



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 17th August 2022 at Community Centre.

Attendance	Brian Smallcombe (Chair) (BS)	Carol Garrett (CG)	Michael Howard (MHo)
	Stephen Fugler (SF)	Kevin Love (KL)	Andrew Nunn (AN)
	Jane O'Vel (JO)	Andrew Luton (AL)	Sarah Clare (Clerk)

Public present at the meeting: 1

WPC 22-08-01 Apologies for Absence

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

Matthew Hicks (County & District Councillor) (MHi) had also sent his apologies

WPC 22-08-02 Declaration of Interests

None.

WPC 22-08-03 Public Forum

None.

WPC 22-08-04 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 22-08-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 20th July 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 22-08-06 Matters Arising and Action Point

- 6.1 Liaise with MHi to arrange a meeting with the Lead for Flood Risk at Suffolk County Council. ONGOING
- 6.2 Set up Councillor specific email system with a common WorlingworthPC domain name and liaise with Clerk over administration of the system. ONGOING
- 6.3 Liaise with WCCC about arranging an appropriate indemnity insurance regarding services to the Community Centre building. ONGOING
- 6.4 Contact former Councillor and Clerk to see if they set up the Parish Council Facebook account and advise current Clerk accordingly. DISCHARGED
- 6.5 Arrange changes on bank mandate as agreed. ONGOING – MHo needs to present ID documents in person at a branch of HSBC alongside the completed Mandate Form.
- 6.6 Submit responses to Planning Department at District Council as agreed. DISCHARGED
- 6.7 Send link for Register of Interests to AL and look into Councillor training options. DISCHARGED

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- 6.8 Supply photo and a few lines for a pen portrait on the village website to CG for uploading. ONGOING
- 6.9 Newsletter item – volunteers needed to take part in the tree monitoring survey. DISCHARGED
- 6.10 Liaise with Community Centre Committee to install Platinum Jubilee Bench near the play area. DISCHARGED
- 6.11 Newsletter item – volunteer to distribute Welcome Pack. DISCHARGED – CG was pleased to report a volunteer has come forward. It is a perfect opportunity to update the Welcome Pack, with the volunteer putting forward a few ideas. CG has circulated an email asking for people to consider whether their group's information needs updating too. The main issue is how to identify when new people move into the village, possibly a periodic message on NextDoor asking if anyone has new neighbours, or if they are new themselves would be a useful option.
- 6.12 Working Party to consider further developments in the Village Emergency Plan and report back at the next meeting. To be discussed later in meeting.
- 6.13 To distribute payments as detailed on the July 2022 Payment Scheduled. DISCHARGED
- 6.14 Advise Footpath Wardens of the concerns raised about overgrown footpaths, to enable online reporting to take place. DISCHARGED – After discussion it was agreed that CG will put a link to the Suffolk Online Reporting Tool on the village website to encourage people to self-report issues, as they can more easily identify the correct location themselves.
- 6.15 Newsletter item – warning about fly tipping and link to online reporting tool for such incidents. DISCHARGED

WPC 22-08-07 Planning

- a) To consider planning applications that had been submitted since the last meeting:
- i) DC/22/03897 & 03898 – Full Planning Application & Listed Building Consent – Erection of single storey side extension and ground mounted solar array. Red House, Shop Street, IP13 7HX

Councillors had all studied the application in advance of the meeting. After discussion it was decided to fully **SUPPORT** 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/22/02935 - Householder Application - Erection of single storey side extension and erection of single storey garage (following demolition of 2 existing garages). The Carlings, Church Street, Worlingworth, Woodbridge Suffolk IP13 7NT- Granted

WPC 22-08-08 Parish Council Activities & Projects

- a) Tree Warden's Report – FM reported that he had received a donation of 50 or so various potted saplings for use by the Parish Council in the village. He has already had two people come forward, but more are needed to find places to plant the trees. The trees are all native, such as Elm, Oak, Hawthorn and Holly.

Also, another round of tree planting and hedging packs are being offered by the Suffolk Tree Warden Network in conjunction with the Woodland Trust. These packs are better suited for landowners with a larger area that can be planted.

The Clerk will put a note in the next newsletter to publicise these opportunities to receive free trees and CG will put a note on the website, with applicants being directed to FM.

