



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 15th February 2023 at Community Centre.

Attendance	Jane O'Vel (Chair) (JO)	Michael Howard (MHo)	Andrew Nunn (AN)
	Stephen Fugler (SF)	Kevin Love (KL)	Tom Royall (TR)
	Sarah Clare (Clerk)		

Public present at the meeting: 1

WPC 23-02-01 Apologies for Absence

Carol Garrett (CG) was unable to attend due to personal commitments and had sent her apologies. Andrew Luton (AL) was unable to attend due to work commitments and had sent his apologies. The Council accepted.

Tree Warden Francis Muldoon (FM) and Matthew Hicks (County & District Councillor) (MHi) had also sent their apologies.

WPC 23-02-02 Declaration of Interests

None

WPC 23-02-03 Public Forum

None

WPC 23-02-04 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 23-02-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 18th January 2023 as a true and accurate record, were proposed by MHo, seconded by SF and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

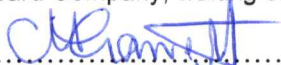

WPC 23-02-06 Matters Arising and Action Points

6.1 Direct parishioner with query about school place to MHi. DISCHARGED

6.2 Publicise the work of the Debenham Dementia Project through all mediums available to the Parish Council, including arranging with the Newsletter producer to send leaflets out about the Project with the next available copy. DISCHARGED – CG reported that she had put posters up in the Community Centre and on the Parish Noticeboards (with MHo putting a copy on the board outside the church), a flyer and note had been posted on NextDoor (which has already elicited a response) and the flyer and an article from a carer's perspective had been submitted to the Village Newsletter for inclusion in the March edition. MHo is also planning to put a laminated poster up at Bedingfield.

6.3 Arrange the filling of the roadside planters with topsoil and position within the village. ONGOING

6.4 Confirming sizes and details for noticeboard to be sited at The Swan Inn, including circulating the proposed costs for formal approval at the February meeting. ONGOING – costs still to be advised by the Parish Noticeboard Company, waiting on TR to confirm sizing required.

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6.5 Liaise with Newsletter producer to form a Working Party to look at funding models for the future of the Newsletter. DISCHARGED – JO reported that some other villages had also raised queries about the funding model, but the idea of splitting the funding more equitably was met with objections as some believe it is a church magazine. Many participants at the meeting thought the magazine should look at taking on more advertising, or charging recipients. The meeting disbanded with nothing currently resolved and will be meeting again in April. AN suggested that perhaps a Worlingworth only focussed magazine should be the way forward if other villages don't want to contribute and offered to discuss this as an option with the editor for consideration of viability at the next Parish Council meeting.

6.6 Contact bank to arrange for mandate changes to enable JO to become a bank signatory. ONGOING

6.7 Submit responses to Planning Department at District Council as agreed. DISCHARGED

6.8 Source list of local landowners, so Clerk can draft a letter to gauge interest in selling/leasing a plot of land for allotments. ONGOING – A letter is ready, but it is proving difficult to identify where to send them. It was agreed that in the interim an item should be included in the village newsletter asking for anyone who may have a suitable plot to come forward.

6.9 Installation of the Platinum Jubilee Bench. ONGOING – quotes for installation to be obtained for consideration at the March meeting.

6.10 Publish budget, as approved at the meeting, on the village website. DISCHARGED

6.11 Submit precept request for 2023-2024. DISCHARGED

6.12 Advise funding application outcomes. DISCHARGED


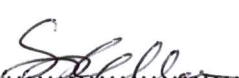
6.13 To distribute payments as detailed on the January 2023 Payment Scheduled. DISCHARGED

WPC 23-02-07 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: None

WPC 23-02-08 Parish Council Activities & Projects

- a) Tree Warden's Report – FM had sent through a report which had been circulated to the Council prior to the meeting:
 - i) Two trees for Mill Road have now been purchased under the Parish Council grant scheme and delivered (not for The Paddocks), but for the rear of no. 16 Mill Road (sorry for any confusion caused on previous reports)
 - ii) As evidence that the newsletter travels far and wide an enquiry was received in December about the Woodland Trust free trees offer from a family that resided in The Red House in the 1980's & 1990's, but who still own land near the church and in Water Lane. Unfortunately, all the trees had been allocated, but as the family is keen to see their land become small woodland sites the contact details have been retained in case the offer is repeated by the Woodland Trust.
- b) Management of the Village Website – New Editor Required from March – CG had advised the Council that she would be standing down from this role. JO suggested that AL may be willing to take it on and agreed to discuss the matter with him. During discussion it was noted that uploading the information has always been the easy part of the task, getting information out of village groups to keep the website current has been the difficult element. The Clerk suggested that, if necessary, the website could just carry contact details for the various village groups, instead of having all the details of their events listed, whilst the Clerk can continue to keep the Parish Council pages up to date. The matter will be reconsidered at the March meeting.

