



WORLINGWORTH PARISH COUNCIL

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

Minutes of the Annual General Meeting held on Wednesday 19th May 2021 at Community Centre.

Attendance	Brian Smallcombe (Chair) (BS)	Carol Garrett (CG)	Michael Howard (MHo)
	Juliet Pierce (Vice-Chair) (JP)	Jackie Quinton (JQ)	Andrew Nunn (AN)
	Jane O'Vel (JO)	Tom Royall (TR)	Sarah Clare (Clerk)

Public present at the meeting: 3 - including Tree Warden Francis Muldoon (FM)

WPC 21-05-01 Appointment of Chair & Vice-Chair

The Clerk asked for nominations for the office of Chair.

BS was nominated as Chair by CG, AN seconded, all voted in favour and **IT WAS SO RESOLVED**

JP was nominated as Vice-Chair by CG, AN seconded, all voted in favour and **IT WAS SO RESOLVED**

The acceptance of office forms were signed.

WPC 21-05-02 Apologies for Absence

Richard Quinton (RQ) was unable to attend due to work commitments and had sent his apologies. The Council accepted.

District & County Councillor Matthew Hicks (MHi) had sent his apologies, he was unable to attend due to a diary clash.

WPC 21-05-03 Declaration of Interests

JO declared interest in WPC 21-04-08 a) i) being a near neighbour to the property concerned.

WPC 21-05-04 Public Forum

Representatives from the Community Centre Committee and the Parochial Church Council outlined an idea that they had for festive celebrations in the village, to include Christmas trees, organised carol singing and a procession through the village. Councillors all felt that the idea had promise and understood the need to think about the matter so far in advance. Festive celebrations for the village will go on a future agenda for further discussion.

The Community Centre Committee also put forward an idea that a Community Orchard could be planted on an area of the playing field. This idea will also go forward to a future agenda, but the Committee were urged to speak to FM in his capacity as Tree Warden.

WPC 21-05-05 Update from County & District Councillor

The County Councillor's annual 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.

WPC 21-05-06 Minutes of previous meetings

Regarding the meeting held on Friday 23rd April 2021, it was agreed that an amendment be applied under WPC 21-04-13 for the wording to be amended to include the word 'any' between consider and complaints to read "to consider any complaints received".

Subject to the above amendment the Minutes of the meeting held on Friday 23rd April 2021 as a true and accurate record, were proposed by CG, seconded by MHo and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

Signed Brian Smallcombe..... (Chair) Signed Sarah Clare..... (Clerk) 7

WPC 21-05-07 Matters Arising and Action Points

- 7.1 Contact diocesan land agents to ask for hedge overhanging road to be cut back at the 'allotment' site. ONGOING
- 7.2 Submit responses to Planning Appeals as agreed. DISCHARGED
- 7.3 Arrange for double-sided printing of Welcome Pack as required. DISCHARGED
- 7.4 Draft a new Emergency Plan using template provided by Suffolk Resilience Forum. To be discussed later in meeting.
- 7.5 Contact Suffolk Resilience Forum to arrange for Worlingworth Community Centre to become a registered emergency rest centre. DISCHARGED – to date no response has been received and so the Clerk will chase the matter up.
- 7.6 Contact St Mary's churchwardens to see if the Church would also like to consider becoming a registered emergency rest centre. ONGOING
- 7.7 Instruct SB Fabrications to proceed with production of materials for remedial works to Village Sign. DISCHARGED
- 7.8 Arrange for delivery/collection of materials from SB Fabrications and fit to Village Sign. ONGOING
- 7.9 Newsletter/NextDoor item – reminder that trees with TPO's need permission for work to be carried out and no trees or hedges should be cut back between 31st March and 30th September, unless the work is necessary due to a risk, as it is nesting season. - DISCHARGED
- 7.10 Send written statement to adjacent landowners asking to confirm that they have no objections to the installation of roadside gates. ONGOING
- 7.11 Chase Highways Engineer for update on white lining work. To be discussed later in meeting.
- 7.12 Obtain quotes for planters for consideration at Parish Council meeting. To be discussed later in meeting.
- 7.13 Publish adopted and updated policies and documents as agreed on village website. DISCHARGED
- 7.14 To distribute payments as detailed on March 2021 Payment Schedule. DISCHARGED
- 7.15 Ask Anglian Water representative about where responsibility lies for the watercourse/ditch alongside the Community Centre driveway. To be discussed later in meeting.
- 7.16 Newsletter item – encourage all residents to carry out their own personal Spring Clean of the village, including contact details for BS should anyone wish to borrow litter picking equipment. DISCHARGED

