



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 19th April 2023 at Community Centre.

Attendance Jane O'Vel (Chair) (JO) Stephen Fugler (SF) Andrew Nunn (AN)
 Carol Garrett (CG) Andrew Luton (AL)
 Sarah Clare (Clerk)

Public present at the meeting: 2

WPC 23-04-01 Apologies for Absence

Kevin Love (KL) & Tom Royall (TR) had sent their apologies due to family commitments and Michael Howard (MHo) had sent his apologies due to ill health. The Council accepted

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

WPC 23-04-02 Declaration of Interests

None

WPC 23-04-03 Public Forum

The parishioner who had been in contact with the Council about help with ditch clearance prior to the March meeting confirmed that arrangements have been put in place to keep the relevant ditch clear with the help of a local farmer.

WPC 23-04-04 Update from County & District Councillor


The County Councillor's April 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 23-04-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 15th March 2023 as a true and accurate record, were proposed by CG, seconded by AN and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

WPC 23-04-06 Matters Arising and Action Points

- 6.1 Provide MHi with details of poor workmanship witnessed by contractors on Suffolk Roads. DISCHARGED
- 6.2 Arrange the filling of the roadside planters with topsoil and position within the village. To be discussed later in meeting.
- 6.3 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 still to provide sizes before costs can be sourced.
- 6.4 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

Signed  (Chair) Signed  (Clerk)

- 6.5 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. DISCHARGED – awaiting feedback, AN reported that he had also alerted the Worlingworth Charities, who own the school playing field land, and they have confirmed that they are happy for Suffolk County Council to look at ways to regularise the ownership of the land in the interests of safety. MHi has been unable to make comment or instigate any action on this matter due to the pre-election period, but hopefully once the election has passed this matter can be resolved. In the meantime, Suffolk Floods Authority have written to a number of properties adjoining the ditch that have filled it in to add to their gardens, alerting them to the fact that action may be taken to reinstate the ditch and the required drainage routes. AN concluded that the Parish Council has done all that can be reasonably be expected and has discharged its duty of care to the community in raising this concern.
- 6.6 Liaise with the 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.
- 6.7 Speak to the volunteer who manages the VAS data about whether a layperson interpretation of the data could be added to the information for the village website. To be discussed later in meeting.
- 6.8 Advise Community Centre Committee that MHi will be the PC rep going forward. DISCHARGED
- 6.9 Liaise to arrange handover of the role of Website Editor. ONGOING
- 6.10 Installation of the Platinum Jubilee Bench – obtain quotes for consideration (including proof of insurance). To be discussed later in meeting.
- 6.11 Arrange to install the new village noticeboard. To be discussed later in meeting.
- 6.12 Set up a virtual neighbourhood watch using the Telegram app to alert people to potential criminal activities in the village. DISCHARGED
- 6.13 Speak with Newsletter Editor about possibility of producing a Worlingworth only focussed Parish Magazine. To be discussed later in meeting.
- 6.14 Advise Worlingworth Local History Group that the Parish Council are fully in support of their plan to approach The Repair Show TV programme about renovating the Parish Fire Engine. DISCHARGED
- 6.15 Provide list of parishioners who had sought allotments to Clerk and send emails advising that the project is currently paused due to lack of a suitable site. DISCHARGED
- 6.16 Liaise with JO to prepare a Chair's report for the Annual Meeting. DISCHARGED
- 6.17 Send out invites to the Annual Parish Meeting, including an item in the April Newsletter. DISCHARGED
- 6.18 Liaise with JO to arrange posters and refreshments to be ready for the Spring Clean on 29th April. To be discussed later in meeting.
- 6.19 Publish re-adopted policies as agreed on village website. DISCHARGED
- 6.20 To distribute payments as detailed on the March 2023 Payment Schedule. DISCHARGED

WPC 23-04-07 Planning

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

- i) DC/23/00280 – Planning Application – Erection of 1 no. single storey dwelling on land formerly associated with Mustard Pot Kennels. Land West of New Road, IP13 7PA

Councillors had all studied the application in advance of the meeting. After discussion it was decided to submit **NO COMMENT** the application on the following points:

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

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Signed (Clerk)

2

- ii) DC/23/01583 – Application to determine if Prior Approval is required for a proposed: Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 3, Class Q – Conversion of Agricultural Building/Grain Store to 2 no. dwellinghouses. Location: Agricultural Building/Grain Store, Stanway Green Farm, Stanway Green.

