



# 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 20<sup>th</sup> March 2024 at Community Centre.

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

Public present at the meeting: 0

### WPC 24-03-01 Apologies for Absence

Rupert Precious (RP) had sent apologies due to family commitments. Kevin Love (KV) sent apologies due to work commitments. The Council accepted

Apologies were also received from Tree Warden Francis Muldoon (FM) and Matthew Hicks (County & District Councillor) (MHi)

### WPC 24-03-02 Declaration of Interests

JO and SF declared interest in WPC 24-03-07 a as close neighbours to the property concerned.

### WPC 24-03-03 Public Forum

None

### WPC 24-03-04 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](http://www.worlingworth.onesuffolk.net) and on the Parish Noticeboard.

### WPC 24-03-05 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 21<sup>st</sup> February 2024 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 24-03-06 Matters Arising and Action Points

- 1 Arrange for a new padlock and keys to be fitted to the container for Parish Council equipment storage. ONGOING
- 2 Seek feedback on the scans of the Worlingworth Wayfinder from those with visual impairment. ONGOING
- 3 Reposition the VAS machines in the village. ONGOING
- 4 Purchase and fit new laptop battery. DISCHARGED – The Clerk reported that upon investigation it had become clear that the battery was unable to be replaced. Quotes would be obtained for a replacement laptop ready for consideration at the next meeting.
- 5 Liaise with TR and AL to publicise information received by current Neighbourhood Watch scheme coordinators via Telegram and NextDoor. ONGOING – TR noted that the virtual WorlyWatch which had originally been set up on Telegram does not get much traffic. The decision to use Telegram had been based upon the restriction of WhatsApp to no more than 25 people. This has now changed with the launch of WhatsApp Community, so TR suggested transferring the virtual WorlyWatch to WhatsApp which is a more popular channel. All present agreed that this would be a good idea, once the change is made TR will ensure that something goes into the village newsletter to get more people to sign up. AN will provide TR

Signed ..... (Chair) Signed ..... (Clerk) 61

with contact details of the in-person Neighbourhood Watch co-ordinator, so that the information they receive can be properly disseminated via the WhatsApp WorlyWatch group.

- 6 Submit responses to Planning Department at District Council as agreed. DISCHARGED
- 7 Arrange for purchase and planting of fruit trees as agreed, submitting receipts for reimbursement in due course. ONGOING
- 8 Produce report from Flood Forum Meeting and circulated. DISCHARGED
- 9 Make contact with Suffolk Climate Change Partnership about the Thermal Imaging Camera scheme, with a view to getting Worlingworth booked in for the autumn. DISCHARGED – AN is waiting for a date to be agreed, but there has already been interest shown by a couple of parishioners in using the camera.
- 10 Note for NextDoor seeking volunteers for the D-Day 80 commemorations, explaining that if no volunteers come forward nothing will be arranged. DISCHARGED – AL reported that he had not long sent out the message, so it was too soon to say if nobody would come forward, therefore it was agreed to put D-Day commemorations on the next agenda in case there was a response.
- 11 Confirm with planter adoption volunteers which planter they are going to be caring for during the upcoming summer. ONGOING
- 12 Publish re-adopted Standing Orders on website. DISCHARGED
- 13 Publish re-adopted policies on website. DISCHARGED
- 14 To distribute payments as detailed on the February 2024 Payment Schedule. DISCHARGED
- 15 Publish re-adopted Financial Regulations on website. DISCHARGED
- 16 Seek clarification from the bank about the process to activate dual authorisation payments, now that two additional users have been added to view the accounts. To be discussed later in meeting.

#### WPC 24-03-07 Planning

- a) To consider planning applications that had been submitted since the last meeting:
  - i) DC/24/01110 – Householder Application – Erection of single storey rear extension. 1 Willow Tree Yard, Shop Street, IP13 7PH  
  
Councillors had all studied the application in advance of the meeting. After discussion it was decided to submit **NO COMMENT** to the application.  
  
AN proposed, TR seconded, three voted in favour, two abstained due to declared interest 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 24-03-08 Parish Council Activities & Projects

- a) Tree Warden's Report – FM was not present, but had reported that a further parishioner has been in contact to seek some tree planting.
- b) Consideration of response to Suffolk County Council Local Transport Plan – The consultation had been publicised to the village via the website for wider public engagement. AL will put a note on NextDoor to encourage people to complete the survey. After discussion it was agreed that the Parish Council would not submit a formal response.
- c) Concerns raised by parishioner about vehicle speeds in Fingal Street – A parishioner had raised concerns about the speed of vehicles in Fingal Street. After discussion it was noted that this road has been the subject of similar requests a number of times over the years and has been repeatedly rejected by Suffolk Highways as it does not meet the national guidelines on the criteria for a speed limit to be imposed. It was further noted that the suggestion of applying for Quiet Lanes designation would not change the official

Signed ..... (Chair) Signed ..... (Clerk) 62

speed limit on the road and anecdotal evidence from neighbouring parishes who have adopted Quiet Lanes has indicated that it leads to a false sense of safety for vulnerable road users. The Clerk would contact the parishioner to explain that the Parish Council is not in a position to pursue the matter further.

