



WORLINGWORTH PARISH COUNCIL

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

Minutes of Meeting held on Wednesday 20th October 2021 at Community Centre.

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

Public present at the meeting: 1

WPC 21-10-01 Apologies for Absence

Tom Royall (TR) was unable to attend due to family commitments and had sent his apologies. The Council accepted.

Francis Muldoon (FM) (Tree Warden) had also sent apologies.

WPC 21-10-02 Declaration of Interests

JO declared interest in WPC 21-10-09 b) i) being directly involved in the organising committee for the event.
BS declared interest in WPC 21-10-09 b) ii) as the applicant is a close family member.

WPC 21-10-03 Public Forum

A member of the public, acting on behalf of a parishioner, asked for informal comment on a development that is currently in the outline stage prior to the submission of a formal planning application. It was noted that some members of the community had already commented on work that has been going on to clear the site, enquiring about future plans.

The site currently has Class Q development permission for the conversion of an agricultural unit to one large property, but there is consideration of changing the application to accommodate a group of smaller properties on the site instead. The site is outside of the settlement boundary and thus would not ordinarily be approved for residential development other than through the Class Q route. Large copies of plans of the proposed site were left with the Council, so that should Councillors wish to inspect them in greater depth after the meeting this would be possible.

BS asked for information on how the lagoon on the site would fit with the proposed development, as it is not included in the outline plans of the site. It was explained that the development site is being kept below half a hectare, because otherwise it would necessitate the inclusion of affordable housing, which would make the development non-viable financially. The lagoon is being retained within the curtilage of the existing property.

BS asked about whether the District Council may challenge that the site is being split to avoid affordable housing? The member of the public explained that the applicant they are representing has no intention of further developing the site section by section. The current plans are to trade off up to the maximum of 800 sq metres of Class Q permission for a replacement residential scheme, there is no possibility that the site could be extended, as the fallback on Class Q just isn't available.

Currently the Class Q permission is for one large unit on one barn, if the residential development proposed is not accepted, then the plan is to sub-divide a second large barn into four units. A pre-application meeting has taken place on site with the District Council, who have indicated they are largely on-side for the residential development (subject to sight of a formal application), especially as the applicant has made it clear that they are leaving as many hedges and trees on site as possible and intend to plant further indigenous species to improve bio-diversity on the site. There is also no plan to change any access points onto the road.

Signed Brian Smallcombe (Chair) Signed Sarah Clare (Clerk) 34

The member of the public explained that they are not quite at the stage of submitting an application yet, so they would welcome any comment that Councillors may have at this stage, so that any modifications can be included.

JQ enquired about the intended finish of the buildings, to which it was explained that the applicant was looking to go for a faux barn look to keep the buildings in keeping with their surroundings. JQ also asked about sewage treatment, it was confirmed that the units would have to be on private treatment plants as there is no mains sewage in the areas. AN suggested that an attenuation tank may be needed to accommodate extreme rainfall situations if the treatment plants were to discharge into local ditches and suggested the applicant contact Anglian Water for advice, as they have been working extensively in the village recently to address flooding concerns.

JP commented that it had been with regret that she had watched the existing barns fall into dereliction over the years, so the main concern when the Class Q application had come forward last year had been to see the site improved and brought back into use. JP enquired about pollution risks as some of the clearance work had resulted in insulation materials blowing about the site and being deposited in nearby ditches and verges. The member of the public confirmed that this would be fed back to the contractors working on site to ensure action is taken to clear up the mess along the road and make sure insulation materials do not continue to blow into the road.

The Council underlined to the member of the public that these comments are informal and non-binding and that the Council could not have an official position until the planning application is submitted, but hoped that the comments given would be of help.

WPC 21-10-04 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:

There was a reminder for nominations to the Suffolk Greenest County Awards. The awards cover a raft of different categories and full details are on the County Council's website.

