



WORLINGWORTH PARISH COUNCIL

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

Minutes of Meeting held on Wednesday 15th September 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) Sarah Clare (Clerk)
Matthew Hicks (MHi) (District & County Councillor)

Public present at the meeting: 0

WPC 21-09-01 Apologies for Absence

Tom Royall (TR) and Jackie Quinton (JQ) were unable to attend due to health reasons. The Council accepted.
Francis Muldoon (FM) (Tree Warden) had also sent apologies.

WPC 21-09-02 Declaration of Interests

None

WPC 21-09-03 Public Forum

None

WPC 21-09-04 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:

Suffolk is very keen to do its part in taking in Afghan families and refugees, however, at the moment there are no plans to set up drop off points for donations. This is down to two reasons; currently they don't know what the needs will be and also Council workers don't want to receive inappropriate items, such as perishable goods. Instead, Suffolk County Council (SCC) is asking people interested in helping to register on the County Council's website and then when needs are known the Council will be in touch.

"Levelling Up" is being discussed a lot and the Government is looking to offer devolution deals to areas outside of the North of England. 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. MHi had just met with government and civil servants and although initially it was understood that the decision will be made in about three weeks' time on which areas are going to be part of the scheme, this may be slightly delayed now due to the cabinet reshuffle. If successful the bid would mean that Suffolk had greater power over how to spend monies raised within the county.

Parish Councils are being urged to ensure that people know about SCC's scheme to help instal solar panels on house-holders roofs. Interested parties have until 27th September to register on the scheme, which last time was able to offer approximately 30% discounts as SCC was able to go out to the market place and bulk buy the panels, by asking companies to tender. This results in individual customers getting solar panels in a cheaper mor affordable way and having confidence in the contractors involved. CG agreed to put a note on the village website.

JO asked MHi what was being done to help farmers in the county become carbon neutral, bearing in mind Suffolk County Council's (SCC) Climate Emergency declaration. MHi explained that SCC is working with the National Farmers Union on such schemes as encouraging farmers to leave field margins uncut to improve

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biodiversity, but the main thrust of the scheme would be in offsetting against emissions. Carbon neutral is not necessarily about not using fossil fuels, but mitigation of the effects

JO also queried the amount of housing that is going up the county and the effect on the environment. MHi stated that there is a move towards passive housing and developers are always looking for ways to reduce the environmental impact. Brownfield sites and infill developments in village are used wherever practical, but demand is currently greater than this sort of site can fulfil. AN also noted that sometimes brownfield sites are affected by a lot of Health & Safety considerations and the removal of contaminants can make a site non-viable for housing, although often this sites can be re-wilded to better effect.

WPC 21-09-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 18th August 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 21-09-06 Matters Arising and Action Points

- 7.1 Contact Primary School to explain Parish Council position regarding parking problems. ONGOING
- 7.2 Collate responses to mobile phone coverage request and circulate for next meeting. To be discussed later in meeting.
- 7.3 Email MHi to request locality budget funding towards the cost of a Suffolk Highways report on the cost of white lining/roundels work. To be discussed later in meeting.
- 7.4 Agenda item for October – overgrown hedges in the parish. ONGOING
- 7.5 Newsletter item – request for considerate parking outside Primary School. DISCHARGED
- 7.6 Submit responses to Planning Department at District Council as agreed. DISCHARGED
- 7.7 Arrange for Register of Interests link and training options for SF. DISCHARGED
- 7.8 Send photo and a few notes to CG for completion of a profile on the village website. ONGOING
- 7.9 Chase Suffolk Resilience Forum for Emergency Plan report. To be discussed later in meeting.
- 7.10 Send out tender documents to obtain quotes for planters. ONGOING
- 7.11 Explore further ideas regarding Village Christmas Tree. To be discussed later in meeting.
- 7.12 Check the maintenance requirements of the defibrillator. To be discussed later in meeting.
- 7.13 Obtain quotes for the installation of the bracket on the Village Sign for consideration. ONGOING
- 7.14 Put information about Autumn Tidy on NextDoor and the village website. DISCHARGED
- 7.15 Check whether catering for Walking Day can be supplied as usual. DISCHARGED
- 7.16 To distribute payments as detailed on the August 2021 Payment Schedule. DISCHARGED
- 7.17 Explore how to get two authorisation payments via online banking. To be discussed later in meeting.

