



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 20th September 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)	Kevin Love (KV)	
	Sarah Clare (Clerk)	Matthew Hicks (County & District Councillor) (MHi)	

Public present at the meeting: 1 including: Tree Warden Francis Muldoon (FM)

WPC 23-09-01 Apologies for Absence

Tom Royall (TR) and had sent his apologies due to family commitments. The Council accepted

WPC 23-09-02 Declaration of Interests

None

WPC 23-09-03 Public Forum

None

WPC 23-09-04 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:

Suffolk has just successfully established its 200th No Cold Calling Zone. MHi wasn't sure if this was something that would be required in Worlingworth, but KV warned that there had been Nottingham Knockers in action in Mill Road earlier that day. MHi explained that it is a scheme run through Trading Standards that provided signage to help support people in refusing to engage with door-to-door sales. Evidence indicates that it gives vulnerable people assurance and helps give them the confidence to say 'No' if anyone does knock on their door, as they are certain that reputable companies would be respecting the signage and not knocking in the first place. There is also an added advantage that distraction burglaries in areas that are designated No Cold Calling Zones have fallen, as again residents are confident that they have no obligation to engage with someone on their doorstep as they shouldn't have been knocking on the door, thereby accomplices do not have time to access a property by a back door. AN asked if the scheme could be applied for the whole village. MHi said that it is usually for specific streets, as it is dependent upon community engagement and so everyone who's property would be covered needs to be involved, making it difficult to apply to an entire village. AN agreed to speak to Trading Standards about how such a scheme could be implemented in Worlingworth and the Council can then consider it further at a future meeting.

A new training centre for the fire service has opened at Wattisham. The top of the range facilities may be useful for other areas and could potentially bring in revenue in the future if hired out to other counties. The fire service in Suffolk is looking to recruit more on call firefighters, so if anyone lives or works within ten minutes of their local fire station they are encouraged to consider this option.

MHi provided an update on the County Council Budget, explaining that since it had been agreed in February earlier this year, there is now unfortunately an in-year deficit of around £30 million. This is due to a huge increase in demand for Adult Social Care and Children's Services, particularly relating to a rise in the number of children with extremely complex needs. Pay settlements have gone up and demands on staff have increased. All County Councils are experiencing similar problems, it seems that COVID has especially led to

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an increase in children's mental health needs. Nationally there is significant worry about how quickly the pressures are increasing in these areas. Government settlements for County Councils are due to be published in December in preparation for the next financial year. There are already indications that the Government will expect mitigation to take place in the form of with increases in local Council Tax for next year, but this current £30K deficit is within this financial year

AN asked MHi about the maintenance of the pond at The Cross, which had been discussed briefly at the August meeting and was on the agenda for consideration again. MHi agreed that the District Council were responsible for ensuring that the pond is maintained to avoid flooding the road and noted that this had been successfully addressed a couple of years ago. MHi suggested making contact with the District Council again and asked to be copied in.

WPC 23-09-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 16th August 2023 as a true and accurate record, were proposed by MHo, seconded by AL and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

WPC 23-09-06 Matters Arising and Action Points

- 1 Newsletter item – highlight dangers of batteries being disposed of in general waste. 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. DISCHARGED – due to the fire damage at The Swan Inn it was decided to drop this action until the building has been repaired and refurbished and then the matter can be revisited.
- 3 Note to go on NextDoor about the newly adopted Emergency Plan. DISCHARGED
- 4 Send photo and a few details to AL to produce a profile for the new Councillors on the village website. DISCHARGED
- 5 Submit responses to Planning Department at District Council as agreed. DISCHARGED
- 6 Send information to the Village Newsletter about the Biodiversity Scheme being offered by the District Council to see if anyone has a potential site. To be discussed later in the meeting.
- 7 Seek quotes from local contractors for the installation of the roadside planters. To be discussed later in meeting.
- 8 Speak to Community Centre Committee about the possibility of sharing a storage container and find a suitable location to site such a container. To be discussed later in meeting.
- 9 Arrange for printing of Contacts Cards within agreed budget. DISCHARGED
- 10 Newsletter item – Change of date and venue for Walking Day and invitation extended to dogs. DISCHARGED.
- 11 Organise a meeting of volunteers willing to help with the Christmas Tractor Run and delegate tasks as necessary. To be discussed later in meeting.
- 12 Speak to Suffolk Floods Authority about whether work can be enforced on the pond at The Cross, also speak to MHi about the legal implications should the Parish/District or County Council offer to take on ownership of the pond from the current landowner. To be discussed later in meeting.
- 13 Arrange for security certificate to be purchased and apply to village website. DISCHARGED
- 14 To distribute payments as detailed on the August 2023 Payment Schedule. DISCHARGED
- 15 Speak to Community Bus Committee to get information about the service that can be shared on NextDoor. DISCHARGED

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WPC 23-09-07 Planning

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

- i) DC/23/03888 – 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 & Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 3, Class Q – Conversion of building to form 1 no. dwellinghouse.. Agricultural Building at Newtown Meadow, Newtown, 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, although the following point was noted:

- This was a resubmission of a previous application as the Class Q requirements on the first application had not met the minimum threshold.

