



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 Thursday 29th September 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)	Tom Royall (TR)
	Sarah Clare (Clerk)	Matthew Hicks (County & District Councillor) (MHi)	

Public present at the meeting: 1

WPC 22-09-01 Apologies for Absence

None

WPC 22-09-02 Declaration of Interests

None.

WPC 22-09-03 Public Forum

None.

WPC 22-09-04 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:

The recent cost of living pressures has resulted in many people coming forward for help, who have not had to access the welfare system before. Families who were just about managing before are now finding things very difficult with the combined impact of prices rising for both food and fuel. MHi urged everyone to ensure that if they come across people in their neighbourhood who are struggling, they direct these people to the Suffolk County Council website and Citizen's Advice Bureau, who can help direct people to the appropriate places. There are various pots of money available to help with essential living costs.

There have been issues relating to people putting everyday batteries into their kerbside recycling bins, with a recent incident involving a fire breaking out in 400 tonnes of waste that took two hours for firefighters to put out. This is a national issue with £158 million of damage occurring each year from fires started by batteries. The batteries can be recycled, but need to be taken to dedicated battery collection points, not put into the kerbside waste collection.

Recently an Avian Influenza control zone has been set up, MHi urged everyone to be aware and report any dead birds to DEFRA on the helpline: 03459 33 55 77

Finally, with local elections due to take place next May, MHi reminded everyone to ensure that they are registered to vote, especially if people have moved recently.

WPC 22-09-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 17th August 2022 as a true and accurate record, were proposed by MHo, seconded by KL and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

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WPC 22-09-06 Matters Arising and Action Points

- 6.1 Liaise with MHi to arrange a meeting with the Lead for Flood Risk at Suffolk County Council. DISCHARGED and to be discussed later in the meeting.
- 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 – AN to check the situation with the Community Centre Committee.
- 6.4 Take Bank Mandate form and ID documents to the bank to complete change of Mandate. DISCHARGED
- 6.5 Supply photo and a few lines for a pen portrait on the village website to CG for uploading. DISCHARGED
- 6.6 Put link to the Suffolk Highways Online Reporting tool on the village website, so issues to footpaths and roads can be reported by individuals more easily. DISCHARGED
- 6.7 Submit responses to Planning Department at District Council as agreed. DISCHARGED
- 6.8 Newsletter/Website Item – Donation of potted saplings to the Parish Council for planting in the village, also another round of tree planting and hedging packs are being offered by the Suffolk Tree Warden Network in conjunction with the Woodland Trust. DISCHARGED
- 6.9 Obtain formal quote for purchase of second SID from Elan City. To be discussed later in meeting.
- 6.10 Repair Perspex screen of existing SID and claim any expenses incurred. DISCHARGED – KL reported that whilst repairing the screen it had become evident that malicious damage had occurred, it was not an accident, AN will report the matter to the police.
- 6.11 Check whether CIL money can be used to purchase a storage container for Parish Council equipment. DISCHARGED – a container could be purchased if it was evidenced to be used for the storage of equipment to: "Provide recreational facilities" or to "Equip buildings for the use of clubs (sports/social/educational)", but not solely to store Parish Council equipment.
- 6.12 Obtain quote for purchase of soil and spring bulbs for village roadside planters. To be discussed later in meeting.
- 6.13 Obtain quote for the installation of a generator socket at the Community Centre. To be discussed later in meeting.
- 6.14 Newsletter Item – Save the Dates notification for Walking Day & Autumn Tidy. DISCHARGED
- 6.15 Obtain quote for maintenance to the village bench. To be discussed later in meeting.
- 6.16 To distribute payments as detailed on the August 2022 Payment Scheduled. DISCHARGED
- 6.17 To arrange virements as agreed at the August 2022 Parish Council meeting. DISCHARGED
- 6.18 Advise Community Centre Committee of the need to make formal application to the Council before any decision can be taken on contributing funding towards drainage repairs. DISCHARGED

WPC 22-09-07 Planning

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

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

- The link is going to compromise the character and integrity of a building of historical interest in the village

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AN proposed, JO seconded, 1 abstained, 6 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: None

WPC 22-09-08 Parish Council Activities & Projects

a) Tree Warden's Report – Presented by Francis Muldoon (FM)

- i) Tree Donations - Approximately 50 potted tree saplings have now been distributed to parishioners who had various requirements. However, another request for 2 trees (holly and crabapple) was too late. Therefore, FM suggested funding them (approximately £45) from the Tree Warden's budget under the "greening up the village scheme". All agreed this was a good idea, FM will action and submit receipts for reimbursement.
- ii) The Woodland Trust - is again offering free tree and hedging packs to landowners, four local landowners have expressed an interest to whom FM will supply the necessary details.
- iii) Tree Preservation Orders - The District Council's newly appointed Biodiversity Officer, visited the village at the request of FM to assess the possibility of placing TPOs on: the oak in the garden of the Swan; the horse chestnut behind the Swan; the avenue of trees leading to Newtown (requested by Newtown residents). The result was that none of these trees are considered to be at immediate threat of felling due to planning applications, so they were not regarded as appropriate for TPO applications.

