



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 16th August 2023 at Community Centre.

Attendance	Andrew Nunn (AN) (Chair)	Stephen Fugler (SF)	Jane O'Vel (JO)
	Andrew Luton (AL)	Michael Howard (MHo)	Rupert Precious (RP)
	Roland Bright (RB)		
	Sarah Clare (Clerk)	Matthew Hicks (County & District Councillor) (MHi)	

Public present at the meeting: 3 including:
Tree Warden Francis Muldoon (FM) and Footpath Warden Janie Wood (JW)

WPC 23-08-01 Apologies for Absence

Tom Royall (TR) and Kevin Love (KV) had sent their apologies due to family commitments. The Council accepted

WPC 23-08-02 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 Rupert Precious (RP) – The setting of Budget & Precept for Worlingworth Council
AN proposed permitting the dispensation, JO seconded, all voted in favour
- ii. Councillor Roland Bright (RB) – The setting of Budget & Precept for Worlingworth Council
RP proposed permitting the dispensation, AL seconded, all voted 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 two separate votes, it was proposed, seconded and agreed that dispensation be granted to RP & RB as requested. The Clerk will process the applications accordingly and inform the Monitoring Officer at the District Council

WPC 23-08-03 Public Forum

None

WPC 23-08-04 Update from County & District Councillor

The County Councillor's most recent report had 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:

The County Council is continuing the opposition and being as vocal as possible about the National Grid plan to run a line of large pylons from Norwich down to Tilbury. A further consultation period is going ahead, but the main argument that is being used to oppose the plan is that the equivalent in Scotland was buried underground, whereas this proposal is all overland. All MP's and Councils across Norfolk and Suffolk are united in their call for a co-ordinated offshore approach to energy transmission in the UK to avoid blighting the countryside.

Signed (Chair) Signed (Clerk) 22

Central Government has delegated authority to Suffolk to work on a local nature recovery strategy. Suffolk will receive £282K over two years to fund work to improve wildlife habitats and reverse the decline in biodiversity. It is hoped that the ability of local authorities to choose the best ways to support nature in their area, taking into account local needs and geographical differences will lead to better outcomes than centrally directed projects.

The Domestic Abuse Commissioner for England & Wales has visited local 'champions' who receive training to enable them to identify and help people in need. Over 1,300 local champions have been trained across Suffolk.

There have been further problems with fires occurring at waste sites as a result of batteries being put into general waste. The general public needs to be trained to recycle their batteries safely in the correct way. It was agreed that this would be highlighted again in the village Newsletter.



AN raised a question about the funding for Suffolk County Council for next year, having seen some concerning press coverage. MHi explained that the budget every year is really stretched, this year the pressures coming from Children's Services & Adult Social Care are huge with the number of people needing help increasing, but no more funding coming from central Government. At present 75% of the County Council budget goes on the above two areas and unfortunately if no extra funding comes through there may have to be cut backs in other areas. Sadly, this is not an issue that is isolated to Suffolk and many Councils have been publicising the problem in an attempt to get central Government to take note.

WPC 23-08-05 Minutes of previous meetings

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

WPC 23-08-06 Matters Arising and Action Points

- 1 Correct June Payment Schedule to record reimbursement of costs for Spring Tidy. DISCHARGED
- 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 still to provide sizes before costs can be sourced.
- 3 Liaise to arrange for the data to be downloaded from the newer VAS machine and forwarded to the volunteer for analysis. DISCHARGED
- 4 Obtain a good quality image of the Worlingworth Footpaths map, to enable laminated copies to be displayed in the various village noticeboards. DISCHARGED – AN has located the original printer in Clacton on Sea, and will obtain a price for the printing of large-scale copies for the noticeboard displays, so that this can be considered properly at the next meeting.
- 5 Note to go on NextDoor about the newly adopted Emergency Plan. ONGOING
- 6 Contact all those on the Contacts Card to find out if they are happy to continue having their phone numbers and email addresses published. To be discussed later in meeting.
- 7 Submit responses to Planning Department at District Council as agreed. DISCHARGED
- 8 Organise Register of Interests, Dispensation Forms and Training for new Councillors. DISCHARGED
- 9 Send photo and a few details to AL to produce a profile for the new Councillors on the village website. ONGOING
- 10 Advise residents of diseased Sycamore tree that it can be removed and liaise with the District Council arboricultural officer to have the TPO register updated to reflect the changes. To be discussed later in meeting.
- 11 Liaise with contractor to get the new village noticeboard installed. DISCHARGED
- 12 Consider other contractors who could be approached to tender for the filling and installation of the Roadside Planters. To be discussed later in meeting.

