



## WORLINGWORTH PARISH COUNCIL

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

Minutes of Meeting held on Wednesday 15<sup>th</sup> December 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)	Carol Garrett (CG)	Sarah Clare (Clerk)

Public present at the meeting: 1

#### WPC 21-12-01 Apologies for Absence

County & District Councillor Matthew Hicks had given his apologies in advance at the November meeting.

Jackie Quinton (JQ) was unable to attend due to health concerns and had sent her apologies. The Council accepted.

#### WPC 21-12-02 Declaration of Interests

BS and JP declared interest in WPC 21-12-07 a) ii) being near neighbours to the property.

TR declared interest in WPC 21-12-08 f) being directly involved in the property.

#### WPC 21-12-03 Public Forum

None

#### WPC 21-12-04 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.

#### WPC 21-12-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 17<sup>th</sup> November 2021 as a true and accurate record, were proposed by JP, seconded by TR and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

#### WPC 21-12-06 Matters Arising and Action Points

6.1 Explore how to get two authorisation payments via online banking. ONGOING

6.2 Complain to EE about network coverage, suggesting they install hardware on the Worlingworth Hall mast. CG reported that she has tried to make the complaint, but is currently being frustrated by the online chat options. ONGOING

6.3 Contact church about potential volunteer contact details for the Emergency Plan Fridge Magnet. DISCHARGED – AN had spoken to the church and confirmed that the volunteer selected would like to remain the focal point of contact for the church

6.4 Report the overgrown hedge opposite Beecrofts Farm via Suffolk Highways Online Reporting Tool. DISCHARGED

6.5 Submit responses to Planning Department at District Council as agreed. DISCHARGED

6.6 Contact parishioner about the Stanway Green tree planting project, asking whether they still wish to proceed. DISCHARGED

Signed .. *Brian Smallcombe* ..... (Chair) Signed .. *Sarah Clare* ..... (Clerk) 41

- 6.7 Email MHi about the maintenance of the pond outside The Cross. DISCHARGED
- 6.8 Newsletter item – tree packs from Suffolk Tree Warden Network. DISCHARGED
- 6.9 Liaise with contractor to install the bracket on the Village Sign. DISCHARGED
- 6.10 Write to Worlingworth Local History Society to explain decision on PC Whiting memorial. DISCHARGED
- 6.11 Updated as necessary and re-draft the budget for further consideration at the December meeting. DISCHARGED
- 6.12 Advise outcomes of applications for funding. DISCHARGED
- 6.13 To distribute payments as detailed on the November 2021 Payment Schedule. DISCHARGED

WPC 21-12-07 Planning

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

- i) DC/21/06364 – Householder Application – Erection of two storey side extension – Pendale, Southolt Road, IP13 7HW

Councillors had all studied the application in advance of the meeting. After discussion it was decided to submit **NO COMMENT** the application based on the following:

- There was likely to be minimal impact to surrounding properties.

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

- ii) DC/21/06464 – Full Planning Application – Erection of 4 no. dwellings (following demolition of existing agricultural buildings as alternative to Prior Approval DC/19/03434) – Land West of New Road, IP13 7PA

Councillors had all studied the application in advance of the meeting. After discussion it was decided to submit **NO COMMENT** the application based on the following:

- The site currently consists of disused farm buildings that could continue to deteriorate and the submitted plans were appropriate to sympathetic development of the area.

AN proposed, TR seconded, 4 voted in favour, 2 abstained due to declarations of interest 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/21/05914 – Householder Application – Conversion of cartlodge and workshop with home office/studio over to residential annex. Halcyon House, Church Street, IP13 7NT - Granted.

- d) Concerns raised about discrepancy between agreed planning application and current construction at the Swan Lane Development – JO reported that concerns had been expressed by neighbours to the property that the construction of the building had gone off-plan and had reverted to the originally refused plan regarding the positioning of the French doors. Neighbours are concerned that this may cause noise pollution. After discussion it was agreed that JO should advise the parishioner who had expressed concerns to contact the District Council planning department with their concerns.

