

Minutes of the meeting of Worlingham Parish Council held on Tuesday 11th June 2019 at 7.00pm at the Worlingham Primary School.

Councillors Present

Cllr Summerfield - Chair, Cllr Holman, Cllr Raybould, Cllr Robbins.

Also present

Mrs Beevor – Clerk. 1 Member of the public

Also, present SCC and ESC Ward Cllr Mrs E Brambley-Crawshaw

Agenda

1a) Apologies for absence.

Apologies were received from Cllr Cossey, Cllr Hubbard, ESC Cllr Topping and ESC Cllr Elliott

Declarations of Interest

b) *Personal Interest* – Nil

c) *Disclosable Pecuniary Interest* – Nil

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 14th May 2019

It was RESOLVED by all to approve the minutes.

3) Public contribution

a) Report from SCC and ESC Ward Cllr Brambley- Crawshaw

SCC

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

ESC

ESC Cllr Brambley–Crawshaw was advised of the lack of communication re the transfer of the play areas and was asked if she could assist by prompting the officers involved.

ESC Cllr Brambley–Crawshaw advised that the Lib Dems/ Greens and Independents have joined together to support each other at ESC. Cllr Topping has been appointed to the Overview and Scrutiny Cttee and Cllr Elliott to the planning cttee. The new Leader of ESC is Steve Gallant and Beccles reps have been appointed to Beccles outside bodies.

The ward councillors will each have £7500 for community projects - for which there is an application form to complete and the terms and conditions are available to assess which projects could be supported.

Communities can also apply for part funding for some community projects and events from an additional fund.

The parish council asked whether the mobile skatepark visit would be applicable for application and it was suggested that the clerk liaise with the ESC ward councillors.

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

A member of the public advised that the parking on the grass by the Bluebell Way play area had improved. It was suggested that once the area was transferred to the parish council the parish could consider bollards at the entrance. Parish Council to also consider purchasing 2 bench seats for the area.

4. Chairman's Report including;

- Annual Parish meeting May 2019.
The guests were Clinks Care Farm, and these were very well received.
- Mobile skatepark – 2 dates in summer holidays agreed as 26th July and 16th August. Cllr Summerfield and Raybould will both be present.
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.
- Rural coffee caravan – the van will be coming to Worlingham on dates in the autumn. The pharmacy had offered to have the van on their site. It was also suggested that it could attend the fete to introduce people to the services that it can offer.
- Councillor recruitment – the parish council now has 3 vacancies which makes it difficult for projects to be completed and for new ones to be progressed. Cllr Summerfield asked that all councillors encourage others to take part – and that the vacancies will be advertised in the grapevine and at the fete.
- Ping Pong promotion – Ping Pong initiative by ESC to be supported by the parish council. It was agreed to fund 2 tables – 1 for Werels Loke and 1 for Woodfield Park. The sum of £1200 to be allocated. **On the proposal of Cllr Robbins, seconded by Cllr Holman it was unanimously agreed to support this venture and to purchase 2 tables.**
- SCC Highways parking outside schools – **it was agreed by all that the initiative to make the zig zags enforceable instead of advisory would be a good idea and should be supported. Agreed by all.**

5. Planning

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

Nil

b) ESC Decisions – see website

c) Any other planning matters

The clerk advised that she had attended the ESC meeting at which their new planning system was explained. The clerk provided details for all councillors – of special note was the fact that requesting extensions to response deadlines will no longer be possible and that responses need to be sent to ESC by the advertised deadline.

6. Update from meetings/ events attended by Councillors

No updates from meetings attended.

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

a) SCC SELF HELP HIGHWAYS SCHEME – the clerk provided details of the self-help scheme – brought about to enable communities to look after areas which SCC no longer maintain.

b) Parish presentation by Broads Authority – it was suggested that a presentation be requested.

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 re-appoint LCPAS as the data protection officer.**

c) Donation requests – Clinks Care Farm – **on the proposal of Cllr Holman, seconded by Cllr Summerfield it was agreed by all to provide a donation of £100 to Clinks Care Farm.**

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

e) To consider Year end accounts 2018/19 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 2019/20. **It was unanimously RESOLVED to re-appoint the internal auditor for 2019/20.**

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 2018/19

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 2019. 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 2019 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 2019 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 2019 **and it was RESOLVED unanimously to provide permission for the Chairman to sign these accordingly, together with the RFO.**

e) 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.**

- f) Risk assessment – to receive risk assessment for 2019/20. The Risk Assessment was received by Council and it was **unanimously RESOLVED to approve.**
- g) To reappoint the clerk as the Councils Responsible Finance Officer for 2019/20. **It was unanimously RESOLVED to reappoint the clerk as the Councils Responsible Finance Officer for 2019/20.**
- h) To resolve to renew the General Power of Competence. It was **unanimously RESOLVED that if council remained eligible it would wish to renew the power of the General Power of Competence.**
- i) 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
 Cllr Summerfield advised that the Plan is being completed and amendments being made to the Plan as per the consultant's advice. It was suggested that a timeline be produced to show the actions required to enable completion of the Plan.
- 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 inserts for the signs should be available by year end.
- b) Sign for Ellough Road entrance to village- No update.
- c) Remembrance Day 2019 – beacon to light/ flag raising / church bells – vicar to be contacted regarding events for 2019 Remembrance Day. Cllr Summerfield.
- d) 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.
11. To adopt the National Salary, pay scale award 2019-20 for the parish clerk w.e.f. 1st April 2019.
it was RESOLVED unanimously to adopt the new 2019-20 pay award for the parish clerk with effect from 1st April 2019.
12. Other matters
 Cllr Summerfield provided an update from the Community Facility Group. A new planning application should be submitted to ESC in September 2019. It

was suggested that a community open day take place as/ when the plans are submitted.

The build will be phased, and it is hoped that it could commence in Spring 2020.

A councillor advised that following some works by ESC on trees/ branches at back of primary school the branches etc have been left in situ.

- 13. Date of next meeting. Tuesday 16TH July 2019. Apologies received from Cllr Summerfield.

Chairman

Dated

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.