



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 July 2023 at Community Centre.

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

Public present at the meeting: 5 including Tree Warden Francis Muldoon (FM)

WPC 23-07-01 Apologies for Absence

Matthew Hicks (County & District Councillor) (MHi) had sent his apologies

WPC 23-07-02 Declaration of Interests

None

WPC 23-07-03 Public Forum

A member of the public raised a query about a payment on the June payment schedule for reimbursement for costs involved with the Coronation Events, as they had been co-ordinating these events and had been unaware of any outstanding expenses. SF, who had received the reimbursement confirmed that it was for costs involved in organising refreshments for the Spring Tidy and the item had been wrongly recorded. The Clerk will amend the records accordingly.

A further query was raised, asking if the Parish Council could explain why the Roadside Planters are still not installed, as this project has been in process since 2020, with the planters having been delivered to the village in May 2022. AN explained that the planters had been delivered to Worlingworth Hall, which had shortly afterwards been put under movement restrictions for many months due to bird flu regulations - accounting for some of the delay. The Council are very aware of the frustrations and are in the process of trying to organise a way to get the planters filled with soil and into place. Originally it had been hoped that the work could be done in-house, but now the Council are seeking quotes from contractors to carry out the work, however, it is proving difficult to get local contractors to actually quote. The subject is very much at the forefront of the Council's work and is actively being worked upon.

A query was also raised about the new noticeboard that was delivered some time ago and is still not installed. AN explained that a quotation has been received and is on the agenda for consideration.

It was asked that a Parish Councillor take the lead for the booking of the Community Centre on 16th December for the Tractor Run, as it is still in the name of a person who has now stepped down from the Council. The Tractor Run is on the agenda for discussion later in the meeting and this matter will be addressed then.

The Head Teacher of the Primary School read a letter from the children of the school thanking the Council for the staging that had been purchased. A few points were also discussed about the application for funding towards the Early Years Garden; the existing garden is no longer fit for purpose, particularly with the swelling of pupil numbers in recent years. The funding sought from the Parish Council is for the groundworks, with the intention for the area to be a multi-use outdoor space that can be safely accessed all year round. The long-term aims are that the area is not only used by the Early Years classes, but it can also offer a space for parent and toddler groups, parent workshops and even be an accessible space potentially available for other community groups at times. The end result would be better engagement with the whole community. JO queried how will it engage those members of the community that do not have children at the school. The Head Teacher explained that often there are events at the school that are open to all members of the community, KL confirmed that there had been people in the audience of a recent school organised event that were not

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directly connected with the school through having children attending. AN put forward the comment that opening up the outdoor space into a more useable area would have the knock-on effect of helping to free up space within the main building and it was noted that parental input would be welcomed on how the area could be used. SF asked about what the surface would be made of and the Head Teacher confirmed that the new surface would be a safe, composite rubberoid base. MHo asked about the school pond (to which the Parish Council had previously contributed, by providing funding for the fencing) and it was confirmed that the pond has refilled naturally and has been a valuable resource for the children to learn from. KL stated his opinion that the new composite materials would have a long life span and the funding would be good value for money. The consensus of opinion was that the current garden is a potential liability and risk to the safety of the children and was in dire need of updating.

WPC 23-07-04 Update from County & District Councillor

The County Councillor's July 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 23-07-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 21st June 2023 as a true and accurate record, were proposed by TR, seconded by MHo and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

WPC 23-07-06 Matters Arising and Action Points

- 1 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.
- 2 Liaise to arrange for the data to be downloaded from the newer VAS machine and forwarded to the volunteer for analysis. ONGOING
- 3 Switch the locations of the two VAS machines within the village. DISCHARGED
- 4 Obtain quotes for installation of the Noticeboard outside Willow Tree Yard. To be discussed later in meeting.
- 5 Print and laminate copies of the Worlingworth Footpaths map for display in the various village noticeboards. ONGOING – AN has spoken to various people and is trying to source the copyright holder and seek a good quality image that can be used for display. The current image on the website is not of sufficient quality to print and display.
- 6 Request that the PCC submit a formal funding application for the Council to consider regarding the maintenance of the footpath in the churchyard. DISCHARGED
- 7 Newsletter item – publicise the newly adopted Emergency Plan and publish the plan on the village website. DISCHARGED Clerk suggested that AL also put a note out on NextDoor about the updated plan too.
- 8 Chase for quotation on installation of village noticeboard. To be discussed later in meeting.
- 9 Consider other contractors who could be approached for tender for works. To be discussed later in meeting.
- 10 Publicise works on NextDoor to see if any other contractors would like to come forward and tender for the works. ONGOING
- 11 Apply for new dog bin location and order bin once approval received. ONGOING and to be discussed later in meeting.
- 12 Source What3Words locator data for all existing dog bins. DISCHARGED
- 13 Publish re-adopted Councillor Code of Conduct on the village website. DISCHARGED
- 14 Contact all those on the Contacts Card to find out if they are happy to continue having their phone numbers and email addresses published. ONGOING
- 15 Publish re-adopted policies on the village website. DISCHARGED