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- c) Consideration of how to manage and report traffic data from Vehicle Activated Signs – Concern had been raised about what was actually happening with the data and how it was being reported to the public. The current format of the data is what has been requested by Suffolk Constabulary, but it is felt that a more narrative format would be helpful to the general public.

JO reported that she had met with the volunteer who manages the data for the Council. There is information dating back to 2015 and although some of the data is automated there is a file for every day. Currently analysis of the data takes approximately two hours per month, the volunteer is happy to continue with this task, but wants to ensure that the data is being valued and used as appropriate.

AN stated that he needs to supply the programme to the volunteer for the new VAS, so that the data from this second machine can be properly accessed. The downloading task should be much easier now than back in 2015 as the machines can be connected via Bluetooth. AN confirmed that the format in which that the volunteer currently provides the data is the preferred format for the police. They would be happy to receive it in other ways, but by sending it across as it is currently done it can be more easily integrated into the police systems. This ease of understanding the data for the police has led to Suffolk Constabulary identifying appropriate times and places to deploy their safety camera vans, leading to enforcement action being taken in the village.

Whether the data is understandable to the layperson in its current format is unclear. The Clerk suggested that the data is sent directly to her for uploading to the village website, if people then contact the Council to say that they don't understand the graphs more explanation can be provided. AN suggested contacting the Police Community Engagement Officer to provide a presentation to the village about what data the machines collect and how this is used, which may help people understand the graphs on the website.

TR offered to help with getting the data downloaded from the two machines if the volunteer needs additional support.

KL queried the use of ANPR cameras on some local speed indicator devices. AN explained that this was part of a pilot that Suffolk Constabulary had been running with funding from the Government. ANPR capable cameras have been put up for short periods in different locations across the county to work out where the speeding hotspots are and to enable targeted enforcement to take place. It is unclear whether the pilot scheme will be expanded.

- d) Concerns about increased crime in Worlingworth – TR advised the Council that he had personally been affected by what are clearly 'professional crews' working in the village conducting thefts and expressed concern that parishioners may not be fully aware of the risks. It was agreed to put an item in the next newsletter reminding everyone of the need to keep vigilant and to secure property correctly to discourage opportunistic thefts.

TR proposed setting up a virtual Neighbourhood Watch group using WhatsApp to alert people to any recent criminal activities, AN seconded, all voted in favour and **IT WAS SO RESOLVED**. KL and AN both offered to help TR, but acting as moderators on such a group to ensure that nothing untoward was posted. TR will set up a Worly Watch group on the app and arrange advertising to the wider village to help combat crime in the village. AN suggested including the local Police Community Engagement Officer in the group.

- e) Defibrillator Contract – The Clerk advised the Council that the original contract included a clause that the Council had to remain with the Community Heartbeat Trust for four years, or there was a penalty to pay. The original four years expired at the end of January, but unless the Council explicitly cancels the cover contract it will continue to roll over, with the next bill due to be issued in April. The contract provides for monitoring, any servicing required and for spares as needed (such as the torch that has been replaced in the last few weeks). The volunteer who had previously monitored the machine had advised the Council that they would need to purchase a new machine every four years, but this is not the case. The current machine has a lifespan of fifteen years before it is expected to be replaced, it is felt that the confusion may have arisen over the four-year minimum service contract and that the ambulance service do replace their machines every four years. After discussion AN proposed continuing with the Community Heartbeat Trust service plan, TR seconded, all voted in favour and **IT WAS SO RESOLVED**.


- f) To consider protection of Biodiversity within the parish and adoption of Environmental Policy – It was agreed that this was a good principle to maintain and as such TR proposed adoption of the Environmental Policy as circulated prior to the meeting, KL seconded, all voted in favour and **IT WAS SO RESOLVED**. Clerk to publish on the website.

