



WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 20th January 2021 remotely via Zoom.

Attendance	Brian Smallcombe (Chair) (BS)	Carol Garrett (CG)	Richard Quinton (RQ)
	Juliet Pierce (Vice-Chair) (JP)	Jackie Quinton (JQ)	Andrew Nunn (AN)
	Jane O'Vel (JO)	Larry Tournay-Godfrey (LTG)	Michael Howard (MHo)
	Sarah Clare (Clerk)	Matthew Hicks (MHi) (District & County Councillor)	

Public present at the meeting: 5 - including Tree Warden Francis Muldoon (FM)

WPC 21-01-01 Apologies for Absence

None

WPC 21-01-02 Public Forum

As there were a number of items that public members had attended to comment on, the Chair decided to allow comments at the relevant point in agenda, as he thought this may help with the flow of the meeting.

WPC 21-01-03 Update from County & District Councillor

The County Councillor's report has previously been circulated to the Council and has also been posted on the village website www.worlingworth.onesuffolk.net and on the Parish Noticeboard.

MHi brought attention to the following points:

The impact of the COVID-19 pandemic in Suffolk has changed from the first wave, with significant increases in numbers being hospitalised from younger age profiles. The NHS are holding an online public meeting on 21st January to explain more about the roll-out of vaccinations, MHi urged all to attend if possible. Suffolk is on course to have all the over-80's booked in for vaccination by the end of the week. The site in Debenham is now operating well, despite a few teething problems with supply and distribution.

It is essential that everyone does their part, staying at home as much as possible. There are a number of measures in place to help people, with the Home But Not Alone service having re-started. During this period of lockdown there have not been so many calls, mostly because of the great neighbourhood support systems that have been set up across the county, so the service is proactively calling out to those on the shielding list to make sure that everyone that may need help is covered.

One area that is seeing a big increase in calls though is The Suffolk Advice & Support Service that was outlined at the December meeting. MHi urged anyone who needs help to make contact before risking getting into unmanageable debt. The number to call for assistance is 0800 068 3131

MHi noted that there has been serious flooding issues by Worlingworth hall – Suffolk Highways are aware of this and it appears that a drain that runs under the road blocked. Work will be done on this soon, but MHi urged patience as there are significant problems with flooding across the county due to high rainfall.

Suffolk now has ten ANPR (Automatic Number Plate Recognition) machines, which will be deployed around the county on a rotation to work alongside Speed Indicator Device machines. These will result in an automatic speeding prosecution for any vehicles who exceed the speed limit.

CG – asked MHi about the possibility of 5G roll out in rural parts of Suffolk after hearing that Ipswich is being upgraded. MHi noted that unfortunately at the moment there are no plans to roll out 5G outside of urban areas in the county, but that recently the target of 98% of properties in Suffolk now have superfast broadband capability. Anyone struggling with mobile coverage is urged to use mobile over internet provision for the time being.

Signed  (Chair) Signed  (Clerk) 43

WPC 21-01-04 Declaration of Interests

LTG declared interest in WPC 21-01-07 a) ii) being the planning permission applicant.

RQ and JQ declared interest in WPC 21-01-07 a) iii) being near neighbours to the property concerned.

WPC 21-01-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 16th December 2020 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 21-01-06 Matters Arising and Action Points

6.1 Speak to owner of strip of land alongside Church Road to see if he would be willing to let out any more land for the growing of produce. DISCHARGED – MHO reported that it is unlikely the land owner would be willing to expand the current area.

6.2 Review Emergency Plan and report back to Parish Council. To be discussed later in meeting.

6.3 Review information to be displayed in noticeboards and circulate to all Councillors. DISCHARGED

6.4 Pass wording for volunteer taskforce article to be published in the January Newsletter to RQ, so it can be posted on NextDoor and Facebook in the New Year. DISCHARGED Val to do rerun

6.5 Send link for Register of Interests to JO and look into Councillor training options. DISCHARGED

6.6 New Councillors to supply photo and a few lines for a pen portrait on the village website to CG for uploading. ONGOING – CG noted that if any of the existing Councillors wanted to update their photo or information at any time this can also be done.