KV proposed, MHo 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 23-09-08 Parish Council Activities & Projects

- a) Tree Warden's Report – FM explained that he had not put information into the Village Newsletter about the Biodiversity Scheme as just after the last meeting he had received information from the Suffolk Tree Wardens Network that they were once again offering free packs of 50 or more mixed saplings, aimed at starting up small woodland areas and FM thought that this would be more suitable for the village targets of getting residents to plant trees on their land. The Biodiversity Scheme, in contrast, was specifically for land that is available for public use, therefore there was nowhere really suitable in Worlingworth.

FM is liaising with the Community Centre Committee to replace the hornbeam saplings that were put into the hedge in Spring 2021, as unfortunately only two out of the original ten are still alive. It is thought that this is due to the severe drought period last year, although manual watering did take place it doesn't seem to have been enough. FM will arrange to purchase a further ten plants from the Tree Planting Budget, estimating that this will cost around £30.

Finally, the hedgerow project at Maisie's Meadow, which had been agreed in March will be taking place soon with the start of the autumn planting season.

- b) Update on Noticeboard Installation – AN confirmed that the noticeboard is safely in a container at The Swan, due to the fire there had been a small delay in getting access to it, but it was hoped that the installation would take place on Saturday morning.
- c) Final Preparations for Walking Day – AN will see if the Community Centre can loan a gazebo to put up on the lawn outside the pub (subject to TR agreeing) so that the pub can still be the base for the Walking Day start and dogs and their owners can still take part. AN has organised volunteers to make sandwiches, RB will arrange soup. KV offered to provide a generator. AN will speak to the Footpath Warden about the plans to allow the Walking Day to continue.
- d) Christmas Tractor Run - Update – KL advised that he needed to step back from organising the overall event, but would still be involved on the day with the tractor itself. AN going to take over the general organising and will arrange a meeting of those that have come forward and source the materials from last year. RP thought that the "bus stops" were in the community centre storage.
- e) Consideration of quote to place Roadside Planters into final positions – The Clerk had circulated a quote that had been received. After discussion MHo proposed accepting the quote and going ahead with the work, AN seconded, all voted in favour and **IT WAS SO RESOLVED**. AN will liaise with the contractor to get the work carried out as soon as possible.
- f) Consideration of plants to fill Roadside Planters – RP provided information on a range of suggested planting schemes to include hardy evergreen permanent planting, but with a small gap to put in different bulbs to give interest at different times of year. RP said he would be happy to supply the plants at cost price and offered to take on any maintenance throughout the year. It was agreed that once the planters were in place RP would produce some costings for Councillors to consider at a future meeting.

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- g) Consideration of quote to print large laminated versions of the Worlingworth Wayfinder for display – After extensive searching the original printers had been sourced. The Clerk had found in archives a letter from the original artist's wife confirming that the Council could use the artwork via the authorised printers, therefore, due to copyright constraints it is not possible to acquire comparative quotes for the work.

Concerns were raised about the cost for the individual maps being quite excessive, with queries raised about the value of putting a large footpath map up in a static noticeboard. The map can currently be accessed via the village website, which is likely to be more useful for those out walking.

In the letter from the artist's wife, it had been recorded that the original artwork had been given to particular residents of Worlingworth. AL proposed that contact be made with these residents as ask if it would be possible for the Council to scan the original artwork, to improve the quality of the copy on the website and to be able to print off copies in-house for supplying at events such as the Walking Day, JO seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will write with this request (including letting the artist's wife know of the plan) and include AN's contact details.