WPC 21-09-07 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: None
- c) Updates and Outcomes on previous planning applications: None

WPC 21-09-08 Parish Council Activities & Projects

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- a) Update on Anglian Water Investigations – AN reported that he had been informed by Anglian Water (AW) that a licence has now been granted for the work to be carried out on Shop Street in the second week of December. AW have appealed to Suffolk Highways for the work to be done earlier, but they don't hold out much hope at the moment of getting an earlier date. AW have also spoken to the landowners where pipes run across fields and current plans are for the work on these pipes to be done at the same time as the road closure, as they will need to suction out the sewers to enable the work to be carried out. It is likely that the work will take about 3-4 days. JO expressed concern about whether the road closure would impact the planned Christmas Tractor Run. AN stated that he would continue to keep in contact with AW, who want to get the work done sooner rather than later as they are aware of the strong public interest. Getting the work done earlier in the year would lead to potentially better weather and more daylight hours, meaning that the work can be completed in less days. Unfortunately, at the moment though the licence is for December and plans are being stymied by Suffolk Highways. AN will provide AW with JO's contact details to help with planning the Christmas Tractor Run.
- b) Update on Emergency Plan Review – AN reported that he is still waiting to have site of the Suffolk Resilience Forum (SRF) document following their visit to the Community Centre. AN stated that although he knows in principle, he knows what is needed, he would like to see the SRF before releasing the new Emergency Plan, to ensure that his risk assessments are incorporated correctly. The Clerk will chase for the report. CG suggested that if it is not forthcoming, MHi is asked to intervene.
- c) Mobile Phone Coverage in the Village – The Clerk had circulated a collation of replies received from residents for anecdotal evidence of problems with mobile phone signal coverage. JP felt it was clear that the BT and EE networks are not working properly. AN said he believed it was government policy that all masts should be available to all networks, but this is of course dependent upon the providers putting up their infrastructure. SF stated that when was looking to get a mobile phone contract he was advised by some providers that they couldn't guarantee signal in the village, so perhaps it is up to individuals to ensure that the service provider they opt for can provide coverage.

MHi was asked whether SCC could offer any advice, particularly in light of the encouragement for people to work from home where they could. MHi thought that the installation of the Worlingworth mast at had missed the main bidding process deadline, when government working to ensure masts were open to all network providers. He thought that the Worlingworth mast was completed on a separate contract with Arqiva and it may not therefore have access to all networks.

JP offered to write to Arqiva and to make contact with TR who is the current owner of Worlingworth Hall to see if anything can be done to encourage more providers to use the mast. The Clerk will put a note in the next newsletter thanking parishioners for their input.

- d) Update on Christmas Celebrations – JO reported that unfortunately she had missed the main meeting, but had received a report which she summarised for the Councillors. The plan to have a children's film at the Community Centre after the Tractor Run had now been scrapped, as it was felt that it would be too noisy with the bar open as well. Instead, there are plans to have some singing at the Community Centre instead with a band. The music on the tractor itself would be from CD's though as it was too much to have the band on the trailer.

There had been investigations into the cost of lights for outside the Community Centre and it was likely to be around £200 an application for funding from the Parish Council would be submitted for the next meeting.

The plans as they stand are for there to be six stops dotted throughout the village, starting at about 4.30pm from Worlingworth Hall and finishing at the Community Centre by about 6.30pm. CG suggested that it would be a good idea to encourage parishioners to put lights up outside their homes throughout the village to add to the festivities. JO said that this year the organising group want to keep things fairly simple, with a view to grow the event in future years, so this would be something that could be looked at for next year. The plan is for publicity to be fairly low key and only within Worlingworth itself for this year, to see how things go.

- e) Road Safety Audit Locality Budget Funding – The Clerk had requested locality budget funding from MHi to complete the survey work, an acknowledgement had been received from Suffolk Highways and now it was just a case of waiting for the work to be carried out. MHi had not been included in the acknowledgement, so the Clerk will forward him a copy. AN said that until the cost of the white lining work had been ascertained there was no point in asking companies to offer tenders for the planters, so this matter was currently on-hold.

