



WORLINGHAM PARISH COUNCIL

Minutes of the Worlingham Parish Council meeting held on Tuesday 12th May 2020 at 7pm via zoom

This meeting was held by zoom as per the regulations provided in the Coronavirus 2020 legislation

Present; Cllrs; W Summerfield (Chair), T Cossey, E Hubbard, S Holman, L Kersey, J Mathers, S Mathers, J Raybould, S Robbins.

Also Present - Mrs L Beevor parish clerk, ESC Ward Cllrs G Elliott and C Topping, SCC Ward Cllr E Brambley-Crawshaw

Agenda

- 1 a) *To receive any apologies for absence.*
There were no apologies for absence.
b) *To receive any Declarations of Personal interest regarding the agenda.*
Cllr Hubbard declared a personal interest in respect of 16 Rectory Lane.
c) *To receive any Declaration of Prejudicial Interest regarding the agenda*
Nil
d) *To receive any Requests for Dispensation on matters relating to the agenda*
Nil
- 2 *To approve and sign the minutes of the Parish Council meeting held March 2020.*
It was agreed by all to approve the minutes of March 2020.
3. *To receive report from SCC ward councillor*
Members were advised that SCC is now holding virtual meetings. Front line workers and Care Homes are presently ok for PPE. SCC Councillors have had an extensive briefing on the Covid 19 related costs for the County and the impact on budget. Household waste sites are opening this week – visits will be by appointment only. Boundary review will be delayed until 2025.

Questions from Cllr's;

It was mentioned that the Home but Not Alone Service seems to be slow in responding compared to the local community response. Members were advised that the local response is very good and that the Home but Not Alone Calls are only received at local level if they are something that the local volunteers can respond to. Some of the calls require the intervention of SCC/ ESC.

To receive report from ESC ward councillor

Green bin collections are commencing again on 25th May 2020. All subscribers should receive an e mail advising the day of the week on which these will be.

ESC council is having meetings via video conferencing – public can dial in. It is hoped that the first full online council meeting will be held in July.

The planning system seems to be working well although enforcement matters/ site visits are not being undertaken.

Re government food boxes – Beccles T C has agreed to provide a donation of £1000 to fund the provision of fresh food to go with the non-perishables in the food boxes. Some people no longer want their food boxes but if these are stopped those people will also lose their priority online shopping slot. Boxes are therefore being collected from those who do not want them and the food is being redistributed. The food boxes are collected on a Friday from those who do not want them.

Questions from cllrs.

It was mentioned that the number of deaths locally still seems to be high. A query was raised as to whether it was a good idea to hold Beccles market as this could be where many people could potentially congregate.

Discussion regarding the market -it was felt that a supermarket would be more of a risk than an outdoor market. Members were advised that a thorough risk assessment had been undertaken and there were only food stalls attending as per gov legislation.

To receive report from Covid 19 community group.

Matters covered as above. Cllr Summerfield has been representing the parish council on the group and all residents requiring assistance have been helped.

Members of the public any matters on items on the agenda.

Nil

4. *To receive update on the regulations amended by the Coronavirus Act 2020 affecting town and parish councils including the ability to hold meetings remotely and the amendment to the requirements for annual council meetings. To note that no annual council meeting is required until May 2021*

Members noted the updated Gov legislation relating to online meetings and to the new provisions regarding the annual council meeting.

Discussion took place regarding the election of Chair and Vice Chair. It was agreed that as per the provisions of the legislation, no annual council meeting would take place until May 2021 and that the present Chair (Cllr Summerfield) and Vice Chair (Cllr Robbins) would continue until May 2021. Agreed by all.

- 5 Planning applications received prior to the meeting including.

Dc/20/1563/FUL – 2 storey rear extension 16 Rectory Lane

It was AGREED by all that there were no objections to this application.

Consultation on ESC validation process – open to 3rd June 2020

Noted by all. Members will respond individually with their comments.

Enforcement Matters

Caravan by side of 1 Marsh Lane has been noted by the Enforcement officer but no site visits are presently taking place.

6 *Covid related matters.*

- *closure of play areas.* All signs are still in place and as per Gov legislation these remain closed.
- *cancellation of events including VE day.* Noted. This will also apply to the summer activities for children that were to be held at the school.
- *closure of Sandpit Lane – purchase of planter to restrict access.* Members noted that this area is very popular with walkers and cyclists exercising as per Covid allowances. However cars are still able to use the Lane and this causes some safety issues. Under the emergency legislation it is possible to have a temporary closure of a road and it was suggested that this would be an ideal venue as it is so well used and safety would be improved. It was noted that the farmer would need access to the field but it was felt that this would still be possible to achieve. SCC Cllr Brambley Crawshaw advised that SCC does have emergency powers to do such closures on a temporary basis and that she would be pleased to support any request being made from the parish council.