Signed  (Chair) Signed  (Clerk) 23

- 13 Publicise the Roadside Planter works on NextDoor to see if any other contractors would like to come forward and tender for the work. DISCHARGED – AL had published a request on NextDoor, two responses had come back but it seemed they would not be suitable for this job. Their details will be kept on file for future reference and AN will make contact to find out more about sort of contracts they may be able to undertake.
- 14 Order two dog bins and arrange for installation to take place. Once the new bin location is installed inform the District Council, so it can be added onto the round for emptying. DISCHARGED
- 15 Contact Footpath Warden to see about arranging the Walking Day. To be discussed later in meeting.
- 16 Newsletter item/NextDoor post – volunteers sought to help with the Christmas Tractor Run. DISCHARGED and to be discussed later in meeting.
- 17 Purchase renewal of anti-virus software for the Parish Council laptop. DISCHARGED
- 18 Provide authorisation letter to Worlingworth Local History Group for the village fire engine to be sent to the BBC Repair Shop. DISCHARGED
- 19 Publish re-adopted policies on the village website. DISCHARGED
- 20 Liaise with Primary School to arrange for the release of CIL funds once works commence on Early Years Garden refurbishment. DISCHARGED
- 21 To distribute payments as detailed on the July 2023 Payment Schedule. DISCHARGED
- 22 Take bank mandate form into a branch for actioning. DISCHARGED

WPC 23-08-07 Planning

- a) To consider planning applications that had been submitted since the last meeting:
 - i) DC/23/03512 – Householder Application – Erection of a single storey rear extension (following removal of existing lean-to extension). Sunrise, Church Road, IP13 7NU

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:

MHo proposed, AL 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/23/01820 – Application for listed building consent – Replacement of external front door and frame; replacement of 1 no. window. Potash Farm, Fingal Street, IP13 7PD - Granted
 - ii) DC/23/02831 – Full Planning Application – Conversion of and extensions to barn to form 1 no. dwelling, including erection of a cartlodge/garage. Barn at Stanway Green – Granted
 - iii) DC/23/02918 – Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses and for building operations reasonably necessary for conversion. Newtown Meadow Land, adjacent to Oaklyn, Fingal Street - Withdrawn

WPC 23-08-08 Parish Council Activities & Projects

- a) Tree Warden's Report – FM updated the Council on the situation with the diseased Sycamore tree. The tree in question, which was a multi-trunked specimen has now been felled and disposed of. The TPO register has been updated at the District Council. The disease that the tree had succumbed to was sooty bark disease, a fungal disease which is spread by airborne spores. It can lay dormant for many months before becoming active and can particularly affect a tree that is experiencing a period of stress. It not only affects Sycamores, but can be found in Maples. The symptoms are die back and bark stripping and it may be worthwhile keeping a close eye on these types of tree in the village to monitor for any sign of further disease.

FM reported that he has also received information from the District Council about their Biodiversity Scheme continuing, they are looking for more sites for individual trees, small community woods, orchards or wildflower meadows and free trees and seeds are available. FM is aware of a couple of potential

Signed (Chair) Signed (Clerk) 24

projects that could fall into this category. JO suggested that if the site on Shop Street is not going to be built on could it be used as a community woodland. After discussion it was felt to be a good suggestion, but the site has had some minimal work carried out to stop the loss of the planning permission, so it may not be practical in the long term and would be subject to the owners agreeing to such a scheme. FM will put something in the Newsletter to advertise the District Council scheme.

FM confirmed that the Maisie's Meadow project is still going ahead and as soon as the bare root planting season commences the work will be undertaken.

RP asked about some of the trees at the rear of the Community Centre that needed work. FM confirmed that these trees are not covered by TPO's so work can take place without any worries.

- b) Update on Noticeboard and Roadside Planter Installation – AN confirmed that the noticeboard will be installed in the next week or so, a date needs to be finalised and AN will liaise with RP as the site is on his boundary.

The roadside planters need heavy plant to move and so it is proving difficult to find someone with suitable equipment. The machine that TR has on site at Worlingworth Hall is not road legal, so cannot be used for this project. AN will continue to explore options with local contractors.

- c) Consideration of purchase of a storage container for Parish Council equipment – AN had circulated a quote for a storage container after discussions at the last meeting about equipment being kept in different places and feeling that it would be beneficial to get everything together. The first quote was for the purposes of getting a ballpark figure to see if this was a viable option and if Councillors felt it was reasonable then other quotes would be obtained for comparison.

SF commented that he understood that the Community Centre Committee were thinking about getting something similar and thought it would be worthwhile asking if they would like to share a container, which may prove to be more cost effective. AN will speak to the Community Centre Committee about this, as it would make sense for any container to be sited at the Community Centre anyway.

- d) Review of Village Contacts Card – The Clerk reported that she now had an almost fully up to date list of contacts for village organisations. A quote for the cost of printing had been received and was considered, concern was expressed that the price may not be competitive. A suggestion was put forward about getting advertising to cover the cost of the production, but this was felt to be against the statement that the information is provided for information only and the Parish Council is not endorsing any particular group. In previous years people offering classes in a commercial way had been removed from the card and currently only local voluntary and not for profit groups and organisations are included.

In order to expedite the printing of the cards MHO proposed that the Clerk speaks to the current printer to see if either the price can be reduced or the specification raised, but failing that agreeing that a budget of up to £70 + VAT is permitted, AL seconded, all voted in favour and **IT WAS SO RESOLVED**

- e) Village Walking Day Preparations - Update – The Clerk had been in contact with Footpath Warden JW and the date of the Walking Day has now been moved to 14th October. JW suggested that all dog walkers in the village are invited, with free dog biscuits for each participating pet. Concerns were expressed about the mixed message this may give to people if dogs were permitted onto the Community Centre site for one day only. AL suggested using The Swan as a base instead, AN agreed to speak to TR about this as a possibility. Once this is agreed an update will be included in the September Newsletter, to alert people to the changes of date and venue.

