

Minutes of the meeting of Worlingham Parish Council held on Monday 13th June 2016 at 7.00pm at the Worlingham Primary School.

Councillors Present

Cllr Summerfield - Chair, Cllr Cossey, Cllr A Culyer, Cllr Holman, Cllr Raybould, Cllr Robbins.

Also present

Mrs Beevor – Clerk. 5 Members of the public WDC Cllr Brooks

Agenda

1) Apologies for absence.

Apologies had been received from Cllr M Culyer, and SCC Punt.

2) Declarations of Interest

a) *Personal Interest* – Cllr Summerfield and Cllr A Culyer declared an interest in the Community Facility.

Cllr Robbins declared a personal interest in Planning application Dc/16/1898/FUL

Cllr Raybould declared a personal interest in agenda items for the village fete.

b) *Disclosable Pecuniary Interest* – Cllr Summerfield and Cllr A Culyer declared a prejudicial interest in the Community Facility.

c) *Requests for Dispensation* – Nil

d) *Grants for dispensation* – Nil

e) *Councillors were reminded to update their Register of Interests online as appropriate.* Noted.

3) Minutes of meeting held on 10th May 2016

It was RESOLVED by all to approve the minutes.

Meeting opened to the public.

Meeting opens for public contribution.

During each meeting the council will adjourn for an appropriate period for public questions. During this time, residents can put questions to the Chairman regarding local concerns. 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) Report from WDC Cllr Brooks

Wdc Cllr Brooks advised that Beccles Town Council members had met with members of Worlingham P C and a joint response had been suggested for the WDC New Local Plan and Call for Sites.

Re the Worlingham Community Facility – Cllr Brooks advised that the case had been presented and approved on 7th June 2016 – this now needs to be approved by the minister.

WDC Consultation on indoor sports facilities – the next stage of the consultation will be coming up soon.

Re Southern Relief Road – SCC are in negotiations with one landowner. The other 6 objections have been satisfied.

b) Report from SCC Punt

There was no report from SCC.

c) Matters from members of the public relating to items on the agenda.

There were no matters from members of the public.

4) Chairman's matters

- Grass cutting – SCC schedules are now online so that residents can see what areas are due to be cut and when.
- Beccles/ Worlingham – policing liaison meeting - Further details of these new meetings will be forwarded in due course.
- Beccles/ Worlingham - community speed watch – The chairman advised that Beccles T C is looking into this as a possibility for Beccles. It was suggested that the Parish Council await the outcome of their research.
- Suffolk Constabulary Locality Meeting dates 16/17 – these will be available on the website.
- Defibrillator – request had been made that the parish council considers purchasing a defib for the community to use and that it be placed outside the school. Discussion took place about the benefits of having a defib in the parish and where it would be most appropriate to be. It was suggested that the school was not a central location and unless the school were having many community groups use the building, it may not be the ideal location. It was suggested that the pharmacy would be a more central location but members were unsure whether they already had one. Discussion re cost and funding of a defib – Cllr Punt to be asked whether this would be something that his Locality monies could assist with.
- Bus shelter – Opposite Park Drive . Council discussed this matter and it was agreed in principle that a shelter in this location could be purchased, subject to confirmation of price and that the nearby neighbours do not object to the location.
- Beccles Town Council – Mayoral reception 12th July 2016. The Chair will reply to this invitation.
- Community Payback Team – any works to consider? It was suggested that the payback team be asked to work at Woodfield Park and carry out re staining and repainting works. This to be suggested to WDC/ Norse.
- Bin for sandpit Lane – Discussion took place about the provision of a bin for Sandpit Lane for the footpath that heads to North Cove(by culvert). Norse to be asked if they would collect from this location. Standard bin to be placed by the railings. i.e. Glasdon on a post - cost approx £180. Agreed by all.
- Bin for Old Lowestoft Road – a resident had complained about the amount of rubbish accumulating along Old Lowestoft Road which is thrown onto the ground by drivers. It was suggested that a Letter Box style bin be placed between the end of

the cycle path and Hall Farm – Glasdon cost in region of £220. Agreed by all subject to Norse confirmation that they would empty.