Work has just started to replace 43,400 streetlights in Suffolk, converting them to LED's. JP asked if this would make the lighting brighter. MHi explained that in fact they can be dimmed and controlled in a much better manner, all whilst using less energy. The rollout has been mindful of any impact on wildlife and most streetlights in Suffolk turn off between 11pm and 6am except for specific times of year, or any areas of concern as requested by the police. The lights should in most instances be the same level of brightness, but give a more natural white light.

The independent review of SEND services had now been completed and several serious areas of concern have been identified. Suffolk County Council has acknowledged problems and work is now being undertaken to complete the 105 recommended action points.

Recycling centres across the county are to have ANPR (Automatic Number Plate Recognition) cameras installed to assist in streamlining access to the sites. It is intended to retain the booking system, as feedback has shown that people like the ability to book and turn up, knowing they can get in, rather than risk waiting in a queue. The booking system has been upgraded and real-time information is now on display, with same-day booking available.

JO and SF asked about the increasing number of 'unofficial' signs that are appearing on the sides of roads. MHi explained that people are not legally allowed to put any signs on highway land, but it is difficult to enforce as by the time people can be sent out the signs have often been removed again. It was noted that short-lived signs for charity events are usually tolerated, but organisers must make sure that they are removed as soon as possible after the event, as this can add to littering problems. It was agreed that the Clerk would put a note in the village newsletter to remind people of this duty.

CG asked about the removal of the Most Active Village sign, as it was from 2013. MHi asked that the Clerk send him an email to remind him and he would then action the matter.

Signed  (Chair) Signed  (Clerk) 35

WPC 21-10-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 15th September 2021 as a true and accurate record, were proposed by JP, seconded by MHo and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

WPC 21-10-06 Matters Arising and Action Points

- 6.1 Put note on village website about the Solar Together scheme. DISCHARGED
- 6.2 Contact Primary School to explain Parish Council position regarding parking problems. DISCHARGED
- 6.3 Agenda item for October – overgrown hedges in the parish. DISCHARGED
- 6.4 Send photo and a few notes to CG for completion of a profile on the village website. SF has been completed, TR to be chased for profile.
- 6.5 Obtain quotes for the installation of the bracket on the Village Sign for consideration. To be discussed later in meeting.
- 6.6 Explore how to get two authorisation payments via online banking. ONGOING
- 6.7 Provide Anglian Water with JO's contact details to enable liaison of work times with the Christmas Tractor Run. DISCHARGED
- 6.8 Chase Suffolk Resilience Forum for Emergency Plan report. To be discussed later in meeting.
- 6.9 Contact TR and Arqiva regarding mobile mast. DISCHARGED – JP reported that BT and Vodafone are currently on the mast, but there are issues with EE coverage. The only way forward seems to ask an EE customer resident in the village to make a complaint about network coverage and request that EE also install their hardware on the available mast. CG agreed to action this matter.
- 6.10 Newsletter item – thank for contributing to mobile coverage survey. DISCHARGED
- 6.11 Forward acknowledgement of works for white lining survey to MHi. DISCHARGED
- 6.12 Review Defibrillator maintenance and supervision requirements. To be discussed later in meeting.
- 6.13 Publish Council's Risk Assessment on village website. DISCHARGED
- 6.14 To distribute payments as detailed on the September 2021 Payment Schedule. DISCHARGED
- 6.15 Publish Internal Financial Control Statement on village website. DISCHARGED
- 6.16 Newsletter item – ask for nominations for the Jubilee Cup. DISCHARGED

WPC 21-10-07 Planning

- a) To consider planning applications that had been submitted since the last meeting: None
- b) To consider any planning applications that have been submitted since agenda published:
 - i) DC/21/05650 – Application for Consent to Display Adverts. 2 no. 'Land Acquired' flat signboards to be replaced after construction commenced by 2 no. 'Welcome Site' signs comprising one flag signboard and one V-board. 14 no. 'Flagship Homes' flags on silent flag poles. Land to the South of Shop Street.