Signed



(Chair)

Signed



(Clerk)

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- g) Consideration of appointing a contractor to install the new Parish Council Noticeboard – CG had reported that the board is expected to be delivered early in March. AN is looking at getting some installation quotes to be considered at the next available meeting. AN advised that the Council may need to apply for permission to close the footpath in order to arrange for the works to be carried out if it involved ground works. KL and TR offered to look at whether the new noticeboard can in fact be attached to the existing posts, which would mean that this could be done as an 'in-house' job and would not necessitate closing the footpath.

WPC 23-02-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for February. 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.
- b) CIL money planning – TR explained that he had been considering ways that the Council could spend the CIL money that has accumulated in the accounts and offered two suggestions; looking at extending pavements through the village and putting up bus shelters for school children to wait in. AN agreed that this was a good idea, but when the traffic calming was considered the option of a pavement was refused by Suffolk Highways. TR believed that now the village had a shop and pub acting as a community hub the regulations around provision of safe walking routes may be different to when traffic calming measures were first considered. TR will speak to a contact at Suffolk County Council and MHi to look at the viability of where bus shelters and pavements could be installed and report back to the Council.
- c) To consider applications for funding: None received
- d) To agree payments as detailed on Payment Schedule – AN proposed authorisation, TR seconded and **IT WAS SO RESOLVED**. The Clerk will arrange payments accordingly.
- e) To approve virement of £8,639.46 from reserves to current account – to cover payments made from CIL funds (Remedial Electrics & Installation of Generator Socket at Community Centre, Contribution towards mobile staging for Primary School, 50% deposit on noticeboard & installation costs of roadside gates - AN proposed the approval, MHi seconded, all voted in favour and **IT WAS SO RESOLVED**.

WPC 23-02-10 Feedback from External Meetings

- a) Clerk's Election Briefing – The Clerk had attended this free briefing and had circulated a list of important dates and times to the Council before the meeting. An article will go into the March village newsletter, advising all that a Parish Council election will be taking place on 4th May and seeking nominations. Existing councillors must ensure that they complete and submit nomination papers or they could potentially lose their seats. The Clerk will forward nomination papers to all existing Councillors as soon as they are available and can offer advice on completing the forms, but must remain impartial to the process.

WPC 23-02-11 Matters of urgency to be brought to the attention of the Council

- a) For Sale Boards – AN had been approached by parishioners concerned about the proliferation of for sale boards that are not being placed in accordance with regulations. AN has spoken to planning enforcement who are looking into ensuring that the Estate Agents move their signs.
- b) Worlingworth Village Sign – AN noted that the village sign has gone missing from Honeypot Road. AN has reported this to Suffolk Highways and action is being taken for a replacement to be installed.
- c) Footbridge off New Road – the handrails have been stolen, AN has reported this to the police and it is under investigation.
- d) Defibrillator – A parishioner has come forward who is involved in healthcare, raising concerns about strikes and industrial actions affecting the response times on 999 and offering to help if needed in an emergency.
- e) Ditch & Land at back of the school – AN has discovered that the land is currently unregistered and therefore there is nobody who is currently responsible for maintaining the ditch and trees. Suffolk Floods Authority are not willing to explore the options to reverse adverse possession claims that have taken place. AN will speak to MHi about what can be done to ensure that the trees on the edge of the school field are maintained correctly.

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f) Lack of Heating in Parishioners Homes – MHo alerted the Council to a vulnerable resident who has not had heating for a number of weeks, despite visits from District Council contractors. MHo will speak to MHi to ask for help to be provided.

g) Items for next agenda:

- Consideration of whether to proceed with a Worlingworth only focussed Parish Magazine
- Management of the Village Website – New Editor Required from March
- Consideration of quotes for installation of Platinum Jubilee Bench
- Consideration of quotes for installation of new noticeboard
- Update on Virtual Neighbourhood Watch Group
- To consider increasing budget provisions for the Kings Coronation Events
- Review of standing orders and financial regulations
- Policy reviews

Items for the March Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 6th March 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 9.15 pm. The next meeting is set for **Wednesday 15th March 2023** at 7.30 pm at the Community Centre.

Jane O'vel, Chair

Sarah Clare, Parish Clerk

Signed  (Chair)

Signed  (Clerk)

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