



## 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 15<sup>th</sup> March 2023 at Community Centre.

Attendance	Carol Garrett (CG)	Michael Howard (MHo)	Andrew Nunn (AN)
	Andrew Luton (AL)	Sarah Clare (Clerk)	Tom Royall (TR)
		Matthew Hicks (County & District Councillor) (MHi)	

Public present at the meeting: 0

#### WPC 23-03-01 Apologies for Absence

Jane O'Vel (Chair) (JO), Stephen Fugler (SF), Kevin Love (KL), due to ill health, the Council accepts.

Tree Warden Francis Muldoon (FM) had also sent his apologies, as had the volunteer who processes the data from the Vehicle Activated Signs.

#### WPC 23-03-02 Declaration of Interests

None

#### WPC 23-03-03 Public Forum

None

#### WPC 23-03-04 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](http://www.worlingworth.onesuffolk.net) and on the Parish Noticeboard.

MHi brought attention to the following:

The Budget for the forthcoming year has been approved, and although there are huge cost pressures the Council Tax has been put up by the minimum possible, 1.99% general and 2% adult social care. Suffolk has seen a big increase in the number of people over 65 in the past decade (an increase of 33%), which has led to increased demand for adult social care in the county. Despite these rises a further £15 million will need to be saved and this is being done by making changes across the organisation, but the Council has pledged not to reduce any frontline services

Trading standards have carried out a lot of work recently on vapes, many illegal vapes are circulating, which has led to concerns about the potential impact on the health of users. If anyone has concerns about the sale of illegal vapes (or cigarettes) then please report this in confidence via the Citizens Advice Consumer helpline 0808 223 1133.

A new highways services contract has been agreed with a company called Milestone Infrastructure. This company may be new to Suffolk, but have a good track record of working with other counties and lots of and positive feedback. An app is in development to improve communication between residents and those that deliver the works.

Suffolk Archives are seeking more volunteers – unfortunately many of their volunteer base before COVID has not returned, so new volunteers are being sought. Volunteering can be done in many ways, either remotely or in-person, for more information please visit [www.suffolkarchives.co.uk/volunteering](http://www.suffolkarchives.co.uk/volunteering)

Many of the host families who took in Ukrainian refugees are now coming to the end of the initial period, although many are still supporting, for a variety of reasons some people cannot continue. As a result, Suffolk

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County Council is seeking new host families. Potential hosts are invited to contact the County Council for more information by emailing [refugeesupport@suffolk.gov.uk](mailto:refugeesupport@suffolk.gov.uk)

CG queried whether the new Highways contract had any safeguards in place if the works were not up to the required standard, as the contract was for a considerable amount of time. MHi confirmed that there are break clauses included in the contract that can be used if required.

AN raised concerns about whether the road surfacing work currently being carried out is up to standard and gave some specific examples of poor workmanship that he had witnessed. MHi asked AN to provide full details via email, so that he can investigate the issues.

AN asked whether Suffolk County Council would consider a scheme similar to the one that he had known to run in Dover, whereby Councils used statutory powers to bring empty homes back into use. This scheme had proven very useful in helping to provide housing to refugees and AN thought it could be useful again with regard to the Ukrainian families that are needing help. MHi said that the Dover scheme had been a specific national government scheme and he did not know of any plans to expand it at present.

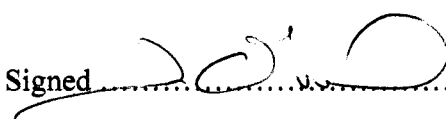
#### WPC 23-03-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 15<sup>th</sup> February 2023 as a true and accurate record, were proposed by TR, seconded by AN and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

