



WORLINGWORTH PARISH COUNCIL

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

Minutes of Meeting held on Wednesday 19th January 2022 at Community Centre.

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

Public present at the meeting: 1

WPC 22-01-01 Apologies for Absence

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

WPC 22-01-02 Declaration of Interests

None

WPC 22-01-03 Public Forum

None

WPC 22-01-04 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:

The County Council is in the process of setting the budget, which is around £625 million, 75% of this budget is ringfenced for children and young people and adult social care, both of these areas experiencing huge pressures, especially due to COVID. As a result, the portion of Council Tax at County level is likely to be going up by 1.99%. Although the County Council is mindful of the current financial squeeze being experienced by families there is unfortunately no other option. Money will also be going into other key areas, most noticeably £10 million into Highways to deal with drainage issues and the backlog of road repairs that are required. A further £10 million will be going into pavements and footpaths, again to deal with a huge backlog of repairs, particularly for structures and signposts on footpaths and £1 million into dealing with road sign repairs. Following the review into the County's SEND (Special Educational Needs Department) provision a further £1 million will be going into this area and finally £12.8 million will be set aside to de-carbonise the County Council's buildings.

On the subject of carbon reduction, MH was pleased to announce that the 10,000th LED street light in the County had just been installed. Not only will these lights be better for the environment, they will reduce light pollution and it is estimated will save the County Council £1.7 million per year, which equates to 76% of current costs. It is believed that the two street lights in Worlingworth are District Council owned and the District Council is operating a separate replacement scheme, so it is not clear when these lights will be switched for LED versions.

MHi confirmed that the pond outside The Cross is owned by the District Council, who are going to send a surveyor out to investigate what is causing the blockage and subsequent flooding problems.

The Road Safety Audit survey works are underway and MHi has been advised that the report is likely to be back with drawings of the recommended works in 4-6 weeks. MHi advised the Parish Council that in future it would be best to involve him in any such works right from the outset as he can then have an over-view of the project. After investigating MHi had discovered that the original Highways Engineer that attended

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Worlingworth had retired and it seems that the Worlingworth work was not properly handed over to another member of staff, resulting in the protracted delay.

CG asked what the is decarbonisation of the County Council's buildings would actually entail. MHi advised that it is made up of a variety of things, such as upgraded heating and lighting systems and installing solar panels. Some of the work was carried out at the County's fire stations when these buildings became joint operational centres with the other emergency services, but the rest of the County's building stock is now going to catch up.

JP enquired about the Police & Crime Commissioner's precept and asked if it was part of the County Council's Council Tax hike. MHi advised that the policing precept is completely separate from the County Council element.

WPC 22-01-05 Minutes of previous meetings

Regarding the meeting held on Wednesday 15th December 2021, JO requested an amendment under item WPC 21-12-11 a) as she had not been approached by a disabled resident about access to the Community Centre it had been SF who had been approached and raised the issue at the meeting.

Subject to the above amendment, the Minutes of the meeting held on Wednesday 15th December 2021 as a true and accurate record, were proposed by AN, seconded by JP and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

WPC 22-01-06 Matters Arising and Action Point

- 6.1 Explore how to get two authorisation payments via online banking. DISCHARGED – TR had spoken at length to the bank and it would be an inordinately high cost to the Parish Council to switch to double authorisation online banking. Bearing in mind the number of cheques issued each year it would be cheaper for the Parish Council to remain using this system.
- 6.2 Complain to EE about network coverage, suggesting they install hardware on the Worlingworth Hall mast. DISCHARGED
- 6.3 Submit responses to Planning Department at District Council as agreed. DISCHARGED
- 6.4 Advise parishioner to contact the District Council planning department with concerns about construction of a nearby building not being to plan. DISCHARGED
- 6.5 Arrange purchase and planting of infill plants to make good the hedge at the Sensory Garden. DISCHARGED
- 6.6 Check with MHi to see if the road safety report has been sent direct to him. To be discussed later in meeting
- 6.7 Circulate planter specifications to suppliers to obtain quotes for the Council to consider. To be discussed later in meeting.
- 6.8 Provide a copy of the warning leaflet about parking on the village green to MHo for printing and distribution as required. DISCHARGED
- 6.9 Make contact with volunteer who checks the defibrillator and arrange a date/time for a tutorial on what checks need to be carried out, so that there is a back-up person available to carry out checks if needed. DISCHARGED
- 6.10 Write to former councillor explaining the Parish Council's decision regarding the PC Whiting memorial. DISCHARGED
- 6.11 Look into setting up a Worlingworth Parish Council domain name for each Councillor to have an official email for Parish Council business only. To be discussed later in meeting.
- 6.12 Produce draft Email Use Policy for the Council to consider for adoption. To be discussed later in meeting.
- 6.13 Notify District Council that the Parish Council will not be bidding for The Swan. DISCHARGED

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6.14 Newsletter item/website/Facebook/NextDoor – publicise the triggering of the Interim Moratorium period for the Intended Disposal of The Swan. DISCHARGED

6.15 Book dates for Parish Council activities for 2022 and publish on website and noticeboards. DISCHARGED

6.16 Update as necessary and re-issue the draft budget for adoption at the January meeting. To be discussed later in meeting.

