

# Minutes of the meeting of Worlingham Parish Council held on Tuesday 13<sup>th</sup> June 2017 at 7.00pm at the Worlingham Primary School.

## Councillors Present

Cllr Summerfield - Chair, Cllr Cossey, Cllr A Culyer, Cllr M Culyer, Cllr Holman, Cllr Hubbard, Cllr Robbins.

## Also present

Mrs Beevor – Clerk. 8 Members of the public WDC Cllr Brooks

## Agenda

### 1) Apologies for absence.

Apologies had been received from Cllr Raybould and SCC Cllr Brambley-Crawshaw

### 2) Declarations of Interest

a) *Personal Interest* – Cllr Holman re planning application at 18 Pine Tree Close.

b) *Disclosable Pecuniary Interest* – Nil

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 Annual council meeting held May 2017

It was RESOLVED by all to approve the minutes.

### 4) Meeting opened to the public.

Meeting opens for public contribution.

#### *Beccles Health Centre*

Dr Morton, Dr Collins and 2 practice managers attended to discuss services at the Heath Centre following the retirement of several doctors.

Dr Morton explained the new system for seeing a doctor and explained the rationale behind it. They now have 3 ½ partners, 6.75 fte doctors and 21000 patients.

The health centre has a contract to provide the NHS with a service. Over past 10 years new doctors do not wish to work the long hours of a practice doctor and do not want to take on the risks of a partnership. Thus doctors are in very short supply. Alongside which patient numbers have increased and requests for appointments increased. There is a need to manage the needs of the patients with those of the doctors. Many people do not need to see a doctor. 'Care navigators' will direct patients to the person most suited to provide the service.

Health Centre can receive 450 calls on a Monday – 2/3rds of which come in the first 2 hours.

They will try and introduce a call system which states how long the queue is. Contrary to belief - they do not have a deadline of 11am for calls for same day appointments.

Beccles heath centre is under funded by £300k per annum. Average NHS surgery receives £142 per patient, Beccles receives £117 per patient. Surgery would like to offer the possibility of paid appointments for routines that NHS will not fund – but are not allowed to do so.

The Doctors were asked about the effect of the potential new housing development in Worlingham / Beccles – the doctors advised that it is their duty to treat everyone and they would want to receive the appropriate government funding for each patient taken on.

However they would be more concerned if a care home was to be put on the site as this puts much greater strain on the system.

The doctors asked that everyone support the changes regarding ‘care navigators’ and spread the word to others that it will work.

Thanks were extended to all for coming.

Council asked that an article be drafted to go into the B and B – Chair to do, and contact to be made with MP about the funding shortfall.

a) Report from WDC Cllr Brooks/ Mark Bee

WDC Cllr Brooks spoke later with regards the Draft Local Plan as below.

b) Report from SCC Bramley- Crawshaw/ Mark Bee

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.

## **5) Chairman’s matters**

**WDC LOCAL Plan** – The Chair advised that she had attended a meeting at WDC at which discussed the draft plan. WDC Cllr Brooks had also attended.

Waveney will require 8200 new properties over 20 years – 15% to come from Beccles/ Worlingham – could be 1250 properties of which 600 could be in Worlingham. Of the total 120 will be sheltered accommodation. 40% would be 1 or 2 bedroom. 17% would be social housing and 17% affordable.

WDC prefer site 82 to be developed – and call it a ‘garden village’. They do not believe that they would win an appeal against development of this site.

WDC are asking that Beccles T C and Worlingham P C help to scope the actual development.

Cllr Summerfield advised WDC that the parish council would prefer smaller sites developed – WDC advise that smaller sites would not provide the infrastructure required.

Both Beccles and Worlingham expressed the need to maintain a strategic gap.

The Chair advised that council would need to prepare a strategic plan of how to react to this draft consultation.

The chair explained that the site 82 is far in excess of what Worlingham needs by way of new housing.

**Council discussed the above and it was Resolved;**

To engage a professional planning consultant to help lobby against the draft plan for Worlingham.

To engage all residents to back the campaign against the proposed development.

To find out whom the chair of Beccles N Plan is with a view to gaining their support against the draft proposal.

**It was RESOLVED** to send a copy of the HNA and the draft N Plan to Philip Ridley at WDC by signed for post.

*Drop in day feedback* – approx 200 letters were returned in conjunction with the ‘Death of our Village campaign’

*PCC meeting* – will be held in Beccles on 14th September.

**6) Planning applications received prior to meeting including;**

a) Planning applications received prior to the meeting including;

*Dc/17/1874/FUL – extension to former garage forming residential annex, new shed, Boundary fencing, and retention of existing sheds (retrospective) for 18 Pine Tree Close for Mr A Turner.*

Concern was expressed about this being a separate building which would potentially be sold as a house.

