



## WORLINGWORTH PARISH COUNCIL

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

Minutes of Meeting held on Wednesday 17<sup>th</sup> November 2021 at Community Centre.

Attendance	Brian Smallcombe (Chair) (BS)	Tom Royall (TR)	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: 4

#### WPC 21-11-01 Apologies for Absence

Carol Garrett (CG) was unable to attend due to family commitments and had sent her apologies. The Council accepted.

#### WPC 21-11-02 Declaration of Interests

None

#### WPC 21-11-03 Public Forum

A parishioner who is looking after the defibrillator outlined the work that they currently do. BS decided to use the Chair's prerogative to move item WPC 21-11-08 b) forward for discussion – please see this item in the minutes below for detail

#### WPC 21-11-04 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](http://www.worlingworth.onesuffolk.net) and on the Parish Noticeboard.

MHi brought attention to the following points:

Suffolk has now been designated an Enhanced Response Area due to a significant increase in COVID numbers and the resulting pressures on hospitals in the area. This means that extra funding has been released by Central Government to support the vaccination programme, for both initial vaccinations and booster shots. Various pharmacies around the County are carrying out the booster shots for people, with Suffolk currently doing the best in the country at uptake in this area.

There will be teams working across Suffolk doing door to door knocking in areas with low vaccination take up and increased testing in schools. Additional powers are also available to authorities, such as mask mandates and there is funding available for additional advertising. Every household in Suffolk will receive a leaflet in the next week or so, reminding everyone of what they need to be doing to mitigate COVID risks.

Suffolk County Council have applied to Central Government for £50 million over a three year period as part of the Bus Back Better scheme, with the view to try and improve bus routes and uptake of bus travel in the County, including the roll out of contactless payment systems and subsidised fares for under 25's.

The County Council are also keen to hear back from Parish Councils regarding the HGV route review, it is important that feedback is provided by those who know the village and area best in each situation.

Finally MHi offered his apologies in advance for the December meeting.

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

#### WPC 21-11-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 20<sup>th</sup> October 2021 as a true and accurate record, were proposed by AN, seconded by MHo and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

#### WPC 21-11-06 Matters Arising and Action Points

- 6.1 Newsletter item – taking down posters/signs after the event. DISCHARGED
- 6.2 Send MHi email about removal of Most Active Village sign. DISCHARGED
- 6.3 Send a few notes to CG for completion of a profile on the village website. DISCHARGED
- 6.4 Explore how to get two authorisation payments via online banking. ONGOING
- 6.5 Complain to EE about network coverage, suggesting they install hardware on the Worlingworth Hall mast. ONGOING
- 6.6 Submit responses to Planning Department at District Council as agreed. DISCHARGED
- 6.7 Newsletter item – the 3-P's DISCHARGED
- 6.8 Liaise with Community Centre & Church over best contacts for new Emergency Plan Fridge Magnet. ONGOING Unfortunately due to ill health the Chair of the Community Centre has had to step down, therefore until a new person is in post this cannot be progressed. AN voiced concern about the ages of the proposed volunteers from the church, BS suggested that the Clerk makes contact and ask whether a younger volunteer may be available
- 6.9 Retrieve all available paperwork for the defibrillator and forward to AN, so that quotes can be obtained for formal maintenance contracts. To be discussed later in meeting.
- 6.10 Once quotes obtained for defibrillator maintenance contracts, forward records of checks on the machine to the Clerk for archiving. To be discussed later in meeting.
- 6.11 Obtain quotes for the installation of the bracket on the Village Sign for consideration. To be discussed later in meeting.
- 6.12 Report the overgrown hedge opposite Beecrofts Farm via Suffolk Highways Online Reporting Tool. ONGOING
- 6.13 Newsletter item – thank volunteers for Litter Pick & Walking Day. DISCHARGED
- 6.14 Draft wording for a letter to be sent from the Parish Council to local landowners asking for greater care to be taken of the footpath waymarking signs. DISCHARGED
- 6.15 Advise outcome of funding requests and include on November payment schedule. DISCHARGED
- 6.16 To distribute payments as detailed on the October 2021 Payment Schedule. DISCHARGED
- 6.17 Newsletter item – ask for nominations for the Jubilee Cup. DISCHARGED

#### WPC 21-11-07 Planning

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

- i) DC/21/05914 – Householder Application – Conversion of cartlodge and workshop with home office/studio over to residential annex. Halcyon House, Church Street, IP13 7NT

Councillors had all studied the application in advance of the meeting. After discussion it was decided to **OBJECT** in the strongest possible terms to the application based on the following:

- The Parish Council feel that the planning system has been abused, as the cartlodge and workshop constructed have not been used for the purpose stated on the planning application

