



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 21st December 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)
	Tom Royall (TR)	Sarah Clare (Clerk)	

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

WPC 22-12-01 Apologies for Absence

Andrew Luton (AL) was unable to attend due to family commitments and had sent his apologies. The Council accepted.

Matthew Hicks (County & District Councillor) (MHi) had sent his apologies due to a clash of commitments.

WPC 22-12-02 Declaration of Interests

JO declared interest in WPC 22-12-09 e) iii) as a Governor of the Primary School.

TR declared interest in WPC 22-12-07 c) as the owner of The Swan Inn

WPC 22-12-03 Public Forum

A parishioner who had submitted an application for funding regarding the restoration of a painting important to the history of Worlingworth offered to answer any queries if necessary. It was agreed that this would be dealt with at the appropriate point on the agenda.

WPC 22-12-04 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 and on the Parish Noticeboard.

WPC 22-12-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 16th November 2022 as a true and accurate record, were proposed by AN, seconded by KO and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

WPC 22-12-06 Matters Arising and Action Points

6.1 Copy MHi into email correspondence with Suffolk Resilience Forum to resolve the Emergency Plan update.
DISCHARGED

6.2 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.

6.3 Liaise with TR over WorlingworthPC domain name and email system. DISCHARGED

6.4 Liaise with WCCC about arranging an appropriate indemnity insurance regarding services to the Community Centre building. DISCHARGED – Solicitor written to Willow Tree Yard No. 1 has an indemnity in place

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- 6.5 Arrange the filling of the roadside planters with topsoil and position within the village. ONGOING
- 6.6 Publish Performance Policy on village website. DISCHARGED
- 6.7 Research a change of banking provider to one which does not charge a monthly fee. To be discussed later in meeting.
- 6.8 Submit responses to Planning Department at District Council as agreed. DISCHARGED
- 6.9 Arrange for order and delivery of noticeboards as agreed. ONGOING – 50% deposit is required to confirm order – to be agreed on payment schedule. CG explained that some details of the noticeboard to be sited at The Swan still need to be confirmed and will liaise with TR to arrange.
- 6.10 Check Mill Road noticeboard to see what is required for a repair and report back at the next meeting. ONGOING
- 6.11 Newsletter Item – ask for volunteers to come forward to form a Working Party to study the feasibility of an allotment project in Worlingworth – DISCHARGED
- 6.12 Make contact with the Community Centre Committee and ask that any meeting agendas are shared with the Parish Council, so that, if necessary, a representative can be arranged. DISCHARGED
- 6.13 Move and install VAS machines as agreed at meeting. DISCHARGED
- 6.14 Contact Community Centre Committee to see about the logistics of arranging a Warm Bank and report back at the next meeting. To be discussed later in meeting.
- 6.15 Advise SALC that the NJC pay settlement has been accepted. DISCHARGED.
- 6.16 Prepared second draft budget for consideration at next meeting. To be discussed later in meeting.
- 6.17 Advise funding application outcomes. DISCHARGED
- 6.18 Liaise with Newsletter producer to form a Working Party to look at funding models for the future of the Newsletter. ONGOING
- 6.19 To distribute payments as detailed on the November 2022 Payment Scheduled. DISCHARGED
- 6.20 To arrange virement of CIL funds as agreed at November 2022 meeting. DISCHARGED

WPC 22-12-07 Planning

- a) To consider planning applications that had been submitted since the last meeting: None received
- b) To consider any planning applications that have been submitted since agenda published:
- i) Application to determine in prior approval is required for a proposed: Change of Use of Agricultural Buildings to Dwellinghouses (Use Class C3), and for building operations reasonably necessary for the conversion The Town & Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 3, Class Q – Conversion of agricultural building into 1no. Dwelling. Old Mill House, Newtown, IP13 7HR

Councillors had all studied the application in advance of the meeting. After discussion it was decided submit the following comment to the application:

Worlingworth Parish Council supports in principle development of the site, but would like to see prior approval, as currently there are no details to ascertain how such development may impact neighbouring properties. The Council cannot support such a development until these details are made clear.

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

- c) Ratification of statement given at MSDC Development Control Committee in relation to The Swan Inn – Notification that applications DC/22/01963 & 01964 would be considered at this committee on 7th December had been received by the Parish Council on 28th November, with the recommendation of refusal.