#### WPC 23-03-06 Matters Arising and Action Points

- 6.1 Arrange the filling of the roadside planters with topsoil and position within the village. ONGOING – KL to be asked to chase the supply of the soil.
- 6.2 Confirming sizes and details for noticeboard to be sited at The Swan Inn, including circulating the proposed costs for formal approval at the next available meeting. ONGOING – TR to liaise with CG to provide the sizing again.
- 6.3 Speak with Newsletter Editor about possibility of producing a Worlingworth only focussed Parish Magazine. To be discussed later in meeting.
- 6.4 Contact bank to arrange for mandate changes to enable JO to become a bank signatory. DISCHARGED
- 6.5 Source list of local landowners, so Clerk can draft letter to gauge interest in selling/leasing a plot of land for allotments. To be discussed later in meeting.
- 6.6 Newsletter item – seek suitable plot of land for allotments. DISCHARGED
- 6.7 Installation of Platinum Jubilee Bench – obtain quotes for consideration at the March meeting. To be discussed later in meeting.
- 6.8 Speak to AL about whether he would be willing to take on the role of website editor. To be discussed later in meeting.
- 6.9 Liaise with volunteer who manages the data for the VAS to enable the downloading of data and arrange to send data directly to the Clerk for uploading to the website. To be discussed later in meeting.
- 6.10 Arrange for help with downloading data from the VAS machines. To be discussed later in meeting.
- 6.11 Newsletter item – spate of recent thefts in the village and surrounding areas. DISCHARGED
- 6.12 Set up "Worly Watch" WhatsApp group to alert people to potential criminal activities in the village. To be discussed later in meeting.
- 6.13 Publish Environmental Policy on website. DISCHARGED
- 6.14 Explore option to install new noticeboard on existing posts. If this is not viable obtain quotes for installation of new noticeboard to be considered at the March meeting. To be discussed later in meeting.

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6.15 Speak to contact at Suffolk County Council and MHi about the possibility of using CIL money to put in additional pavements to provide safe walking routes in the village, alongside bus shelters for children waiting for school pick-ups. ONGOING – TR reported that he had spoken to the contact concerned and is awaiting feedback, the contact has offered to attend a Parish Council meeting to discuss the matter further in due course.

6.16 To distribute payments as detailed on the February 2023 Payment Scheduled. DISCHARGED

6.17 Newsletter item – parish council elections due to take place in May, with nominations opening mid-March. DISCHARGED

6.18 Contact MHi about the unregistered strip of land at the edge of the school playing field and who is responsible for maintenance of the ditch and trees affected. ONGOING

6.19 Contact MHi about vulnerable resident who has been left without heating by District Council contractors. DISCHARGED

#### WPC 23-03-07 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:

- i) DC/22/05370 – Reconsultation request – Planning Application – Conversion of barn and workshops to form 1 no. live/work unit. Mill Farm, Shop Street, IP13 7HT

Councillors had all studied the application in advance of the meeting. After discussion it was decided to continue to **SUPPORT** the application on the same terms as before:

- The proposed changes will not be directly visible from the road and this work will bring a building of historical significance back into use, rather than seeing it deteriorate

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

c) Updates and Outcomes on previous planning applications: None

#### WPC 23-03-08 Parish Council Activities & Projects

a) Communication of the Council, Internal & External (including the completion of actions from meetings) – The Clerk had reminded Councillors via email of the need to abide by the Code of Conduct, remember that they are representing a Corporate Body and that although it is perfectly acceptable to discuss matters outside of meetings, the formal decisions need to take place in properly convened meetings. Some Councillors have raised concerns about the way in which communications were being managed and how it may reflect on the Council as a whole. The Clerk reminded Councillors that any concerns about the Councillor Conduct needed to be addressed directly to the Monitoring Officer at the District Council. All Councillors were reminded of the need to respect boundaries and to find ways to work together, even if the majority decision of the Council was not their personal preference. It was agreed to re-agenda this item to enable the Councillors not present to give their view if required.

b) Further consideration of how to Manage & Report Traffic Data from Vehicle Activated Signs – Concerns has been raised at the February meeting about the volunteer being able to access the data from the new sign due to potential mobility issues. As a result AN had provided the information on how to download from the new machine to TR, so that the data could be retrieved and passed to the volunteer. It now seemed to be the case that there were no ongoing mobility issues and the volunteer was expecting the information on how to download the data directly. AN and TR will ensure that the information is passed to the volunteer.

It was noted that the dataset currently produced meets the requirements of Suffolk Constabulary and should not be altered, but AL offered to speak to the volunteer to help with providing some layperson interpretation if required for the website.

It was agreed that the situation should be reviewed again at the next meeting, when hopefully everybody could be present to avoid any communication confusion.