5) Planning applications received prior to meeting including;

a) 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.

After full discussion it was RESOLVED by a majority to recommend that WDC approve the application.

b) To receive WDC responses to planning applications.

Dc/16/1442/FUL – 1 Kempton’s 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.

The chair advised that herself and other members had met with Beccles T C to discuss this consultation. Beccles T C would like any development in Beccles to be on the south west side of the Town – i.e. off London Road, and of the smaller sites they would be willing for no 60 or 64 to be developed. Beccles T C would like no 72 to be a public park and strategic gap to ensure that it is protected and that no development can go on it now or in the future.

It was reported that Beccles T C would prefer Option 4 to be the preferred option with a new settlement near Halesworth, and would not want Beccles to take 10% of any new development but would want this shared out with other towns.

Cllr Summerfield then advised the council of the response sent in by the Worlingham N Plan Team.

Discussion took place about a response from the parish council and it was agreed that the preferred development choice for Worlingham would be the site no 60, or then no 44 – as these would be closest to the proposed southern relief road. This was AGREED by a majority with 1 abstain.

7) Update from meetings/ events attended by Councillors including;

a) Community facility site– see above.

b) Fete meeting- Cllr Raybould advised that the fete will take place on 3rd September at All Saints Green.

c) Debrief from last N Plan meeting – date of next meeting 15th June 2016. Funding availability - £1000 to offset actual costs. Cllr Summerfield advised that the group had met and considered the WDC Call for Sites.

d) SALC – area meeting 8th June – Cllr Robbins advised that Inspector Jenny Powell had provided a presentation and that most of the local issues were in Lowestoft. Beccles is now manned by 1 Sgt, 2 PC and 3 PCSO. The police monthly newsletter is available on the Suffolk Constabulary website.

There was also a presentation from BACT Community Transport providers – leaflets are held by the clerk. Extra volunteer drivers are required. If residents have a bus pass then their travel is still free of charge.

Members were advised that Anglia Bus are stopping some of their routes from Worlingham including those into Beccles.

The next SALC Area Meeting will discuss the Call for Sites and is likely to be held in Worlingham.

8) Clerks report and update including correspondence received.

- Aviva Women's Tour – 15th June 2016 – 11.35 am Worlingham Lowestoft Road . Noted by all.
- Invitation to celebrate 20 years of Community Environment Action – 20th June – 6.30pm – 9pm – Wrentham Village Hall. Noted by all.
- Paths along Lowestoft Road – These have now been cleared in readiness for the Aviva Tour.
- WDC Play space Evaluation Report Consultation – finishes 21st June 2016
- Centenary Fields Programme – details received and noted.
- Decluttering of road signs – SCC initiative – details received and noted.
- Queens 90TH Birthday – tree planting/ medals to school. Discussion took place as to how many medals should be ordered. It was AGREED by all that the parish council should fund the cost of all the medals and that no donation should be requested from third parties. All AGREED.
- Seating in Park Drive – Norse asked to look at to see if the seat is repairable.
- Zip wire – Woodfield Park – this to be reported again as it is still not mended and is now causing concern. WDC to be notified.
- Letter from resident on Old Lowest oft Road – The Chair offered to contact the resident.

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).

It was RESOLVED by all to confirm Section 1, the Annual Governance Statement, of the Annual Return to the Audit Commission, for the year ended 31st March 2016 and the responses were agreed and signed by the RFO and Chair.

ii) To confirm Section 2, the Statement of Accounts, of the Annual Return to the Audit Commission for the year ended 31st March 2016.

It was RESOLVED by all 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. The internal audit report for 15.16 was considered. There were no matters requiring attention. No action plan required. It was AGREED by all to accept the internal audit report.

iv) To consider Accounts for 2015.16 and sign off. The accounts were fully discussed. It was RESOLVED to approve and sign off the accounts for 2015.16.

v) To note requirements for BDO Audit. The requirements for the BDO audit were AGREED by all.