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The Parish Council had previously submitted statements of support for the applications and wished to ensure that the Committee were aware that the submission would greatly benefit the residents of the parish, therefore a delegation from the Parish Council prepared a further statement of support to read at the Committee. This statement was circulated and agreed by Councillors by email, as there was insufficient time to call a full Council meeting before the Committee would be sitting. The statement was submitted in full to the Committee and a copy can be provided upon request. KL proposed ratification of the statement as submitted, MHO seconded, all voted in favour and **IT WAS SO RESOLVED.**

d) Updates and Outcomes on previous planning applications:

- i) DC/22/03897 & 03898 – Full Planning Application and Listed Building Consent – Erection of single storey side extension and ground mounted solar array. Red House, Shop Street – Granted
- ii) DC/22/01963 & 01964 – Full Planning Application and Listed Building Consent – Erection of extension to Public House and alterations as per schedule of works within Heritage Statement (following part demolition of existing outbuilding), including change of use to form farm shop, Swan Inn, Swan Road, IP13 7HZ - Granted

WPC 22-12-08 Parish Council Activities & Projects

a) To consider co-option to Council - JO asked whether anyone present wished to be considered for co-option to the Council. Nobody came forward, the Clerk confirmed that the vacancy is published on the village website and will ensure that it goes in the next available Newsletter again.

b) Tree Warden's Report – FM updated the Parish Council:

- i) The free trees received from the Woodland Trust had been distributed; 50 to Worlingworth Hall to add to Reubens Wood, 42 to Grove Farm to supplement another existing woodland and 8 to Monk Soham, as a resident from that parish had been in contact. The Woodland Trust had agreed to 8 of the trees being outside of Worlingworth, but suggested that Monk Soham parish looked to appoint their own Tree Warden. In addition, the free hedging pack from the Woodland Trust had been distributed; 40 plants to a resident in Cordy's Meadow to plant a native hedge, and 60 plants to supplement an existing hedge at The Carlings. All of these trees/plants had been planted at no cost to the Parish.
- ii) The Tree Wardens Network is undertaking a national survey of Black Poplars. These are a critically endangered species, with only approximately 6,000 left in the country. The trees need to be planted in pairs (male and female) and need very wet conditions to thrive. Black Poplars can grow to 50 ft tall, so they are not suitable for garden planting, but the residents of The Carlings have indicated that they may have a suitable location, FM has offered to work with them to complete the forms to apply for two trees, the trees will need to be regularly monitored as part of the scheme and it will be the decision of the Tree Wardens Network if the trees are supplied.
- iii) FM is still working with the residents of The Paddocks to identify two suitable native trees and is hoping to finalise this planting in the New Year.

c) Consideration of a Working Party to forge links between the Primary School and the Parish Council – CG and AL have looked into setting up a meeting in January with the school and will be able to report back on this matter at the next Council meeting.

d) Consideration of ways to work with Debenham Dementia Project – CG volunteers with the scheme and asked the Council for support. Following the COVID period the project is looking to refresh itself and CG would like to invite a speaker from the project to provide a presentation to the Parish Council in January. CG hoped that this could be a way to reach out to people in the parish to let them know what the project can offer.

e) Report on Christmas Event – CG had circulated a report to the Council prior to the meeting. Thanks were expressed to everyone who was involved. Very good feedback had been received from those who had attended and lots of money had been raised for local charities. Most of the Christmas lights and hi-viz jackets that were used are now owned by the Parish Council and have been put away safe for use at future events. Some surplus supplies were left over at the end of the evening, the lollies were sent to the Children's Hospice in Ipswich to avoid waste and the leftover hot chocolate has been used at the Warm Hub run during the recent cold snap.

f) Ratification of decision to run trial Warm Hub prior to Christmas with budget of up to £100 – With the sudden cold snap the Parish Council had made the decision to operate a Warm Hub as soon as possible.

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An email discussion agreed a small starting budget of £100. CG proposed ratification of the agreement to fund a trial Warm Hub, SF seconded, all voted in favour and **IT WAS SO RESOLVED.**

- g) Consideration of continuing provision of Warm Hub – Following the trial Warm Hub run at short notice in response to the sudden cold snap CG explained that at present there are plans to run twice a week in January. A number of people have come forward as volunteers to help, however the number of people coming in to actually access the service were low. It was not clear if the numbers were low due to people not knowing about the service, due to the short period of notice, or whether there is not really a demand for the service. Concerns were raised that some people may feel embarrassed about coming forward. Also, if the number of volunteers is greater than those visiting it was felt that there was a risk of people feeling uncomfortable. JO proposed that the Warm Hub is continued in January at the decision to run the scheme reconsidered at the January meeting, TR seconded, all voted in favour and **IT WAS SO RESOLVED.**

Meeting Dates for 2023-2024 – After discussion it was agreed to continue general Parish Council meetings on the third Wednesday of each month.

Other dates agreed:

The Spring Clean – Saturday 29th April 2023

Annual Parish Meeting – 12th April 2023

Walking Day – Saturday 9th September 2023 –CG to liaise with Footpath Warden

Autumn Tidy – Saturday 14th October 2023

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

- h) Consideration of response to consultation of revisions to BMSDC Planning Local Validation List – After discussion it was agreed that there was no need for a response.
- i) Consideration of setting up a meeting to discuss concerns raised by residents of Willow Tree Yard – The Clerk advised that MHi had indicated he was available to attend a meeting at 6pm on Wednesday 18th January, prior to the next Parish Council meeting. Letters will be sent to all the residents of Willow Tree Yard inviting them to attend an informal discussion, so that their concerns can be better identified and addressed where possible. AN, JO and SF will attend to represent the Parish Council.