6.7 Check status of Worlingworth submission to the District Council Tree & Hedge planting initiative. DISCHARGED - The Clerk reported that she had heard back from the District Council. There has been a change of staff involved in the tree and hedgerow planting scheme, but it has been confirmed that the Biodiversity Action Plan has been agreed. The District Council is starting to make progress on our tree and hedgerow planting aspirations, with the current plan being to contact all parishes who have registered an interest in the scheme over the coming months to start identifying precise areas for planting schemes – along with discussing which tree and hedgerow species would be most appropriate for the location. Tree planting will then start taking place from September 2021 onwards. JP and FM offered to act as points of contact when a site meeting may be required.

6.8 Supply clean copy of Tree Planting Agreement to Tree Warden for use as required. DISCHARGED

6.9 Look into process of adopting a Tree Preservation Order and advise Worlingworth Charities of application for tree near to the Bowling Green site. To be discussed later in meeting.

6.10 Newsletter item – pre-publicise Census 2021, also pass the same wording to RQ for publication on NextDoor & Facebook. DISCHARGED

6.11 Newsletter item – gauge interest in allotments, also to go on website/Facebook/NextDoor. To be discussed later in meeting.



6.12 Put together 'sample pack' for the Welcome Pack update and circulate to Councillors and Churchwardens for comment. Speak personally to Churchwardens about welcome pack update and ask for feedback. To be discussed later in meeting.

6.13 Book meeting and event dates with Community Centre booking clerk and then publish once agreed. DISCHARGED

6.14 Advise SALC payroll of changes to payscale and hours from 1st April 2021. DISCHARGED

6.15 Compile Version 3 of the Draft Budget and circulate to Councillors for consideration. To be discussed later in meeting.

6.16 To distribute payments as detailed on December 2020 Payment Schedule. DISCHARGED

Signed  (Chair) Signed  (Clerk) 44

6.17 Put notices in Community Centre car park to ensure Christmas trees are placed neatly for recycling.
DISCHARGED

6.18 Report damaged sign on Tannington Road via Suffolk Highways Online Reporting Tool. DISCHARGED
– update from Clerk, the District Council are now going to repair and reposition sign.

WPC 21-01-07 Planning

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

- i) DC/20/05752 – Application under S73 for removal or variation of a condition following grant of planning permission DC/18/04542. Town & Country Planning Act 1990. Planning (Listed Buildings and Conservation Areas) Act 1990 – To remove Condition 2 (approved plans and documents) to enable amended design scheme as per drawing PW1132-PL01 revA - Swan Inn, Swan Road

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

- the changes will improve the safety for all road users when accessing the site.

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

- ii) DC/21/0018 – Application under S73a for removal or variation of conditions following grant of planning permission DC/19/03105. Town & Country Planning Act 1990. Planning (Listed Buildings and Conservation Areas) Act 1990 – Retention and completion of (Creation of a four bay cartlodge and workshop with home office/studio and storage above and for the demolition of an outbuilding) – without compliance with Condition 1 (Approved Plans & Documents) and Condition 2 (Agreement of Materials) – Halcyon House, Church Street, IP13 7NT

The Chairman asked for any parishioners present to make their comments. Concerns were raised by a parishioner present that related to the water/septic tank, privacy issues, whether a new hedge that had been planted could be controlled by planning regulations, whether additional CIL money would be due as the building is now larger than the original planning application and worries that the larger workshop area had doors that opened in the direction of the neighbouring property and may cause a noise nuisance.

Some of the concerns were addressed during discussion, with the tank being used solely for rainwater harvesting and the windows being skylights (there is no second floor to the building) and therefore not infringing on privacy.

AN reported that based on his personal experience no regulation can be put in place to limit the size of hedge at planning stage, but should a hedge prove to be a nuisance any householder can raise a complaint through their local council should attempts to reconcile the issue amicably fail.

The issue of CIL money is outside of the Parish Council remit, but the concerns about potential noise due to the alignment of the workshop doors was noted.

Councillors had all studied the application in advance of the meeting and after discussion, including taking into account the points outlined above it was decided to **OBJECT** to the application, based on the following points:

- The building has been placed in a different location to that originally granted and the materials used are not as originally agreed, meaning that the building does not blend into the environment as was originally intended.
- There is substantial additional workshop space that leads to concerns about potential noise nuisance (it is believed that this potential for noise nuisance to the neighbouring property could be mitigated by the doors of the workshop being re-aligned away from the neighbour's direction)
- The Parish Council is concerned that in agreeing to changes retrospectively it goes against the essence of acquiring planning permission and leads to anxiety in the village over the overall intended use of a site.

