



WORLINGHAM PARISH COUNCIL

NOTICE OF MEETING

You are summoned to the Parish Council meeting of Worlingham **Parish Council** will be held on **Monday June 13th 2016** at **Worlingham Primary School at 7.00pm.**

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Signed

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Dated

The purpose of the meeting is for Councillors to discuss Parish business and whilst the attendance of residents is welcomed, they are not allowed to join in the discussions of the Councillors.

Agenda

1.
 - a) To receive any apologies for absence.
 - b) To receive any Declarations of Personal interest regarding the agenda.
 - c) To receive any Declaration of Prejudicial Interest regarding the agenda
 - d) To receive any Requests for Dispensation on matters relating to the agenda
 - e) To remind councillors to update the Register of Interests online.
2. To approve and sign the minutes of the Annual meeting of the Parish Council held on 10th May 2016.

Meeting adjourned for public participation

3. *The purpose of the meeting is for Councillors to discuss Parish business and whilst the attendance of residents is welcomed, they are not allowed to join in the discussions of the Councillors.*
During each meeting the council will adjourn for a period of 10 minutes for public questions. During this time, residents can put questions to the Chairman regarding matters on the agenda. Where possible, the Chairman will respond but the matter may have to be deferred and placed on a later month's agenda for discussion.
 - a) To receive a report from WDC – Councillor Brooks
 - b) To receive a report from SCC Councillor Punt
 - c) To receive comments from any members of the public on matters on the Agenda.

Meeting reopened.

4. Chairman's Report including;
 - o Grass cutting – SCC schedules online

- Beccles/ Worlingham – policing liason meeting - 15th June?
 - Beccles/ Worlingham - community speed watch – meeting 15th June?
 - Suffolk Constabulary Locality Meeting dates 16/17
 - Defibrillator – council to consider purchase for community asset
 - Bus shelter – Opp Park Drive – ask SCC for price?
 - Beccles Town Council – Mayoral reception 12th July 2016
 - Community Payback Team – any works to consider
5. Planning applications received prior to the meeting including;
Dc/16/1898/FUL – Installation of lattice tower with antennas and ancillary development within 3 antennas at PCE Automations, Ellough Road.
- b) To receive WDC responses to planning applications.
Dc/16/1442/FUL – 1 Kemptons Cross – Approved
DC/16/1738/COU – 35 Bluebell Way – Approved
Dc/16/1453/ROC – Worlingham Manor – Approved
Dc/16/1008/FUL – 14 The Walnuts – Approved
DC/16/1336/FUL – 48 Rowan Way – Approved
6. WDC Local Plan - Beccles / Worlingham – meeting with WDC re WDC Local Plan together with Call for Sites. To consider parish council response – and encourage individual responses
7. Update from meetings/ events attended by Councillors including;
- a) Community facility site – feedback
 - b) Fete meeting- feedback
 - c) Debrief from last N Plan meeting – date of next meeting 15th June 2016.
Funding availability - £1000 to offset actual costs.
 - d) SALC – area meeting 8th June – feedback
8. Clerks report and update including correspondence received.
- Aviva Women’s Tour – 15th June 2016 – 11.35 am Worlingham Lowestoft Road
 - Invitation to celebrate 20 years of Community Environment Action – 20th June – 6.30pm – 9pm – Wrentham Village Hall
 - Paths along Lowestoft Road – Community Payback
 - WDC Playspace Evaluation Report Consultation – finishes 21st June 2016
 - Centenary Fields Programme
 - Decluttering of road signs
 - Queens 90TH Birthday – tree planting/ medals to school.

- 9 Accounts 2015/16:
- i) To receive and if approved, confirm Section 1, the Annual Governance Statement, of the Annual Return to the Audit Commission, for the year ended 31st March 2016. (Note: (i) In signing the Annual Governance Statement the Town Council is obliged under Schedule 12, para 41(1) of the Local Government Act 1972 to record the yes/no answers in Section 2).
 - ii) To confirm Section 2, the Statement of Accounts, of the Annual Return to the Audit Commission for the year ended 31st March 2016.
 - iii) To consider Internal Audit Report for accounts 2015.16
 - iv) To consider Accounts for 2015.16 and sign off.
 - v) To note requirements for BDO Audit.
10. Finance Matters including:
- a) Authorisation of cheques for payment.
 - b) To receive any donation requests.
 - c) To reappoint the clerk as the Responsible Finance Officer for 2016/17
 - d) Risk assessment – to note the risk assessment for 2016/17
 - e) Confirmation of bank signatories
 - f) Internal controls – to note the effectiveness/ appropriateness of the internal controls
 - g) To review level of Fidelity Cover
 - h) To confirm suitability of internal auditor and to reappoint for 2016/17.
 - i) Purchase of new council laptop
11. Model Code of Conduct – to confirm the model code of Conduct as set out in the Local Authorities (Model code of Conduct) Order 2007 and the Suffolk Code of Conduct adopted by the council.
12. Standing Orders – to confirm the parish council standing orders – financial and ordinary for 2016/17 as previously agreed by council.
13. General Power of Competence – to adopt the General Power of Competence. To resolve that council meets the criteria, and 14.
14. Councillor Vacancy – To consider co-option.
15. Projects 2016-17 – Updates
 Play area Divestment / new equipment – Clerk
 New Map Boards – Location – Cllr Summerfield
 Village Sign Refresh – Cllr M Culyer
 Portable Skate Park Visits – Cllr A Culyer

Bus Shelters – remaining locations – Cllr Cossey
New Entrance Gates/ signs – re moulding of village sign – Cllr Holman/ Cllr M
Culyer
Benches – Purchase more for village – Locations?

Due to the confidential nature of the next agenda item, the public and press will be asked to leave.

16. Staffing matters including:
Salary review
Enrolment to Local Council Pension Scheme

17. Date of next meeting
Next Meeting of the Parish Council – Tuesday 12th July 2016
at 7pm.

PLEASE NOTE THAT ALL PARISH COUNCIL MEETINGS ARE OPEN TO THE PUBLIC AND PRESS THE PARISH COUNCIL ABIDES BY THE PARISH AND TOWN COUNCIL CODE OF CONDUCT 2011 THE CODE OF CONDUCT IS AVAILABLE FOR INSPECTION BY CONTACT WITH THE CLERK.