



## WORLINGWORTH PARISH COUNCIL

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

Minutes of Meeting held on Wednesday 18<sup>th</sup> August 2021 at Community Centre.

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

Public present at the meeting: 4 - including Tree Warden Francis Muldoon (FM)

#### WPC 21-08-01 Apologies for Absence

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

#### WPC 21-08-02 Declaration of Interests

None

#### WPC 21-08-03 Public Forum

The Chair of the Community Centre Committee (CCC) confirmed that a meeting had taken place between CCC and the Community Bus to confirm the location of the John Smith memorial bench and discussion had included the possibility of some tree planting around the bench. The CCC Chair will liaise with the village Tree Warden to make arrangements for the trees, which will also include some trees to be planted near the shelter on the field. The bench will be unveiled at a small reception on Saturday 18<sup>th</sup> September at 2.30pm

#### WPC 21-08-04 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:

The review of the County's SEND provision is now complete, the official report is expected to be released towards the end of August or beginning of September.

Following the last relaxation of social distance guidelines, the Household Waste & Recycling Centres are just about back to normal. At the moment the booking system will remain in place; this has received positive feedback, as it has reduced the number of vehicles waiting to enter the site at any one time and therefore reduced pollution from engine idling. Members of the public can now visit a site more than once a week and as there are no longer any social distancing restrictions, there are more slots available, meaning it is often possible to get a same day booking. Going forward the booking system will be reviewed regularly to ensure it is still offering the best solution.

MHi discussed concerns that had been raised by the Parish Council regarding a fee from Suffolk Highways for quotes to be prepared on the white lining and roundels that have been proposed as part of the drive to reduce speeding in the village. MHi explained that if he had requested the work to be done then there would have been no handling fee, resulting in a saving of 18%, so he suggested that the Parish Council apply for locality budget funding to carry out this work. MHi indicated he could fund 50% of the work and the final report would then provide an itemised list, so that, if necessary, work can be carried out in stages. The Clerk will formally write to MHi applying for the locality budget funding to enable this matter to proceed.

JP queried whether the contract Kier have with Suffolk County Council covered footpath maintenance as well as highways. MHi was not sure, the contract definitely covers pavements, but he would check about footpaths. JP explained that her concerns were about a potential reduction in cutting on footpaths in the parish. MHi Signed *Brian Smallcombe* ..... (Chair) Signed *Sarah Clare* ..... (Clerk) 23

confirmed that there had been £10 million allocated in the recent County Council budget for improvements to 500 miles of pavements and footpaths across the County, this was for maintenance though and not for capital expenses such as replacement bridges and signs. JP said that there was one bridge in the parish that was in need of replacement, but this had been reported via the online reporting tool and she was confident it would be dealt with in due course, after her positive experiences of reporting matters in this way before.

CG asked MHi if he could offer some insight into a recent article in the East Anglian Daily Times about Suffolk taking part in a pilot scheme for devolution. MHi explained that this was part of central government's 'levelling-up' scheme. During the pandemic having a single point of contact within a county had proven very efficient in arranging for services to be rolled out quickly. Suffolk had proven particularly good in its approach to the pandemic and as such were seeking to be the rural pilot scheme. There have been 35 expressions of interest from counties across the country, but Suffolk was unique in that all district and borough councils have agreed to support the County Council's application, along with all the County's MP's. If successful then it would mean that Suffolk would potentially have more power over how to spend monies raised within the county.