b) CIL Expenditure

- i) To consider the purchase of a second Speed Indicator Sign for the village – Quotes had been circulated and considered prior to the meeting. After discussion MHO proposed the purchase of the Elan City indicator, TR seconded, 1 abstained, 6 voted in favour and **IT WAS SO RESOLVED**. The Clerk will arrange the ordering, with delivery to be taken by AN in the village.
- ii) To consider the purchase of soil and spring bulbs for the village roadside planters – KL understood that there was an opportunity to obtain some free topsoil from a local trader. KL will liaise with TR for the planters, currently located at Worlingworth Hall, to be filled and placed in the agreed locations throughout the village.

AN had shared prices for a variety of spring bulbs and proposed purchasing the bulbs and claiming the money back via reimbursement, KL seconded, all voted in favour and **IT WAS SO RESOLVED**.

- iii) To consider the cost of installing a generator socket at the Community Centre (part of Emergency Plan Update – item c) below – quotes had been circulated prior to the meeting. AN proposed the work is carried out, KL seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will formally accept the quote and ask the supplier to liaise with KL.

For interest, KL had requested a quote for an Electric Vehicle charging point, as discussions had taken place about the viability of providing such a facility. Essentially the infrastructure would only support an overnight charger and therefore it would not be suitable for visitors to the Community Centre.

- iv) Future plans for potential expenditure – MHO queried about the need for a replacement battery for the defibrillator, AN explained that this would be covered under the maintenance contract with the Community Heartbeat Trust.

JO asked about arranging an event for the coronation. The Clerk noted that this would not be appropriate use of CIL funds, but the Council could fund such an event under the power to provide entertainments using Section 145 monies.

TR suggested an additional Parish Council noticeboard could be placed outside the newly proposed village shop. CG noted that the current 'main' noticeboard outside the Community Centre was in need of replacement/refurbishment. The Clerk advised that this would be appropriate use of CIL funds, CG, TR and SF will research noticeboard prices and sizes for the Parish Council to consider.

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- c) Update on Emergency Plan – AN had attempted to make contact with the Suffolk Resilience Forum (SRF) to advise them of the plans to install a generator socket at the Community Centre. There are now three people who have agreed to be the contact numbers for the Emergency Plan, but AN is still waiting on confirmation that the Emergency Plan as submitted to SRF is accepted. Once the paperwork has been finalised with the recent revisions of contact details a flier will be arranged to be circulated to the village.
- d) Update on Christmas Celebration Plans – Plans are well underway to have a tractor and trailer decorated, lit and paraded through the village as in 2021 with volunteers coming forward to act as Santa and his Elf. The event will link with the newly re-opened Swan Inn to encourage full community involvement. CG is also arranging a 'Light Up Worlingworth' event, encouraging all residents to put out trees and lights. Charity collection buckets will be organised to support local hospices, with hopes that a local celebrity will be approached to do a 'switch-on' either in person, or via a recorded video.
- e) Final Preparations for Footpath Walking Day & Autumn Tidy – CG expressed huge thanks to JO for designing posters for the Footpath Walking Day. The event had also been publicised on NextDoor and catering had been arranged. Various people who are regular supporters of the event had been emailed, but CG pleaded that fellow Councillors help if they can, or at least acknowledge emails and let people know if they are not available.

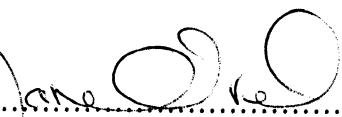

BS is once again organising the Autumn Tidy and asked if the noticeboards advertising the Walking Day could be left up and re-used for the Autumn Tidy. JO agreed to produce posters for the Autumn Tidy, although noted that the format would need to change a bit to ensure people recognised the posters are for a different event.

