



WORLINGWORTH PARISH COUNCIL

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

Minutes of the Annual General Meeting for the Council
held on Wednesday 18th May 2022 at Community Centre.

Attendance	Brian Smallcombe (Chair) (BS)	Jane O'Vel (JO)	Michael Howard (MHo)
	Stephen Fugler (SF)	Kevin Love (KL)	Andrew Nunn (AN)
	Sarah Clare (Clerk)	Matthew Hicks (MHi) County & District Councillor	

Public present at the meeting: 1

WPC 22-05-01 Appointment of Chair & Vice-Chair

The Clerk asked for nominations for the office of Chair.

BS was nominated as Chair by AN, KL seconded, all voted in favour and **IT WAS SO RESOLVED**

CG was nominated as Vice-Chair by JO, KL seconded, all voted in favour and **IT WAS SO RESOLVED**

BS signed the acceptance of office form, the Clerk will make arrangements for CG to sign her form.

WPC 22-05-02 Apologies for Absence

Carol Garrett (CG) was unable to attend due to family commitments and had sent her apologies. The Council accepted.

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

Tree Warden Francis Muldoon had also sent his apologies

WPC 22-05-03 Declaration of Interests

JO and SF declared interest in WPC 22-05-08 a) i) as near neighbours.

WPC 22-05-04 Public Forum

None

WPC 22-05-05 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 will give a full report at the Annual Parish Meeting next week.

WPC 22-05-06 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 20th April 2022 as a true and accurate record, were proposed by MHo, seconded by AN and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

WPC 22-05-07 Matters Arising and Action Point

6.1 Set up Councillor specific email system with a common WorlingworthPC domain name and liaise with Clerk over administration of the system. ONGOING

6.2 Liaise with WCCC about arranging an appropriate indemnity insurance regarding services to the Community Centre building. ONGOING

Signed Brian Smallcombe (Chair) Signed Sarah Clare (Clerk) 7

- 6.3 Publish the adopted and updated policies and documents as agreed on village website. ONGOING
- 6.4 Advise SALC payroll of the Council's acceptance of the NJC recommended pay settlement. ONGOING
- 6.5 Send out sponsorship letters for roadside planters. DISCHARGED
- 6.6 Submit responses to Planning Department at District Council as agreed. DISCHARGED
- 6.7 Send link for Register of Interests to KL and look into Councillor training options. DISCHARGED
- 6.8 Supply photo and a few lines for a pen portrait on the village website to CG for uploading. ONGOING
- 6.9 Arrange to publish TPO plan (or a link) on the village website. ONGOING
- 6.10 Contact School about riparian duties and risks to trees at edge of playing field. To be discussed later in meeting.
- 6.11 Close Parish Council Facebook account. ONGOING
- 6.12 Submit VAS data to police. DISCHARGED – AN has submitted the data and met with Police representatives, who are going to organise a meet up with the Primary School to engage the children with speed education. Following submission of the data Suffolk Constabulary have also agreed to deploy speed enforcement teams in the village in the near future.
- 6.13 – as per 6.3
- 6.14 Contact Primary School about funding application. DISCHARGED
- 6.15 To distribute payments as detailed on the April 2022 Payment Scheduled. DISCHARGED
- 6.16 Send out Annual Parish Meeting invites to village organisations. DISCHARGED
- 6.17 Arrange refreshments for Annual Parish Meeting. ONGOING

WPC 22-05-28 Planning

a) To consider planning applications that had been submitted since the last meeting:

- i) DC/22/01963 & DC/22/01964 – Full Planning & 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

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

- The work will help the pub to come back into service and meet current standards for accessibility and health and safety regulations.

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

- ii) DC/22/02206 – Householder Application – Installation of 3 no. first floor windows. Grangeworth, Swan Road, IP13 7HZ

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

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

b) To consider any planning applications that have been submitted since agenda published: None

c) Updates and Outcomes on previous planning applications:

- i) DC/22/01384 – Householder Application – Proposed reinstatement of 2 no. dormer windows and installation of 2 no. conservation roof lights within the attic. Halycon House – Granted

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WPC 22-05-09 Parish Council Activities & Projects

- a) Tree Warden's Report – None
- b) To consider appointment of Footpath Warden – A suggestion had been put forward to appoint a specific Footpath Warden, the Council agreed that this would be a good idea. KL offered to discuss the matter further with CG and two potential volunteers were identified to be approached.
- c) Fence at Rear of Willow Tree Yard – update – AN explained that as there had been no response to the informal letter sent to the residents of Willow Tree Yard, the Community Centre Committee have taken legal advice and have instructed a solicitor to send a letter to make the matter more formal. The Parish Council will be copied into the letter when it is sent as Custodians of Last Resort for the Community Centre.
- d) Riparian Duties within the village, with particular reference to the Flagship development at Shop Street – AN had been in contact with the Primary School, raising concerns about drainage at the edge of their playing field and the impact upon trees growing in the location. The Primary School were unaware of the changes that were being proposed to the planned drainage works. Flagship were contacted as the plans were not as approved under the approved Reserved Matters as part of the planning application. After discussion Flagship confirmed that they would take on the riparian duties for the area in question, so they will be held responsible should any flooding occur. In the meantime, Vertas, who are the contractors for the school grounds are seeking to find out who is responsible for the riparian duties of the existing ditch. AN believes it may be linked in some way to Worlingworth Charities and will check.

