WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 15th January 2020 at the Community Centre.

Attendance  
Brian Smallcombe (Chair) (BS)  
Carol Garrett (CG)  
Michael Howard (MHo)  
Adrian Smith (AS)  
Andrew Nunn (AN)  
Richard Quinton (RQ)

Public present at the meeting: 3

Public Contributions

A parishioner offered extra information to the Council about the progress of a current build within the village and the reasons behind certain actions that had been taken. The Council thanked the parishioner for the input and agreed to take the extra information into consideration when they are next invited to consult on any planning applications for the property concerned.

WPC 20-01-01 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 and on the Parish Noticeboard.

Matthew Hicks (MHi) brought attention to the following points:

The ‘Good’ rating received by Suffolk Fire & Rescue service is fantastic, especially considering that there are only four full time fire stations in Suffolk, with the rest of the service being ‘on-call’ firefighters

Having had insufficient SEND provision for many years, it is good to report that this is now being rectified, with the announcement of 168 new places in 2020 and the same again in 2021. This has been done in conjunction with the Suffolk Parent Carer Network and various mainstream schools.

MHi has agreed to fund some locksmith work at Worlingworth Community Centre from his Locality Budget.

After a short discussion about the ongoing speeding problems within the village, MHi suggested that the Parish Council approach the Suffolk Police & Crime Commissioner with the data acquired from the VAS and request enforcement action.

WPC 20-01-02 Apologies for Absence

Juliet Pierce (Vice-Chair) (JP) was unable to attend due to family commitments and had sent her apologies. Jackie Quinton (JQ) was unable to attend due to injury and had sent her apologies. The Council accepted.

WPC 20-01-03 Declaration of Interests

BS and AS declared interest in WPC 20-01-07 b) ii) as they are both taking part in the pantomime, although they are not involved in the financial element.

WPC 20-01-04 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 18th December 2019 as a true and accurate record, were proposed by AS, seconded by MHo and WERE SO RESOLVED. The Minutes were signed by the Chair and the Clerk

Signed ........................................... (Chair)  
Signed ............................................... (Clerk)
WPC 20-01-05 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 Update on progress from District/County Councillor to ask for direction sign at New Road junction. DISCHARGED. The Clerk reported that the District Councillor has confirmed the action is going ahead and will be in touch as soon as the cost is confirmed.

5.4 Make contact with Land Registry to find out ownership of Old Stores verge. ONGOING

5.5 Contact Suffolk Highways about any regulations involved in planting on verges. ONGOING

5.6 Chase Community Liaison Engineer for updates on proposed traffic calming measures and The Swan hedge. ONGOING

5.7 Repost Suffolk County Council SCRAP Fly-Tipping Social Media Messages. ONGOING

5.8 Issue notices for noticeboards with 2020 meeting dates and Councillor contact details. DISCHARGED

5.9 Complete PCSO Referral form and copy in Primary School. DISCHARGED – AN reported that there had been police presence in the village during school drop-off and pick-up times, so hopefully this will deter repeat offenders from parking/ stopping on the yellow zig-zag lines outside the Primary School.

5.10 Request re-run of Tree Warden advert from end of 2018 in the Newsletter. DISCHARGED

5.11 Forward electronic copy of the Worlingworth recycling leaflet to the Clerk. DISCHARGED

5.12 Contact Gipping Press for quote to produce enough Worlingworth recycling leaflets to be distributed with the village newsletter. To be discussed later in meeting.

5.13 Publish second version budget, as approved at the meeting, on the village website. DISCHARGED

5.14 Submit precept request for 2020-2021. DISCHARGED

5.15 To distribute payments as detailed on December 2019 Payment Schedule. DISCHARGED

5.16 Contact Carly about possibly inviting Rural Coffee Caravan to village fete and advise MHi of outcome. DISCHARGED – see point 5.17, the Rural Coffee Caravan only operate on a Monday.

5.17 Contact Rural Coffee Caravan to see if there are suitable dates in March/April when they could attend Worlingworth as part of the Village Spring Clean Day (date yet to be finalised), or even the village fete – BS to advise. ONGOING – MHi reported that the Caravan only works on a Monday, so a visit can’t be tied in with any other event as hoped, but a suitable Monday date could be agreed with the Community Centre Committee.

5.18 Request clarification over bill received requesting payment for remembrance wreaths. ONGOING

5.19 Advise parishioner concerned about The Swan of the work that has been done by the Parish Council. DISCHARGED

WPC 20-01-06 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.

