



WORLINGWORTH PARISH COUNCIL

All Councillors are reminded of their obligations under the Code of Conduct Regulations.

Minutes of the Annual General Meeting for the Council
held on Wednesday 17th May 2023 at Community Centre.

Attendance	Jane O'Vel (Chair) (JO)	Stephen Fugler (SF)	Andrew Nunn (AN)
	Kevin Love (KV)	Andrew Luton (AL)	Michael Howard (MHo)
	Tom Royall (TR)	Sarah Clare (Clerk)	
		Matthew Hicks (County & District Councillor) (MHi)	

Public present at the meeting: 3

WPC 23-05-01 Election of Chair & Vice-Chair

AN was nominated as Chair by KV, MHo seconded, 2 voted in favour, 2 against and **IT WAS SO RESOLVED**

It was decided not to have a formal Vice-Chair for this session of the Council.

The acceptance of office form was signed

WPC 23-05-02 To consider request to sign Acceptance of Office forms at next Parish Council meeting – Councillor Andrew Luton, who had requested this permission, was able to attend the meeting and has signed the papers, so no permissions were required.

WPC 23-05-03 Apologies for Absence

Tree Warden, Francis Muldoon had sent his apologies.

WPC 23-05-04 Declaration of Interests to include applications to be considered for Dispensation for Disclosable Pecuniary Interest as Received

The Clerk disclosed that dispensation applications had been received for all Council members as listed:

- i. Councillor Stephen Fugler (SF) – The setting of Budget & Precept for Worlingworth Council
JO proposed permitting the dispensation, TR seconded, all voted in favour
- ii. Councillor Michael Howard (MHo) – The setting of Budget & Precept for Worlingworth Council
AL proposed permitting the dispensation, TR seconded, all voted in favour
- iii. Councillor Kevin Love (KL) – The setting of Budget & Precept for Worlingworth Council
MHo proposed permitting the dispensation, TR seconded, all voted in favour
- iv. Councillor Andrew Luton (AL) – The setting of Budget & Precept for Worlingworth Council
TR proposed permitting the dispensation, KL seconded, all voted in favour
- v. Councillor Andrew Nunn (AN) – The setting of Budget & Precept for Worlingworth Council
MHo proposed permitting the dispensation, TR seconded, all voted in favour
- vi. Councillor Jane O'Vel (JO) – The setting of Budget & Precept for Worlingworth Council
AN proposed permitting the dispensation, TR seconded, all voted in favour
- vii. Councillor Tom Royall (TR) – The setting of Budget & Precept for Worlingworth Council
KL prop, MHo second, all in favour

with reasoning given in each case that:

- a) Without dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business, and;
- b) The dispensation is in the interests of persons living in the authority's area

In a sequence of four separate votes, it was proposed, seconded and agreed that dispensation be granted to SF, MHo, KL, AL, AN, JO and TR as requested. The Clerk will process these applications accordingly and inform the Monitoring Officer at the District Council

Signed (Chair) Signed (Clerk) 6

WPC 23-05-05 Public Forum

The Headteacher of Worlingworth Primary School outlined the future plans for the school, seeking Parish Council support. The overarching vision for the school is "Cherishing All, Achieving Together" and it is hoped that this message can be extended beyond the school into the community. The main aim is to improve the outdoor space at the school, especially the Early Years Garden, as well as adding a multipurpose room that could be used for a toddler group, small group work with pupils, to meet with parents should educational interventions be required and to engage with other groups in the community. The school space is currently very tight, with no specific area for children to even have their lunch.

Ideally the outdoor space would include a covered area, so it could be used all year round, whilst the multipurpose room would ideally avoid being a traditional portacabin, but instead a modern composite structure, that would need little maintenance going forward to help ease budgets. The multipurpose room would need to be about 15-20 square metres to meet the current plans. The school building and site is not subject to any listings, so this would not be a problem.

It was speculated that the Community Infrastructure Levy funds that the Parish Council has received could be used for such projects, this would have to be checked. AN suggested that Primary School puts together an overall plan, including prices, which could then be considered as a funding application. It was also agreed that the Parish Council and the Primary School should try and liaise at least once a term to understand the needs going forward for the school, which is currently heavily oversubscribed and only likely to have further demands for spaces due to the increased building going on in the Parish.

The Headteacher finished by expressing thanks on behalf of the children for the Coronation mugs that had been received and for the Parish Council funded staging.