6.17 To distribute payments as detailed on the December 2021 Payment Schedule. DISCHARGED

WPC 22-01-07 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:
 - i) DC/21/06364 – Householder Application – Erection of two storey side extension, Pendale, Southolt Road. GRANTED
- d) Update on Planning Inquiry for Planning Appeal Refs: APP/V3500/W21/3267400 & APP/V3500/C/21/3268764 – Town & Country Planning Act 1990; Land at Poplars Farm, Bedfield Road – JP advised the Council that she had tried to watch and listen into the inquiry, but it had mainly consisted of legal minutiae. In fact, the first day had been essentially the listing of documents and confirmations that everyone had the same information.



JP had been unable to commit the time to watching the second day, but the Barrister for the County had been in receipt of a 200-page document from Lansdowne which seemed to imply that trading had been taking place on the site since before 2008. It was understood that this was relating to the transfer of waste materials though and not the processing and crushing that started later. JP thought that this was the critical point that the appellant seemed to be relying upon, but the records seem to be fairly chaotic and there was no decision forthcoming yet about the appeal.

MHo commented that despite the enforcement notices that had been served the site was still in operation. JP explained that this was why the appeal was being held – whilst there is an active appeal it seems that he can still continue to operate on the site.

WPC 22-01-08 Parish Council Activities & Projects

- a) Tree Warden Report – FM updated the Council on his activities:
 - i) Work has been completed on repairing the Community Centre sensory garden hedge, with the planting of 10 hornbeam saplings to replace the failed beech plants. This was on professional advice that hornbeam is better suited to the clay soil on the site. The remainder of the hedges to the north and east have been pruned to six foot to encourage them to thicken up and improve.
 - ii) Stanway Green planting; the parishioner has confirmed his intent to continue with the work, but there has been no confirmation that the plants have yet been purchased.
 - iii) JP suggested that a note about tree planting go into the Village Newsletter mid-year to encourage people to come forward in good time to make arrangements for trees to be planted over the winter months. FM said he would do so.
- b) Consideration of ways in which to celebrate the Platinum Jubilee – AN suggested the purchase of a bench from the Royal British Legion website, MHo seconded the proposal, all voted in favour and **IT WAS SO RESOLVED**. AN will make arrangements to purchase the bench and then a suitable location – either at the Community Centre or somewhere else in the village – will be determined.

CG said that she thought that on 4th June there is due to be a concert from Buckingham Palace and suggested that this could be streamed into the Community Centre to be shown on the large screen, encouraging people to come together to enjoy the event.

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CG also suggested that on the afternoon of 5th June an afternoon strawberry tea could be arranged, again at the Community Centre. After discussion both of these ideas were felt to be very good. CG and SF offered to approach the Community Centre Committee and ask for their support in organising these two events and will update the Council at the next meeting.

- c) Council Specific Email Addresses – TR updated the Council there is a website that can generate an appropriate domain name, with WorlingworthPC currently available. Having compared three companies, the pricing is very similar at about £25 per year. Each Councillor would have a @WorlingworthPC email address. The simplest and easiest in TR's opinion was One.Com, which can either be linked to a specific computer, or be logged in remotely via a web-based system.

JP asked about whether there was a limit on the amount of emails that could be stored on the system. TR felt that it was likely that there would be a limit, but that any emails that needed to be saved could be downloaded

JP proposed going ahead based on TR's recommendation, MHo seconded, all voted in favour and **IT WAS SO RESOLVED**. TR to action and advise Clerk on how to administer the system once set up.

TR asked how people would like the emails to be formatted, suggesting FirstNameSurname@WorlingworthPC, AN proposed accepting this format, SF seconded, all voted in favour and **IT WAS SO RESOLVED**.

- d) Policy for use of personal devices and email management – CG had circulated a draft policy for consideration, but explained that it had been difficult until decision had been taken about how emails would be operated. The policy had extended into BYOD (Bring Your Own Device) areas, which covered laptops, tablets or smartphones used by Councillors to access Council information. Essentially it had been about firewalls and virus protection, but the policy protected the Council and individuals from future challenges, as long as everyone reads, understands and puts into action what the policy covers.

JP commented that all council business should be copied into the Clerk to ensure that records are maintained. TR said that with the email system he could set up a ghost email that is not touched and would automatically archive any messages that came through to any address@WorlingworthPC, so this would solve this problem.

JP proposed adoption of the policy, TR seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will format the policy to the Worlingworth standard and publish it on the village website.

- e) Update on Road Safety Work – AN had circulated information to all Councillors about the signs and planters that could be installed. The roadside gate signs come flat packed, but the planters are moulded concrete and would arrive on the back of a lorry. AN explained that a single point of delivery would be needed, with help then recruited to get the planters into their final positions. After discussion TR offered to take delivery to Worlingworth Hall, which all agreed would be a good solution.