It was RESOLVED by all to recommend that WDC Refuse the application in view of these concerns.

*Dc/17/2188/FUL – 17 Rectory Lane single storey side extension for Mrs V Bates*

It was RESOLVED by all to recommend that WDC approve the application.

b) To receive WDC responses to planning applications;

Tree Preservation Orders – 21 Rectory Lane, 22 Copplestone Close, 7 Londwood Park Drive – approved

Retrospective change of use former runway off Benacre Road – approved

Unit 13 – 14 Tilia Court - approved

c) Other planning matters;

Cllr Hubbard had attended the site meeting for Kempton Cross. There were no significant concerns regarding the proposals.

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

a) Fete meeting – banners are around the village promoting the event.

b) N Plan update – N plan is progressing and the draft N Plan is being compiled which details the policies required.

**8) Accounts 2016/17:**

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 31<sup>st</sup> March 2017. (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 31<sup>st</sup> March 2017 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 31<sup>st</sup> March 2017.

**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 31<sup>st</sup> March 2017.

iii) To consider Internal Audit Report for accounts 2016.17. The internal audit Report for 16.17 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 2016.17 and sign off. The accounts were fully discussed. **It was RESOLVED to approve and sign off the accounts for 2016.17.**

v) To consider reserves for 2016.17 – a schedule of the reserves was provided to all councillors. No amendments were required. **It was RESOLVED by all to approve** the reserves for 2016.17.

iv) To consider asset register for 2016.17 – **It was RESOLVED by all** that the asset register was correct and up to date. No amendments required.

vii) BDO Audit. The requirements for the BDO audit **were AGREED by all.**

**9). 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.

Donation request received from sea cadets with more background information. After full discussion it **was RESOLVED to approve** a donation of £500.

c) To reappoint the clerk as the Responsible Finance Officer for 2017/18. It was **RESOLVED by all to reappoint** the Clerk as the RFO for 2017/18.

d) Risk assessment – to note the risk assessment for 2017/18. **It was RESOLVED by all** to approve the Risk Assessment for 2017/18.

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 – any 3 per cheque.

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 2017/18. 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 2017.18.

i) Council were asked to consider a gratuity payment to the internal auditor – it was **RESOLVED by all to approve** the payment of £100 gift.

10) **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.

11). **Standing Orders** – to confirm the parish council standing orders – financial and ordinary for 2017/18 as previously agreed by council. **It was RESOLVED by all** to confirm the standing orders for 2017.18.

12) **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.

13) **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 23<sup>rd</sup> May 2016.

The chair advised that it was vital to now be at full capacity with so much for councillors to do.

#### 14) **Projects 2017-18 – Updates**

- Village Sign – Cllr Culyer advised that the village sign had been painted and put back. Thanks were extended to Cllr Culyer for the work done on the project.
- Entrance signs – ‘Beccles’ will need to come off the signs as new signs are being made. Beccles Town Clerk to be advised. The new signs should be ready Aug/ Sept. Norse to install.
- Flowers by village sign – Mr and Mrs Oxborough advise that they will not be able to continue to do the ones by the village sign. Thanks were extended for all their hard work. The chair will organise some flowers from the parish council.
- Pedestrian signs – SCC officer Mark Kerridge has advised that council cannot have new flashing lights on the crossing but that he will seek to improve the signage around the crossing.
- Defib – has been delivered to the pharmacy who will get installed.
- Crocus project – these have been ordered.
- Transfer of play areas – Final heads of terms awaited
- Garden competition – Cllr Holman will arrange
- Portable skate park visits – July 26<sup>th</sup> and August 30<sup>th</sup>. All councillors asked to assist on these days. Cllr A Culyer will lead on the project and will promote at the school and put posters in school bags etc. Posters to go in notice boards.
- Memorial benches – these have been returned from Community payback. The bench on Lowestoft Road opposite the pharmacy needs to be replaced as it is beyond repair. Councillors were asked to consider non wood versions – this to be discussed at a future meeting.
- Other matters;  
Signs to go on bus shelters saying ‘purchased by WPC’ – Cllr Culyer to lead.  
Straw along Lowestoft Road – Norse to be asked to clear – Clerk  
Slimming World sign to come off road sign – Cllr Robbins will lead.  
Vegetation – Marsh Lane roundabout – Norse to be asked to cut back  
McDonalds Litter along Lowestoft Road – McDonalds to be asked to clean on their community litter picks.

Parking on yellow lines by the school – all to call police on 101 whenever this is seen.

**15) Date of next meeting**

Next Meeting of the Parish Council – Tuesday 11<sup>th</sup> July 2017 at 7pm.

Meeting closed at 9.30pm.

Chairman .....

Dated.....