Signed  (Chair) Signed  (Clerk) 45

AN proposed, MHO seconded, 5 voted in favour, 1 voted against, 1 abstained due to declaration of interests and **IT WAS SO RESOLVED**

- iii) DC/20/05772 – Notification of Works to Trees Protected by a Preservation Order – T1 MS377 (Oak) to reduce overhanging branches to previous pruning points and other branches to give up to 2m clearance from new structure, sensitively shorten other limbs by up to the same amount in order to help balance crown and remove any dead wood – 3 Jessop Close, IP13 7GX

The Chairman asked for any parishioners present to make their comments. The parishioner who had submitted the application outlined that when he had purchased the house searches had been carried out and the tree was not covered by a TPO at that point, therefore he had been originally unaware of the need to apply for permission to carry out the work. There was no intention to remove the tree, simply to cut back some overhanging branches, as old branches have fallen onto the old shed and he wanted to avoid damage to the new shed. He was not changing the location of the shed as there was an existing concrete base in place. The application relates essentially to cutting back the branches to previous pruning points on the one side, but he wanted to do what was right for the tree and would prune the other side if it would help the overall health and balance of the tree.

JO noted that the tree is near a ditch and failure to remove branches on the opposite side of the tree to the shed may lead to the tree toppling and being lost.

FM reported that he had attended the tree as the village Tree Warden to review the required work and noted that there was dead wood within the canopy and evidence of broken boughs above the shed location. To only prune one side would unbalance the canopy and could potentially destabilise the tree. Good old oak trees need to be preserved, but maintenance is sometimes necessary to avoid a tree falling down, which is in nobody's interests. FM recommended that more specialist advice from the District Council's Arboricultural Officer should be sought.

Councillors had all studied the application in advance of the meeting. After discussion, including taking into account the points outlined above, it was decided to **SUPPORT** the application, subject to the the following point:

- the proposed work is reviewed by the District Council's Arboricultural Officer to ensure that trimming will cause no detrimental effect to the tree.

BS proposed, AN seconded, 5 voted in favour, 2 abstained due to declaration of interests and **IT WAS SO RESOLVED**

- iv) DC/21/00123 – Application for works to Trees subject to a Tree Preservation Order MS332/T1 – Fell 1 no. Ash (due to Ash die back disease) – Bowls Green at Swan Public House, Swan Road

FM reported that he had been in touch with the applicant and had viewed the tree. It is quite clear that the majority of the tree is dead due to ash die back disease and the applicant is intending to replace the tree with another native species (not Ash) upon removal of the diseased tree.

Councillors had all studied the application in advance of the meeting. After discussion, including taking into account FM's point above it was decided to **SUPPORT** the application, based on the following:

- that removal of the tree is a safety consideration and there is an understanding that the applicant intends to replace the felled tree with another of a different species.

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

- b) To consider any planning applications that have been submitted since agenda published - None
- c) Updates and Outcomes on previous planning applications – None

WPC 21-01-08 Parish Council Activities

- a) Update on Village Welcome Packs including Village Contacts Cards – Two parishioners present, who represented the Church interest in the Welcome Pack were invited by the Chair to speak.

Signed  (Chair) Signed  (Clerk) 46

One present outlined that the pack in its current format was proposed and initiated by the Church about 12-13 years ago, with the Church initially making a small donation the print the main folder into which various leaflets from village organisations were placed. The concern at the time about printing a formal booklet was that as details changed regularly it could end up with a lot of potential waste.

Another parishioner present, who currently prints the outer cover of the Welcome Pack on an 'as and when needed' approach stated that she would like to continue with the loose leaflet format. She currently supplies the distributors of the welcome pack with copies as and when required and these often need updating as information goes out of date.

CG reported that she had sent an email out the various village organisations asking for feedback on their contributions to the Welcome Pack. CG's main target was to bring the disparate loose-leaf style together into a bound copy with a more cohesive and consistent format.

JP suggested using some sort of self-binding spine, so that the information could be printed and bound as required to ensure that it is up to date, rather than having a booklet printed professionally, which would need a minimum number and risked going out of date.

BS suggested a hybrid, with some information that is not going to go out of date – such as historical background to the village and the roles and responsibilities of the Church and Parish Council printed in a bound booklet, but with a pocket for inserts that may change, such as bus timetables.

