered at the April meeting. DISCHARGED
- 5.14 Contact White Cottage contractor to remind workers on the site about the availability of parking at the Community Centre DISCHARGED – unfortunately the problem parking is still taking place, so the Clerk will make contact and remind again.

WPC 19-05-07 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.

Parishioner Carol Garrett (CG) who had already previously served on the Council indicated that she was willing to be considered for co-option to the council. RQ proposed that she be accepted for co-option, MHo seconded and **IT WAS SO RESOLVED**.

The Clerk asked CG to sign the declarations of eligibility and acceptance and will arrange for a link to be emailed to complete the Register of Interests.

- b) Policy for Tree Warden – VA had circulated a draft policy and asked for comment. After discussion the following was agreed:

Point 1) Native trees and shrubs where possible to be chosen by Parish Council Tree Warden.

Point 2) A maximum spend of up to £100 per household per annum, additional requests to be considered on merit as match funding.

Point 3) The planting, watering (where necessary) and upkeep will be the responsibility of the resident.

Point 4) Inspection from the Tree Warden to be undertaken to check on health and care during first year.

Point 5) Priority to be given to trees along roadsides and footpaths where possible.

RQ proposed acceptance, seconded by AS and **IT WAS SO RESOLVED**. VA will produce a final version of the policy and publish on the village website under the Tree Warden section.

- c) Review of Parish Council Website – CG has been looking at elements of the website that have not been updated for a long time. It was agreed that a retention policy for the website needs to be considered. CG will continue with the review and report back at next meeting with progress.

MHo raised the concern that people who do not have access to the internet risk missing out on information. After discussion it was agreed that the Council do work to ensure that all methods of communication are utilised, including monthly contributions to the village newsletter, which is delivered free of charge to each household and three village noticeboards. It is important to have a digital presence too, as this is becoming the favoured method of communication across all age groups, but this is as well as, not instead of non-digital communications.

- d) Roadside Nature Reserve Signage – CG reported that Nick Cooke has put up two temporary signs showing where the RNR is, together with lots of information about the plants that can be found. MSDC has ordered new posts that will clearly show the Reserve's registration number. CG has also looked at the cutting schedule and discussed with Nick Cooke about ensuring that the verge is cut at an appropriate time and that the farmer whose land borders the Reserve is fully aware of its significance. The issue of who will pay for the posts needs to be resolved, with MHi having indicated that he could help with funding from his locality budget, however, MSDC has indicated that they may cover the cost of the registration posts, CG will keep the Council updated on any progress.
- e) Review of Action Plan for Worlingworth Survey – AS had circulated a report prior to the meeting outlining the current situation and invited comments/observations.

One query that had come up in the survey concerned engaging with suitable businesses to bring employment into the village. AS at present has no idea on how to move forward with this matter, suggestions were put forward that Suffolk Chamber of Commerce or The Suffolk Community Foundation may be able to help. AS will make contact with these two organisations and see if this can be progressed.

Following an appeal for people to come forward with ideas for village engagement, a suggestion of a War Games club had been put forward. Unfortunately, there is not enough interest in this idea to be viable at present. A Photography Club had also been suggested, but no further information had been forthcoming, AS will try and make contact with the person who suggested this idea and find out if any progress has been made. If the Photography Club does get started, then the Council would like to see all levels of photographer catered for, from amateur to more professional. AS will try to find out what the prospective club organiser would do.

CG felt that as a lot of work had been done to achieve the survey, there needed to be a plan put together by the Council to try and move from being reactive to proactive. need to look at how the council can move forward and plan, rather than be reactive to situations, including a forward plan and associated budget. After discussion it was agreed to put this item on the agenda for next month's meeting, with all asked to bring ideas.

- f) Spring Clean Report and Fly Tipping Issues (including provision for disposal of paint tins) – BS reported on the Spring Clean, a good turnout, but unfortunately lots of rubbish, including fly tipping of paint tins. JQ asked whether the signs advertising the litter pick had actually encouraged fly tipping in the run up to the event with New Road being particularly badly affected by fly tipping. Whether the signage for a litter pick had been the catalyst for recent fly tipping incidents was impossible to answer.

Following a request at the Annual Parish Meeting for a way to dispose of old paint tins the Clerk had been in touch with Suffolk Recycling. The advice offered by the County Council is:

Water Based Paint: If you have less than 1/4 tin left, leave the lid off and mix with dry sand or soil until completely solidified. Then double bag it and place in your black bin. No liquid paint must be placed in your bin or taken to a Recycling Centre.