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

AN proposed, SF 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/22/06344 – Application under S73 for the Removal or Variation of a Condition following approval of DC/22/03333 dated 30/09/2022 Town and Country Planning Act 1990 (as amended) – Erection of workshop extensions to existing agricultural sales and servicing works. To Vary Condition 5 (Working Hours) as per application form. L E Tuckwell. Shop Street, IP13 7HU – Granted

WPC 23-04-08 Parish Council Activities & Projects

- a) Further consideration of how to Manage & Report Traffic Data from Vehicle Activated Signs – The volunteer who analyses the data advised that she was quite happy to continue downloading the data from the older VAS machine, but was waiting on receiving the data from the newer machine. AN explained that he had provided TR with the information on how to download the data and he would chase TR up to get the data downloaded and forwarded to the volunteer for analysis.

It was reported that there had been some anomalous readings received on the older machine, but otherwise the data is showing the same sort of pattern as before regarding speeding in the village.

A discussion took place about how to present the data, it was concluded that the current format is that preferred by Suffolk Police and the presentation of this data had prompted the attendance of the Safety Camera Teams in the village. If 20% or more of the traffic is doing 35 mph or more this is the threshold that will instigate a response from the police. In 2022 this threshold had been met, but the first three months of 2023 (from the one camera) had not met this threshold, which may be a result of the Safety Camera Team attending and the newly installed speed reduction measures through the village. It was thought that having the data presented in the same way, but kept separate from the two cameras would be useful, as then it could be seen whether one area of the village is more adversely affected than the other.

A parishioner asked about whether there would be any further speed reduction measures (such as additional roundels to help remind motorists), but AN explained that there are strict criteria on how road signage is applied and Worlingworth currently has all that is permitted by the national framework.

CG raised her concern that the data on the website was too complicated and that a few headline facts and figures would be more useful to website visitors. As AL is taking on the role of editor for the village website he agreed to liaise with the volunteer who analyses the data and see about extracting some bullet points to simplify information. The full data can still be uploaded for those that want to read it through. AN suggested that perhaps an annual summary report on the data could also be put into the village newsletter, pointing people to the information available on the website.

- b) Update on funding model for the Village Newsletter, including whether to move to a Worlingworth only focussed edition – AN had spoken to the Newsletter editor and reported that no further meetings have taken place about the funding model, although there are still plans to get a meeting organised.

Concern was expressed that the Newsletter editor had simply stated that regardless of whether a meeting could be arranged an amount would be 'required' from the Parish Council. The last funding was provided at short notice on the basis that going forward a formal funding model would be agreed in conjunction with other villages and the church. A discussion took place about whether a subscription model would be better, as this would actually make it clear whether a village newsletter in its paper format is still valued by the community. The Clerk will contact the Newsletter Editor and Treasurer to reiterate the Parish Council's position that funding cannot be agreed without a proper plan in place.

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- c) Consideration of quotes for installation of Platinum Jubilee Bench – No further quotes had been forthcoming. CG proposed accepting the only quote received and to get the bench sited, AN seconded, all voted in favour and **IT WAS SO RESOLVED**. AN agreed to instruct the contractor and liaise on site if required.
- d) Update on installation of new Noticeboard, including consideration of quotes if required and obtained – No quotes had been obtained. CG advised that the noticeboard is still in her garage and although it could be moved to a storage shed at the shop at The Swan she was concerned that it should really be installed as soon as possible.

Although at a previous meeting discussion had taken place about using the existing posts to mount the new noticeboard, it was felt by all present that, if at all possible, the new posts should be used instead. AN expressed concern that installing the new posts would necessitate a closure of the footpath as the board is sited in the utility strip outside Willow Tree Yard. A parishioner who was present offered to allow access from his garden to assist with the installation of the noticeboard, avoiding the need to close off the footpath. The parishioner also offered a recommendation of a potential installer. CG agreed to liaise with the parishioner to source a quote for installation. AN will speak with the contractor who installed the Worlingworth roadside gates to source a second quote for consideration. Once the two quotes are received they can be considered at the next available meeting.

- e) Update on filling and siting of the roadside planters, including consideration of maintenance – With both KL and TR not present it was difficult to get an update. AN advised that to fill the planters would take about 4.5 cubic metres of soil. The planters are currently stored at Worlingworth Hall and some of the delay in getting them filled had been due to the restrictions imposed by the avian flu outbreak. It was hoped that with the restrictions now lifted it is hoped that this can be actioned. Again, a parishioner offered to source a price to fill and place the planters in the village. AN agreed to provide the technical specification to the parishioner, so he knew what would be required. Once a quote has been obtained it can be considered at the next available meeting.

The original hope that village groups/businesses may be interested in sponsoring and maintaining a planter had not met with any success, it was agreed that the Clerk would approach the grass cutting contractor to see whether he would be interested in maintaining the planters.