RQ put forward the suggestion that it could be a pdf file available to download on the village website to save costs – this would also then make it available to everyone in the village, not just new residents. JO noted that when people first move in it is difficult to get an email address out of them, whereas dropping off a hard copy is easy to do and more personal. MHo noted that not everyone even has an email address. CG agreed that the whole point is the hard copy, it is more welcoming and easier to browse.

AN suggested that a folder style with leaflets can be added to by the person who has moved in as and when they find out more information about the area.

Following the discussion JP proposed that the Parish Council support in principle the updating of the welcome pack, but the exact format needs to be defined and the way forward is for CG to produce a mock-up of her plans and circulate prior to further discussion. MHo seconded the proposal, all voted in favour and **IT WAS SO RESOLVED.**

MHo expressed concerns about the update of the Village Contacts Card, which is included in the Welcome Pack, asking Councillors to consider if groups being run for profit (such as the Yoga group) should be included, as it could be construed as advertising. After discussion it was agreed that many of the village groups on the card involved a subscription and the intention of the Contacts Card was to provide a service to the parishioners. RQ proposed including a disclaimer on the bottom of the card noting that the Parish Council do not endorse any of the groups and that fees may be charged for participation, CG seconded, all voted in favour and **IT WAS SO RESOLVED.** MHo will forward the Contacts Card information to the Clerk who will make arrangements to print for the annual distribution.

- b) Report on Review of Emergency Plan –Deferred to the next meeting.
- c) Surveyor Report on Village Sign – AN reported that he had met with the surveyor on site on 7th January as agreed, a trial hole had been drilled down the side of the post and he is currently awaiting the report.
- d) Tree Warden Report – Tree Warden, Francis Muldoon (FM) updated the Council on the following:
 - i) Carlings hedge – The first plantings have now taken place and the bills have been submitted for reimbursement at the February meeting.
- e) Update on Consideration of Allotments within the village – The Clerk reported that there had been no requests for allotments received to date despite the request in the village newsletter. CG noted that there is one request that is known about which instigated the discussion. It was agreed to readvertise the matter Newsletter to see if any further interest is expressed. A parishioner present noted that in his role as Churchwarden the land that has historically been used for the growing of produce was registered for development some years ago, which is why it is not formally recognised as allotment land. The land is diocesan land and not the responsibility of St Mary's Church, but complaints have been made to the Church about the hedge overhanging the road. The Clerk will make contact with the diocesan land agents and request that this hedge is trimmed back.

Signed Patricia Mearns (Chair) Signed Shelley (Clerk) 47

- f) Progress on Volunteer Taskforce – JP reported that there has been a good response to the request for volunteers. She is compiling a list and hoping to arrange a meet up once lockdown restrictions are lifted.
- g) Sewerage System in Village – AN had circulated a detailed report outlining the issues that had occurred over the Christmas and New Year period when the sewerage system had overflowed. As of 19th January there is still overflowing effluent, AN has logged and taken photos of the issue. All agreed that AN is doing a brilliant job of monitoring the situation and the evidence being gathered will strengthen any complaints.

AN reported that Anglian Water are blaming the situation on too much surface water getting into the system somewhere in the village, this means that the sewerage treatment plant cannot deal with the volume and the pipes back up. There is little that can be done at this point except keep complaining as and when the issue arises, but this should be a major factor used by the Parish Council to object to any further development within the village until the sewers receive an upgrade.

CG proposed that Environmental Health need to be informed that raw sewage is still present on Shop Street and street cleaning needs to take place, JP seconded all voted in favour and **IT WAS SO RESOLVED**. The Clerk will send letters to Environmental Health, Public Health, District & County Councils with Anglian Water copied in requesting action.

BS requested that JQ alert the school to the matter, as concerns were expressed about children walking/cycling and the risk of sewage being trod into the school premises.

- h) Update on Road Safety Audit – including planter licensing – AN confirmed that the planter licences have been completed and will be sent off with the cheque to be authorised at this meeting.

The Clerk reported that after repeated chasing she had managed to speak to the Highways Engineer earlier in the day, who has admitted that he has yet to transfer the 'work pack' over to the Highways Costings Team. He has given verbal assurance that this will be done in the next couple of days. The Clerk has requested that once this has taken place, she is given contact details of who to follow up with at the Costings Team.