Oil Based Paint: Please make contact with the District Council to arrange collection. Mid Suffolk covers Worlingworth and collections can be booked www.midsuffolk.gov.uk/waste-services/hazardous-waste-collections/ or by ringing 0300 1234 000 and selecting Option 4

CG questioned whether the Parish Council could act as a central point for collection. AN raised some concerns about potential issues regarding licencing and Waste Transfer Notices. The Clerk will look into whether Parish Council can co-ordinate a collection.

- g) Worlingworth Twitter Account – RQ has set up an account for the Parish Council in response to requests for better communication. This was ratified by the Parish Council with JQ proposing acceptance of the Twitter account, AN seconding and **IT WAS SO RESOLVED**.
- h) Parish Council Noticeboard outside Community Centre – BS reported that after looking into the matter it appeared that it would not be possible to refurbish this older style of noticeboard with the self-healing board that is in the new noticeboards, if refurbishment is the preferred option then it would need to be traditional corkboard. Unfortunately, the volunteer who had come forward to paint the board, but had been unable to due to the inclement weather, was now unable to do the painting due to work commitments. BS will arrange to paint the noticeboard himself instead. However, AN asked that it should perhaps be postponed until it was clear that the noticeboard was now in its final position, as he had noticed site contractors were looking at the location of the noticeboard and the dog bin, which were right outside the front door of one of the new properties. BS has also raised this with the workmen and after discussion it was agreed that the Clerk will make contact with the contractors to discuss the location of the noticeboard. In the mean-time BS will research the cost of purchasing a new four bay noticeboard with the self-healing surface and bring the information to the next meeting for comparison against refurbishment of the existing board.
- i) Defibrillator Awareness Training & First Aid Course – RQ reported that he was waiting to hear back from the Community Heartbeat Trust on when the Defibrillator awareness course can be run and will liaise with booking clerk and arrange a slot as soon as possible.

CG has been in contact with the First Responders in Ashfield regarding a more detailed First Aid Course, they can run a two-hour session with one hour on defibrillator training and one hour of basic first aid. Twelve candidates can be accommodated at a time on this course and the Parish Council would just need to make a donation to the First Responders in return.

CG/RQ to action. RQ to arrange the Community Heartbeat Trust awareness session as soon as possible and CG to organise the first aid course to follow at a later date.

- j) No Cold Calling Zone – CG raised this issue after there had been alerts circulating on the NextDoor app about cold calling and scams. A parishioner had enquired about the possibility of ‘No Cold Calling’ stickers. Although it is not an offence to call at house displaying the stickers, they can act as a deterrent. Additionally, the sticker has information on the reverse offering tips which can help the resident know what to do when confronted by a cold caller. RQ suggested whether the whole village could be declared a ‘No Cold Calling’ Zone. CG agreed to research the matter further and bring the Trading Standards guidelines on Cold Calling to the next meeting for discussion.
- k) Bin Sticker Update – AS reported that 25 houses have now taken up the bin stickers, with four stickers issued per house. As a result, he only now has enough stickers for three more houses. More parishioners had requested the stickers by word of mouth than had formally come through the Council, AS proposed that the Council consider funding the purchase of another hundred stickers at £89, this was seconded by CG and **IT WAS SO RESOLVED**

WPC 19-05-08 Finance

- a) To review the Financial Statement for the month - The Clerk had previously circulated the Financial Statement for May. After discussion it was agreed that due to their being overspent items already in the accounts a revised budget would be useful. The Clerk will arrange and re-issue the budget for adoption at the June meeting.
- b) To approve the Annual Governance Statement for Accounting Period 2018-2019 – CG proposed the acceptance, RQ seconded and **IT WAS SO RESOLVED**
- c) To approve the Accounting Statements 2018-2019 for Audit Submission – The finance papers had been approved during the internal audit, the Clerk explained that as the previous year’s External Audit had been unqualified the Council could now self-certify for Audit, this meant that only a statement of audit completion

needed to be submitted to the External Auditors and the papers published on the village website. RQ proposed that the certificate is submitted and the documents now be published on the website, CG seconded and **IT WAS SO RESOLVED**. The Chairman and Clerk signed the forms on behalf of the Council.