10). Finance Matters including;

a) Authorisation of cheques for payment. A full financial summary of the Council balances, and the cheques for payment, was provided for councillors as attached to the main copy of the minutes and cheques as detailed in the Receipts and Payments Book. These were read out to the Council meeting. **It was RESOLVED by all** that the payments as detailed could be made.

b) To receive any donation requests. No donation requests received.

c) To reappoint the clerk as the Responsible Finance Officer for 2016/17. It was RESOLVED by all to reappoint the Clerk as the RFO for 2016/17.

d) Risk assessment – to note the risk assessment for 2016/17. It was RESOLVED by all to approve the Risk Assessment for 2016/17.

e) Confirmation of bank signatories- it was RESOLVED by all that the bank mandate should be amended to reflect that all councillors can sign on the account.

f) Internal controls – to note the effectiveness/ appropriateness of the internal controls. Having considered the internal controls presently in place it was RESOLVED by all that the internal controls are effective and appropriate.

g) To review level of Fidelity Cover - it was RESOLVED by all that the Fidelity cover be amended at any stage to reflect the balances being held.

h) To confirm suitability of internal auditor and to reappoint for 2016/17. It was RESOLVED by all that the internal auditor is suitable for the needs of the parish council and that the internal auditor be reappointed for 2016.17.

i) Purchase of new council laptop. It was RESOLVED by all that a new laptop be purchased for the parish council or use by the parish clerk.

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. It was RESOLVED by all to confirm that the Model Code of Conduct is still current and in place.

12). **Standing Orders** – to confirm the parish council standing orders – financial and ordinary for 2016/17 as previously agreed by council. It was RESOLVED by all to confirm the standing orders for 2016.17.

13)**General Power of Competence** – to adopt the General Power of Competence. To resolve that council meets the criteria. It was RESOLVED by all to adopt the General Power of Competence and to confirm that the Council met the criteria. All AGREED.

14) **Councillor Vacancy** – To consider co-option. Following the resignation of Cllr Coulson the vacancy had been advertised and no election has been called by the expiry of the notice on 23rd May 2016. Mr Eddie Hubbard had contacted the Chair to advise that he would like to be considered for co-option. Mr Hubbard introduced himself to all present and after full discussion it was RESOLVED by all to co-opt Mr Hubbard onto the parish council. Declaration of Acceptance of Office completed and Mr Hubbard was advised to complete the Register of Interest online once in receipt of a sign in and password etc.

The Chair advised that Cllr Hammond Fox had now been absent for 6 months and the clerk will refer this to WDC for the appropriate correspondence to be drawn up as well as a Notice of Vacancy.

15)**Projects 2016-17 – Updates**

- Play area Divestment / new equipment – There is no further update from WDC at the present time.
- New Map Boards – Location – It was suggested that this be on hold until the Community Facility is under way.
- Village Sign Refresh – Cllr M Culyer – no report.
- Portable Skate Park Visits – Cllr A Culyer – It was suggested that the facility be made available on 27th July and 24th August if it is still available. Clerk to enquire. Councillors A Culyer, Summerfield, Raybould and Cossey offered to be present on these dates.
- Bus Shelters – remaining locations – see above re opposite Park Drive. It was suggested that this could be moved away from the houses onto the grass verge if required.
- New Entrance Gates/ signs – re moulding of village sign – Cllr Holman/ Cllr M Culyer – the original mould is now with Broadwater Mouldings. Discussion took place regarding the style for the new entrance signs. Examples from Glasdon considered and members advised the style that they preferred. Cllr Holman to contact Broadwater again and see how this can be taken forward.
- Benches – Purchase more for village? Councillors will undertake a review of existing seats and discuss this again at a future meeting.

16)**Other matters not covered above.**

Norse to swap over salt bins on Cedar Drive
Park Drive play area – no dog signs to be renewed.

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

17) Staffing matters including;

Salary review – It was RESOLVED by all to approve a one spinal point increase for the clerk from April 2016.

Enrolment to Local Council Pension Scheme – Members noted the need for contribution to a pension scheme. Local Council Pension Scheme is the preferred option depending on cost. This to be confirmed.

18) Date of next meeting

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

Meeting closed at 9.20pm.

Chairman

Dated.....