

WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 17th July 2019 at the Community Centre.

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| Attendance | Brian Smallcombe (Chair) (BS) | Carol Garrett (CG) |
| | Adrian Smith (AS) | Andrew Nunn (AN) |
| | Jackie Quinton (JQ) | Richard Quinton (RQ) |

Public present at the meeting: 4

Public Contributions

A representative from the White Cottage site said a few words about the planning application that had been submitted for a bungalow on the site. Councillors asked a series of questions to help them consider the application which is on the agenda under item WPC 19-07-08 a) iv). BS thanked the representative for the input and brought the item forward for decision under the Chair's prerogative to change the order of agenda items if it helps facilitate the meeting, as the discussion was fresh in the minds of all present it would avoid repetition.

WPC 19-7-01 Update from County & District Councillor

The County Councillor's July 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. The County Councillor sent his apologies for the meeting.

WPC 19-07-02 Apologies for Absence

Victoria Alexander (VA), Juliet Pierce (Vice-Chair) (JP) and Michael Howard (MHo) were all unable to attend due to family commitments and had sent their apologies. The Council accepted.

WPC 19-07-03 Declaration of Interests

RQ and JQ declared interest in WPC 19-07-08 a) i) as the application has been made by a family member.

WPC 19-7-04 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 19th June 2019 as a true and accurate record, were proposed by AN seconded by AS and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk.

WPC 19-06-05 Matters Arising and Action Points

- 5.1 Liaise with parishioner about tree planting near the site at Home Farm, Newtown. ONGOING
- 5.2 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. DISCHARGED
- 5.3 Contact White Cottage contractor to ask that the work vehicles are parked at the Community Centre particularly on 5th July, due to the Primary School needing to walk children to the Community Centre. DISCHARGED.
- 5.4 Report on progress for website review, including retention policy. To be discussed later in meeting.
- 5.5 Contact District Council to find out about a co-ordinated paint collection point in the village. DISCHARGED.
The service offered by the District Council is only available to private individuals and the Parish Council is encouraged to signpost parishioners to the District Council for safe collection and disposal. The Clerk outlined the reasons why and it was agreed to put another mention in the village Newsletter to advise parishioners of the outcome and service available.
- 5.6 Make contact with Great Ashfield First Responders about more detailed First Aid training and possibly the use of defibrillators. To be discussed later in meeting - under the Defibrillator item (6.c)

- 5.7 Make contact with Village Recorder for 2011-2016 period to see if there is photographic evidence of work on the site at Poplar Farm during this period. DISCHARGED. All records for this period have been transferred to the Suffolk Records Office. The Clerk has advised VA accordingly.
- 5.8 Canvass local Parish Councils to gauge response to a possible Community Speedwatch being set up across a group of villages. DISCHARGED. Now awaiting responses and will return to agenda when appropriate.
- 5.9 Contact Suffolk County Council and request a Road Safety Audit of the village. DISCHARGED. The Clerk will circulate the information and re-agenda for August.
- 5.10 Circulate Drone Code, add to Website and include as a Newsletter item. DISCHARGED.
- 5.11 Meet with White Cottage contractor to finalise Noticeboard location and purchase new cork for the inside of the board. Location DISCHARGED, Cork ONGOING
- 5.12 Newsletter item – highlight the opportunity of Parish Council funding for local community groups. DISCHARGED.
- 5.13 Complete Community Self-Help submission for existing jobs that are carried out within the village by volunteers. To be discussed later in meeting.
- 5.14 Upload revised budget to the village website. DISCHARGED
- 5.15 To distribute payments as detailed on the June 2019 Payment Schedule. DISCHARGED
- 5.16 Provide responses to the Planning Department for applications considered at the June meeting. DISCHARGED
- 5.17 Contact VA and CG to find out what plans they may have for the Parish Council stall at the Village Fete. DISCHARGED

WPC 19-07-06 Parish Council Activities

- a) Village Website Policy – CG had circulated a draft policy and asked for comment. A lot of the document was the result of researching similar policies used by other parish councils to use as a starting point. CG had also started on a draft retention policy, but this still requires work and will therefore now go forward to the August meeting.