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- f) To further consider ongoing maintenance and supervision of the Defibrillator – Following the deferral from the last meeting. BS stated that RQ has been in contact and had offered to continue looking after the machine. MHo queried the apparent lack of paperwork as when he had also been looking into getting a defibrillator for the village, he understood that upon installation the user is supplied with a wallet of papers, including servicing details. MHo suggested that the suppliers are contacted and asked about the paperwork. Concerns were also raised about whether the defibrillator would be adequately covered by insurance if there was no evidence of essential maintenance being carried out.

AN said he had been looking at the matter following TR's comments about getting the defibrillator assessed and signed off. It seems there are requirements for monthly checks, periodic replacement of pads and PAT testing. AN offered to look into ways of formalising the maintenance and supervision to ensure that going forward there was clear policy, process and procedure in place. MHo offered to assist AN, both will report back at the next meeting.



- g) To consider quotes for the installation of a bracket on the Village Sign – Deferred to the next meeting.
- h) Progress Report on Conservation Area Application – AN updated the Council that he has had an email back from the Local History Group with an outline of the history of the village and how it built up around three individual manor houses. AN has submitted the letter as supporting evidence of the need to protect the unique layout of the village and was now awaiting a response.
- i) To consider and review the Council's Risk Assessment – The Clerk had circulated the document prior to the meeting for Councillors to consider. After discussion JP proposed that it be adopted, MHo seconded, all voted in favour and **IT WAS SO RESOLVED**. Clerk to publish

WPC 21-09-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for September. There were no queries. JP proposed acceptance, SF seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To consider applications for funding:
- i. Funding for John Smith Memorial Seat – The installation of the seat at the Community Centre was due to take place on 18th September. As per decision at the June meeting (50% of the cost of the seat, up to a cap of £500) the Clerk had requested information on the contribution expected from the Parish Council. To date the final bill had not been calculated, as the contractor had yet to lay the concrete base, but the figure was expected to be well within the £500 cap. It is expected that this funding will be released at the next meeting.
- c) To agree payments as detailed on Payment Schedule – CG proposed authorisation, JO seconded and **IT WAS SO RESOLVED**. The Clerk will arrange payments accordingly.
- d) Consideration of dual online authorisation of payments – Deferred to the next meeting.
- e) To consider and review Internal Financial Control Statement – The Clerk had circulated the document prior to the meeting for Councillors to consider. After discussion JP proposed that it be adopted, JO seconded, all voted in favour and **IT WAS SO RESOLVED**.

WPC 21-09-10 Feedback from External Meetings –

BS reported on his attendance at the Community Bus meeting. The main issue currently is getting enough volunteer drivers to provide the service. There are still plans afoot to purchase a new vehicle, but at the moment there is still a small shortfall in funds. JP asked if it was likely the Parish Council would be approached, BS felt this was a possibility, but the Council would have to just wait for the application to come forward and consider it in the usual way. JP expressed confidence that the new Chair of the Community Bus would be able to meet the fundraising needs, having been involved with the scheme for quite a while. The bus is now being stored at the Cricket Club, which is secure, but does mean that it cannot be serviced on site. The mid-week service is becoming very popular as lockdown restrictions ease, but there are smaller numbers using the bus on Saturdays.

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WPC 21-09-11 Matters of urgency to be brought to the attention of the Council

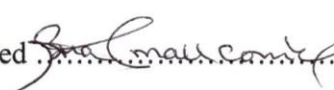

- a) There had been a small outbreak of COVID amongst pupils at the Primary School, leading to testing having taken place over the weekend. AN expressed concern that the Primary School had not shared this information more widely, JP suggested it may have been to avoid any panic. AN had spoken to the testing team and they had confirmed they would be attending the village a few times of the next couple of weeks and would likely open testing up to a wider portion of the population
- b) JO had been approached by members of the Petanque club about whether a *terrain* could be installed at the Community Centre. She was advised to direct people to the Community Centre Committee, although BS noted that a similar request had been rejected a few months ago on the grounds that there is a *terrain* available at the Cricket Club.
- c) Items for next agenda:
- Report from Autumn Tidy
 - Overgrown Hedges in the Village
 - John Smith Memorial Bench
 - Jubilee Cup Nominations – (Newsletter item to ask for nominations)
 - PC Whiting Memorial

Items for the October Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 11th October 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 8.55pm. The next meeting is set for **Wednesday 20th October 2021** at 7.30 pm at the Community Centre.

Brian Smallcombe, Chair

Sarah Clare, Parish Clerk

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