- f) To consider the cost of maintenance works to be carried out to the bench on the Village Green – AN explained he was still waiting for quotations to be received – so this matter will be deferred to future meeting.
- g) Discussion on possible maintenance works for ponds within the village – JO raised concerns about the pond at The Cross, AN explained that this pond is the District Council's responsibility and when the matter had been raised in the past surveys have shown the pond to be a habitat for Great Crested Newts resulting in unwillingness to carry out any clearance work. CG confirmed that historically residents of The Cross had appealed in vain to the District Council for work to be done and MHi has also been involved to no avail. AN confirmed that the pond is part of the water flow system in the village and Anglian Water have raised concerns about the surcharging of the sewerage system due to surface water with the District Council, which may result in the pressures needed to get ponds and ditches cleared, but only time would tell.
- h) To consider and review the Council's Risk Assessment – The Clerk had circulated the document prior to the meeting for Councillors to consider. After discussion TR proposed that it be adopted, CG seconded, all voted in favour and **IT WAS SO RESOLVED**. Clerk to publish
- i) Policy Reviews – The Clerk had circulated the policies detailed below:
 - i) Media (to include Recording at Meetings)
 - ii) Performance Improvement – CG suggested that guidance was sought from SALC about how this policy could be adapted to cover the Clerk before this policy was formally re-adopted.
 - iii) Privacy Notice

TR proposed re-adoption for the Media Policy and Privacy Notice as circulated, AN seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will publish the re-adopted policies on the website.

WPC 22-09-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for September. AL suggested that the Council considers moving the bank accounts to another provider who does not charge a monthly fee, AL will forward details from alternative suppliers, the Clerk will explore the options for the Council to consider. TR proposed acceptance of the Financial Statement, AN seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.

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b) To consider applications for funding

i) Suffolk Accident Rescue Service

After discussion the Parish Council recognised the valuable work of this organisation and noted that July 2021 was the last time SARS had been supported by Worlingworth. AN proposed a donation of 50p per name on the parish electoral roll as a formula for a donation – this equated to £341.50 KL seconded, all voted in favour and **IT WAS SO RESOLVED**. The donation will be released at the October meeting to allow it to be correctly listed on the payment schedule.

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

d) To consider and review Internal Financial Control Statement – The Clerk had circulated the document prior to the meeting for Councillors to consider. After discussion CG proposed that it be adopted, TR seconded, all voted in favour and **IT WAS SO RESOLVED**.

WPC 22-09-10 Feedback from External Meetings

a) AN had met with MHI and the Suffolk Flood Control people at Endeavour House to discuss concerns raised about Flagship Housing's proposed changes to their drainage plans for the development on Shop Street. Currently Suffolk Flood Control have a holding objection in place, as they are not happy that the current plans wouldn't cause hardship and distress to third parties, such as the Primary School and residents in Piper's Meadow amongst others.

Suffolk Flood Control have been in talks with Anglian Water about the sewerage system in general in the village and the way surface water is surcharging a system that was not built to handle the waste from such a large settlement. The current treatment plant is designed for a village of about a third of the size and is only currently operating because of the constant tankering out of waste. Whilst this tankering is taking place the cost is impacting on Anglian Water's ability to invest in better sewers.

AN felt that the meeting had been very productive and was likely to be the first of many as the problems are addressed. It now appears that the main players are starting to grasp the problems being faced by Worlingworth residents. AN understands that Suffolk Flood Control are going to be issuing enforcement letters to residents who have been identified as having filled in waterways and ditches in the village (thereby claiming adverse possession of Council land), in a first step towards working on restoring the ditches and ponds of the village to their working state.

b) AN expressed concern that when logging onto the Community Heartbeat Trust (CHT) WEBNOS monitoring system recently it had become apparent that the checks are either not being carried out or not entered correctly. In the absence of such checks being registered the maintenance of the machine is being compromised. AN proposed that the checks are brought back 'in-house' as the Defibrillator is a Parish Council asset. CG offered to help with the weekly checks, MHO seconded the proposal, all voted in favour and **IT WAS SO RESOLVED**. AN will contact the CHT to make the changes to the logins, the Clerk will write to the volunteer who has been responsible for the checks, explaining the Council's decision and thanking them for their help.

WPC 22-09-11 Matters of urgency to be brought to the attention of the Council

a) CG suggested that various key organisations in the village need to meet to start looking at pre-planning for coronation events.

b) BS will be standing down as Chair after the October meeting, so new Chair will be needed from November. TR thanked BS for his work on behalf of the rest of the Council.

c) TR asked about pavements or at least signage to warn about people walking on the road at the Eastern end of the village. AN said that this had been looked at when the road safety works had first been suggested, Suffolk County Council had at first been keen, but Suffolk Highways had determined such works to be 'oversignage' and that the road was not wide enough for a pavement to be installed

d) KL raised concern about the hedges near the allotments overgrowing the road. AN agreed to locate the details of the owner of the land and the Clerk will write on behalf of the Parish Council asking that the hedge is cut back for safety reasons.

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e) Items for next agenda:

- Autumn Tidy & Walking Day reports
- Remembrance Wreath top-up donation
- External Auditor report
- To consider the cost of maintenance works to be carried out to the bench on the Village Green

Items for the October Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 10th October 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 9.22 pm. The next meeting is set for **Wednesday 19th October 2022** at 7.30 pm at the Community Centre.

Brian Smallcombe, Chair

Sarah Clare, Parish Clerk

Signed  (Chair)

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