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## WPC 21-12-08 Parish Council Activities & Projects

### a) Tree Warden Report including consideration of purchase of plants for the repair of the Sensory Garden hedge at the Community Centre – FM updated the Council on his activities:

- i) Following discussion with the Community Centre Committee FM asked the Council to authorise the making good of the hedges in the sensory garden, by purchasing and planting some infills. TR proposed that this be done as soon as possible, JO seconded, all voted in favour **and IT WAS SO RESOLVED**. FM will make arrangements and submit receipts for reimbursement in due course.
- ii) A vigilant parishioner who heard chainsaw operating had contacted FM to investigate, due the location of a number of trees protected by TPO's in the area. FM had spoken to the tree surgeons on site and confirmed that the work they were carrying out did not affect the protected trees and were quite understanding about the concerns having been raised. FM urged everyone that if any work is being carried out to let him know and he will try and look into it to ensure that no protected trees are lost inadvertently.
- iii) The Clerk has made contact with the parishioner at Stanway Green to ask if the tree supply is still required. A deadline of the 31<sup>st</sup> December has been set, to date no response has been received.
- iv) FM had provided TR with contact details for the tree packs from Suffolk Tree Warden Network and TR had been successful in obtaining some plants

### b) Update on Road Safety Work – AN reported that the cheque for the survey work has been cashed and Suffolk Highway Engineers have been seen in village, so hopefully a report will be forthcoming soon. AN will check with MHi to see if the report has been sent to him instead.

Unfortunately, there have been a lot of people starting to park on the village green again, which is damaging the surface. AN suggested that work is re-started on getting the roadside planters put in place, which would help do discourage this parking. AN proposed circulating the planter specifications to suppliers to get estimates for the Council to consider, CG seconded, all voted in favour and **IT WAS SO RESOLVED**.

MHo suggested using the leaflets advising people that parking on the village green is illegal again. The Clerk will relocate the file and forward to MH for printing and distribution as required.

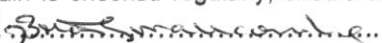

### c) Update on Defibrillator – AN reported after the last meeting the checks are now been done regularly, but the volunteer who carries out the checks reported that he thought something had been done to the machine as it was in the switched mode when he visited the cabinet on one occasion. The Community Centre Committee had checked their CCTV and no illegal activity had been seen by the cabinet. The Community Heartbeat Trust (CHT) and the Ambulance Service had also been contacted and they had both confirmed that there had been no official use of the machine. It was unclear why the machine had appeared to be in the on-mode at the time of checking, but the CHT had advised that even if it had been inadvertently switched on it would automatically power off after ten minutes of inactivity, so there was no risk of the machine being out of battery should it be needed.

At the last meeting the volunteer who currently checks the machine had offered to show AN and MHo what needed to be done, to avoid the risk of no checks being carried out should the volunteer be unable to attend the machine at any time. This has yet to be arranged. AN will make contact with the volunteer again to ask that a day and time can be arranged.

FM asked whether the discrepancies that had been occurring between checking and recording had been resolved. AN stated that the reason for this remains unclear, but since the last meeting AN has seen the checks being recorded on the CHT system on a regular basis.

### d) Update on War Memorial situation – AN had conducted research into the legal status of the war memorials in the village and confirmed that the main war memorial at the church is Grade II listed structure, in the bounds of a Grade I listed structure and is currently the responsibility of the Imperial War Museum (IWM), who subcontract the inspection and maintenance to Historic England. The last inspection had been carried out in August 2019.

The memorial on Fingal Street for PC Whiting and the Sappers is also listed on the IWM register and again is checked regularly, should any major maintenance be required this would again be arranged

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through Historic England. It was noted that the Parish Council has historically kept an eye on this memorial, but it was good to know that should anything happen in the future there was a system in place to ensure it would not be lost.

JP reported that an email had been received from the former Worlingworth councillor who had cared for the PC Whiting and the Sappers during his tenure. He had also been part of the Worlingworth Local History Society and was clearly concerned at the content from the November minutes that the Parish Council was not going to continue the separate act of remembrance at the site of the Fingal Street memorial.

JP said that she was more than happy to look after this historic marker in the village and since the last meeting two more volunteers had come forward offering to help maintain the Fingal Street memorial, but still was of the opinion that this should not be regarded as officially under the Parish Council's remit, especially the organisation of a ceremony. If individuals in the village want to hold a separate act of remembrance, then they are of course free to do so.

After discussion it was agreed by all that the decisions taken at the November meeting were correct and would stand. The Clerk will advise the former Councillor of the outcome of the discussion.