JW has the maps with the routes marked out from previous Walking Day events, there are ten planned routes that are allocated to volunteers, who then report back at the end of the day. Any issues are then logged online using the reporting tool on the Suffolk County Council website.

Councillors were asked to consider how catering could be done to provide the free lunch that is usually provided when walkers return and further discussion will take place at the next meeting.

- f) Christmas Tractor Run – Update – Two volunteers have been in contact with the Clerk, who had passed their details onto KL. One volunteer had come to the meeting to find out more and understood that there is a volunteer who is also willing to offer a 'advance car' to go ahead of the tractor through the village. The volunteer present said that they would also purchase sweets to be given out to children as a donation in kind.

Signed (Chair) Signed (Clerk) 25

AN asked if the bus stops would be in the same places as previous years, it was confirmed that the plan is to follow the route and stops as used in previous years. AN to liaise with KL to get a meeting of volunteers organised to delegate jobs.

- g) Consideration of whether to apply for Pride in Your Place funding – A new grant is available from the District Council for small projects to improve local areas, with Worlingworth able to claim up to £250. Discussion ensued about what the funds could be used for. RP suggested that the small plot of unclaimed land at Old Stores Close could be worked on, or the lopping of the trees as required by the Community Centre. Councillors expressed uncertainty about whether these would be suitable projects and as the deadline was at the end of October decided to defer the decision until MHi had been able to source some examples.

RP and JO asked about the pond at The Cross that is in desperate need of work, suggesting that the landowner is asked to bequeath the pond to the Parish Council if they are not willing to carry out the work themselves. AN noted that the lack of care of this pond has resulted in problems with localised flooding and agreed to speak to Suffolk Floods Authority to see if they can carry out any work and then charge it back to the landowner instead of the Parish Council incurring the costs. AL and the Clerk expressed concern about the legal liabilities that may be incurred if the Parish Council took ownership of the pond and AN agreed to discuss the possibility with MHi and whether the District or County Council would be better placed to take on such a role.

- h) Consideration of purchase of security certificate for village website – AL advised that he had been in contact with Community Action Suffolk, who host the village website, with concerns about a security message that some users were receiving. A security certificate could be installed for a one-off fee of £39 which would resolve the issue of a mismatch in the names of the site, as the server only returns onesuffolk.net not worlingworth.onesuffolk.net. AN proposed actioning the security certificate, MHo seconded, all vote in favour and **IT WAS SO RESOLVED**. AL to action

WPC 23-08-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for August. MHo proposed acceptance of the Financial Statement, SF seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To agree payments as detailed on Payment Schedule – MHo proposed authorisation, AN seconded and **IT WAS SO RESOLVED**. The Clerk will arrange payments accordingly.
- c) Further consideration of whether to change banking provider – The mandate is still not updated following the changes at the May meeting, despite a number of telephone calls, emails and branch visits. As so much effort has gone into trying to get this work completed it was agreed to give it one more month to be resolved with further consideration of changing bank provider at the next meeting if the mandate still remains unchanged.

WPC 23-08-10 Feedback from External Meetings

- a) Community Bus - MHo reported that he had attended the recent meeting about the Community Bus and was pleased to say that it had been well supported. The meeting had been very informative, the new bus is very modern and up to date, but essentially everyone needs to be encouraged to use the bus whenever possible to keep it as a viable entity. The bus relies completely on voluntary donations, but if someone does have a bus pass and shows this when using the bus then the committee can access central funding of up to 80% of the fare. Therefore, everyone who could qualify for a bus pass is encouraged to apply for one as it doesn't cost the applicant, but could raise funds for the bus to keep running.

Discussion ensued about making sure everyone is fully aware of the service, AL offered to put some information on NextDoor to help the Community Bus publicise their work. AN will speak to the Community Bus Committee and get information that AL can use to spread the word.

WPC 23-08-11 Matters of urgency to be brought to the attention of the Council

- a) The Clerk reported that the External Audit has been received and no matters have been raised. Formal acceptance of the reports will be done at the September meeting.

Signed  (Chair)

Signed  (Clerk)

26

b) Items for next agenda:



- Formally accept External Auditors Report
- Consider printing of large-scale laminated copies of the Worlingworth Wayfinder for display in the village noticeboards.
- Updates on noticeboard and roadside planter installations
- Update on container storage for Parish Council items
- Final preparations for Walking Day
- Further update on Christmas Tractor Run preparations
- Further consideration of whether to apply for Pride in Your Place funding
- Concerns about the state of the pond at The Cross and what action may be possible

Items for the September Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 11th September 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 9.06pm. The next meeting is set for **Wednesday 20th September 2023** at 7.30 pm at the Community Centre.

Andrew Nunn, Chair

Sarah Clare, Parish Clerk

Signed  (Chair) Signed  (Clerk) 27