WPC 21-05-08 Planning

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

- i) DC/21/02427 – Application under S73 for removal or variation of a condition following grant of planning permission DC/20/05752. Town & Country Planning Act 1990. Planning – remove condition no. 2 (approved plans & documents) to enable amendments to the design of the dwellings and the site layout as shown on drawings PW1132-PL01revB and PW1132-PL02. Swan Inn, Swan Road, IP13 7HZ

Councillors had all studied the application in advance of the meeting. After discussion it was decided to submit an **OBJECTION** to the application as detailed below:

- The size of the houses now proposed are out of character with the location and do not suit the general street scene, particularly in relation to the curtilage of the nearby listed building (The Swan inn).

Signed *[Signature]* (Chair)

Signed *[Signature]* (Clerk)

- It is still the hope of the Parish Council that The Swan inn may be re-opened as a village amenity and believe that to allow such a development so close to the inn may prove detrimental to the viability of the business as a rural pub.
- There are also concerns over the loss of trees on the site during the redevelopment and the Parish Council would like to see reinstatement of suitable trees to replace those lost during development as a planning condition for the site.

BS proposed, JQ 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 to report.

WPC 21-05-09 Parish Council Activities & Projects

- a) Update on Review of Emergency Plan – AN reported that he had started on the risk assessments and various documents as provided by the Suffolk Resilience Forum, but further progress could only be made once the Community Centre assessment had taken place. CG suggested that this should be escalated to MHi if no contact is forthcoming. The Clerk will chase again and advise accordingly.
- b) To consider quotes for village planters and update on Road Safety Audit (white-lining/roadside gates) – JP reported that following the April meeting she had circulated a full explanation of the project, outlining the history of the decision-making process and all Councillors had been positive in their feedback. AN had put together a pack of information with details of various options that are available for the planters, suggesting that a final decision on which type to be purchased would need to be made soon.

The proposal extends beyond the planters to include white roadside gates as drivers enter the village, with 30mph signs and white lining on the road to form a virtual chicane to encourage drivers to slow down. Planters would be placed throughout the village to remind drivers that they are in a residential area and it is hoped that the planters could be adopted by either individuals or groups. Planters could also be strategically placed to discourage people from parking on the village green. The costings circulated at the April meeting for the planters were a ballpark figure, if the Council are in agreement in principle, then AN will prepare a full specification and tender document. The work is still, however, held up by waiting for information from the Highways Engineer about the white lining work. AN will chase again and ask MHi to assist.

JQ expressed concern about the potential use of rumble strips, AN explained that at present the suggestion is for white lining only. JO queried whether the roadside gates would narrow the road, AN confirmed that the gate will be on the verge only. TR suggested going ahead with the planter scheme if this has approval as a 'stage one' of the approach to reduce speeds, then moving into the white lining as and when approval is granted. CG stated that she fully supported all efforts to reduce traffic speeds, but would like to see evidence that white lining work actually reduces speed levels.

CG proposed that Councillors consider the documents circulated and shared by JP and AN and be prepared to vote on the matter at the next meeting, JP seconded, all voted in favour and **IT WAS SO RESOLVED**.

- c) To consider whether to apply for ANPR monitoring – Suffolk County Council have ten Automatic Numberplate Recognition machines that can be utilised alongside speed indicator devices. There is an opportunity for parishes to apply to be on a rota. Various concerns were raised including whether this was appropriate for a small village and excessive public monitoring. MHo noted that all that is being requested is for Parish Council's to submit an expression of interest in the scheme and there was no guarantee that Worlingworth would be successful. Evidence of problems with speeding needs to be included and at present it is unclear whether the sign is recording successfully. The Clerk will check with the parishioner who analyses the data to see if the sign is currently working correctly.

BS proposed that the Parish Council apply to the scheme, AN seconded, 2 voted in favour, 4 against – Chairs Casting Vote – for and **IT WAS SO RESOLVED**.

- d) Tree Warden Report – Tree Warden, Francis Muldoon (FM) updated the Council regarding recent concerns about a Yew Tree with a TPO at The Swan. Several parishioners had stepped in to prevent the tree being felled on Tuesday 4th May. FM had contacted the District Council to seek advice on how to

Signed *[Signature]*..... (Chair) Signed *[Signature]*..... (Clerk) 9

proceed and it transpired that the District Arboricultural Officer had inspected the tree, discovered it was decayed and unsafe and as part of the planning permission it had been agreed that the tree would be removed. It is understood that there will be a replacement tree planted on the site once the building work has been completed. Councillors felt that it would be a good idea for all planning applications to have a similar condition imposed of replacing trees that have been cut down to make way for building work.

