

Minutes of the meeting of Worlingham Parish Council held on Tuesday 5TH June 2018 at 7.00pm at the Worlingham Primary School.

Councillors Present

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

Also present

Mrs Beevor – Clerk. 1 Member of the public

Agenda

1a) Apologies for absence.

Apologies were received from Cllr Cllr Holman, Cllr Hubbard.
SCC Cllr Brambley-Crawshaw and WDC Cllr Brooks

Declarations of Interest

- b) Personal Interest* – Cllr Raybould re Men's shed donation, Cllr Robbins re parking at primary school
- c) Disclosable Pecuniary Interest* – Cllr Summerfield and Cllr Hubbard re Worlingham Community Facility. Cllr Raybould re Men's shed.
- d) Requests for Dispensation* – Nil
- e) Councillors were reminded to update their Register of Interests online as appropriate.* Noted.

2) Minutes of parish council meeting held 15th May 2018

It was RESOLVED by all to approve the minutes.

3) Public contribution

a) Report from WDC Cllr Brooks/ Mark Bee

WDC Cllr Brooks – no report provided.

b) Report from SCC Brambley- Crawshaw/ Mark Bee

SCC Cllr Brambley–Crawshaw – written report provided and circulated to all members.

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

There were no matters from members of the public on items on the agenda.

4. Chairman's Report including;

- o *Annual Parish meeting 15th May 2018.*

The guests were the Men's Shed, and these were very well received. The group need pallets and do have transport to collect. Discussion took place

regarding purchasing the planters that they had shown at the presentation.

Cllr Raybould did not take part in the discussions that followed;

It was suggested that council purchases 2 planters via a £200 donation to the group. **On the proposal of Cllr M Culyer, seconded by Cllr Cossey this was agreed by all.**

Cllr Raybould re-joined the discussions

- *Lowestoft Records Office* – update contained in the Suffolk County Councillor report.
- *Community Litter Pick 2018.* – There were 7 volunteers and 13 bags of rubbish had been collected.
- *Defib* - Photograph had been taken of the councillors, Parvene and the defib to go into Grapevine. Parvene mentioned that the defib had already been used and was extremely grateful that the village now had one available.
- *Parking for school drop off/ pick up.* Council were advised that residents are experiencing problems with the motorists who park to pick up from the primary school. Vehicles are parked outside private drives which prevents access. The local Neighbourhood Watch Co- Ordinator has been collecting data. There are concerns about safety, illegal parking and the volume of cars. Paddocks Green is also on the cycle route which means that cyclists frequently use the area. Discussion took place as to possible action which included;
Residents calling 101 to advise them each time that there is an issue,
Residents calling the school each time that there is an issue,
Residents to call the SCC Councillor each time there is an issue.

It was suggested that a flyer be drawn up which could be distributed to the residents of local roads, to ask them to report issues to the police and school each time that they occurred. The other potential bodies to be advised would be the governors and the Diocese.

Council suggested that the actual answer to the problem would be for the school to enlarge the car park area at the front of school. Employees of the school are parking in Paddocks Green all day – Council to contact the school to advise them.

- Mobile skatepark – 4 dates in summer holidays agreed. These will be manned as follows;
 - July 31st – Cllr Summerfield and Cllr Robbins,
 - Aug 7th Cllr Summerfield,
 - Aug 22nd and Aug 29th – Cllr Culyer

The facility will be open from 10am – 4pm, with setting up to be at 8.30am. The facility will be promoted via the school and on social media.

5. Planning

a) *Applications received prior to the meeting including;*

DC/18/1465/FUL – 9 Garden Lane – demolition of bungalow and replacement with 2 new bungalows with garages.

A neighbour has objected to the application.

Council discussed the application and it was **RESOLVED unanimously that council suggest that WDC seek to REFUSE the application** based on the topography of the land and the position of the proposed property within the site, highlighting that the position and a 6ft fence would completely block out all the light to the neighbour.

BA/2017/0501/FUL – 25M LATTICE TOWER, 2 ANTENNAS, 2 DISHES AND 3 Equipment cabinets – Land off Marsh Lane for EE Ltd.

It was RESOLVED unanimously that there were no objections to this application.

Dc/18/2223/FUL -Loft conversion and two storey rear extension to bungalow at 23 Lowestoft Road for Ms Hothershall.

There had been no objections from neighbours and it was **RESOLVED unanimously that** council therefore had no objections to the application.

b) WDC Decisions received; Nil

c) Any other planning matters

Waveney New Local Plan – consultation to 24th May 2018 – parish council response sent into WDC. Formal public review should be Sept/ Oct 2018.

CIL – WDC have asked for projects to be put forward for their proportion of the District CIL monies - response and application to be sent for the Worlingham Community Facility.

6. Update from meetings/ events attended by Councillors

No updates from meetings attended.

Worlingham Community Facility – Cllr Summerfield provided an update.

7. Clerks and councillors reports and updates including correspondence received.

a) GDPR – and Data protection Officer – see finance below

b) Meetings with police and crime commissioner – Waveney – Monday 9th July 2018 at 7pm at Wherry Hotel. Date noted.