CG noted that the policy in many ways formalises the existing arrangements, with the updating of the website being made by autonomous decision making by either herself as 'webmaster' or by the Clerk during normal administrative processes. The main point of contention revolves around the issue of advertising on the website, with current decisions being ad hoc. Most other Parish Councils do not permit commercial advertising on website, but at present the Worlingworth website lists services that are provided within Worlingworth that may be of use to parishioners. This approach offers support to parishioners and can be extended to a business not necessarily based in Worlingworth, but if the person who runs the business is a resident within the parish it would fall under the same remit of supporting parishioners. Councillors agreed that the current rule of thumb is good and that having a written policy is the correct way to formalise the situation to avoid confusion. There is always the caveat that the Parish Council can reserve the right to refuse to upload any information that it feels is not appropriate and the policy can back up this stance.

To avoid the website becoming unwieldy there will need to be a system of rotated deletion. CG will discuss with Village Recorder to ensure that any photographic archive is retained, otherwise the retention policy mentioned above will address this matter. CG will look into how the website is currently backed up by Community Action Suffolk (the hosts) to ensure that this is adequate for the Parish Council needs.

RQ proposed adoption of the policy, AN seconded and **IT WAS SO RESOLVED**. CG will make arrangements to upload it to the website.

- b) Future Planning for Parish Council - CG asked that all consider that ways to identify projects to work on in a positive way rather than the Council being a reactive body to what comes forward. During discussion the idea of having a separate meeting just to focus on this area was put forward, it was decided to defer this matter to the September agenda. In the meantime, CG will liaise with JP to come up with some proposals to start discussion.
- c) Defibrillator Training Update – RQ reported that the training had taken place on the evening of 24th June at the Community Centre. CG asked if the people who have been trained can be contacted in any way

by those who did not attend the training. RQ explained that the defibrillator was simply demonstrated to those who were present, with the machine talking you through the process. Once 999 have been contacted anyone (whether or not they attended the training) will receive a code for the box which they can then access and use. CG felt that perhaps people who had not been to the training would not be aware of this, RG agreed to write up a piece to allay any such concerns and circulate for inclusion in the village Newsletter, What's On In Worlingworth, on Facebook/NextDoor and would forward to CG to be uploaded to the website.

BS felt that the important training need was to train people in CPR (which needs to be carried out whilst awaiting the arrival of the defibrillator). CG has arranged Tuesday 22nd October with the Great Ashfield first responders which is booked, but is currently struggling to find a venue. CG will follow this up and report back to the Council.

- d) Community Self-Help Update – AN had investigated this service and reported that on the surface it all looks very good, but there will undoubtedly be a considerable cost. In order for the Parish Council to take part they must first have public liability insurance in place of up to £5 million, the Clerk will check the cover and advise.

Many of the works that are being suggested the Parish Council undertakes are currently the remit of Suffolk Highways and already paid for by parishioners under Council Tax. Taking up the Self-Help option would mean that the Parish Council are in effect paying twice, but it would enable works to be carried out in a quicker timescale.

Training is being offered to enable volunteers to understand the required regulations surrounding small maintenance issues that are currently undertaken anyway within the village - such as trimming back bits of hedgerow, washing signs, cutting grass and litter picking, although some of the more difficult or strenuous items such as gully clearing would be best left to the County Council Highways department. AN is currently trained and holds the necessary certificates, but these do require regular updating and it may be worth another Councillor also taking the training to ensure proper oversight of works.

AN suggested that the Parish Council could look into buying the necessary equipment and signage rather than hiring it each time from Suffolk County Council as this may prove more cost effective in the long run. AN will speak to Matthew Hicks to discuss whether this is something that his locality budget may support and report back to the Council.