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- c) Rota for Attendance at Community Centre Meetings – The Community Centre Committee had advised that generally they meet on the second Monday evening of the month. CG asked whether anyone was willing to be a representative. MHo said that the Community Centre Committee wanted continuity instead of a rotating representative he was willing to take on the role. The Clerk will advise the Community Centre Committee that MHo will be taking on the role, so that agendas and papers can be sent directly to him.
- d) Consideration of whether to proceed with a Worlingworth only focussed Parish Magazine – AN reported had spoken to the Newsletter Editor and put forward the suggestion of a Worlingworth only magazine if the current funding model cannot be agreed. The Editor had advised that there is going to be a further meeting to discuss the funding model early in April, so wanted to wait a little while to find out whether agreement could be made. This matter will be revisited at the next meeting.
- e) Management of the Village Website – New Editor Required from March – AL agreed in principle to manage the website, but stated that he would likely find it difficult to have time to chase for information. CG explained that she had always looked at the website as being a library of information about the village with much of the information coming from the Newsletter. Some people send their newsletter contributions to the website editor as well, so the information can be uploaded in small sections, but there are times when village organisations have to be chased for information, it is important to check periodically that the contact details recorded on the website for the village groups are accurate. CG will liaise with AL to handover the role of Website Editor.
- f) Consideration of quotes for installation of Platinum Jubilee Bench – At present there was only one official tender for the Council to consider, AN explained that it had been difficult to get further quotes. TR offered to approach a contractor, but it was agreed to request sight of insurance certificates from the tenders before making a formal decision. This item will be carried forward for further consideration once additional quotes/sight of insurance certificates has been arranged.
- g) Update on installation of new Noticeboard, including consideration of quotes if required and obtained – CG reported that the noticeboard has been delivered. AN reported that he and KL had looked at the site and have determined that the new noticeboard can be mounted on the existing posts. AN to liaise with KL to make arrangements to install. CG has noted that the board is heavily wrapped and needs to be inspected as soon as possible to check everything is present.
- h) Update on Virtual Neighbourhood Watch Group – TR advised that he had discovered there was a limit of 100 on the number of members for such a WhatsApp group, therefore he would look at setting up a group using the Telegram app. CG queried whether this additional app was necessary, as there is already a NextDoor group set up in the village. AL and TR explained that the NextDoor app didn't provide alerts and it is hoped that this new system will be able to alert people to any suspicious activities in real time. Moderators would be used to ensure that any messages submitted are relevant and not vexatious. CG asked whether police updates would be included on such a system, TR agreed that they could be included. As this is an ongoing project TR will report back at the next meeting, once a system is up and running it will need to be publicised across the village to be effective.
- i) Consideration of request from Worlingworth History Group to approach 'The Repair Shop' TV programme to explore renovation works for the Parish Fire Engine – After consideration the Council decided to agree to this request, expressing their thanks to the History Group for their help in facilitating the application MHo proposed, TR seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will advise the History Group that they can go ahead with their approach.
- j) Update on considering the provision of Allotments – Unfortunately all approaches that have been made to local landowners to seek land for allotments have been rejected. Canvassing in the Village Newsletter for land has met with no response. At the current moment in time, without a clear plot of land having been identified, it is unclear exactly what the Parish Council can do to facilitate the request from parishioners for allotments. CG proposed that the Clerk write to all those who have expressed an interest to explain that at the moment there is no way forward, MHo seconded, all voted in favour and **IT WAS SO RESOLVED**. CG will provide contact details of the interested parties to the Clerk.
- k) Update on King's Coronation Celebration Events – CG circulated a financial statement for the event, if all goes according to plan the event will clearly break even, with presentation mugs for the village's children being underwritten by a local company. However, there is still the need for more volunteers to come forward and actually physically help over the weekend.

It was reported that some concerns had been raised about the evening event being for over-18's only and whether enough people will buy tickets with this restriction in place. TR asked whether there was a cut-

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off date for cancellation if not enough tickets had been sold, CG stated there were no such contingency plans at present and was uncertain of the cancellation policies on some of the items that had been booked, such as the hog roast. CG explained that this was why the item on the agenda in the finance section was asking for the Parish Council to consider increasing the budget - if all goes according to plan it won't cost anything, but it is important that individuals are not left out of pocket when trying to organise a village event.