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16 Stop cheque as agreed at meeting. DISCHARGED

17 To distribute payments as detailed on the June 2023 Payment Schedule. DISCHARGED

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

WPC 23-06-07 Planning

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

- i) DC/23/02918 – Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations as reasonably necessary for conversion. Town & Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 3, Class Q – Conversion of agricultural buildings to form 1 no. dwelling – Newtown Meadow Land, adjacent to Oaklyn, Fingal Street, IP13 7HR

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

- There is a lack of detail which makes it impossible to make comment at this time

AN proposed, TR 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: None

WPC 23-07-08 Parish Council Activities & Projects

a) To consider co-option to fill vacancies on Council – AN asked if anyone present wished to be considered for co-option to the Council.

Parishioner Rupert Precious (RP) indicated that he was willing to be considered for co-option to the Council, explaining that although new to the village he has lived within the required distance for the last 7 years and would like to be more involved in the community. JO proposed that he be accepted for co-option, SF seconded, all voted in favour and **IT WAS SO RESOLVED**.

Parishioner Roland Bright (RB) indicated that he was willing to be considered for co-option to the Council, explaining that having lived in the village for six years he would like to be more involved in the community. KL proposed that he be accepted for co-option, AL seconded, all voted in favour and **IT WAS SO RESOLVED**.

The Clerk asked both RP and RB to sign the declarations of eligibility and acceptance and will arrange for the other papers relating to completing the Register of Interests, requesting dispensations and consent to receive email summons to be sent across. The Clerk will also look into training options for New Councillors.

Finally, both new Councillors were asked to send a photo and a few bullet points to AL, to complete a profile on the village website.

b) Tree Warden's Report – FM updated the Council that he had been able to visit a local resident to assess the condition of a tree that they had concerns about. The residents thought that the tree in question was dead, but it is subject to a Tree Preservation Order (MS278T1) dating back to 1999.

Upon inspection it was quite clear that the tree (a multistemmed Sycamore) was completely leafless and had bark peeling, FM took photographs and following consultation with the arboricultural officer at the District Council it was agreed that the tree was suffering from Sooty Bark Disease, a common affliction for Sycamore trees, that was unfortunately terminal. It was agreed that the only course of action was for the trunks to be removed and that FM as the official Tree Warden for the village could authorise this on behalf of the District Council, as long as it was minuted at a Parish Council meeting. The TPO register will be updated accordingly.

AN asked about how the disease was spread and whether there was any risk to other trees in the village. JO confirmed that the disease was spread through airborne spores, so may already be in the area. FM will liaise with the residents concerned and the work will be carried out by an accredited tree surgeon.

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- c) Update on Noticeboard and Roadside Planter Installation – AN had received one quotation for the installation of the new Noticeboard on the existing posts outside Willow Tree Yard, attempts at obtaining further quotes had been unsuccessful. The quote received had been circulated to the Council for consideration. SF proposed acceptance of the quote, MHo seconded, all voted in favour and **IT WAS SO RESOLVED**. AN will liaise with the contractor to arrange for the works to take place.

Despite efforts to get quotes for the filling and installation of Roadside Planters none had been received, so this matter will be deferred to a future meeting. All Councillors are asked to consider contractors who could be approached, AL will put a note out on NextDoor asking for anyone interested in tendering to come forward.