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:

- Potentially it is quite discreet and there is no reason to object to temporary advertising

BS proposed, SF seconded, all voted in favour and **IT WAS SO RESOLVED**

- c) Updates and Outcomes on previous planning applications: None

Signed Brian Smith (Chair) Signed Sally (Clerk) 36

WPC 21-10-08 Parish Council Activities & Projects

- a) Tree Warden Report – FM, although absent, had circulated a report prior to the meeting outlining his efforts to arrange planting at a couple of locations within the village under the District Council planting scheme. The Councillors acknowledged the report, thanking FM for his efforts and look forward to receiving further updates on his work as Tree Warden.

JP expressed dismay that it appears that plans to plant trees on the two areas of land put forward had been stymied, but hopefully other sites will become apparent.

FM has also been trying hard to arrange to plant the trees at Stanway Green. The Parish Council had agreed a sum for trees when the previous tree warden had been in post, but the parishioner had stated he wanted deer-proof fencing supplied too. The Parish Council was unable to support this additional expenditure and believed it had been left that the parishioner should make arrangements to purchase and plant trees with the required fencing and the Council would then reimburse the cost of the trees up to the agreed sum.

JP reported that the landowner felt that the Parish Council had not communicated with him, which has led to his inaction, however, our current tree warden has now re-sent all the earlier email correspondence confirming the sum of money agreed and the matter is now in the hands of the landowner to take action.

- b) Update on Anglian Water Investigations – AN and MHo had met with Anglian Water (AW) who had come and carried out the work on the manhole covers in Shop Street on 19th October. The work had been moved forward in response to the flooding that had occurred on 5th October. The man-holes in the road outside Willow Tree Yard are now sealed, so they can't be lifted by the force of water and each of the houses in that area have been fitted with backup valves as well. JP enquired where the excess water would now go – AN explained that as it can't 'burst through' at the man-holes at the low-point the water will now just spread out in the pipes.

The work on the cross-field pipes was still to be done, but as the work on the road had been expedited a new 'work package' is now required, meaning the field-work will probably not take place now until the New Year.

MHo said that AW had emphasised the need for everyone in the village to think carefully about what they flush down the toilet and asked that the Parish Council help get the message out about the "3-P's" (PeePooPaper) being the ONLY things that should be flushed down the toilet. The Clerk will put a note in the next newsletter.

- c) Update on Emergency Plan Review – The report from Suffolk Resilience Foundation (SRF) has now been received, AN is looking through it and working with the Chair of the Community Centre to ensure that the Emergency Plan Risk Assessment and the SRF report complement each other. AN suggested a new tripart fridge magnet be created, with contacts from the Parish Council, the Community Centre and the Church included. SF volunteered to be the Parish Council contact. AN will liaise with the Church and Community Centre about the best contact numbers to use for those groups. CG explained that the main duty of being the contact on the fridge magnet would be to make an initial assessment of the situation and to contact other volunteers once it was established what actions were necessary.
- d) Update on Road Safety Work – The Clerk had circulated a copy of the invoice received from Suffolk County Council for the surveying work to be carried out for the installation of the roadside gates and the white lining. The cost of this work is being split 50/50 between the Parish Council and MHi's District Councillor Locality Budget. Once the surveying work has been completed and the individual component costs of the road safety works identified, it is hoped that tenders can then be circulated for the roadside planter scheme.
- e) Update on Christmas Celebrations – JO reported Tuckwells have agreed to provide a tractor with a bucket and driver for the event. The route has been confirmed as departing from Worlingworth Hall at 6pm and visiting various stops in the village, finishing at the Community Centre at 7.30pm. The date has been set as 11th December, a tree has been donated which will go on the stage at the Community Centre, along with a live band, carol singing and free refreshments. Children at the school are being asked to make pretend presents for under the tree. Currently there is no financial outlay, in case of having to cancel due to COVID restrictions. CG offered to encourage Willow Green to all light up their houses at Christmas, with the hope that this will extend throughout the village in future years.