- e) No Cold Calling Zone Update – CG regularly puts trading standards updates on the website, one of which had mentioned No Cold Calling Zones. Stickers can be ordered and distributed to parishioners, the zone could be a street/close/few houses/or the whole village – this would need to be decided. It was noted that it is not an offense for someone to call on a house displaying the sticker, but they can act as a deterrent. More importantly the backs of the stickers display information that the householder may find useful as a memory jog when confronted by an unwanted caller. It was agreed to defer a decision on this matter until the next meeting.
- f) Recycling in Worlingworth – This item was on the agenda at the request of JP, although not present she was happy for it to go forward for discussion and continue to August if necessary. JQ noted that Bedfield school has recently set up a big recycling centre and asked whether Worlingworth Parish Council could look into doing something similar. It was agreed to defer further discussion and any decision to the August meeting.
- g) VAS maintenance and supplies – AS requested that new batteries be obtained for the VAS. The batteries have not been lasting as long as they should, with voltmeter readings having been very low.

AS also expressed concerned that the VAS is not triggering as early as it did when first installed. Having looked at the unit (despite instructions indicating that the range can be up to 150 yards), he could not find a way to make any alteration. AS will make contact with Radarlux to find out whether the unit can be serviced to improve response/range. If a new unit is required then AS suggested looking at one powered by solar panels to avoid having to change batteries once a fortnight, but this would mean that the VAS would have to be fixed in one location, instead of being moved to different locations in the village. A decision on this would have to be discussed further once more information was available.

RQ proposed the purchase of four batteries at £60 per battery to ensure that the VAS can be used at present, CG seconded and **IT WAS SO RESOLVED.**

- h) Poppy Wreaths – The Clerk has been approached by the Royal British Legion asking whether Worlingworth would like the wreaths in the same format as previous years. AS requested the smaller wreath be available by 1st October as the PC Whiting memorial will take place earlier this year to avoid clashing with other Remembrance events. The Clerk will request this accordingly. CG proposed ordering the wreaths, RQ seconded and **IT WAS SO RESOLVED**.

AS reported that he had been in contact with the Royal Engineers Association who are trying to trace surviving members of the Sappers families for a special remembrance anniversary in 2020.

- i) ACV Status of the Beer Garden at The Swan – It had become apparent to the Clerk that the Beer Garden is under a separate listing to The Swan. JP has now completed the paperwork for the Beer Garden and this is currently submitted and awaiting consideration for re-listing.
- j) Report on Parish Council activities at Village Fete – BS reported that the Parish Council stall had been shared with the Panto Group and Gardening Club and had been situated outside, meaning that many people had come by and taken the opportunity to chat to either himself or AS about the role of the Parish Council. AS had three more people interested in the Wheelie bin stickers – which now brought the total of people in the village with stickers to over 30. One new arrival to the village had also been noted to receive a welcome pack.

WPC 19-07-07 Finance

- a) To review the Financial Statement for the month - The Clerk had previously circulated the Financial Statement for June. There were no queries.
- b) To consider applications for funding as received
None received
- c) To agree payments as detailed on the Payment Schedule
BS proposed authorisation, RQ seconded and **IT WAS SO RESOLVED**. The Clerk will issue cheques accordingly.

WPC 19-07-08 Planning

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

- i) DC/19/02555 – New vehicular access and erection of a bridge to allow access to field. Land off New Road, Worlingworth

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

CG proposed, AS seconded, 4 voted in favour, 2 abstained due to declaration of interests and **IT WAS SO RESOLVED**.

- ii) DC/19/03105 – Application under section 73 of the Town & County Planning Act 2061/16 for the variation of condition 3 (approved plans to enable the change of position of cartlodge and to retain outbuilding). Halcyon House, Church Street, Worlingworth.