The Council asked the Clerk to keep chasing and if this is not dealt with within 28 days to raise the matter with the District/County Councillor for escalation.

- i) Swan Road Speeding Concerns –Following a request from a parishioner about the possibility of lowering the speed limit on Swan Road from 30 mph to 20 mph, MHi explained that the use of 20 mph is reserved for exceptional circumstances and Swan Road would quite clearly not meet the expected criteria. Current policy is that all village roads are expected to be set at 30 mph and although sympathising with road users concerns it is not possible to justify such a request at present.
- j) Concerns about how traffic is accessing the Crown Chicken site in Newtown – A parishioner had submitted a report to the Parish Council regarding concerns about lorries accessing the site outside of agreed work hours and damage that is occurring to her property due to the size of the vehicles. The Council discussed the matter and in response to the requests from the parishioner responded accordingly:

- i) There is nothing to warrant the Parish Council canvassing opinion in the village about the matter. If there are issues with traffic operating outside of the agreed hours then it needs to be taken up with Environmental Health at the District Council and logged by the residents concerned as a noise nuisance. In order to move forward on this matter residents will need to have logged incidents to use as evidence. JP suggested that mobile phone footage could be an easy method.

If a listed building is being affected detrimentally by traffic then this should be reported by the owner of the building to the District Council's Heritage Officer, again a full log of details will need to be kept and it may involve hiring a surveyor to install monitoring meters and identify what is happening over a period of time.

- ii) Suffolk Lorry Watch will only deal with the enforcement of weight restrictions, as there is no weight restriction on the access road, they would not be able to help in this case. Suffolk Poultry Group is an advisory body only in relation to the Joint Local Plan and again would not be in a position to actually enforce any action on this site, but it may be worth informing them about the issues to help them consider responses when future applications come forward.

Signed Paul Malleonke (Chair) Signed Sallye (Clerk) 48

AN suggested that tref kerbs could be installed on the access road, these are a special kind of kerb stone that prevent lorries from bumping over them and will slow down any encroachment on the land. Whether Suffolk Highways would install, or whether private contractors would need to be employed depended entirely upon the ownership of the access road and it is suggested that the residents discuss the matter with Crown Chickens.

- iii) It is not within Parish Council remit to lobby for an alternative route to the unit. If a planning application for such an access road was to be submitted then the Parish Council would be a statutory consultee, considering the details at the time and responding as appropriate.

AN offered to arrange to speak to the resident's group as a private individual with experience in civil engineering. JQ will liaise with the group and consider the offer. JO suggested that the group operate as a single entity and consider hiring one solicitor to take on a civil action if necessary, thereby saving costs, JQ agreed to pass on this advice to the resident's group.

WPC 21-01-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial - Statement for January. There were no queries. JP proposed acceptance, LTG seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To Set Budget for 2021-2022 – The Clerk had circulated a third version draft budget for the Council to consider as since the previous meeting a couple of minor changes had occurred.
- JP proposed the adoption of the budget as agreed in the third version, RQ seconded and **IT WAS SO RESOLVED**. The Clerk will arrange for the Budget to be published on the website.
- c) To agree Precept for 2021-2022 - Following adoption of the budget the Precept was set for 2021-2022 with an increase of by 1.5% RQ proposed, JP seconded and **IT WAS SO RESOLVED**. The Clerk will complete and return the form to the District Council together with the supporting budget
- d) To consider applications for funding – None received.
- e) To agree payments as detailed on Payment Schedule – JO proposed authorisation, CG seconded and **IT WAS SO RESOLVED**. The Clerk will issue cheques accordingly.

WPC 21-01-10 Feedback from External Meetings & Additional Reports - None

WPC 21-01-11 Matters of urgency to be brought to the attention of the Council

- a) Items for next agenda:

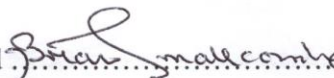

- Review of Emergency Plan
- Welcome Pack progress report
- Responses from Environmental/Public Health regarding sewerage issues on Shop Street
- Road Safety Work update

Items for the February Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 8th February at the latest, with any accompanying paperwork ready to be circulated with the agenda upon publication.

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.50pm. The next meeting is set for **Wednesday 17th February 2021** at 7.30 pm, remotely via Zoom.

Brian Smallcombe, Chair

Sarah Clare, Parish Clerk

Signed  (Chair) Signed  (Clerk) 49