Signed Brian Smalley (Chair) Signed Debbie (Clerk) 37

- f) To consider ongoing maintenance and supervision of the Defibrillator – AN and MHo reported that the machine was installed in March 2019, with AN expressing worries, that after June 2023 the CE approval mark would no longer be valid. CG reassured the Council that the change in legislation would not affect existing products, so this was not something to be concerned about.

AN had looked into the maintenance requirements and noted that the machine needed testing and calibrating annually, alongside regular PAT (Portable Appliance Testing) certification, which would need to be done by a qualified electrician. The pads also need regular inspections every one or two months with all the checks and tests being recorded in writing. There are various companies that do maintenance contracts, although a volunteer can do the smaller checks in-between the formal checks.

JP proposed that quotes are obtained for formal maintenance contracts, with a volunteer carrying out the in-between checks, AN seconded, all voted in favour and **IT WAS SO RESOLVED.**

JQ stated that these tests had been carried out and recorded regularly. The Clerk asked JQ about why it had been stated that there was no paperwork to hand over when ex-Councillor R. Quinton had resigned if these checks were being done and recorded.

JQ will liaise with ex-Councillor R. Quinton to find the original pack of information and will forward the information to AN, so that he can then obtain quotes for formal maintenance contracts for the Council to consider. JQ stated that ex-Councillor R. Quinton has made it clear he is willing to continue with the smaller checks in a volunteer capacity for the time being.

CG proposed that all paperwork should ultimately be lodged with the Clerk when checks are carried out, so that should the Parish Council be asked to prove compliance it is easily to hand, AN seconded, all voted in favour and **IT WAS SO RESOLVED.**

- g) To consider final costings for maintenance needed on Village Sign and to convene a Working Party to carry out the work or instruct a contractor accordingly – AN reported that he had received some queries from one of the contractors regarding the specification. The structural engineers had specified stainless steel bolts, which would require custom design. To go down this route would add considerable cost, so AN is checking with the structural engineers whether galvanised bolts – which are readily available – would be sufficient for the job. Once this query is resolved the quotes can be finalised ready for consideration by Council.
- h) Progress Report on Conservation Area Application – No further update
- i) Overgrown Hedges in the Parish – Complaints are still being received about the area of hedging that is perceived to be overgrowing opposite Beecrofts Farm. Attempts by the Parish Council to ascertain ownership of this land have stalled, so CG will report the matter instead via Online Reporting Tool at Suffolk Highways.
- j) Autumn Tidy Report – BS reported that it was a bit disappointing that not many people had turned up this year, but the few that did were the usual stalwart volunteers that could be relied upon. Only six people had attended, but reports were that the village was in many ways much tidier than in previous years, with it being apparent that many parishioners are keeping their 'patch' tidy throughout the year, which is in some ways better than just relying upon bi-annual litter picks. The main 'find' this year was a duvet that had been fly-tipped. The Clerk will put a thank you note in the village newsletter for the volunteers from this year and to make all aware that such events take place.

The volunteers that had attended enjoyed the customary soup and roll, JP expressed thanks to the Chair's wife for her contribution in time and money in preparing the refreshments and it was noted that yet again no expenses had been claimed. CG expressed the concern that nobody should be left out of pocket when working on Parish Council projects, as there was otherwise a risk that a precedent could be set that may exclude future participation if people don't feel then can afford to contribute 'in kind' in the same manner. All Councillors agreed that the principle should be for expenses to be claimed at such events going forward.

- k) Walking Day Report – JP had circulated report in advance of the meeting, which listed fifteen items that JP has now reported on the Online Reporting Tool. JP expressed irritation that each year there are a number of waymarking signs that are damaged by agricultural machinery and subsequently need replacing. This is a waste of resources and it was felt that this issue needs to be highlighted to landowners. JP offered to draft a general letter which can be sent out to landowners from the Parish Council asking that this issue is addressed.