- f) Update on Virtual Neighbourhood Watch Group – The group has been set up on Telegram and is now in action. AL will put details of how to join the group on the village website and the Clerk will put a note in the village newsletter directing parishioners to the website for more information.
- g) Final Preparations for Spring Clean – JO reported that she has posters designed and will be distributing them throughout the village soon. A-Boards will go out as well. CG offered to help JO with maps to determine areas for volunteers to pick up litter. Lunch and litter picking equipment is provided for all volunteers. CG is unable to attend on the day but offered to contribute towards the lunch. SF will also help with catering.
- h) Final Preparations for the Kings Coronation Events – CG reported that everything is in place. AN said he understood that only that 35 tickets have been sold and asked how many needed to be sold in order to make the event viable. CG explained that ideally 80 tickets would be needed to be sold, but there are other people who have said they intend to come, but not yet purchased tickets. Feedback had been received that the 'adults only' restriction on the evening event had not been well received, so this had now been altered to include anyone over 12 years old to attract more people. JO asked about whether tickets would be for sale on the door, CG said it had been hoped to get the tickets sold in advance so that the hog roast can be catered for more accurately and avoid wastage. The Sunday big picnic event is more of a 'turn-up' style of event, a live singer has been arranged for entertainment and the bar would be open, but the main issue with this part of the celebrations is the lack of volunteers who have come forward to actually help run the event. AL suggested that people may be more willing to purchase tickets if there was the option of emailing somebody to arrange this, rather than having to visit the shop in The Swan, or ring someone up. AN also raised a comment that he had heard that there didn't seem to be any vegetarian alternative for those who did not want a hog roast and wondered if this could also be a restrictive factor. CG will put something together to go out in the May Newsletter explaining there was a vegetarian alternative and that people could get tickets by emailing her direct.

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i) Policy Reviews – The Clerk had circulated the policies detailed below:

- i) Complaints Procedure
- ii) Disciplinary Policy
- iii) Grievance Policy

CG proposed re-adoption for the policies 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 23-04-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for April. AL 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) To consider the need to stop cheques that have been lost/gone missing and remain uncashed – The Clerk advised that it would cost £10 for each cheque that has been lost/gone missing to be stopped. There are two cheques for substantial amounts that appear to have been lost in the post, one for the Parish Noticeboard Company and one for the Worlingworth Community Centre (contribution toward electrical works). CG proposed that the two cheques in question are stopped, AN seconded, all voted in favour and **IT WAS SO RESOLVED**. A further smaller cheque for the biscuit decorator at the Platinum Jubilee Celebrations was also still uncashed, JO will check with the person concerned to find out where the cheque is and whether it will be cashed.
- c) To consider applications for funding: None received
- d) To agree payments as detailed on Payment Schedule – AL proposed authorisation, SF seconded and **IT WAS SO RESOLVED**. The Clerk will arrange payments accordingly.

WPC 23-04-10 Feedback from External Meetings

- a) Community Centre Committee - AN had attended the meeting on Monday and reported that the Committee is still looking for a Chair. The treasurer is intending to stand down as vice-chair, but will remain in the treasurer role. The lighting that was causing problems for some residents of Willow Tree Yard has been adjusted by tilting down, hopefully this will resolve that issue. Work is ongoing to fit the teenage shelter with a quieter material. The income to the community centre is holding up well, with bingo nights being particularly popular. A lot of payments are being done at the bar with cards now, which has helped with the security issue of handling cash. There is going to be a presentation at the community centre on 18th May from County Broadband to help promote their service and there is a bike event being planned for August. The AGM and next Committee meeting will take place on 12th June and all are encouraged to attend.

WPC 23-04-11 Matters of urgency to be brought to the attention of the Council

- a) CG is standing down as Parish Councillor and handed over keys for the village noticeboard and the referee's cupboard at the Community Centre where some Parish Council equipment is currently stored. CG asked that a volunteer comes forward to take over the editing of the Village Welcome Pack. AN will take over CG's defibrillator checks and chase up with the Community Heartbeat Trust about getting SF onto their system. CG asked that a Parish Councillor come forward to take on the role of posting information on NextDoor. AL noted that there is an option on NextDoor where a poster can be listed as a government entity which would give higher priority to the posts. These items will be put forward to the next agenda for discussion and for volunteers to consider which roles they can take on.
- b) Items for next agenda:
 - * Audit
 - * Policy Reviews

Items for the May Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 8th May 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 9.22pm. The next meeting is set for **Wednesday 17th May 2023** at 7.30 pm at the Community Centre.

~~Jane Clavel Chair~~

Signed (Chair)

Sarah Clare, Parish Clerk

Signed (Clerk)