- d) Consideration of Replacement of damaged Dog Bin outside the Community Centre – Whilst collecting the What3Words location data for the existing dog bins, KL had noted that the bin outside the Community Centre was badly rusted and damaged. KL proposed purchasing a new bin of the same specifications as agreed at the June meeting, TR seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will now order two bins, the new bin as requested at the June meeting, as the new site has received approval from the District Council and a replacement bin for outside the Community Centre. AN agreed to take delivery and arrange for installation. Once the new bin is in place on New Road the District Council need to be informed, so that it can be incorporated into the round for servicing.
- e) Review of Village Contacts Card – The Clerk reported that she was in the process of obtaining consent from the people on the card, until this process has been completed the card cannot be progressed any further.
- f) Walking Day Preparations – The member of the public who had been on the council will contact the new Footpath Warden to find out if they are willing to take on the organisation of the event. AN will also make contact and help organise the day.
- g) Autumn Tidy Preparations – No councillor came forward to take the lead on this event as unfortunately, there had been a very poor turnout at the Spring Clean. TR proposed that the Autumn Tidy is skipped for this year, especially as lots of people do their own informal litter picking in the village throughout the year and there did not appear to be a major littering problem, KL seconded, all voted in favour. **IT WAS SO RESOLVED**. It was agreed to review the matter again at the end of the year, when the calendar of meetings and events are set, to see what response had been received.
- h) Christmas Tractor Run Preparations – KL confirmed that the tractor is available and will be decorated, KL agreed to co-ordinate the event, subject to enough volunteers coming forward to help. It is hoped that other village groups will help as in previous years. It was agreed to put an item in the Newsletter asking volunteers to come forward and to post something similar on NextDoor. The details of any volunteers who come forward will be passed to KL to arrange a working party meeting and report back at the next Parish Council meeting.
- i) To agree to renew anti-virus software for Council laptop – The Clerk notified the Council that the anti-virus software would reach its three-year renewal date on 10th August. To renew the licence would cost £59.96. TR proposed to renew the anti-virus software, SF seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will arrange and pay for the renewal and claim reimbursement at the next meeting.
- j) To approve permission letter to authorise the removal and refurbishment of the Parish Fire Engine by the BBC Repair Shop team – The letter had been prepared and signed by the Chairman. KL proposed the letter be adopted, TR seconded, all vote in favour and **IT WAS SO RESOLVED**.
- k) Policy Reviews – The Clerk had circulated the policies detailed below:

i) Vexatious Complaints

MHo 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.

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WPC 23-07-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for July. JO proposed acceptance of the Financial Statement with the amendment that the coronation costs are reallocated to the Chairs Budget for the Spring Tidy, AN seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To consider applications for funding:
- i) Primary School Early Years Garden – A substantial pack of information had been circulated to Councillors for consideration prior to the meeting. The Headteacher of the Primary School had talked through various queries at the public forum. It has been confirmed that this project could be funded from Community Infrastructure Levy funds received by the Parish Council. After discussion TR proposed that the Parish Council contribute £16,725 towards the cost of the project to support the next generation of the village, funds to be released once works have commenced. KL seconded, 6 in favour, 1 against and **IT WAS SO RESOLVED**. The Clerk will liaise with the Primary School to arrange for the grant funding to be released in due course.
- c) To agree payments as detailed on Payment Schedule – JO proposed authorisation, AL seconded and **IT WAS SO RESOLVED**. The Clerk will arrange payments accordingly.
- d) To resolve Bank Mandate permissions and reconsider changing Bank Account provider – The Clerk reported that the changes on the bank mandate as requested following the May meeting had not been successfully applied. After numerous telephone calls a paper form had been provided for completion and AN will take this form into a bank branch in person to see if the mandate changes can be enacted. However, although this change could be applied in the short term there was still seems to be the lack of ability to make dual authorisation online payments with HSBC. The Clerk confirmed that she had recently been able to set up such a system for another Parish Council with a provider that didn't impose any fees, but it had taken a lot of effort. A further Parish Council that the Clerk works with uses another provider for dual authorisation online payments, but there is a quarterly charge of £18 – similar across the year to the charges currently imposed by the Worlingworth Council's provider. It was agreed to consider this matter again at a future meeting, depending upon whether the mandate changes had been successfully applied.

WPC 23-07-10 Feedback from External Meetings

- a) Community Centre Committee Emergency Meeting - AN reported that there had been in excess of seventy people turned out at the emergency meeting, a committee has come forward and a further meeting has since been held. A former chair has come forward to help for six months, the existing treasurer will stay in position until the end of the financial year. This will give the new volunteers time to get trained and understand how the building works. It is hoped that the committee can move forward now and secure a future. AL volunteered to work with the Community Centre Committee to put information out on the NextDoor app.
- b) Social Club AGM – KL had attended and reported that the Social Club has had one of its best years enabling it to help contribute towards the costs of the community centre.

WPC 23-07-11 Matters of urgency to be brought to the attention of the Council



- a) Items for next agenda:
- Formal parish council storage
 - Reconsideration of moving bank account if mandate change is still unsuccessful.

Items for the August Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 7th August 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 9.120pm. The next meeting is set for **Wednesday 16th August 2023** at 7.30 pm at the Community Centre.

Andrew Nunn, Chair

Sarah Clare, Parish Clerk

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