WPC 23-05-06 Update from County & District Councillor

The County Councillor's Annual 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:

Firstly, thanking all for the opportunity to continue as District Councillor for Worlingworth, MHi went on to explain that his May report would be coming out soon, but will necessarily be a bit lighter than usual due to the moratorium period surrounding the election. In the meantime, the April report gives lots of details about the current state of Special Educational Needs Provision (SEND) in the County and what is being done to improve the lived experiences for families.

The Foxhall waste site has just re-opened after a refurbishment, including the re-use shop. MHi encouraged all to take a look at the re-use shop as there are lots of bargains to be had and all money raised at the site goes to help fund children's services in the County.

Trading standards are working hard at the ports and it is important to remember the old adage that if something seems too good to be true it probably is. Everyone is reminded that if something is being sold exceptionally cheaply it may have serious safety issues.

The recent storm in Worlingworth was discussed, with MHi aware that with the village having received about a months' worth of rain in only an hour there had been some flooding of properties. MHi asked that if such flooding has occurred it is properly reported to the authorities to add to the knowledge of flood risks in the area and for investigations to take place. A link for how to report flooding to Suffolk County Council will be included in the Newsletter report, circulated on NextDoor and put on the village website.

A member of the public asking about the District Council election process, having heard that some ballot papers in two member wards had been voided. MHi agreed that there had been a lot of errors in the administration of the election and the Electoral Commission are carrying out an investigation, so it would be wrong to speculate at this point.

AL raised a concern that he had specifically requested that his home address was not published when completing his nomination papers, but this information had been released and was therefore a breach of GDPR. MHi said that he had heard of a lot of information that had been published into the public domain that shouldn't have been and unfortunately AL's experience was not unique, but he asked that AL send him an email with the details so that he could feed it back to the Electoral Commission as part of the investigation.

Signed (Chair) Signed (Clerk)

WPC 23-05-07 Minutes of previous meetings



The Minutes of the meeting held on Wednesday 19th April 2023 as a true and accurate record, were proposed by AL, seconded by SF and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

WPC 23-05-08 Matters Arising and Action Points

1. Confirming sizes and details for noticeboard to be sited at The Swan Inn, so that costs can be approved at the next available meeting. ONGOING
2. 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. To be discussed later in meeting under proposals for CIL Money.
3. Liaise to arrange handover of the role of Website Editor. DISCHARGED
4. Submit responses to Planning Department at District Council as agreed. DISCHARGED
5. Liaise to arrange for the data to be downloaded from the newer VAS machine and forwarded to the volunteer for analysis. To be discussed later in the meeting.
6. Liaise with volunteer who analyses the VAS data to see about creating some headline facts and figures to accompany the data on the village website. ONGOING
7. Contact Newsletter Editor & Treasurer to reiterate Parish Council position on future funding. DISCHARGED and to be discussed later in meeting.
8. Liaise with contractor to arrange for installation of Jubilee Bench. DISCHARGED – AN confirmed that this will be installed on 9th June.
9. Obtain quotes for installation of the Noticeboard outside Willow Tree Yard. ONGOING – AN got someone coming to quote tomorrow, should have figures for next meeting.
10. Provide technical specification for the village planters to parishioner to enable a quote for filling and placing the planters to be provided. DISCHARGED – Awaiting quote
11. Put note on village website about how to join the Virtual Neighbourhood Watch group. DISCHARGED
12. Newsletter item – Virtual Neighbourhood Watch group. DISCHARGED
13. Newsletter item – vegetarian option for the Coronation Celebrations and email contact to get tickets. DISCHARGED
14. Publish re-adopted policies as agreed on village website. DISCHARGED
15. Stop cheques as agreed at meeting. DISCHARGED
16. Speak to biscuit decorator from Platinum Jubilee Celebrations about uncashed cheque. ONGOING – KL felt he could source a phone number as the emails sent had not generated a response. It was agreed to put an item on the next agenda to cancel the cheque issued last July.
17. To distribute payments as detailed on the April 2023 Payment Schedule. DISCHARGED
18. Chase Community Heartbeat Trust to get SF on the system to carry out defibrillator checks. DISCHARGED

WPC 23-05-09 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

Signed  (Chair) Signed  (Clerk)

c) Updates and Outcomes on previous planning applications:

- 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 – Refused.

WPC 23-05-10 Parish Council Activities & Projects

- a) To consider co-option to fill vacancies on Council – No members of the public came forward. The Clerk confirmed that there are now two vacancies on the Council and these are listed on the village website. A note will also go in the next village Newsletter.
- b) Report on Kings Coronation Celebration Events to include Final Financial Statement – The financial statement had been circulated prior to the meeting for Councillors to consider. The volunteer who had co-ordinated the events reported that they had been a huge success, with tickets sold out for the Ceilidh and Hog Roast. There had in fact been lots of requests for such an event to be repeated. Villagers of all ages had come along to the Big Picnic and the Help Out Day (which had been primarily based at the Church) had also been well attended, with lots of work done to tidy up the churchyard. Thanks were expressed to all who had taken part.