Signed Paul Maclean (Chair) Signed John Deller (Clerk) 38

Thanks were also expressed to all those who had taken the time to walk the paths and make note of the necessary works. One volunteer has also offered to help compile an Ordnance Survey version of the map for the village website and will be liaising with JP.

- l) Ratification of Insurance Renewal Decision The Clerk had been notified at short notice that the Parish Council Insurance could not be renewed with the usual company, as this company was undergoing investigation. As there was no possibility of arranging a full Parish Council meeting with appropriate notice period in time to ensure that insurance would be maintained the Clerk had obtained various quotes for insurance based on the existing policy documents and circulated them via email.

AN proposed that an insurance policy to be taken out with Hiscox, via Came & Company, SF seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk had enacted the decision immediately to ensure continuity of insurance

- m) Report on The Swan Inn – It was understood that a successful sale had been completed via auction on The Swan Inn earlier in the day. JP had monitored the auction and noted that there had not been proper disclosure of the Asset of Community Value (ACV) status. AN also noted that when he and TR had viewed the property there had been no mention of the ACV in the legal pack.

The Parish Council had advised the District Council of the impending auction and it became clear that no formal notification of intention to sell had been received by the District Council. The District Council are taking the matter up with the vendor and the auctioneers, as they are concerned that the proper processes have not been carried out.

It is not currently clear whether Save Our Swan (SOS) intend to put a bid forward, but the Parish Council have advised SOS of the situation. There is no further course of action available to the Parish Council at this point, but it was widely agreed that the Parish Council was in support of any party that was wishing to bring The Swan back into use as a pub for the benefit of the village.

WPC 21-10-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for October. There were no queries. MHO proposed acceptance, JQ seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To consider applications for funding:

i. *Christmas Tractor Run*

After discussion and noting that the other costs are being donated as 'in kind' rather than cash donations, JP proposed that the PC support this COVID safe event, especially as the funding would be for a tangible asset that could be used for any future event (i.e. fairy lights).

JP proposed a donation of £260, JQ seconded, 3 voted in favour, 2 against, 1 abstained due to declared interest. **IT WAS SO RESOLVED**. The Clerk will advise of the outcome and funds will be released on the November Payment Schedule.

ii. *Senior's Christmas Get-Together*



After discussion, JO proposed a donation of £175, JQ seconded, 5 voted in favour, 1 abstained due to declared interest and **IT WAS SO RESOLVED**. BS agreed to pass on the news and JP asked that thanks are expressed from the Parish Council that this event is able to run once more.

CG asked about who would be invited, BS explained that the invite is sent out fairly loosely to 'those of pensionable age' in the village. The date of the party is set for 20th December. The funds will be released on the November Payment Schedule.

iii. *Donation top-up for Royal British Legion Remembrance Wreaths*

No invoice had been received, so this matter was deferred to the November meeting. JP said that she had been led to believe the invoice had been sent direct to the Clerk. The Clerk will chase for the invoice.

- c) To agree payments as detailed on Payment Schedule – JP proposed authorisation, JQ seconded and **IT WAS SO RESOLVED**. The Clerk will arrange payments accordingly.

Signed  (Chair) Signed  (Clerk) 39

WPC 21-10-10 Feedback from External Meetings

None

WPC 21-10-11 Matters of urgency to be brought to the attention of the Council

- a) JO asked that all Councillors start to consider ways in which the Queen's Platinum Jubilee could be celebrated within the village.
- b) JP advised that a parishioner had offered to do portrait shots of each Parish Councillor and if Councillors wished to partake then to let her know and she would put them in touch.
- c) Items for next agenda:
- Jubilee Cup
 - PC Whiting Memorial
 - Platinum Jubilee Celebrations
 - Consultation Responses – HGV routes/Police & Crime Plan
 - Pre-Budget Discussion

Items for the November Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 8th November 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 9.38pm. The next meeting is set for **Wednesday 17th November 2021** at 7.30 pm at the Community Centre.

Brian Smallcombe, Chair

Sarah Clare, Parish Clerk

Signed  (Chair) Signed  (Clerk) 40