#### WPC 21-08-05 Minutes of previous meetings

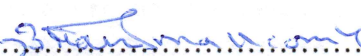

The Minutes of the meeting held on Wednesday 21<sup>st</sup> July 2021 as a true and accurate record, were proposed by JP, seconded by JO and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

#### WPC 21-08-06 Matters Arising and Action Points

- 7.1 Make contact with District Council planning department to see if getting conservation area status for Worlingworth would be effective in managing overdevelopment of the village. To be discussed later in meeting.
- 7.2 Report overgrown hedge opposite Beecroft Farm using the Suffolk Highways Online Reporting. ONGOING  
CG reported that the hedge at this point did not seem to be much worse than others in the area, so was uncertain whether to continue with the report. TR advised that hedges should not be cut between 1<sup>st</sup> March and 31<sup>st</sup> August anyway, so suggested that this matter be revisited mid-October.
- 7.3 Submit responses to Planning Department at District Council as agreed. DISCHARGED
- 7.4 Newsletter item – tree planting scheme, emphasis on carbon offsetting and biodiversity. DISCHARGED
- 7.5 Chase Suffolk Resilience Forum for Emergency Plan report. DISCHARGED
- 7.6 Check with SALC whether the Contract Documents are suitable for use. DISCHARGED
- 7.7 Circulate draft planter adoption letter to Councillors for comment. DISCHARGED
- 7.8 Consider groups/businesses who could be approached to adopt a village planter. To be discussed later in meeting.
- 7.9 Contact Worlingworth Local History Group to see if they would be willing to assist with an application for Conservation Area Status. To be discussed later in meeting.
- 7.10 Publish new policy on village website. DISCHARGED
- 7.11 To distribute payments as detailed on the July 2021 Payment Schedule. DISCHARGED
- 7.12 Contact Primary School to explain Parish Council position regarding parking problems. ONGOING – as JQ was not available to confirm whether she had spoken to the Primary School this action was carried forward, but it was agreed that an item should go in the next Newsletter, to coincide with the start of the new school year.
- 7.13 Newsletter item – mobile phone coverage in the village. DISCHARGED – the Clerk reported there had been a number of responses which would be collated and circulated for discussion at the next meeting.

#### WPC 21-08-07 Planning

- a) To consider planning applications that had been submitted since the last meeting: None

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b) To consider any planning applications that have been submitted since agenda published:

- i) DC/21/03983 – Planning Application – Change of use, extension and restoration of former lunging ring to a wedding and events venue. Tannington Hall, The Green, IP13 7NH

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

- When the events venue was first subject to planning consultation in May 2017 a number of local residents had raised concerns about potential noise disturbance, particularly late at night. This remains an ongoing concern to protect the amenity of residents living nearby and as such we reiterate part of our previous statement:
- "Worlingworth Parish Council feels that in general, the proposal to hold private weddings with a restricted number of guests on a restricted number of days throughout the year, with noise levels managed so as not to generate an unreasonable nuisance to neighbouring Parishes, is an acceptable proposal. However, the overriding concern to all is of the potential for noise pollution, and for potential late-night noise to affect the general well-being of those in close vicinity."
- As long as appropriate measures are taken to curtail any potential noise pollution, the Council feel that the application otherwise respects the historic building and local ecology, whilst bringing valuable business into the area.

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

c) Updates and Outcomes on previous planning applications:

- i) DC20/05934 – Full Planning Application – Erection of 8 no. dwellings and creation of new access road. Land adjacent to Pipers Meadow. Granted.

WPC 21-07-08 Parish Council Activities & Projects

- a) Consider co-option to fill vacancy on Council – BS asked whether anyone present wished to be considered for co-option to the Council.

Parishioner Stephen Fugler (SF) indicated that he was willing to be considered for co-option to the Council, explaining that he had been a resident in the village now for three years and wanted to help look after the sense of community that Worlingworth so evidently has. MHo proposed that he be accepted for co-option, TR seconded, all voted in favour and **IT WAS SO RESOLVED**.

The Clerk asked SF to sign the declarations of eligibility and acceptance and will arrange for a link to be emailed to complete the Register of Interests and look into training options for New Councillors.

CG also requested that SF send a photo and a few bullet points to complete a profile on the village website.

- b) Tree Warden Report – FM reported that he was in the process of applying to the District Council for a share of the tree planting fund discussed at the July meeting. He had received an acknowledgement, but to date was awaiting confirmation for the two specific sites. In the event that these two sites are not agreed before the bare root planting season, the trees may need to come out of Parish Council tree planting budget, but he will advise.