Coronation mugs had been presented to all pupils at the Primary School and to any other children in the village under the age of 11. The surplus had been sold. Although many local village groups had been involved in the planning of the events it had been difficult to get wider support in the community prior to the actual weekend itself, which had been quite stressful. The planning group particularly wanted to thank the Social Club for their generous contribution and it had been agreed that the small profit generated on the weekend would be donated to a community charity.

Finally, the volunteer requested that the Parish Council considered sponsoring the front cover of the Village Newsletter for the next month when the report on the Coronation Events was being presented. TR proposed granting this request, KL seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will advise the Newsletter Editor to bill the Parish Council for the sponsorship cost.

- c) Report on Village Spring Clean – SF reported that unfortunately there had been a very small turnout - only five people including a small child. KL observed that litter picking does often take place informally by residents, as he and his family often pick litter up when just out and about generally and he had seen many others doing the same, so it is possible that there is not really a need for a formally organised event any more. SF did express concerns that unfortunately there seems to have been an increase in littering from some elements of the local youth since the opening of the village shop. TR explained that they had installed bins at each entrance to the pub/shop zone, but understood that some items were being taken further afield. AL queried about the advertising for the litter picking events, although it had been included in the village newsletter, he suggested getting the school onboard and sending out information with the children for the planned Autumn Tidy to see if this would generate a better turnout.
- d) Further update on the funding model for the Village Newsletter – The Clerk has advised the Editor and Treasurer that unless a clear and transparent funding model can be presented then there the Parish Council cannot simply 'reserve' finance as has been requested. A discussion took place about what can be done to move the matter forward as no meeting had taken place about how the funding can be organised. The newsletter is not 'owned' by any particular organisation, it is essentially run by just a couple of people, but local councils and churches towards the costs. It is understood that the editor is stepping down soon and it is not clear whether there is anyone ready to take on the task of continuing the Newsletter. AN agreed to speak to the Editor and press for a meeting to take place, a deadline needs to be imposed in order to get the funding model organised before the situation reaches crisis point again.
- e) Update on progress to install Jubilee Bench, Noticeboards and Roadside Planters –
- i) Jubilee Bench – To be installed on 9th June as reported above.
- ii) Noticeboards – Awaiting quotes as reported above – AN to chase.
- iii) Roadside Planters – Awaiting quotes as reported above – AN to chase.
- f) To consider Worlingworth Footpaths Display Board as raised at the Annual Parish Meeting – TR proposed that a laminated version of the map is produced and displayed in the new Noticeboard when it is installed, smaller versions in the other noticeboards, AN seconded, all voted in favour and **IT WAS SO RESOLVED**. TR to action.

Signed  (Chair)

Signed  (Clerk)

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- g) Administration & Distribution of Worlingworth Welcome Pack – As Carol Garrett has stepped down from the Council a volunteer was requested to take on this role. Nobody on the Council came forward, so for the time being Carol agreed to continue to keep the Welcome Pack updated on the website and in hard copy for distribution as required. Some changes would need to be completed to reflect the changes that have occurred since the election.
- h) Consideration of continuation of use of Worlingworthpc branded email system – The Clerk requested a cessation of using this service due to numerous problems. After discussion it was agreed to revert to the Gmail address for the Clerk. Each Councillor is requested to set up a specific email address to be used for Council communications and to advise the Clerk accordingly. It was suggested to include WorlyPC as part of the address to make it clear that the communication is official Council business, instead of the Councillor's personal opinions. In the event of a Freedom of Information request being received individuals would not lose the use of their personal email address during an investigation.

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

- i) To discuss proposals for the use of CIL Money as received (to include discussion of additional dog bin provision, possible replacement of older VAS machine and possible provision of basketball facilities – AN invited Councillors to put forward suggestions that could be explored further.

A request had come forward for a new dog bin up New Road, MHo proposed a bin on the same basis as previous bins, KL seconded and all voted in favour. The Clerk will source a price for consideration at next meeting and AN offered to install the bin.

The older VAS machine is giving anomalous readings. KL felt it may be worth looking at re-angling the sensor to see if these readings can be avoided before committing to any further expense, as the issue had only arisen since the machine had moved location.