MHi explained that the final go-ahead for the build at Shop Street wouldn't be able to take place until suitable drainage systems are signed off, so not to worry too much at the moment. MHi has met with Anglian Water, they have a statutory duty to ensure that adequate sewerage is provided for all houses in the village and they are also the provider, so in some ways they are on both sides of the equation, but they are being held to account as much as is possible. AN commented that there are many different versions of the proposed drainage scheme and it would be important to ensure that when the build starts Flagship follow the correct version in order to avoid problems similar to those experienced in the village with sewerage overflow in recent months.

- e) Update on Queen's Platinum Jubilee Celebration plans – JO and SF reported that everything is going well with the organisation. JO showed the posters advertising the events to the Council - these will be displayed throughout the village. KL building a barbecue and the food has been ordered.



The loan of a number of gazebos has been arranged, but a further gazebo is needed and JO asked whether the Council would consider purchasing its own for this for the event – it could then be used for any future events. It was agreed that at the moment the gazebo could be purchased under the agreed budget.

Again, a query had been raised by a parishioner about the lack of a beacon in the village. At such a late stage it was again agreed that the Parish Council could not organise a beacon due to the various health and safety and insurance implications.

The Clerk reported that the Platinum Jubilee Bench is due to arrive on Friday. It was agreed to unveil the bench during The Big Lunch at the Community Centre on the Sunday, with a final location for the event yet to be agreed. This decision will be an agenda item for next meeting.

- f) Consideration of Estimate & Plans Submitted for Road Safety Works – The quote had been circulated to the Council for consideration. It covered all the elements, white-lining, roundels, signs, including cutting back vegetation where necessary and all the traffic management to ensure the works can be carried out safely. The Clerk confirmed that there were sufficient CIL funds in the Parish Council accounts to cover the cost of the works in full.

KL proposed accepting the quote, MHo seconded, all voted in favour and **IT WAS SO RESOLVED**. AN will liaise with the Clerk to make contact with Kier and Suffolk Highways to get the work on their programme and also arrange the purchase of the roadside gates from Glasdon and notify the contractor for installation.

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AN commented that as Suffolk Highways had been out to the village to arrange the quote they had noted various works that needed to be carried out on existing road markings and signage and this was now also starting to be done.

The roadside planters have arrived and are currently being stored at Worlingworth Hall, these will be positioned as agreed by Suffolk Highways throughout the village and it is hoped that some of the village organisations will come forward to adopt and care for the planters.

- g) Update on Defibrillator Training Plans – Still awaiting dates.
- h) Community Governance Review – Deferred from the last meeting – following discussion it was agreed that no response was required.

WPC 22-05-10 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for May. There were no queries. AN proposed acceptance, MHO seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To ratify Bank Signatory decision – Following a resignation it was necessary to make changes to the bank mandate. At the previous meeting MHO had offered himself to be a bank signatory. KL proposed accepting MHO as a signatory on the bank account and removing the Councillor who had resigned from their post, SF seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will make arrangements.
- c) To approve CIL statement for period 2021-2022 for submission – Following circulation and consideration of the CIL statement, KL proposed approval, AN seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will arrange for the CIL Statement to be submitted and published on the website.
- d) To accept Internal Auditors Report – AN proposed acceptance, MHO seconded and **IT WAS SO RESOLVED**.
- e) To approve Annual Governance Statement for Accounting Period 2021-2022 – Following circulation and consideration of the Governance Statement, JO proposed approval, SF seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and the Clerk signed the forms on behalf of the Council and the Clerk will forward the document to the External Auditors.
- f) To approve the Accounting Statements for 2021-2022 – Following consideration of the Accounting Statements as provided by the Clerk, JO proposed approval, SF seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and the Clerk signed the forms on behalf of the Council and the Clerk will forward the document to the External Auditors
- g) To appoint Internal Auditor for 2022-2023 – JO proposed using J. Shea Auditing as the Internal Auditor for 2022-2023, SF seconded all voted in favour and **IT WAS SO RESOLVED**
- h) To consider applications for funding – None received
- i) To agree payments as detailed on Payment Schedule – AN proposed authorisation, KL seconded and **IT WAS SO RESOLVED**. The Clerk will arrange payments accordingly.

WPC 22-05-11 Feedback from External Meetings

- a) As mentioned above, following submission of the VAS data to the police, AN had met with the SCC Suffolk Speed Awareness team and the local Police Engagement Officer. He was disappointed to have been told that all the data from the VAS machines that are owned by the villages are not accepted as not calibrated. But on 21st June last year the Speed Awareness had put a calibrated machine into the village on the tight bends at the Old School House. The data from this machine on this one day had not highlighted any major speeding concerns. AN had argued that this location was a place where traffic would naturally be slowing to take the bends and the date was not typical as it was during a lockdown period. The Speed Awareness Team could not explain why they had placed the machine where they had, but after speaking to AN have agreed to review the five years of continuous typical data provided by the Worlingworth VAS.

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AN finished by saying that Police Engagement Officer had been very positive about the VAS data and Suffolk Constabulary would be carrying out enforcement action in the village soon.

WPC 22-05-12 Matters of urgency to be brought to the attention of the Council

- a) None
- b) Items for next agenda:
 - Location for Platinum Jubilee Bench

Items for the June Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 6th June 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 8.52 pm. The next meeting is set for **Wednesday 15th June 2022** at 7.30 pm at the Community Centre.

Brian Smallcombe, Chair

Sarah Clare, Parish Clerk

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