- h) Concerns about the maintenance of the pond at The Cross and the landowner's riparian duties not being fulfilled – AN had been in contact with Suffolk Floods Authority, but as had been confirmed at the September 2022 meeting the maintenance of the pond is the District Council's responsibility. The Clerk will email the District Council, copying in MHI to ask that work is carried out as soon as possible to avoid flooding over winter.
- i) Further consideration of whether to apply for Pride in Your Place funding – This grant funding source has a deadline of 31st October to be applied for, with Worlingworth potentially eligible for up to £250 to improve a local area. After discussion it was agreed to apply for funding towards the cost of planting up the roadside planters. The Clerk will complete the application.
- j) Storage for Parish Council equipment, including consideration of purchasing a lock for use on existing cabins – AN reported that the Community Centre have provided space in an existing container on site at the rear of the building. AN will get a new padlock and get keys cut so that all Councillors can hold a key, (and FM to store Tree Warden stuff). AN asked that all Councillors ensure that any Parish Council equipment is stored centrally going forward.
- k) Consideration of purchasing a stab kit to improve first aid provision at the Community Centre – Information about the kits had been circulated to all Councillors and AN asked that it be considered whether a kit would be a good additional resource to have available at the Community Centre. The kit can be incorporated into the defibrillator cabinet and although listed as "stab kits" they essentially help to stop heavy bleeding of any injury - such as sporting injuries. KV proposed a kit be purchased for £102 to be installed into the existing defibrillator cabinet, MHO seconded, all voted in favour **IT WAS SO RESOLVED**. AN will action.
- l) Review of Emergency Plan – AN noted that during the incident at the pub the Community Centre was opened and the community stepped in and provided refreshments and facilities for the Emergency Services. The named volunteer from the Community Centre Committee has now changed, but SF And AL will remain as Parish Council representatives. RB suggested that a keysafe be installed in the Parish Council container, with all the necessary keys to allow any Councillor to access all areas at the Community Centre in the event of an emergency. AL said that if this was done a register of keyholders would be required and permission would need to be given from the Community Centre Committee. SF suggested that another meeting is held specifically to discuss the details of how the Emergency Plan is activated with the final decisions then outlined at a Parish Council meeting.
- m) To consider the adequacy of the Parish Council Insurance Policy in order to renew cover - The Clerk had circulated two sets of renewal documents for Councillors to consider prior to the meeting, KV proposed accepting the CAS quote, AL seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will action. The Cyber Cover was discussed and felt not to be necessary at present.
- n) To consider and review the Council's Risk Assessment – Councillors had been asked to review the current document as available on the village website. After discussion AN proposed that it be re-adopted with no changes, KV seconded, all voted in favour and **IT WAS SO RESOLVED**. Clerk to publish

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- o) Policy Reviews – The Clerk had asked Councillors to review the policies detailed below on the village website:
- i) Performance Improvement Policy & Procedure
 - ii) Privacy Notice

AN proposed re-adoption of both with no changes, MHO seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will publish the re-adopted policies on the website

WPC 23-09-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for September. 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 receive External Auditor's report – The Clerk had circulated the document prior to the meeting for Councillors to consider. AN proposed that it be adopted, RP seconded, all voted in favour and **IT WAS SO RESOLVED**. Clerk to publish
- c) To consider and review Internal Financial Control Statement – The Clerk had circulated the document prior to the meeting for Councillors to consider. After discussion AN proposed that it be adopted, RP seconded, all voted in favour and **IT WAS SO RESOLVED**
- d) To agree payments as detailed on Payment Schedule – MHO proposed authorisation, RP seconded and **IT WAS SO RESOLVED**. The Clerk will arrange payments accordingly.

WPC 23-09-10 Feedback from External Meetings

- a) Community Centre Committee Meeting – AN had attended the meeting and reported that concerns had been raised about some undesirable behaviours occurring at night time in the car park. Signs had been put into the Teenage Shelter about Zero Tolerance, but some parents had felt that their children were being unfairly accused, with various rumours circulating on social media. The police have been advised and will be looking into the situation, increasing their presence at times in the village. The traffic barrier will be closed at dusk, except when the community centre is in use, in which case the hirer will be asked to close it when they leave. It is hoped that restarting the barrier closure will reduce the problems that have recently been occurring.

RP reported that the various storage containers at the Community Centre are being looked through and cleared out, which is why some storage space has been made available to the Parish Council. The Community Centre is also looking at replacing the existing Teenage Shelter with a new modern pod that would be sited on the opposite side of the field, as moving the existing shelter was not a realistic option.

A jumble sale is being organised for early October and a film club is going to be starting soon, with the intention of showing children's films at Christmas time.

A follow up meeting with the residents of Willow Tree Yard needs to be arranged to check in on how things are going and whether any further concerns need to be addressed. AN and will make contact with MHI to see what can be organised.

WPC 23-09-11 Matters of urgency to be brought to the attention of the Council

- a) Items for next agenda:
- Remembrance Wreath donation
 - Report from Police Locality Meeting

Items for the October Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 9th October 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 9.43pm. The next meeting is set for **Wednesday 18th October 2023** at 7.30 pm at the Community Centre.

Andrew Nunn, Chair

Sarah Clare, Parish Clerk

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