



WORLINGWORTH PARISH COUNCIL

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

Minutes of the Meeting for the Council
held on Wednesday 16th November 2022 at Community Centre.

Attendance	Jane O'Vel (Chair) (JO)	Carol Garrett (CG)	Michael Howard (MHo)
	Stephen Fugler (SF)	Kevin Love (KL)	Andrew Nunn (AN)
	Andrew Luton (AL)		
	Sarah Clare (Clerk)	Matthew Hicks (County & District Councillor) (MHi)	

Public present at the meeting: 2 and Tree Warden Francis Muldoon (FM)

WPC 22-11-01 Apologies for Absence

Tom Royall (TR) was unable to attend due to work commitments and had sent his apologies. The Council accepted.

WPC 22-11-02 Declaration of Interests

None

WPC 22-11-03 Public Forum

A parishioner who had submitted an application for funding offered to answer any queries if necessary. It was agreed that this would be dealt with at the appropriate point on the agenda. A representative from Worlingworth Primary School introduced themselves to the Council and explained that the Primary School was keen to forge links with the Parish Council. The Council agreed that it would be good to consider ways to work together going forward and the possibility of setting up a working group will be considered at a future meeting

WPC 22-11-04 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 and on the Parish Noticeboard.

MHi brought attention to the following:

At present there is a funding gap of £58 million in the County Council revenue budget, which means that difficult decisions are likely to have to be taken with regard to the delivering of services. JO queried why there is a current programme of upgrading bin lorries if this is the case. MHi explained that this upgrading is being carried out by the contractor, not by the Council and the operation of bin collections was handled by the District Council, so it would not affect the County Council budget situation.

There have been suggestions that Council Tax would have to rise, but in truth a rise of 1% only raises approximately £3 million, so simply raising Council Tax will not plug the existing gap. There are also fears that to raise Council Tax would only penalise those families who are currently just about getting by – people on benefits are already protected from Council Tax raises and so the 'squeezed middle' would be the ones affected by such a move.

Although things are looking bleak with the revenue budget, the capital budget (where money has been borrowed to improve Special Education Needs provision (SEND) across the county is currently delivering good outcomes. Where possible SEND provision is being attached to existing schools. This means that families are children are having to travel shorter distances and therefore it is reducing costs and stress all round. Unfortunately, Suffolk is seeing an ever-increasing need for SEND places, this is a nationwide trend and as result investment into this crucial area will need to continue.

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MHi was also keen to highlight the ongoing upgrade of the Foxhall Recycling Centre, making it easier to access and use for members of the public and increasing capacity as the surrounding area sees a population boom.

MHi noted that he had recently committed £1,600 from his Locality Budget fund to help meet the essential electrical upgrade work that had been identified at Worlingworth Community Centre. The Council thanked him for his support to the community.

AN asked MHi if he could once again make contact with the Suffolk Resilience Forum, as there are details still outstanding for the Worlingworth Emergency Plan, where changes that have been made which need to be acknowledged and incorporated. AN was finding it difficult to get responses, MHi suggested that AN emails again and copied him in, so that he can help to resolve the situation.

Finally, MHi noted that the residents of Willow Tree Yard had engaged a solicitor and correspondence between them and the Worlingworth Community Centre Committee was ongoing. The Clerk thanked MHi for agreeing to help with a mediation meeting and will liaise over suitable dates.

WPC 22-11-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 19th October 2022 as a true and accurate record, were proposed by CG, seconded by KL and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

WPC 22-11-06 Matters Arising and Action Points

- 6.1 AL to liaise with TR over WorlingworthPC domain name and email system. ONGOING
- 6.2 Liaise with WCCC about arranging an appropriate indemnity insurance regarding services to the Community Centre building. To be discussed later in the meeting.
- 6.3 Submit receipts for holly and crabapple trees for reimbursement. DISCHARGED.
- 6.4 Arrange the filling of the roadside planters with topsoil and position within the village. ONGOING
- 6.5 Check wording of Performance Policy. DISCHARGED – the Clerk had received advice on the necessary amendment and had circulated the information to the Council. AN proposed that this is now published on the website, CG seconded, all voted in favour and **IT WAS SO RESOLVED**.
- 6.6 Research a change of banking provider to one which does not charge a monthly fee. ONGOING
- 6.7 Submit responses to Planning Department at District Council as agreed. DISCHARGED
- 6.8 Circulate final recommendations and prices of noticeboards read for formal consideration at a future meeting. (After confirming final sizing of noticeboard to be located at The Swann Inn). To be discussed later in meeting.
- 6.9 Liaise with Community Centre Booking Clerk to arrange to pay for Parish Council meetings. DISCHARGED
- 6.10 Liaise with Community Centre Committee and MHi to arrange an open meeting for residents of Willow Tree Yard to air their complaints (including if possible expert advisors). To be discussed later in meeting.
- 6.11 Explore alternative website hosting solutions. To be looked at on the June agenda.
- 6.12 To distribute payments as detailed on the October 2022 Payment Scheduled. DISCHARGED
- 6.13 Publish External Audit Report on the village website. DISCHARGED
- 6.14 Newsletter/NextDoor Item – Jubilee Cup nominations needed by Friday 2nd December. DISCHARGED