Signed  (Chair) Signed  (Clerk) 35



that was granted in August 2019, which the Parish Council only supported with the request that obscured velux windows were installed to protect the privacy of neighbouring properties – these windows were not installed as requested. The applicant subsequently built not according to plans, leading to amendments being applied for in November 2019, and as a result the long-term objections that the Parish Council have raised concerning this build still remain – loss of privacy and amenity to neighbouring properties, the changes in location and materials meaning that the building does not blend into the environment as originally intended and the alignment of the workshop doors leading to potential noise nuisance. In addition, the Parish Council is very concerned that constant changing of use/build goes against the essence of planning permission, leading to anxiety in the village and loss of faith in the planning process as the original application to simply convert the outbuilding to an annex was withdrawn (presumably as it was deemed unlikely to be successful without going through these steps).

JP proposed, SF 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:

i) DC/21/05650 – Application for Consent to Display Adverts. Land to the South of Shop Street - Granted

#### WPC 21-11-08 Parish Council Activities & Projects

a) Tree Warden Report – FM updated the Council on his activities.

*Stanway Green footpath* – At present there is nothing to report, FM is still awaiting a response from the parishioner. JP proposed that a formal letter is sent to the parishioner from the Parish Council outlining the situation and that if no response is received by a designated time then to advise that the matter will be abandoned, AN seconded, all voted in favour and **IT WAS SO RESOLVED**.

*White Cottages silver birches* – Two of the five trees planted by the developer had not come into leaf this season. The householder has given FM assurances that they will arrange to replace them.

*Village Orchard* – The Community Centre field not now a viable option. FM had been intending to follow up on a suggestion to approach Worlingworth Charities about possibly using the bowling green for such a project, but with plans for the pub to be re-opened this has now been shelved for the time being.

*Pond at Swan Road/Church Road junction* – FM noted that the ditches in this area have recently been cleared, but not the pond. AN said that the pond had come up in discussions with Anglian Water during their recent work in the village to mitigate the flooding issues. AN asked MHi if the County or District Council would be able to clear the pond out, as during periods of heavy rain the pond overflows across the road, which in icy conditions leaves the road treacherous. MHi agreed to look into the ownership of The Cross, thinking it is likely managed by a housing association and find out who has responsibility for maintaining the pond. MHi asked that the Clerk email him to remind him to action this matter.

Following advice from the District Council (as reported at last meeting) the that two identified by the Parish Council in Old Stores Close and The Cross were not suitable for tree planting, a suggestion had been put forward that the areas could instead be cultivated wildflower meadows. JO expressed concern that wildflower meadows do actually require a lot of work to keep them in good order. BS raised the question about whether the soil would be too good. JP agreed, as if the verges are not raked after cutting then the soil becomes too enriched. AN noted that the original plan for tree planting was to discourage the parking of cars on these verges and leaving them to be wildflower meadows would not provide the physical barrier that a tree would. It was agreed to look at possibly positioning planters on these sites instead.

As the District Council had not been able to agree to the above sites, FM was actively looking for more sites within the parish that could potentially meet the District Council tree planting criteria. In the meantime, he had been contacted by the Suffolk Tree Wardens network with information about packs of trees that are currently available to landowners (the proviso being that the applicant has to collect and plant the trees). FM had passed the details onto a parishioner who is interested in creating a small native woodland and will keep the Council updated. It was agreed to put this in the newsletter to see if anyone else may be interested.

Signed David M. Allcock (Chair) Signed Sarah L. Loe (Clerk) 36



- b) To consider ongoing maintenance and supervision of the Defibrillator – The volunteer that looks after the machine explained that the defibrillator is currently on a lease with the Community Heartbeat Trust (CHT) that is due to expire in about six-month's time. The CHT come out and check the machine annually, with the volunteer checking on a weekly basis that it's not been used, the pads are in date and the first aid kit is intact. The volunteer keeps all the records online by logging onto the Webnos system run by CHT. JP asked whether the machine had ever been used in an emergency; it has not to date. Another query was what would happen once the lease expires. The volunteer was unsure, but the original contract was signed back in 2019, the Clerk asked which address any correspondence goes to, the volunteer thought that this was the Clerk's address. The original file containing the paperwork and contract for the defibrillator was passed to AN, who will look into what is expected when the lease comes due for renewal and then the file will be passed to the Clerk for filing. The volunteer offered to continue with the checks, to which the Parish Council agreed, although it was agreed that there would need to be more oversight going forward.

AN and MHO explained that they had been in contact with CHT and updated the Council on the current arrangements as understood by CHT. They agreed that essentially the machine is not owned by the Parish Council, but on a fixed term lease in return for a donation at the outset. Part of the contract includes an annual fee of £135 for an annual service, which the Parish Council has paid each year, but which has never actually taken place; it is only done at the request of the Council because CHT need to have someone in attendance. AN has now instigated an annual service request and is waiting for CHT to come back to him with date/time. After four years (the length of the contract) the battery would need to be replaced, which CHT would do if the Council agreed to continue with them as a supplier, if the Council did not renew then the machine would be removed.