- e) Consideration of the adoption of Council specific email addresses for all Councillors – Following attendance at an online forum for Data Management the Clerk had circulated an Information Commissioner's Office guide about the data breach risks and the implications in the event of a Freedom of Information Request for Councillors who are using their personal email addresses.

After discussion TR offered to look into setting up a Worlingworth Parish Council domain name, from which each Councillor would have a clearly identifiable 'official' email address that they could use solely for Parish Council business, JO seconded, all voted in favour and **IT WAS SO RESOLVED**.

CG suggested that the Council may need an official email use policy and offered to look into producing something that the Council could adopt.

- f) Report on The Swan Inn – The Clerk reported that the District Council had now received formal notification from the owner of The Swan of their intention to sell the property. This has triggered the official Interim Moratorium period, which is due to end on 18<sup>th</sup> January 2022.

Notices will soon be put up near The Swan advising of the situation. Eligible Community Interest Groups have until the end of the Interim Moratorium period to put forward an Expression of Interest, if no such bids are received the property sale can be completed.

It is understood that there is concern at the District Council about the way in which the property was put up for auction before the notification of Intended Disposal was made and the District Council's legal team are looking into the matter.

TR reported that the auction house had made it clear that there was an Asset of Community Value on the property and that a 'market value' needed to be obtained before the Intended Disposal notification could be made to the District Council, which is why events had taken place in the order that they had. Unfortunately, there are few properties in the country where such a process is likely to take place and it has led to difficulties from all parties on being sure of how exactly to navigate the process.

JP proposed that the Parish Council makes it clear to the District Council that they have no intention of bidding for The Swan, in case this may help to expedite the process, AN seconded, 5 voted in favour, 1 abstained due to Declaration of Interests and **IT WAS SO RESOLVED**. The Clerk will make contact with the District Council to advise.

After discussion it was agreed that the Interim Moratorium period should be publicised clearly in the village newsletter to ensure that as many people as possible are aware of the situation, should any groups wish to make an Expression of Interest. CG will also ensure it is on the village website and JP will publicise the matter on the Council's Facebook and NextDoor pages.

- g) Calendar of meetings and events for 2022 (to financial year end 2023)

After discussion it was agreed to continue general Parish Council meetings on the third Wednesday of each month.

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Other dates agreed:

The Spring Clean – Saturday 9<sup>th</sup> April  
Annual Parish Meeting – Wednesday 25<sup>th</sup> May  
Walking Day – Saturday 1<sup>st</sup> October  
Autumn Tidy – Saturday 15<sup>th</sup> October

The Clerk will confirm the bookings with the Community Centre Booking Clerk and arrange for publication on the website and the noticeboards.

#### WPC 21-12-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for December. There were no queries. CG proposed acceptance, AN seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures. It was noted that an official virement to move the CIL monies received earlier in the year to reserves would be required for the January meeting.
- b) Budget Planning – to discuss and consider draft budget – The Clerk had circulated a second version draft budget for the Council to consider. After discussion it was agreed to amend the budget to include £100 to cover the cost of setting up official email accounts for Councillors. The Clerk will produce a third version draft for consideration and final adoption at the January meeting, prior to confirming the precept.
- c) To consider applications for funding: None received
- d) To agree payments as detailed on Payment Schedule – JP proposed authorisation, MHo seconded and **IT WAS SO RESOLVED**. The Clerk will arrange payments accordingly.

#### WPC 21-12-10 Feedback from External Meetings

None

#### WPC 21-12-11 Matters of urgency to be brought to the attention of the Council

- a) JO advised that she had been approached by a disabled resident who has been experiencing difficulties accessing the Community Centre in his wheelchair due to the sleeping policeman on the driveway. BS confirmed that the Community Centre Committee is aware of the problem and is looking at how best to resolve the problem.
- b) Items for next agenda:
  - Final adoption of budget
  - Setting of precept
  - Virements
  - Road Safety Quotes
  - Domain Names
  - Email Use Policy
  - Emergency Plan

Items for the January Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 10<sup>th</sup> January 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 9.02 pm. The next meeting is set for **Wednesday 19<sup>th</sup> January 2022** at 7.30 pm at the Community Centre.

Brian Smallcombe, Chair

Sarah Clare, Parish Clerk

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