- d) To consider applications for funding as received – None had been received.
- e) To agree payments as detailed on the Payment Schedule
RQ proposed authorisation, BS seconded and **IT WAS SO RESOLVED**. The Clerk will issue cheques accordingly. BS expressed particular thanks to AS for his work on the Sappers Memorial plaque

WPC 19-05-09 Planning

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

- i) DC/19/01961 – Erection of single storey rear extension, Bagend Cottage, Shop Street, Worlingworth

Councillors had all studied the application in advance of the meeting. AS proposed, RQ seconded. After discussion it was decided to submit **SUPPORT** for the application.

- ii) APP/W3520//w19/3220636 – Appeal Against MSDC Decision – 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.

An appeal has been made to the Secretary of State against the decision of Mid Suffolk District Council to refuse permission. The appeal will be determined on the basis of written representations. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure)(England) Regulations 2009, as amended. The District Council has already forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal. The Parish Council only needs to make further contact if wishing to modify or withdraw the previous representation.

Following discussion AS proposed that the Council stand by wording as already submitted, BS seconded and **IT WAS SO RESOLVED**

- iii) DC/19/01614 – Application for Lawful Development Certificate (existing) under Town & Country Planning (Development Management Procedure)(England) Order 2015. Change of use of crushing concrete to form graded building material for re-use (B2), Poplar Farm, Tannington Road, Worlingworth.

Councillors had all studied the application in advance of the meeting. After discussion it was decided to submit **OBJECTION** to the proposal, based on the following points:

- The work has not been carried out on site continuously for more than ten years, although the site was originally cleared of rubble at the point of change of ownership (which involved some form of concrete crushing) prior to 2011, there was a distinct gap between 2011 and 2016 when no work of this nature was carried out on the site.
- The Environment Agency licence was only issued in 2016 and had the clause that appropriate planning consents should be sought before operations commenced. This was not done.
- Had appropriate planning consents been sought in 2016 the Parish Council and many local residents would have raised considerable objections to the noise and dust pollution caused by the operations and the increase in vehicle movements on the road, these matters have not been properly evaluated and considered.

During discussion a suggestion was put forward to see if the Village Recorder of the time in question (Rosemary Ingate) had any photographic evidence that may support the assertion that concrete crushing was not being carried out on the site between 2011 and 2016. The Clerk will make contact and enquire about the matter.

- iv) DC/19/2246 & 2247 - Householder Planning Application - Erection of a two storey side extension and conversion of 2 dwellings to form single dwelling (and attendant listed building consent), at 1 Moss Farm, Water Lane Worlingworth

Councillors had all studied the application in advance of the meeting. AS proposed, seconding, AN After discussion it was decided to submit **SUPPORT** for the application.

b) Updates and Outcomes on previous planning applications:

- i) DC/19/00272 – Full planning application – conversion of agricultural building to 2no. dwellings and associated works, at Moss Farm, Water Lane, Worlingworth - Granted
- ii) DC/19/01175 – Change of use of amenity land to garden for the enjoyment of annexed residential curtilage at 2 Jessop Close, Worlingworth - Granted

WPC 19-05-10 Feedback from External Meetings & Additional Reports

None

WPC 19-05-11 Matters to be brought to the attention of the Council

VA has logged all the Tree Preservation Orders (TPO) that are within the parish and is looking into the process of how to apply for more, including the oaks alongside the road of Worlingworth Hall. Although it is not required to contact the landowner when applying for a TPO out of courtesy VA will make contact to ensure that the process can run smoothly.

Concerns have been raised about trees and hedges being cut during the nesting season. It was agreed to run an item in the next Newsletter highlighting to everyone that it was a criminal offence to disturb nesting birds and no hedge or tree cutting should take place between 1st March and 30th September.

CG raised worries that although the agreed financial contribution has now been released to the Worlingworth Community Centre Committee (WCCC) for the work on the windows and doors, she had heard that there were some snagging issues with the work. BS, as Parish Council representative on WCCC confirmed that the resolution of the issues was in hand. AN proposed that until WCCC have received confirmation that the work has been completed to and acceptable standard WCCC are requested not to cash the Parish Council cheque. CG seconded and **IT WAS SO RESOLVED**

BS presented a letter that had been left with WCCC and addressed to the Parish Council from East Anglian Children's Hospice (EACH) requesting funding, as there is a dedicated fundraiser for EACH active in the village it was agreed to decline the request at this point.

WPC 19-05-12 Items for the June Agenda

- Tree Warden Policy
- Future Parish Council Strategy Planning
- Extra Feedback from Clubs
- Cold Calling Zone update
- Community Bus Contribution

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.31pm. The next meeting is set for **Wednesday 19th June 2019** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Brian Smallcombe
Chair