Discussion took place on the advantages/ disadvantages. It was AGREED by a majority of 8 in favour and 1 abstain to ask SCC to provide a temporary closure of Sandpit Lane to traffic. Consultation to take place with landowner re access to fields. Dog Bin to be moved outside of closed area so that Norse could still empty it. The manner in which a closure would be made was discussed i.e. bollard/ planter etc. It was felt that SCC would do something rudimentary to begin with and that the parish council could then consider the longer-term possibilities. It was mentioned that any potential increase in traffic using College Lane would need to be monitored.

Following the discussion SCC Brambley Crawshaw advised that an e mail would need to be sent to SCC Highways with the request and that she would endorse this application.

- *Litter picks* -There is no date to recommence these at the present time.
- *Grass cutting* – Norse are carrying out essential visibility cutting but are not cutting open spaces at present whilst their resources are used elsewhere on Covid related matters.
- *Garden Lane Bank* – an area of this has been dug over and a tribute to NHS laid on top. This has now been taken off and the area has been seeded.
- *Community newsletter card* - Discussion about items for the next newsletter These could include; Sandpit Lane decision as above once confirmed by SCC, Norse work update, Food Banks and supplies, parish council news, thank you to volunteers and to people for adhering to gov legislation, parish council budget etc.

It was suggested that the community volunteers could be asked to assist with delivery.

7. Finance Matters including;

a) *Authorisation of cheques for payment.* The cheques and balances were **considered and it was RESOLVED by all to approve the payments.**

b) *Review of budget for Covid related matters – local issues - emergency fund required?*

Discussion about the needs of the parish in relation to Covid 19 and what these needs may be in the coming months. Councillors debated whether the budget would need amending to reflect these requirements.

Discussion took place regarding the provision of food within the food boxes. Some people in Worlingham are in need of extra help for food but may be too embarrassed to ask. It was also felt that delays in receipt of Universal Credit may also cause some to have short term issues and need help. **On the proposal of Cllr Cossey, seconded by Cllr Robbins it was RESOLVED by all to provide £1000 for Covid 19 donation monies to assist with providing food for the food boxes as the need arises.**

Discussion took place about other assistance that might be required in respect of Covid 19. Cllr Summerfield advised that BACT are assisting with community transport to the hospital but that this costs a person £15 per journey each way. It was felt that the parish council might wish to set aside some of its budget for 2020/21 to assist BACT with these fees for those who use the service from Worlingham. **On the proposal of Cllr Summerfield, seconded by Cllr Hubbard it was AGREED by all to set aside £5000 or COVID 19 related expenditure such as assistance to BACT.**

c) *Extension of audit requirements* – The clerk advised of the emergency provisions that have been provided to extend the time period for signing off the AGAR and completing the accounts. Noted by all.

d) *changes to legislation - appendix to standing orders.* The clerk advised that the new legislation for the annual council meeting and for remote meetings would form an attachment to present standing orders. No formal adoption is required as they have been made available through legislation.

8. Other Impacts of restrictions - progress of neighbourhood plan, transfer of play areas, summer activity provision

The Neighbourhood Plan is ready for Regulation 14 consultation but clarification is required to ensure that everyone is able to access the documents. Cllr Summerfield and the parish clerk to seek clarification from ESC of the consultation process.

Play areas – the transfer docs are with solicitors.

Summer activity provision – this will not be feasible as described above.

9. Updates from Councillors

Mention was made of a water leak outside 5 Ashdale Drive. SCC Cllr Brambley Crawshaw advised that she make enquiries with SCC/ AW.

Speed sign Lowestoft Road is hidden by overgrown hedge – Cllr Holman advised that he would take a look at this.

Fete – the fete will not take place in 2020. Mention was made that the gate at All Saints Green has a new padlock but that no one seems to have a key. Cllr Summerfield will see if her key still fits.

It was suggested that the Housing Enabling Officer at ESC be sent a copy of the Parish Plan and Neighbourhood plan (ESC officer = Stephanie Baxter).

Mention was made of several private hedges that need cutting back from the pavements – Cllr Cossey will send details to the clerk.

Village Sign – It was suggested that the PCE Automation frontage may be a good location for the new sign, especially if there is going to be issues with the sign being placed on the preferred location opposite the entrance to College Lane. Cllr Cossey will forward a photo of the potential location – discussion will then need to be held with PCE Automation.

SCC Cllr Brambley Crawshaw advised that PCE had contacted SCC with plans for the roundabout which will need to be considered by the parish council so it may be opportune to discuss both matters at the same time. Noted.

10. Date of next meeting – Tuesday 9th June 2020.