FM also advised the Council that three further parishioners had made contact with him following the last article in the village newsletter about Parish Council funding to plant trees. FM had advised the parishioners to obtain two quotes and then these could be submitted to the Parish Council for consideration at a future meeting.

- e) Google Analytics for Website – CG requested that this be deferred to the next meeting.
- f) Consideration of proposal for way in which to commemorate the life of HRH Prince Philip – JQ suggested that as the Duke of Edinburgh had always been keen to help children and young people a new piece of play equipment may be a suitable memorial. JP put forward the idea that the Community Centre Committee's proposal for a Community Orchard could be incorporated into a memorial to Prince Philip. JO mentioned that the Gardening Club were going to approach Worlingworth Charities about whether the Bowling Green area could be developed into a Community Garden, which again could be used as a memorial. All of these ideas were dependent upon getting support from other groups and after discussion it was felt that to engage the community some sort of voting process may be a good idea. The Clerk will make contact with the Community Centre Committee to see if they would be open to the play area or orchard options.

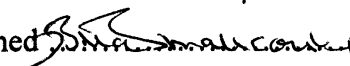

AN noted that as 2022 was going to be the Queen's platinum jubilee there had been proposals put forward that trees would be available for communities to plant to commemorate the event and it might be possible to combine this with a memorial to the Duke of Edinburgh.

JP noted that there was a tree planting scheme being offered through the County and District Council and suggested that FM could look into whether Worlingworth could access additional trees in this way.

- g) 30mph speed limit on Fingal Street – This proposal had come from RQ, as he was not present it was agreed to defer the matter to the next meeting.
- h) Parishioner Concerns about The Swan – JQ reported that there had been rumours on the NextDoor communication app about the future of The Swan, with allegations that the Parish Council is not doing anything to protect the property. After discussion it was agreed that the Clerk would write a piece for the next village newsletter, explaining the limitations that the Parish Council is operating under and attempt to manage the expectations of parishioners.

WPC 21-05-10 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for May. 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.
- b) To approve CIL Statement for period 2020-2021 for submission – Following circulation and consideration of the CIL statement, CG proposed approval, AN seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will arrange for the CIL Statement to be submitted and published on the website.
- c) To confirm Exemption from External Audit for Accounting Period 2020-2021 – Following circulation and consideration, CG proposed the submission, AN seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and Clerk signed the forms on behalf of the Council, the Clerk will submit the Exemption Certificate.
- d) To approve Annual Governance Statement for Accounting Period 2020-2021 – Following circulation and consideration of the Governance Statement, CG proposed approval, AN seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and the Clerk signed the forms on behalf of the Council and the Clerk will publish the AGAR on the village website.
- e) To approve the Accounting Statements for 2020-2021 following Internal Audit – The Clerk explained that the Internal Audit has not been finalised, but that the auditor had advised that the Council could accept the Accounting Statements prior to the finalisation, if necessary to meet submission dates. The Internal Audit can be accepted at a future meeting, with any recommendations subsequently acted upon.

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Following consideration of the Accounting Statements as provided by the Clerk, CG proposed approval, AN seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and the Clerk signed the forms on behalf of the Council, the Clerk will publish the Accounting Statements on the village website.

- f) To agree payments as detailed on Payment Schedule – CG proposed authorisation, AN seconded and **IT WAS SO RESOLVED**. The Clerk will arrange online payments accordingly.

WPC 21-05-11 Feedback from External Meetings - None

WPC 21-05-12 Matters of urgency to be brought to the attention of the Council

- a) MHo advised the Council that there had been a change of police inspector in the area.
- b) CG advised the Council that as per the amendment approved for the April minutes, the staffing sub-committee will amend their terms of reference to deal with any additional complaints that may be received against either a member or employee of the Council, unless a member of the sub-committee is directly involved in the complaint. No objections were raised to this amendment.
- c) Items for next agenda:
- Update on Review of Emergency Plan
 - Further consideration of village planters and other road safety audit recommendations
 - Tree Warden Report
 - Google Analytics for Website
 - Consideration of proposal for way to commemorate the life of HRH Prince Philip
 - Request from a parishioner to look at the possibility of getting a 30mph speed limit for Fingal Street

Items for the June Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 7th June 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 9.26pm. The next meeting is set for **Wednesday 16th June 2021** at 7.30 pm at the Community Centre.

Brian Smallcombe, Chair

Sarah Clare, Parish Clerk

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