WPC 22-11-07 Planning

- a) To consider planning applications that had been submitted since the last meeting:
 - i) DC/22/04968 – Householder Application – Erection of two storey rear extension. The Mills, Mill Road, IP13 7HP

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

- The extension will not be visible directly from the road and is being done sympathetically, continuing the existing roofline.

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

- ii) DC/22/05370 – Planning Application – Conversion of barn to form 1 no. residential dwelling. Mill Farm, Shop Street, IP13 7HT

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

- The proposed changes will not be directly visible from the road and this work will bring a building of historical significance back into use, rather than seeing it deteriorate.

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

- iii) DC/22/05535 – Householder Application – Erection of two storey side extension and single storey garage (following demolition of existing). The Carlings, Church Street, IP13 7NT

Councillors had all studied the application in advance of the meeting. After discussion it was decided to **SUPPORT** to the application.

AN 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:

- i) DC/22/05589 – Application for Listed Building Consent – Erection of two storey side extension and internal alterations as outlined in design and access statement – resubmission of DC/20/03018 to amend window designs. 1 Moss Farm, Water Lane, IP13 7LT

Councillors had all studied the application in advance of the meeting. After discussion it was decided to **SUPPORT** to the application.

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

- c) Updates and Outcomes on previous planning applications:

- i) DC/22/05073 – Application for Non-Material Amendment relating to Reserved Matters Approval DC/21/00755 – Amendments to house types. Land to the South of Shop Street – Approved
- ii) DC/22/04899 – Householder Application – Erection of two storey and single storey rear extensions (following demolition of existing extensions) and partial cladding of existing building in weatherboarding. Wheelwrights, Church Street, IP13 7NT – Granted
- iii) DC/22/04274 – Full Planning Application – Erection of single-storey link extension between residential annexe and outbuilding and change of use as short-term holiday let. Halcyon House, Church Street, IP13 7NT - Granted

WPC 22-11-08 Parish Council Activities & Projects

- a) Tree Warden's Report – FM updated the Parish Council that he had completed the Woodland Trust offer for the free trees and hedgerow plants and was currently awaiting collection instructions. He had received three further enquiries from parishioners about the ongoing tree planting campaign; two requests for native trees and another for a 20m length of hedging. FM hopes that these requests can be matched up to the Woodland Trust free trees offer, thereby not impacting the tree planting budget, but this will be dependent upon a survey of the proposed sites. In addition, there is a chance that there may be some further free trees available via the Suffolk Tree Wardens Network, further details are due to be released soon.
- b) To make final decision on the purchase of a further noticeboard and a replacement noticeboard (2 no. in total) – CG had circulated details to the Council for consideration, AN suggested that the colours and fonts from the existing noticeboards are taken into account, to try and get a uniform look to all the noticeboards in the village. All agreed that this would be a good idea and AN will liaise with CG to help get the right specification. The freestanding noticeboard outside the Community Centre will have four sections, three of which will be kept locked for Parish Council use only, this will ensure that all relevant notices can be

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clearly displayed. The fourth section will be open, but reserved for village organisations and the Community Centre to display notices about upcoming events, any business cards put in this section will be removed.

CG proposed the purchase of two noticeboards as per the circulated specifications; costing £1840 + VAT for a four section free standing board outside the Community Centre and £445 + VAT for an external board to be placed on the outside of the newly re-opened Swan Inn, KL seconded, all voted in favour and **IT WAS SO RESOLVED**. CG, AN and KL will liaise to order and take delivery of the boards.