There had recently been concerns raised from parishioners about two mature trees at The Swan. A Horse Chestnut and a Field Maple. FM had applied for TPO's on both these trees, but had received a response from the County Arboricultural Officer that the site had been assessed a number of years ago for TPO's and all eligible trees had been covered (the ash and yew, which both have recently been removed). The Field Maple was considered at the time to be of insufficient landscape importance and the Horse Chestnut was found to be diseased (Ganoderma), making it unsuitable for a TPO. As a "last ditch" hope FM has requested a new survey to be carried out (as the last one was done in 2005) and is now awaiting a response on this request.

JP expressed thanks to FM on behalf of the Council for doing all that can be done to save the trees. AN asked whose land the trees in question are on. FM confirmed that the Horse Chestnut is on the land

Signed Shirley Smallwood..... (Chair) Signed Shirley Smallwood..... (Clerk) 25

currently in the process of being developed and therefore is at greater immediate risk, but the Field Maple is on Worlingworth Charities land.

- c) Update on Anglian Water investigations – AN updated the Council, he had been in contact with Anglian Water who are currently waiting for the crop in the field leading to the treatment works to be harvested, as soon as this had been done the contractors will be going in to line the pipes. The work in Shop Street between Ivy Cottage and The Swan was awaiting permission from Suffolk Highways to close the road, the application has gone in and it's just a question of waiting for approval.
- d) Update on Review of Emergency Plan – The Clerk reported that Suffolk Resilience Forum had been chased for the report following their meeting at the Community Centre. The report is complete, but currently waiting to be signed off, when it is the document will be released to the Community Centre as they are the registered Designated Rest Area and the document contains personal contact details. The Community Centre can then share as they feel necessary. The document is primarily for use by the District Council in Emergency Planning, so all that is needed for the Parish level Emergency Plan is for reference to be made to the document and that the Community Centre is fully approved for use. CG offered to chase up the document with Suffolk Resilience Forum, to ensure that the matter is resolved as soon as possible.
- e) Further consideration of village planters and other road safety audit recommendations, including suggestions for approach to adopt/sponsor individual planters – Until the report discussed with MHi above in the County & District Councillors report section had been received there was little else that could be done regarding the white lining work.

JP made a formal proposal that the Parish Council commit to 50% of the cost of the survey and estimate and apply for the remaining 50% to be met through the Locality Budget Fund, CG seconded, all voted in favour and **IT WAS SO RESOLVED.**

SALC had confirmed that AN's tender documents were appropriate to be used in relation to the procurement of planters and AN will now arrange for these to go out to suppliers for quotes to be received for consideration. JP queried whether it may now be better to wait until the Spring before purchasing planters and therefore the sponsorship letters may also need to be delayed. After discussion it was agreed to continue with obtaining prices, which can then be considered in conjunction with the white lining costs and to hold back on sending out sponsorship letters until the exact number and locations of the planters has been confirmed.

- f) Update on Christmas Celebrations – The next meeting of the Christmas Committee would not be taking place until 26<sup>th</sup> August, so there was no formal report. However, JO put forward a suggestion that a tree be planted on the village green to commemorate the Duke of Edinburgh and that this tree could also be lit up during the festive period, thus avoiding Health & Safety concerns about how to secure a Christmas tree if the tree were live. A number of matters were discussed in relation to this suggestion, including sight lines on the road, possible difficulties of grass cutting and how the lights would be powered. Alternative locations were put forward, including the possibility that the new green area that will be part of the 26-house development on Shop Street included a conifer that could be used as a future village Christmas tree. BS suggested that JO took away the ideas and look at the different possibilities for discussion within the Christmas Committee. AN offered to make contact with Flagship Housing to float the idea of their planting scheme including a conifer.
- g) To consider ongoing maintenance and supervision of the Defibrillator – JP suggested that possibly JQ may be the best positioned to take on the role, as JQ was not present this matter will be reconsidered at the September meeting. MHo offered to look back at his records to find out what the maintenance actually involves, TR advised that in his experience the box should be assessed and signed off annually. MHo will report back his findings at the September meeting.
- h) 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 advised the bracket for the signpost was now back, but required bolting into the ground. AN had costed out the materials required, but was not now confident he could actually carry out the work due to recent ill health.