- l) Arrangements for Annual Parish Meeting – The Clerk ran through the organisations that are usually invited and asked Councillors to consider if any others needed to be added, it was agreed to invite the local Safer Neighbourhood officer from Suffolk Constabulary. CG offered to provide teas and coffees as people arrived at the meeting. The Clerk will send out the request for the reports in next few days. CG will liaise with JO about the Chairs report
- m) Arrangements for Spring Clean (including lunch provision) – Taking place on 29<sup>th</sup> April, volunteers are needed to put posters and boards out and to be at the Community Centre on the day. CG offered to liaise with JO to ensure that the arrangements are in place.
- n) Policy Reviews – The Clerk had circulated the policies detailed below:
  - i) Standing Orders
  - ii) Financial Regulations
  - iii) Equality & Diversity
  - iv) Planning Policy
  - v) Planning Principles
  - vi) Website Policy

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

#### WPC 23-03-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for March. TR proposed acceptance of the Financial Statement, AL seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To consider increasing budget provisions for the King's Coronation Events – CG had circulated a statement, after discussion TR proposed that although it is hoped that the event will break even the Parish Council underwrites the event for up to £1200, AN seconded, all voted in favour and **IT WAS SO RESOLVED**.
- c) To consider applications for funding: None received
- d) To agree payments as detailed on Payment Schedule – TR proposed authorisation, AL seconded and **IT WAS SO RESOLVED**. The Clerk will arrange payments accordingly.

#### WPC 23-03-10 Feedback from External Meetings

- a) Community Centre Committee - AN had attended the meeting on Monday and reported that: the Tote Draw for February and March had taken place; the lights that had been affecting the residents of Willow Tree Yard had been adjusted and with no further feedback it has to be assumed that this issue is now resolved; no alternative site had been identified for the "teenage shelter", but it is hoped to refurbish the shelter with onduline in place of the tin sheets to reduce the noise problems; the paper recycling bin had been removed and replaced with an additional glass recycling bin which has resolved the problem of bins overflowing; there were no plans to change the fencing along the side of the playing field, the resident who had complained is free to fence their property themselves, but no evidence of trespass from the playing field into the garden concerned could be identified; all the electrical works have now been completed; the finance report was presented and accepted and it was noted that the portacabins at the rear of the building have had their insurance cover increased; finally forthcoming bookings are looking good. The only major thing that needs to be addressed is the named people who are administering the CCTV system, due to the changes in membership on the committee
- b) Road Safety Works – AN has emailed MHI to advise that not all the works as agreed have been carried out and that if they are not completed, some money needs to be returned.

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- a) Tree Planting Fund – FM had advised that a parishioner had approached him in his capacity as Tree Warden about a beech hedgerow for the perimeter of a plot adjoining Maisie's Meadow, on which he intends to develop a wild flower meadow and wildlife area. The parishioner had already purchased some trees himself for this project and FM agreed to match fund the project from the Parish Council's tree planting fund. The £150 will purchase 20 mixed beech (green & copper) saplings and include tree guards.
- b) Anonymous Note – The Clerk reported that an anonymous note had been received making complaints about a garden bonfire, the allegations appear to be vexatious in nature as the actions that are taking place are completely legal.
- c) Request to help with ditch clearance – a parishioner had asked for help from the Parish Council, but it is outside the Parish Council remit to carry out any works on privately owned land.
- d) Tractor Run – Group that ran the event last Christmas has put together a 'how-to' pack to help any future volunteers, the Parish Council will hold the information, but a new group of organising volunteers will be required if the event is going to run this year.
- e) Dogs on the Playing Field – AL noted that there had been an increase in dogs being brought onto the site, despite signage stating they were not permitted. It was agreed that this was a difficult thing to police, but the only course of action was to notify the Community Centre Committee.
- f) Items for next agenda:
- Audit
  - Policy Reviews
  - VAS management
  - Communications
  - Virtual Neighbourhood Watch
  - Installation of Platinum Jubilee Bench & New Noticeboard

Items for the April Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 10<sup>th</sup> April 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 10pm. The next meeting is set for **Wednesday 19<sup>th</sup> April 2023** at 7.30 pm at the Community Centre.

Jane O'vel, Chair

Sarah Clare, Parish Clerk

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