Signed ………………………………………… (Chair)  Signed ………………………………………… (Clerk)
b) **Road Safety Audit Update (including planting on verges)** – The Clerk reported that she is still awaiting information from the Community Liaison Officer that attended Worlingworth on 1st November 2019 to discuss methods of traffic calming throughout the village. This is despite repeated attempts to telephone and emails having been sent. After discussion the Clerk agreed to ask the County/District Councillor to assist with chasing the matter up.

c) **Great British Spring Clean 2020** – The District Council had written to the Parish Council encouraging participation in the Great British Spring Clean, which will be taking place between 20th March and 13th April 2020. After discussion, it was agreed to go for first choice 4th April, second choice 28th March, or third choice 21st March. The Clerk will check with the Community Centre Booking Clerk and register with the Great British Spring Clean once a date has been finalised. BS agreed to take on the organising arrangements as usual.

d) **Diary Dates (Spring Clean & Autumn Tidy, Walking Day, Annual Parish Meeting)** – The Clerk confirmed that the third Wednesday of the month has been booked throughout 2020 for Parish Council meetings, these dates have been published in the Newsletter, on the website and on the village noticeboards.

- Annual Parish Meeting – 29th April first choice, 22nd April second choice
- Walking Day – 10th October
- Autumn Tidy – 26th September

The Clerk will confirm dates with the Community Centre Booking Clerk and recirculate a new dates list.

e) **Worlingworth Recycling Leaflet** – The Clerk show the Council a draft copy of the Worly GiG leaflet. JP has viewed and agreed the leaflet. A price of £64 for 400 copies has been quoted. AN proposed accepting the quotation, RQ seconded and **IT WAS SO RESOLVED**. The Clerk will arrange for the leaflets to be printed and delivered for circulation with the next available Newsletter.

**WPC 20-01-07 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 consider applications for funding as received**

i. **Seniors Get-Together (2019 – retrospective application)**
   To be deferred to the February meeting.

ii. **Worlingworth Players**
   After discussion it was clear that the concerns expressed by the Parish Council at the November 2019 meeting had been addressed. AN proposed a donation of £500 to be a start-up fund for Worlingworth Players, with proviso that should the group fold the funds are returned to the Parish Council for safe keeping and for redistribution to a similar group, CG seconded and 2 voted in favour, 2 abstained and **IT WAS SO RESOLVED**.

iii. **Village Newsletter**
   To be deferred to the February meeting.

c) **To agree payments as detailed on the Payment Schedule**
   RQ proposed authorisation, CG seconded and **IT WAS SO RESOLVED**. The Clerk will issue cheques accordingly.

**WPC 20-01-08 Planning**

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

i) **DC/19/05889** – Outline Planning Application (Access to be considered, all other matters reserved)
   Erection of 2 no. dwellings at The Grove, Shop Street, IP13 7HX.
   Councillors had all studied the application in advance of the meeting. After discussion it was decided to submit a Neutral Comment to the application based on the following point:

Signed (Chair)  Signed (Clerk)
• Consideration must be given to any proposed increase of traffic using the existing single track driveway to access the proposed properties, with the risk that vehicles meeting on the driveway could not pass and may resort to reversing out onto the highway – a significant hazard.

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

ii) Any other applications submitted since agenda published - none

b) Updates and Outcomes on previous planning applications:
   None

**WPC 20-01-09 Feedback from External Meetings & Additional Reports**

None

**WPC 20-01-10 Matters to be brought to the attention of the Council**

a) The Clerk has booked a space at the upcoming Town & Parish Council Liaison Meeting on 4th February and will report back at the next meeting. A space has also been reserved for attendance at a SALC training session ‘Preparing for Audit’ as there are some new expectations for the internal and external audit processes from this year.

b) BS asked the Council for guidance on how to deal with an email from the Save Our Swan group, expressing disappointment that the Parish Council are not appearing to be taking any action over the future of The Swan. After a brief discussion it was agreed that the Clerk will respond on behalf of the Council, explaining that the Parish Council has done all that it can within its powers.

c) AS stated, that the latest data from the VAS demonstrates ongoing issues with speeding in the village. It appears that there is a more severe problem when the VAS is sited at the Worlingworth Hall end of the village. The Clerk will include an item in the next Newsletter report asking everyone to slow down. AS will take the advice of MHi and contact the Suffolk Police & Crime Commissioner requesting enforcement action, now that there is hard evidence of the problem in the form of the VAS data.

d) BS confirmed that he has spoken to St Mary’s Church about bell ringing and a service for the VE Day celebrations and will report more at a future meeting.

e) MHo drew attention to letters being put through parishioners’ doors encouraging them to sign up to the social media platform NextDoor. The Parish Council makes use of this platform and encourages all those who wish to join to do so as an additional way of helping raise awareness of local issues.

f) AN offered to take on the two projects that the Tree Warden had been working on to bring them to completion. The Council thanked him for his help and all agreed that no further projects should be started until a new Tree Warden was in post. AN will liaise with the Clerk and outgoing Tree Warden.

**WPC 20-01-11 Items for the February Agenda**

- Funding Applications – Village Newsletter & Senior Get Together
- Report from Town & Parish Council Liaison Meeting
- Road Safety Audit Update
- Update on VAS letter

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.17pm. The next meeting is set for **Wednesday 19th February** at 7.30 pm at the Community Centre.

Sarah Clare  
Parish Clerk

Brian Smalcombe  
Chair

Signed ................................ (Chair)  
Signed ................................. (Clerk)