8. 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. These were read out to the Council meeting. **It was RESOLVED by all that the payments as detailed could be made.**

b) approve use of LCPAS as DPO for GDPR as a matter of best practice - £500 per annum. **It was RESOLVED by all to appoint LCPAS as the data protection officer.**

c) Donation requests – Men’s Shed – see above.

d) New NALC Model standing orders - to be considered at a future meeting.

e) To consider Year end accounts 2017/18 including reserves. The year-end accounts were received, and it was **RESOLVED unanimously that these be approved by all. Reserves received and annotated. It was RESOLVED by all to approve the reserves and their designation.**

f) To confirm that the internal auditor remains an effective internal auditor for the parish councils audit requirements. **It was RESOLVED unanimously that the internal auditor remains an effective internal auditor for the parish councils audit requirements.**

g) To reappoint the internal auditor for 2018/19. **It was unanimously RESOLVED to re-appoint the internal auditor for 2018/19.**

h) To confirm that internal controls are appropriate and effective for Council purposes. **It was RESOLVED by all that the internal controls are appropriate and effective for Council purposes.**

Audit requirements 2017/18

a) To receive internal auditors report. The internal auditors report was received. **It was RESOLVED unanimously to receive and note the internal auditors report.**

b) To note recommendations of internal auditor and to adopt action plan as required. The Internal auditors report was received as above. There were no action points arising. **Noted by full council.**

c) 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 2018. To provide yes/ no answers in Section 1 and to provide permission for the Chairman of the meeting to sign this off. Section 1 of the Annual Governance Statement of the Annual return for 31st March 2018 was received and Section 1 responses approved. **It was**

RESOLVED unanimously to provide permission for the Chairman of the meeting to sign this off along with the clerk/RFO.

d) To consider, and approve Section 2, the Statement of Accounts of the Annual Return to the Audit Commission for the year ended 31st March 2018 and provide permission for the Chairman to sign these accordingly. Council considered, and approved Section 2, the Statement of Accounts of the Annual Return to the Audit Commission for the year ended 31st March 2018 **and it was RESOLVED unanimously to provide permission for the Chairman to sign these accordingly, together with the RFO.**

d) To note that the Fidelity Guarantee Insurance covers balances and cashflow and will be regularly reviewed. It was RESOLVED by all to note that the Fidelity Guarantee Insurance covers balances and cashflow and will be regularly reviewed.

e) Risk assessment – to receive risk assessment for 2018/19. The Risk Assessment was received by Council and it was **unanimously RESOLVED to approve.**

f) To reappoint the clerk as the Councils Responsible Finance Officer for 2018/19. **It was unanimously RESOLVED to reappoint the clerk as the Councils Responsible Finance Officer for 2018/19**

g) To resolve to renew the General Power of Competence. It was **unanimously RESOLVED to renew the power of the General Power of Competence.**

h) To confirm the Model Code of Conduct and reaffirm the Suffolk local Code of Conduct. **It was unanimously RESOLVED to confirm the Model Code of Conduct and reaffirm the Suffolk local Code of Conduct.**

9. Worlingham Neighbourhood Plan

Meeting dates - help required? Cllr Summerfield advised that the Character Area Assessments are being completed and amendments being made to the Plan as per the consultant's advice.

Funding required from Locality? The N Plan group have not advised what if any funding will be required.

10. Projects and other matters - 2018-19 updates

a) Signs at entrance to village – the temporary signs are being inserted this week – the SCC 30mph sign is being raised about the gateway by Norse as agreed by SCC.

b) Sign for Ellough Road entrance to village- design and costs shown to the

members present. **It was RESOLVED by all to approve the design and cost of £1850 plus installation.** Cllr Cossey will consider the location and SCC approval will then be required.

c) Village sign mould – Cllr M Culyer now has the village sign mould.

d) Remembrance Day 2018 – beacon to light/ flag raising / church bells – meeting with vicar to be arranged. Cllrs Raybould and Hubbard are to arrange a meeting and confirm arrangements for the day.

e) Heads of terms for play areas. Since the parish council response to WDC regarding repairs and budget for the areas, there has been no further update. Clerk to chase again.

f) Bin/ Seat / Sign – Marsh Lane moorings. Cllr Robbins and Summerfield will continue to work on this matter.

g) Xmas Tree outside One Stop – Cllr Cossey will liase with the One Stop.

h) Daffodils by village sign – the clerk had found photographs of the village sign area covered in daffodils. These had been planted as part of the Millennium celebrations. **It was AGREED by all that a further 2 bags of daffodils be purchased in 2018.** Cllr Raybould will find out whether the community payback team will be willing to plant these in the autumn.

11. To adopt the National Salary, pay scale award 2018 -19 for the parish clerk w.e.f. 1st April 2018.
Discussion took place regarding clerk's salary scale. In view of the work being carried out by council and the experience of the clerk, **it was RESOLVED unanimously to** increase the clerk's salary scale to LC35 with effect from 1st April 2018. Pension approved as per previous minutes.
12. Date of next meeting. Tuesday 10th July 2018. Apologies received from Cllr Cossey.

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.