At earlier meetings there had been discussion about whether the machine would need PAT testing. As the defibrillator runs from a sealed gel battery there is no need for a PAT test as long as the light remains green. The power (supplied by the Community Centre at about £7-£10 per annum) keeps the box at an optimum heat of 7°C to ensure that the battery does not run low and to keep moisture at bay.

AN voiced concerns that the monthly and weekly checks (a requirement to ensure that the CHT insurance policy on the defibrillator remains valid) are either not being done, or not being correctly recorded on the CHT Webnos system. Although in some instances checks are recorded weekly, there have been other times when there are significant gaps in the audit trail. The volunteer who carries out the checks said he always logs the checks and suggested the problem may lie with the Webnos system itself. AN now has separate login details to the Webnos system and will keep an eye on the matter. AN will also make contact with CHT to ensure that the maintenance contract is renewed when necessary.

- c) 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 had obtained one quote for the bracket, but despite trying hard he had been unable to source another quote. The base is currently waiting and AN can source the materials to install. TR proposed that the work is carried out on the basis of the one quote as sign needs to be repaired, JP seconded, all voted in favour and **IT WAS SO RESOLVED**. AN agreed to liaise with the contractor and arrange for the work to be done.
- d) Update on Christmas Celebrations – The Chair of the Community Centre Committee thanked the Parish Council for providing funds for the lights as agreed at the November meeting. Plans are well underway, with one more meeting to take place before the actual event, to ensure the final details are dealt with. Volunteers have come forward to help at the 'bus-stops' as a result of an advert in the newsletter. The risk assessments have been completed and it is generally understood that the event is being eagerly anticipated. The 'bus-stop' signs will be put up on 27<sup>th</sup> November to help remind everyone in the village and there is an advert in the most recent What's on In Worlingworth. As the event is being held in aid of the local foodbank, JP enquired if there was any guidance on what sort of things would be best for donation. Although tins and packets of food are best, monetary donations are also welcomed as the foodbank purchases fresh food items for distribution as well. A note will go into the next village newsletter with guidance on what sort of donations would be best.
- e) Consideration of ways in which to celebrate the Platinum Jubilee – To be reviewed early in 2022.
- f) Maintenance of PC Whiting memorial – BS outlined to the Council that the memorial in Fingal Street was in relation to an unexploded bomb that detonated, killing the local policeman PC Whiting, who was guarding the area whilst a group of Sappers attempted to defuse it. In past years a member of the Parish Council had instigated organising a memorial service on 11<sup>th</sup> November specifically for this event, with the daughters of PC Whiting in attendance. This had given the general village the impression that the Parish Council were responsible for the memorial, especially following the recent addition of a plaque to

Signed Stella Mallam (Chair) Signed Stella Mallam (Clerk) 37



include the names of the Sappers who had also lost their lives at this location. However, PC Whiting is included on the main village war memorial in the churchyard and this separate memorial is of private origin.

This year, in the absence of a member of the Parish Council organising anything specific for PC Whiting the Worlingworth History Group had arranged the event, which had led to questions being raised about the maintenance of the PC Whiting Memorial, along with complaints about the Parish Council supporting the cutting of the grass in the churchyard.

JP noted that she has been voluntarily keeping the grass and vegetation cut back around the PC Whiting Memorial.

BS asked whether if the family are no longer able to attend the individual ceremony was it right that the Parish Council specifically pick out the one man in this way, as he is also remembered on the main war memorial at the church.

TR noted that in other areas memorials such as this one are being relocated to one central area in order to ensure that they can be maintained and remembered.

JO noted that this particular memorial is about a specific event and relocating it would reduce its historical value. MHo mentioned that there are many such small memorials for specific events at their locations across Europe and these are venerated and cared for in situ.

AN suggested that it is important for the memorial to stay in its current location as it is a marker to tell the story of what happened at that site, but felt that there was no need for a separate memorial service to take place, as PC Whiting is listed on the main war memorial and the Sappers, although losing their lives in Worlingworth, would also be listed on their 'home' war memorials.

JP proposed that a volunteer continues to keep the undergrowth cut back around the memorial stone, to maintain it for historical reasons, but the service of remembrance is held solely at the church. The money that has in recent years been used to purchase a wreath for PC Whiting would instead be redirected as an increased donation to the Royal British Legion to help in their work supporting ex-service personnel. BS seconded this proposal, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will write to Worlingworth History Society to outline the Parish Council's decision.