Councillors had all studied the application in advance of the meeting. After discussion it was decided to submit **SUPPORT** for the application, subject to the comment below:

- o Following scrutiny of the application councillors were concerned that the proposed Velux windows may overlook the adjoining curtilage and if this is the case then these windows need be obscured glass to avoid privacy issues.

JQ proposed, RQ seconded all 6 voted in favour and **IT WAS SO RESOLVED**.

- iii) DC/19/02946 – Household application: demolition of existing garage, erection of side and rear extensions and erection of rear chimney. Willowshade, Mill Road, Worlingworth

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

AS proposed, JQ seconded all 6 voted in favour and **IT WAS SO RESOLVED**.

- iv) DC/19/02947 – Erection of 1no. detached bungalow. Land south-west of Old Stores Close, Worlingworth.

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

CG proposed, AN seconded, 4 voted in favour, 2 abstained and **IT WAS SO RESOLVED.**

b) Updates and Outcomes on previous planning applications:

- i) DC/19/02246 – Erection of two storey side extension and conversion of two dwellings to form single dwelling. 1 Moss Farm, Water Lane, Worlingworth – Granted.

WPC 19-07-09 Feedback from External Meetings & Additional Reports

a) *Chicken Shed Scoping Meeting Report*

BS thanked AS for attending the meeting with MHo and preparing the report for the Councillors. It was important to note that currently no planning application is actually in place and as such it is difficult to take any real action, but people need to be aware of the proposals, as if the planning application goes in then it is only a short timeframe for any objections to be raised. It is clear that local residents are reacting in a strongly negative way to the proposal.

The proposal is part of a “mega-farm” on several sites across Suffolk, with lots of money being currently invested into new processing factories in the area and new biodigesters being installed to deal with waste from these farms.

JQ questioned the figures raised about potential employment. AS reported that at the meeting the feeling was that these figures represent jobs that are currently already in place and the new farms will not bring large amounts of new employment into the area. The Environmental Impact Assessment Scoping report that has currently been released is deliberately evasive in a number of areas such as this.

It is likely that if the plans do go ahead Worlingworth and the surrounding villages would feel the impact primarily through a massive increase in HGV movements and therefore any main argument would be focussed along the lines of unsuitability of the roads in the area surrounding the site.

The Action Group, which consists of a number of parishes including Worlingworth, acknowledge the risk of nimbyism being levelled at them and at looking the matter from a different perspective – lots of the population want cheap chicken and eggs, so where do these people feel that the farms should be built? – give the answer that such a “mega-farm” should be situated along the A140 corridor with better transport links.

AN suggested that a special meeting be arranged in Worlingworth before the planning application is formally submitted. AS stated that the committee of the Action Group would be happy to come to talk to enable questions to be properly answered. At present the Action Group have been told that application will not be put in until the end of the year, but this cannot be guaranteed and therefore a meeting sooner rather than later would be a good idea. After discussion it was agreed to look at getting such a meeting organised for September to avoid the most common holiday period.

It would need to be handled very carefully to avoid a hostile environment and ensure that all present know that this is a ‘Awareness Meeting’ as until any plans are submitted there is no formal process for objections to be made. It also needs to be clear that the Parish Council can only offer Support, Objection, No Comment or Neutral Comment and do not have any final say on the outcome. However, the District and County Councillor Matthew Hicks has already stated that due to the contentious nature of this proposal he will ask that it goes forward to full planning committee for scrutiny when the application is submitted.

WPC 19-07-10 Matters to be brought to the attention of the Council

None

WPC 19-07-11 Items for the August Agenda

- Stanway Green Tree Report
- Road Safety Audit
- Retention of Information Policy
- Community Self Help Update
- No Cold Calling Zone Update
- Recycling in Worlingworth
- Police Locality Meeting Report
- Awareness meeting regarding the proposed chicken sheds

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 21st August 2019** at 7.30 pm at the Community Centre.

Sarah Clare
Parish Clerk

Brian Smallcombe
Chair