FM advised the Council that the new Biodiversity Officer is now in post at the District Council. This is the person who will be able to do village surveys to consider trees for TPO's. FM has requested that a full survey is done for Worlingworth, as the last one was done in 2005. In particular FM has requested that the large Horse Chestnut at the rear of The Swan is assessed again, having been refused once before due to disease, but the tree seems to be thriving.

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Also, the residents of Newtown have requested protection for the trees lining their lane – there is a mix of Elm, Oak, Willows and Hazels, all very mature trees, probably 80-100 years old and obviously planted in a way to create an avenue effect. All seven residences in Newtown are in agreement that these trees need some sort of official protection, so FM is looking to apply for a Group TPO. The District Council's criteria are that the tree or trees give amenity to the village (i.e. not solely private) and this avenue is clearly a public amenity.

- b) CIL Expenditure – Forward Plans – The Council considered ways to utilise the Community Infrastructure Levy (CIL) funds that had been released to the parish.

AN had circulated information about different types of Speed Indicator Devices (SID) prior to the meeting. Following discussion BS proposed that a formal quote was obtained for the Elan City machine, to include solar panels and traffic data, so that a decision can be finalised at the next meeting, MHO seconded, all voted in favour and **IT WAS SO RESOLVED**. The purchase of a second SID will mean that there is no need to keep moving the existing machine and it will provide additional data, which can be transferred to the police.

The existing SID has recently been vandalised. KL had taken the machine down and upon inspection feels that he can replace the damaged Perspex screen. BS proposed that KL carry out the repair and charge the Council for any expenses incurred, MHO seconded, all voted in favour and **IT WAS SO RESOLVED**.

SF queried whether the police will accept the data from a repaired machine. AN explained that as the machine is not calibrated no prosecutions can take place from the data, but the police are happy to receive the data to help target speed enforcement teams

Following discussion at the July meeting about possibly purchasing staging that could be used at the Community Centre and the school, AN agreed to liaise with the Community Centre Committee to see if it is something that the Community Centre would be interested in. It is also important to consider any other groups that may use the staging and get everyone engaged to ensure that this is a viable option.

The Clerk has yet to seek advice about whether purchase of a container to store Parish Council equipment would be an appropriate use of CIL monies.

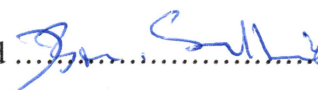

CG asked whether CIL money could be used for environmental projects within the village, such as recycling or providing electric car charging points. There was debate about whether car charging points were feasible and/or a direct benefit to the village. AL felt that there are a number of local recycling facilities that are easily available for people to access when they leave the village for errands or work. It was noted that the recycling facilities at the Community Centre had been reduced due to a variety of problems and it was unclear where new facilities could be sited.

The Worly GiG (Getting it Green) scheme has already utilised some CIL monies, as the planters had been purchased with WorlyGiG in mind. Unfortunately, the idea of sponsorship of plants had not been successful, therefore the Parish Council will now aim to fill them instead. AN will get quotes for top soil and bulbs for consideration at the next meeting. It is hoped that TR can position the planters throughout the village soon.

- c) Emergency Plan Working Party Report – It was noted that the people currently named on the Emergency Plan held by the Suffolk Resilience Foundation (SRF) are no longer key holders of the Community Centre. The new Chair of the Community Centre Committee will be the new named contact and the current named people will solely be used should access be required at the Church; which is the secondary refuge in the village.

KL has volunteered the use of his generator for use in the interim before emergency services arrive at the Community Centre, but noted that there is a need to install a socket at the Community Centre to enable a generator to power the building in the event of a power-cut. The Community Centre Committee have agreed to the installation of such a socket. AN will obtain quotes for the electrical work to be carried out, so that this can be considered at the next meeting. KL suggested that the inlet socket would need a protective cabinet and to ensure any quote includes this.

AN will make contact with the SRF to advise the new contact details and explain the plans about the generator socket.