- g) Consideration of response to Police & Crime Plan Consultation – After discussion it was agreed that no formal response was required to this consultation.
- h) Consideration of response to Draft Housing Land Supply Consultation – JP reported that she had looked in depth at this consultation, but had found it very difficult to follow and to see what impact was likely to be felt in Worlingworth specifically. As far as she could tell all the housing proposals that the Parish Council are already aware of in the village are listed on the schedule, including some 'windfall' housing for properties that have occurred alongside the major developments. The District Council has a legal obligation to provide evidence that there is a sufficient supply of housing and there is little that the Parish Council can comment on at this point.

MHo noted that pre-COVID there were lots of meetings being held all over the county by the planning department, highlighting potential areas of development, so it would be important to keep an eye on the situation, although Worlingworth is not currently any in designated areas of development or on any substantial through-route, so relatively safe.

After discussion it was agreed that no formal response was required to this consultation.

- i) Consideration of response to HGV Route Consultation – MHo expressed concern that the ongoing increase in chicken farm developments may lead to a big increase in vehicle movements.

TR explained that in fact due to changes within the poultry industry since COVID there are now up to 50% less lorry movements. This is because there has been a shift from 7.5 ton lorries to 18 ton lorries, this is to increase efficiency, with reduced fuel costs and subsequently emissions. TR will not allow lorries onto his site after dark, but sympathised with concerns about the site at Newtown where lorries appear to be accessing the site outside of their agreed operating times. JQ commented that despite the Environment Agency having been involved there still seems to be little action to stop this problem.

Signed .....  ..... (Chair) Signed .....  ..... (Clerk) 38



AN expressed concern that the increase in the size of the lorries would lead to greater damage to the roads in and around the village, as the road network is not designed for such large vehicles. Any road damage needed to be reported to Suffolk Highways to underline the problem, if they receive a large number of reports then they would understand the need to take action, but this would have to be done on an 'as and when' basis to evidence the issue.

After discussion it was agreed that no formal response was required to this consultation.

#### WPC 21-11-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for November. There were no queries. AN proposed acceptance, TR seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures,
- b) Budget Planning – to discuss and consider draft budget – A draft budget for 2022-2023 had been circulated by the Clerk. No changes were made at this point, but it was agreed that the Parish Council would not adopt the budget until the January meeting, in case any changes were needed. The Clerk will produce a second version draft for consideration at the December meeting.
- c) To consider applications for funding:

i. *Remembrance Wreaths – extra donation*

The Clerk informed the Council that the wreaths had been supplied at the cost price of £29, although no receipt would be issued until payment had been received by the Royal British Legion Poppy Appeal. In previous years the Parish Council had also sent a small donation when paying for the wreaths.

JP proposed making the payment for the wreaths £50, thereby giving a charitable donation of £21, MHo seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will advise of the outcome and funds will be released on the December Payment Schedule. The Clerk will also advise that no wreath would be required for the PC Whiting Memorial from 2022 onwards.

ii. *Citizens Advice Bureau*

After discussion it was agreed to make a donation on same basis as that given to Suffolk Accident Rescue Service in July of 50p per name on the parish council electoral roll. Therefore, BS proposed a donation of £344, JQ seconded, all voted in favour, and **IT WAS SO RESOLVED**. The funds will be released on the December Payment Schedule.

iii. *Headway Suffolk*

After discussion it was felt that there was no evidence that Worlingworth parishioners had benefitted from the work of this charity – an element to consider as part of Section 137. The Clerk will ask Headway Suffolk for proof of people in Worlingworth being helped and upon receipt the application will be resubmitted for consideration.

iv. *Grasscutting at St Marys Church*

After discussion JO proposed £500, JQ seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will advise the outcome and funds will be released on the December Payment Schedule.

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

#### WPC 21-11-10 Feedback from External Meetings

TR reported that he had completed his SALC New Councillor training and found it very useful.

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

- a) The Clerk advised that a dog litter bin at the junction of Water Lane and Southolt Road had broken and a new bin was being ordered.
- b) JP reminded Councillors to take up the opportunity for photos, as mentioned at the last meeting.
- c) Items for next agenda:
- Reconsideration of the draft budget

Signed Basil Maurice (Chair)

Signed Sally (Clerk) 39



WPC 21-11-12 Jubilee Cup Award

The Council met in closed session to discuss the nominations for the 2021 award of the Jubilee Cup. After discussion and a vote AN proposed a recipient, MHo seconded and **IT WAS SO RESOLVED**. Arrangements will be made for the cup to be engraved with the 2021 award details.

Items for the December Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 6<sup>th</sup> December 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 9.45pm. The next meeting is set for **Wednesday 15<sup>th</sup> December 2021** at 7.30 pm at the Community Centre.

Brian Smallcombe, Chair

Sarah Clare, Parish Clerk

Signed  (Chair) Signed  (Clerk) 40