MHo raised a point that, whilst noticeboards are being discussed, he believed board at Mill Road may need a small repair, he will check what is required and report back at the next meeting.

- c) Consideration of purchase of A-Boards to advertise Parish Council events, including agreement from a parishioner to print A2 size posters – CG asked that the Parish Council formally acknowledge the offer of a member of the church who will be willing to print A2 size posters for PC events. The Council thanked the parishioner and agreed that as and when posters are printed reimbursement for ink and paper would be agreed. CG also asked whether the Council could consider purchasing A-Boards for use at village events, but SF explained that he had several left over in storage from the Jubilee events and these were free to use as and when required.
- d) To consider the cost of maintenance works to be carried out to the bench on the Village Green – AN explained that he was still waiting for quote, so this will be deferred again.
- e) Allotments in Worlingworth – CG had circulated a document for consideration, arguing that the Parish Council has stated that it wants to work to enhance the wellbeing and welfare of parishioners and provision of allotments could form part of this work. Two parishioners have come forward showing interest and CG noted that under the Allotment Act it is a duty of Parish Councils to provide this facility if at all possible.

FM expressed a keenness to look at planting a community orchard within the village and thought this could be linked to allotments.

CG proposed that a notice is placed in the village newsletter, asking for volunteers to come forward to form a Working Party to conduct a feasibility study on the formation of allotments in the village, JO seconded, all voted in favour and **IT WAS SO RESOLVED**.

- f) Community Centre – The ongoing issues at the Community Centre were discussed, including the need to have a Parish Council representative on the Committee, following the retirement of the previous Parish Council Chair. There were no offers to take on the role, partly due to the uncertainty surrounding the current Community Centre Committee. JO suggested that this is revisited once the Community Centre Committee have a new chair in position, in the meantime the Clerk will ask to receive any copies of agendas for meetings, so that the Parish Council is aware of what is being discussed and can make arrangements to forward comment or arrange for a representative to attend if necessary.
- g) To consider location and management of new speed indicator device – The second VAS had been delivered and is ready to be installed on one of the existing posts in the village.

KL proposed that moving the existing VAS to a new location (suggested the pole outside Crowes Nest) and putting the new one outside Worlingworth Hall would mix things up and the change may make motorists take more note, MHo seconded, all voted in favour and **IT WAS SO RESOLVED**. KL and AN will make the necessary arrangements to move and install the VAS machines.

AN noted that the residents of Crowes Nest should be advised that this would mean that the VAS would be in position outside their property permanently. AN had also been in contact with the parishioner who analyses the data and confirmed she was ready to take on the additional work with the new machine.

- h) Consideration of setting up a parish 'Warm Bank' – AN asked that the Parish Council consider whether there was a need within the village to offer a warm space over the winter months. CG suggested that the obvious location would be the Community Centre, but this would be dependent upon bookings and volunteers to open the space.

AN asked MHi if there was any funding available from the County Council for such a scheme, MHi said there was no direct funding from the County Council, but he knew various village halls have set up coffee mornings and that some had been able to access grant funding from various charitable bodies.

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Depending on the cost MHi suggested he may be able to offer a contribution from the Locality Budget, but could not offer any guarantees.

A parishioner present suggested that running a space after school would help families to manage costs, along with helping children with social skills if they could play together in the Community Centre. A second parishioner suggested that she could keep the hall open a bit longer after the exercise class that is organised, which may help another group of parishioners. MHo noted that had experience of a similar event that started in October, at first just once a week, but now it had expanded beyond expectation and was an almost daily occurrence, so the need may be greater than anticipated.

AN will make contact with the Community Centre to check possible dates and look at what costs would be involved and report back at the next meeting.

- i) Update on Emergency Plan – AN reported that he was still waiting to hear back from the Suffolk Resilience Forum as per the note above under District & County Councillor report
- j) Update on Christmas Celebration Plans – CG reported that the two key elements (the tractor run and the light up Worlingworth) were coming together well. It has been agreed to make the collection on the Tractor Run in aid of local hospices. CG has purchased provisions to provide refreshments on the night and the Community Centre will be decorated from 30th November. TR is going to set up the bus-stops and KL is in contact with Tuckwells about the tractor itself. There is a meeting planned to finalise the details, but all is set to go ahead on Saturday 3rd December.
- k) Update on events to celebrate the coronation of King Charles III – CG said that a number of community groups have agreed to be involved. The Community Centre is booked and the committee are currently looking at getting hog roast and a live band for the event.
- l) Consideration of a response to the Rural Mobility Survey – After discussion it was agreed that no formal response was required.