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- d) Forward planning for Christmas Celebrations – CG stated that there are definitely plans to hold some sort of event on 3rd December, but nothing firm at present. Currently there are plans to encourage as many households in the village to put out trees and lights as part of a 'Light Up Worlingworth' evening. Also, it is hoped to build on the success of last year's tractor run, with a chance for children to meet Father Christmas and make a collection for charity. The tractor run would finish at the Community Centre, where refreshments can be served and hopefully some sort of organised carol singing could take place. It is intended to keep things as simple as possible and also liaise with The Swan. No major costs are anticipated at this point, and hopefully it would be self-financing in a similar way to the Platinum Jubilee events, but just in case CG suggested the Parish Council may need to be willing to underwrite the costs.

BS proposed that the Parish Council agrees to support the Christmas Celebrations up to a value of £300, AN seconded, all voted in favour and **IT WAS SO RESOLVED.**

- e) Footpath Walking Day & Autumn Tidy Preparations – BS agreed that he is willing to undertake making signs and organising the Autumn Tidy for another year along the same format as in previous years.

CG will liaise with the Footpath Wardens to see if they are willing to help with the organisation of the Footpath Walking Day, as the Councillor who has organised this event in the past has now resigned.

The Clerk will ensure the dates are published in the September Newsletter as 'Dates for the Diary', as although the events are October, the Walking Day is on 1st October and it would be too late to wait until the October Newsletter

- f) Survey of Village Assets – AN had conducted a maintenance survey and a report had been circulated to all Councillors. It was noted that some maintenance work is required on the bench situated on the village green. AN will look to get quotes ready for consideration at the next meeting.

WPC 22-08-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for August. There were no queries. JO proposed acceptance, MHO seconded and **IT WAS SO RESOLVED.** The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To consider applications for funding – None received
- c) To agree payments as detailed on Payment Schedule – BS proposed authorisation, CG seconded and **IT WAS SO RESOLVED.** The Clerk will arrange payments accordingly.
- d) To approve virement of £500 from current account to reserves – earmarked into Asset Replacement Funds, being the budget line balance at end of 2021-2022 financial year – KL proposed the approval, MHO seconded, all voted in favour and **IT WAS SO RESOLVED.**
- e) To approve virement of £500 from current account to reserves – earmarked into General Contingency Funds, being the budget line balance at end of 2021-2022 financial year – KL proposed the approval, MHO seconded, all voted in favour and **IT WAS SO RESOLVED.**
- f) To approve virement of £10,690.25 From current account to reserves – earmarked as CIL Funds, being the amount received in April 2022, less £6,416.46 as due for the Road Safety works & Roadside Gates – KL proposed the approval, MHO seconded, all voted in favour and **IT WAS SO RESOLVED.**

WPC 22-08-10 Feedback from External Meetings

- a) AN had met with the County Council Head for School Infrastructure, Vertas and the Primary School to address the concerns raised about the maintenance of the ditch and trees around the edge of the playing fields. Essentially the result had been that there had been an admission that works need to be carried out and some tree works have already commenced. AN has kept Worlingworth Charities updated, but is still waiting to meet with the Lead for Flood Risk at the County Council. The Primary School's Board of Governors are also aware of the situation.
- b) AN has met with the Chair of the Community Centre about positioning the Platinum Jubilee Bench, they are keen to accommodate the bench somewhere near the Play Area. Whilst meeting the subject of the drains at the front of the Community Centre was raised, with a question about whether the Parish Council would consider helping with the cost of some repairs that are needed. The Clerk advised AN that the

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Community Centre Committee would need to make a formal application before any decision could be taken.

WPC 22-08-11 Matters of urgency to be brought to the attention of the Council

a) Items for next agenda:



- To consider the purchase of a second Speed Indicator Sign for the village
- To consider the purchase of soil and spring bulbs for the village roadside planters
- Update on Emergency Plan - to include consideration of the cost of installing a generator socket at the Community Centre.
- Update on Christmas Celebration Plans
- Final Preparations for Footpath Walking Day & Autumn Tidy
- To consider the cost of maintenance works to be carried out to the bench on the Village Green.
- To consider and review the Council's Risk Assessment
- To consider and review Internal Financial Control Statement

Items for the September Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 12th September 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 9.25 pm. The next meeting is set for **Wednesday 21st September 2022** at 7.30 pm at the Community Centre.

Brian Smallcombe, Chair

Sarah Clare, Parish Clerk

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