AN explained that he had gone direct to the manufacturers to source these items to get the best prices, following the application having been submitted and approved in principle for the installation of the planters and the roadside gates by Suffolk Highways.

JP proposed that the purchase of the planters was carried out straight away, but that the Council waited until report comes back from the Road Safety Audit, as this was also going to be looking at the installation of the roadside gates. This would enable the Parish Council to compare prices for the roadside gates, either sourced directly or via Suffolk Highways. CG seconded the proposal, all voted in favour and **IT WAS SO RESOLVED**. AN will place the order for the planters and liaise with TR to arrange for initial storage upon delivery.

JP suggested that information about the planters is included in the next Newsletter, so that when they start to appear parishioners understand why they have been placed in the village.

- f) Management of VAS and data – JP had been approached by the parishioner who does the analysis of the data, who felt that this tricky job was not being properly acknowledged. There had been problems with the management of the VAS for a short while, when a former Councillor, who had previously taken on the task had moved out of the village. It was agreed that it is important that the data is properly logged to allow for true year-on-year analysis. JP had passed the information to the village newsletter, but unfortunately it had been difficult to reproduce properly in this format. CG had instead put the data up on the village website and it was agreed that the Clerk would include a link to this information in the next

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Parish Council Newsletter submission, as well as thanking the team who manage the machine and the data. CG felt that the data needed a bit more of a narrative, to help people viewing the graphs and charts to understand the information. JP offered to speak with the parishioner who carries out the data analysis and see what could be done to provide such a narrative, but essentially at present it is clear that there is a gradual improvement in the behaviour of traffic in the village, although there is still the occasional unfortunate spike.

Going forward it was noted that the data should be uploaded to the village website each month, so that everyone can see what is happening, with comparisons carried out periodically.

- g) Update on Emergency Plan – AN advised that he was currently waiting for a contact name to come forward from the Community Centre.
- h) Flooding & Update on Anglian Water Work – Following some recent issues in the village AN had been in contact with Anglian Water (AW). The problem had been traced to a blockage in the pipes near the entrance to the Community Centre. AN advised that AW are currently investigating why upon the pumps at the sewerage treatment plants failing and causing a backlog the high-level alarms had failed to alert. However, AW had attended promptly when they had been alerted to the issue by AN and the area had been cleared out with a pressure washer.

In March AW are intending to line the pipe that runs across the field to the treatment plant and they have confirmed that an application for money to increase the capacity of the treatment plants has been made. It is hoped that this will address some of the concerns about the extra loading on the system with the new housing that is going up in the village.

AN reported that he had also been keeping an eye on the clearing of ditches and following pleas to landowners several had been worked on, which has resulted in better flows and less stress on the system.

WPC 22-01-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for December. There were no queries. JP proposed acceptance, TR seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To Set Budget for 2022-2023 – The Clerk had circulated a third version draft budget for the Council to consider as since the previous meeting a couple of minor changes had occurred.

TR proposed adoption of the budget subject to uplift of precept as agreed in the third version, JP seconded and **IT WAS SO RESOLVED**. The Clerk will arrange for the approved budget to be published on the website.

- c) To agree Precept for 2022-2023 - Following adoption of the budget the Precept was set for 2022-2023 with an increase of 1.99% BS proposed, TR seconded and **IT WAS SO RESOLVED**. The Clerk will complete and return the form to the District Council together with the supporting budget
- d) To approve virements for Asset Replacement Fund & Contingency Fund – As per the approved budget for 2021-2022 the movement of £500 from the current account to reserves to be earmarked for Asset Replacement Funds and the movement of £500 from the current account to reserves to be earmarked for the Contingencies Fund was proposed by MHO, seconded by TR, all voted in favour and **IT WAS SO RESOLVED**.
- e) To consider applications for funding: None received
- f) To agree payments as detailed on Payment Schedule – JP proposed authorisation, AN seconded and **IT WAS SO RESOLVED**. The Clerk will arrange payments accordingly.

WPC 22-01-10 Feedback from External Meetings

None

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WPC 22-01-11 Matters of urgency to be brought to the attention of the Council

- a) AN raised concerns about the recent correspondence that had been circulating regarding further chicken farm developments and asked all Councillors to be very aware of way things are heading, suggesting that this be an item for discussion at the next meeting. MHo supported the suggestion, adding that he had read a combined report from Anglian Water and Essex & Suffolk Water that if the poultry industry continues to expand at the current rate then there are likely to be severe water shortages in the County within the next three years.
- b) JP advised the Council that she intends to stand down at the next Annual Parish Meeting, wanting to give a warning now, so that possibly there is time to recruit someone else to join the Parish Council, however, she will be more than happy to continue to help out at events. BS thanked JP on behalf of the Council, stating she will be sorely missed when she does step down from the role.
- c) Items for next agenda:
- Virement for CIL money
 - Chicken Farm Development
 - First Aid Course for Defib Use
 - Contacts List Update

Items for the February Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 7th February 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 9.20 pm. The next meeting is set for **Wednesday 16th February 2022** at 7.30 pm at the Community Centre.

Brian Smallcombe, Chair

Sarah Clare, Parish Clerk

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