JP proposed the Parish Council fund the costs of the materials required to complete the installation and that a contractor should be instructed to carry out the work, TR seconded all voted in favour and **IT WAS SO RESOLVED..**

AN will make contact with a couple of general builders to get quotes for consideration

Signed Steve Smallcombe..... (Chair) Signed Bill Collier..... (Clerk) 26

- i) Progress Report on Conservation Area application – AN advised that he had registered interest in Worlingworth being given Conservation Area status with the District Council planning department and was waiting to hear back. AN has also spoken to Worlingworth Local History Group asking for their input to assist with a full application and again was waiting to hear back. TR enquired whether there was any cost associated with the application. AN was not aware of any cost at present.
- j) Autumn Tidy & Walking Day Preparations – BS advised the Council that the Autumn Tidy has had to be changed to Saturday 18<sup>th</sup> September due to a clash of bookings at the Community Centre. The day will take the usual format of meeting at 10.30 am for distribution of litter picking kit and then meeting back at the Community Centre for a lunch. BS had produced posters that will be put up around the village and has sent copy into the Newsletter. CG offered to put something on the village website and JP will ensure it is publicised on the NextDoor app.

JP confirmed that the Walking Day will be going ahead on Saturday 16<sup>th</sup> October and she will be shortly circulating an email to all those who took part last year outlining the plans. BS will check whether the usual catering for the Walking Day can be supplied.

#### WPC 21-08-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for August. There were no queries. AN proposed acceptance, CG seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To consider applications for funding: None received
- c) To agree payments as detailed on Payment Schedule – AN proposed authorisation, MHo seconded and **IT WAS SO RESOLVED**. The Clerk will arrange payments accordingly.
- d) Consideration of revised terms and conditions of bank account and cost implications – The Clerk had circulated details of new terms and conditions and calculated an estimate of how much banking may now cost the Parish Council. The Clerk had spoken to HSBC about the possibility for two authorisations to take place online, but had been advised that this was not available. TR challenged that assertion and offered to speak with his bank manager about the matter.

#### WPC 21-08-10 Feedback from External Meetings - None

#### WPC 21-08-11 Matters of urgency to be brought to the attention of the Council

- a) MHo raised concerns about the roll number of the Primary School. JO as governor of the school advised that they cannot take any more children and that the school no longer has a separate school hall as this space has had to become a classroom. There is no physical space on the site to expand the school building. JP queried how this was not taken into consideration by the planning authorities when new housing has been granted for the village. TR said he had asked this question and was told that as long as there are sufficient school places within a 15-mile radius then the quota is deemed to have been fulfilled.
- b) Items for next agenda:
- Funding for John Smith Memorial Seat
  - Mobile phone coverage
  - Update on Christmas Celebrations
  - To consider quotes for the installation of the bracket on the Village Sign.
  - Walking Day final preparations.
  - Update on Anglian Water investigations
  - Update on Emergency Plan review
  - Progress Report on Conservation Area application

#### WPC 21-08-12 Staff Matters (Private Session of the Council)

CG outlined the current situation and advised the Council that the matter was now closed.

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Items for the September Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 6<sup>th</sup> September 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 9.13pm. The next meeting is set for **Wednesday 15<sup>th</sup> September 2021** at 7.30 pm at the Community Centre.

Brian Smallcombe, Chair

Sarah Clare, Parish Clerk

Signed Brian Smallcombe..... (Chair)

Signed Sarah Clare..... (Clerk)

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