A member of the public had suggested a basketball facility could be installed at the Community Centre. Councillors expressed grave concerns about such an idea, especially with the noise complaints that had recently been received from local residents. SF reported that he had already had one local resident complain about it, having just seen it as an idea on the agenda. AN had looked into the potential costs of such a facility and it was clearly well out of the scope of the CIL funds currently held by the Council. There would also be ongoing maintenance costs that would need to be taken into consideration. It was agreed that this was not a realistic idea for the foreseeable future and the Clerk will advise the member of the public of the outcome.

It was suggested that a Petanque Pitch could be installed at the Community Centre, as the Worlingworth team currently has to use a pitch outside of the parish. A further suggestion of outdoor fitness equipment to cater for the teenagers and adults, alongside the children's play area was also put forward. Both of these ideas would need the backing of the Community Centre Committee, so it was agreed to take them forward to the next Community Centre Committee meeting for consideration.

Finally, the footway across the churchyard is in need of maintenance. JO asked whether this was something that could be CIL funded. The Clerk was uncertain about whether it would fall under the power pay for burial ground maintenance as per the churchyard grass cutting contribution. AN offered to speak to MHi about whether the Parish Council can help with any costs involved in maintaining such a path across the churchyard.

- j) Policy Reviews – The following policies had been reviewed by Councillors, all with the exception of the Media Policy had been reviewed and re-adopted at the March 2023 meeting and had been incorrectly included in this agenda, so only the Media Policy was due for re-adoption:

- i) Standing Orders – n/a – re-adopted at March 2023 meeting
- ii) Financial Regulations – n/a – re-adopted at March 2023 meeting
- iii) Equality & Diversity – n/a – re-adopted at March 2023 meeting
- iv) Media Policy
- v) Planning Policy – n/a – re-adopted at March 2023 meeting
- vi) Planning Principles – n/a – re-adopted at March 2023 meeting
- vii) Website Policy – n/a – re-adopted at March 2023 meeting

TR proposed re-adoption for the media policy without amendment, MHo seconded, all voted in favour and **IT WAS SO RESOLVED.** The Clerk will publish the re-adopted policies on the website.

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WPC 23-05-11 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for May. MHo 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 amendment to signatories on bank mandate - As Councillor Garrett had not opted to stand for re-election, she would need to be removed from the bank mandate, leaving only three signatories on the account – the Clerk and two Councillors. MHo proposed the removal of Carol Garrett as a bank signatory, to be replaced with AN, KL seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will make contact with the mandate team to make the changes.
- c) To approve CIL Statement for period 2022-2023 for submission - Following circulation and consideration of the CIL statement, KL proposed approval, AN seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will arrange for the CIL Statement to be submitted and published on the website.
- d) To accept Internal Auditors Report – AN proposed acceptance, KL seconded all voted in favour and **IT WAS SO RESOLVED**.
- e) To approve Annual Governance Statement for Accounting Period 2022-2023 – Following circulation and consideration of the Governance Statement, KL proposed approval, AN seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and the Clerk signed the forms on behalf of the Council and the Clerk will publish the AGAR on the village website.
- f) To approve the Accounting Statements for 2022-2023 following Internal Audit – Following consideration of the Accounting Statements as provided by the Clerk, TR proposed approval, MHo seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and the Clerk signed the forms on behalf of the Council, the Clerk will publish the Accounting Statements on the village website.
- g) To appoint Internal Auditor for 2023-2024 – It was agreed to appoint J. Shea Auditing as the Internal Auditor for 2023-2024. MHo proposed, AN seconded all voted in favour **IT WAS SO RESOLVED**.
- h) To consider applications for funding: None received
- i) To agree payments as detailed on Payment Schedule – MHo proposed authorisation, TR seconded and **IT WAS SO RESOLVED**. The Clerk will arrange payments accordingly.

WPC 23-05-12 Feedback from External Meetings - None

WPC 23-05-13 Matters of urgency to be brought to the attention of the Council

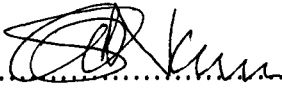

- a) AL has spoken to NextDoor about upgrading to a "Public Body" account, but this is not available at Parish Council level.
- b) The Clerk reminded all Councillors to complete their Election Expenses returns – even if there is nothing to declare it is a legal requirement – and also to complete their Register of Interest forms for uploading if they haven't already done so.
- c) Items for next agenda:
- Update on Village Newsletter funding
 - Update on Noticeboard & Roadside Planter installations
 - Consideration of installation of additional Dog Bin.

Items for the June Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 12th June 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 9.50pm. The next meeting is set for **Wednesday 21st June 2023** at 7.30 pm at the Community Centre.

Andrew Nunn, Chair

Sarah Clare, Parish Clerk

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