WPC 22-12-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for November. TR proposed acceptance of the Financial Statement, KL seconded and **IT WAS SO RESOLVED.** The Chair signed the corresponding Bank Statements to confirm the figures.
- b) Budget Planning – to further discuss and consider draft budget – A second version draft budget for 2023-2024 had been circulated by the Clerk. At present no further changes were proposed. The budget will be considered one final time prior to adoption at the January meeting.
- c) To consider a change in banking providers – The Clerk had circulated a document with details on various account providers. After discussion it was decided not to change the provider.
- d) To consider additional cheque signatories – With the resignation of the previous Chair, there are now only three signatories on the account. It was agreed that a fourth signatory should be agreed. The Clerk stated that the bank had advised that the Chair of the Council should be one of the signatories. JO agreed to be a signatory. MHo proposed, TR seconded, all voted in favour and **IT WAS SO RESOLVED.** The Clerk will make contact with the bank to arrange for mandate changes to be applied.
- e) To consider applications for funding
- i) Suffolk Napoleonic Volunteers Painting Trust
JO thanked the applicant for the detailed information that had been provided, but asked for a brief outline of why the restoration of the painting is of benefit to the wider community. The historical significance of the painting was discussed and it was explained that although the final restored painting would be on display in Ipswich, due to the lack of a suitable location in the village, a high-resolution digital scan would be produced which would hopefully be displayed somewhere suitable in Worlingworth itself.

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After discussion AN proposed a contribution of £1,000, TR seconded, 3 voted in favour, 2 abstained and **IT WAS SO RESOLVED**. Clerk to issue cheque on January agenda.

ii) Churchyard grasscutting contribution

CG proposed a contribution of £575, MHO seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will advise the outcome and funds will be released on the January Payment Schedule

iii) Primary School staging

After discussion, TR proposed a contribution of £3,825 on the understanding that the staging would be available for other organisations in the village to use if required, KL seconded, 1 abstained due to interest declared, 4 voted in favour and **IT WAS SO RESOLVED**. The Clerk considered that this work could be accounted for as CIL expenditure, not Section 137, as it was to provide infrastructure to support the community and so will be reported accordingly. The Clerk will advise the outcome and funds will be released on the January Payment Schedule

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

WPC 22-12-10 Feedback from External Meetings

- a) AN had met with the Suffolk Resilience Forum (SRF) about the Emergency Plan – concerns had been raised that the people who are named on the plan are not necessarily fully capable of launching the plan and the advice given was to reconsider who the named contacts should be. Concerns were raised that since the SRF had become involved in the process the Emergency Plan had become more about a paper exercise that nobody would read in the event of an incident, than a simple action plan of actual use to the village. As a result, there had been no coherent Emergency Plan for the past two years as queries had been batted back and forth. It was agreed that a basic plan of action should be agreed between Councillors and the Community Centre Committee to provide initial help to the community if required until SRF or emergency personnel arrived on site.
- b) AN also gave an update about the situation regarding the Flagship Housing site in Shop Street. Suffolk Floods Authority has confirmed that there is clear conflict between what was presented at the planning stage and what is currently on site and as a result there could be potential flooding issues when the site is built out. Responsibility is now back with the developer to discuss reverting the drainage to the originally agreed solutions. In the meantime Suffolk Floods Authority have started to issue letters to residents in the village who have filled in ditches and watercourses, asking them to reinstate the drainage solutions as soon as possible.
- c) Finally AN had been in contact with the Community Engagement Officer for the police, during discussions it had become clear that the second VAS needs to be installed at the Mill Road location and that some speed repeater signs need to be moved to ensure that the mobile speed enforcement traps can be used correctly. There are plans for further speed enforcement action to take place in the village in the New Year.

WPC 22-12-11 Matters of urgency to be brought to the attention of the Council

- a) SF had been approached by a parishioner who was concerned about speeding in New Road. Unfortunately, this is outside of the Parish Council remit, New Road is currently national speed limit and any changes would be for Suffolk Highways to consider. No speed enforcement would be carried out by Suffolk Constabulary at such a position.
- b) KL advised that the electrical works at the Community Centre would likely be carried out 10th/11th Jan.
- c) Items for next agenda:
- Budget Adoption
 - Precept Setting
 - Update on Working Party to forge links with the Primary School
 - Presentation from Debenham Dementia Project
 - Consider the continuation of the Worly Warm Hub provision
 - Emergency Plan Review
 - Police Meeting Report

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- Management of the village website
- CIL money planning
- Concerns about crime

WPC 21-12-12 Jubilee Cup Award

The Council met in closed session to discuss the nominations for the 2022 award of the Jubilee Cup. After discussion and a vote CG proposed a recipient, TR seconded and **IT WAS SO RESOLVED**. Arrangements will be made for the cup to be engraved with the 2022 award details.

Items for the January Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 9th 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 9.34 pm. The next meeting is set for **Wednesday 18th January 2023** at 7.30 pm at the Community Centre.

Jane O'vel, Chair

Sarah Clare, Parish Clerk

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