- d) Consideration of response to letter from Dolphin Class at Worlingworth Primary School – A letter addressed to AN had been received and shared with Councillors for consideration. The children of Dolphin Class wanted to get involved with the community by organising a litter pick and planting flowers outside of the school grounds. AN expressed concern that the school would need to be involved with risk assessment and monitoring of the children and it was essentially outside the Parish Council remit to organise such an event.

It was suggested that the children could look at litter picking around the Community Centre field, but this would need agreement from the Community Centre Committee. The Parish Council could loan litter pickers, high viz jackets and gloves for the children to use if required. AN agreed to contact the Chair of the Community Centre Committee to see if they would be willing to liaise with the school to enable the children to conduct a litter pick.

The Clerk will write to the school advising that any planters placed outside of the school grounds would require proper licensing permission from Suffolk Highways and possibly Worlingworth Charities as they are the school's landlords. Alternatively, the school could consider adopting the nearest Parish Council planter on the Village Green, deadheading and watering the plants as required.

- e) Arrangements for Annual Parish Meeting – Following feedback from previous Annual Parish Meetings, the 2024 APM will be taking place on the same evening as the standard April Parish Council Meeting, with reports being presented from village organisations and groups. The Clerk will issue the agenda requesting reports be submitted in advance, so that they can be published on the village website.
- f) Spring Clean Preparations – The Community Centre is booked for Saturday 18<sup>th</sup> May, so far no volunteers had come forward to indicate that they will be willing to help run the event. A light lunch is usually prepared, but last year there were so few participants the value of catering for this event was queried. After discussion it was agreed to put a note in the Village Newsletter and on NextDoor, advising that unless volunteers come forward to help then this event will not be taking place. A decision will be taken at the next meeting whether to proceed
- g) Policy Reviews – The Clerk had asked Councillors to review the policies detailed below on the village website:
- i) Planning Policy
  - ii) Planning Principles
  - iii) Equality & Diversity
  - iv) Website Policy

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

#### WPC 24-03-09 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for March. TR 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 consider applications for funding – None received
- c) To agree payments as detailed on Payment Schedule – MHO proposed authorisation, TR seconded and **IT WAS SO RESOLVED**. The Clerk will arrange payments accordingly.
- d) Update on moving to dual authorisation online banking with HSBC – The Clerk apologised that at present the process was still incomplete and would endeavour to get this resolved ready for the next meeting.

#### WPC 24-03-10 Feedback from External Meetings

- a) Community Centre Committee Meeting – RP had forwarded a couple of points that had been brought up at the Community Centre Committee monthly meeting:
- i) A query had been raised about access to the noticeboard, with complaints that the public were unable to access the board to put notices up as it was locked. The Clerk noted that it had been the

Signed ..... (Chair) Signed ..... (Clerk) 63

intention to have the locked sections when the new noticeboard was installed, to prevent the board from being filled up with adverts for services/businesses or events that are far outside the village. The previous noticeboard monitor had expressed frustration at official Parish Council documents being removed/covered by these public installed notes. The Clerk suggested that possibly if the Community Centre Committee wanted access, then this should be in a controlled manner, with one nominated person holding a key to put up strictly Community Centre related information only. AN confirmed that the Chair of the Community Centre Committee does already hold a key for this purpose.

- ii) A query had been raised about the speed camera at the Eye end of the village detecting vehicles too far outside of the speed restriction to be accurate. MHo noted that cameras picking up vehicles early gives time for people to react and reduce before entering the 30mph limit and therefore this was not necessarily a bad thing, all present agreed.

WPC 24-03-11 Matters of urgency to be brought to the attention of the Council

- a) MHo noted that yesterday he had witnessed a difficult situation with a large vehicle finding it difficult to pass due to poor parking of vehicles on Shop Street. Several vehicles had also parked on the footpath, leading to vulnerable pedestrians having to step out into the road to get by. AN noted that there are no parking restrictions and ultimately if there is dangerous parking it should be reported to the police for enforcement.
- b) A concern was raised about some fallen tree trunks in a ditch and how this might impact drainage. AN reported that the owner of the ditch is aware of the situation and has advised that the tree trunks will be removed soon.
- c) Items for next agenda:
- Consideration of quotes for replacement laptop
  - D-Day 80 Commemorations
  - Spring Clean Preparations

Items for the April Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 8<sup>th</sup> April 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 8.58pm. The next meeting is set for **Wednesday 17<sup>th</sup> April 2024** at 7.30 pm at the Community Centre.

Andrew Nunn, Chair

Sarah Clare, Parish Clerk

Signed ..... (Chair) Signed ..... (Clerk) 64