WPC 22-11-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for November. AN proposed acceptance of the Financial Statement, MHo seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures. The Clerk asked Councillors to help encourage payees to present cheques that have been issued to the bank, as there are a couple that have been outstanding for a few months.
- b) To accept NJC recommended pay settlement - CG proposed acceptance, SF seconded all voted in favour and **IT WAS SO RESOLVED**. The Clerk will advise SALC payroll.
- c) Budget Planning – to discuss and consider draft budget – A draft budget for 2023-2024 had been circulated by the Clerk. After discussion the following items were agreed to be amended/noted:
 - Councillors felt the precept should increase by a small amount, to avoid falling too far behind inflation. It was noted that an increase of 1% on the precept would equate to less than £1 per property across the year

The Clerk will produce a second version draft for consideration at the December meeting.

- d) To consider applications for funding

i) Village Newsletter

All Councillors agreed that the newsletter is a hugely important service for the village, but CG questioned the equity of the current funding model, noting that it was hugely disproportionate between the parishes. CG suggested forming a working party to include representatives from all churches and parishes that the newsletter serves, to seek out a way to ensure that funding is met more fairly.

JO proposed a contribution of £500 (as requested) to ensure that the newsletter can continue in the short term, but that CG's suggestion of a working party is enacted as soon as possible to look at ways of securing the long term future of the newsletter, AL seconded, all voted in favour and **IT WAS SO RESOLVED**

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ii) Worlingworth Community Centre – Contribution towards electrical works

KL gave a short background on electrical installation, explaining how routine checks had uncovered serious discrepancies between the original installation and the high load showers that had been installed in the changing rooms. After discussion it was felt that the electrical work was quite clearly essential for the safety of users of the Community Centre. It was noted that funding had been sought and secured from other sources towards the work (including the Locality Budget funding from MHI)

AL proposed a contribution of £1500, KL seconded, 2 voted in favour, 1 against and 2 abstained, **IT WAS SO RESOLVED.** The Clerk advised that this work could be accounted for as CIL expenditure, not Section 137, as it was to support village infrastructure and so will be reported accordingly.

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

f) To approve virement of £19,789.88 from current account to reserves – earmarked as CIL Funds, being the amount received in October 2022 - CG proposed the approval, JO seconded, all voted in favour and **IT WAS SO RESOLVED.**

WPC 22-11-10 Feedback from External Meetings

- a) AN had met with Flagship Housing and reported that they were still in negotiation with Suffolk Floods Authority about drainage on the site, due to the potential impact on the Primary School, Pipers Meadow and the Community Centre watercourse. AN understands that letters of enforcement are going out imminently to residents in the village who have filled in ditches and impacted the drainage system. AN has also chased VERTAS (SCC's contractor for such matters) about work on the ditch at the Primary School, understanding that the matter has been referred to SCC's legal teams to determine who is responsible. AN is uncertain of what the outcome would be, but believes that the Trustees of Worlingworth Charities currently lease the land that the school sits on to Suffolk County Council, on the understanding that all essential land maintenance is carried out by SCC.
- b) AN had also been in contact with the Community Engagement Officer at Suffolk Constabulary and has been issued a crime number for the malicious damage to the VAS outside Worlingworth Hall. Based on the data that the Parish Council is providing from the VAS machines there will be more speed enforcement action taking place in the village shortly. AN also asked about the car that has been seemingly abandoned on the village green and this is going to be looked into.
- c) Finally, AN had chased Suffolk Highways about the road safety work that has been paid for and was promised to have been started by now – he had been informed they are awaiting the delivery of some supplies and cannot confirm when the work will take place.

WPC 22-11-11 Matters of urgency to be brought to the attention of the Council

- a) Items for next agenda:
- Jubilee Cup
 - Budget Planning – to discuss and consider second draft of budget, ready for finalisation and adoption at the January meeting
 - Calendar of meetings and events for 2023 (to financial year end 2024)
 - Consideration of forming a Working Party to forge links with the Primary School.
 - Further consideration of a Warm Bank at the Community Centre and associated costs

Items for the December Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 12th 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 9.40 pm. The next meeting is set for **Wednesday 21st December 2022** at 7.30 pm at the Community Centre.

Jane O'vel, Chair

Sarah Clare, Parish Clerk

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