



WORLINGHAM PARISH COUNCIL

Minutes of the Worlingham Parish Council meeting held on Tuesday 14th July 2020 at 7.30pm 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 Cllr C Topping, SCC Ward Cllr E Brambley-Crawshaw, G Elliott (8.11pm), 1 member of the public.

Agenda

- 1 a) *To receive any apologies for absence.*
Apologies were received from ESC ward Cllr G Elliott who may be able to join later.
b) *To receive any Declarations of Personal interest regarding the agenda.*
There were no declarations of interest
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 9th June 2020*
It was agreed by all to approve the minutes of 9th June 2020.
3. *To receive report from SCC ward councillor*
Cllr Brambley Crawshaw advised that she had provided a written report which had been circulated prior to the meeting.
Sandpit Lane- Paul Horne at SCC is looking into this and has asked that the parish council read the guidelines on the SCC website and then e mail to him any extra information as may be required.
Garden Lane 20mph is with SCC Mark Nichols and will chasing if there is no response over next few weeks.
Cycle Lane Lowestoft Road – the Ward Cllr had seen the basic plans but there has been no detail. The advisory lanes will be mandatory under the scheme. SCC Carl Ashton expects to consult on the scheme next week and for the scheme to then be in place during August.
Lowestoft Road – SCC has noted that some areas of hedging, verges, do need to be cut back and this work will be started. Cllr Brambley-Crawshaw will find out how much of Lowestoft Road will be done.

Q to SCC Ward Cllr – asked if Rectory Lane could be added to the schedule by Norse – from Lowestoft Road to the old primary school.

Cllr Brambley- Crawshaw advised that she had also forwarded a SCC Covid group report. There could be problems getting children to school on local transport as there are issues with the number of people who can board the school bus due to social distancing.

Q to SCC ward Cllr – a question was raised as to why Suffolk COVID numbers are still rising. Cllr Brambley Crawshaw advised that the track and trace was starting to work. Public Health at SCC has just started to get more data that will start to come into the public domain.

Q to ward Cllr – is Beccles still the highest air pollution in Suffolk?

A – the air quality has now improved – Woodbridge is the worst.

Q – why have visits to the elderly reduced as they are not going into care homes at present.

A – the Covid community group is getting data about people in need/ vulnerable etc.

31st July is date that the gov food boxes will cease.

Q – Can the grass in the play areas be taken away – the grass was so long when it was cut that it is now causing an issue being left on the ground.

Disabled swing in Werels Loke may need to be looked at – ESC Simon Walker to be contacted.

To receive report from ESC ward councillor

ESC Ward Cllr Topping advised that the community food boxes were still being well received by some residents of Worlingham. If help is still needed during the school holidays the families will need to contact the SCC/ ESC ward councillors direct.

Cllr Topping advised that Beccles T C was now looking at a picture with the clock tower on for the back of the Worlingham signs.

A question was asked to the ESC ward members – could Norse provide some form of CCTV camera for the old Lowestoft Road in view of the amount of fly tipping in the area. Cllr Topping advised that this would not be possible but that any fly tipping should be reported direct to Norse and they will then come and remove it.

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

A member of the public spoke about the planning application for 40 Cedar Drive. As the applicant, the member of public advised that this application is to build a bedroom over the garage to give 3 double bedrooms upstairs and it will give more space. There has been no objection from neighbours - hip roof will be included so that it does not cause as much intrusion to neighbours. The roof has been altered from gable to hip roof.

ESC Ward Cllr Elliott joined the meeting at 8.11pm. He advised that regarding the planning application for Cedar Drive, he has spoken to the agent, and there does not seem to be issues. However, the LA planners seem to have concerns.

ESC Ward Cllr Elliott advised that there is no further update about the caravan at Marsh Lane. The application for the planning infringement at Boasts Industrial Park is going to be subject to a public inquiry. Any extra details need to be supplied by 27th July.

Cllr Brambley- Crawshaw left the meeting at 8.20pm

4. Chairman's Report including.

Covid 19 community group update

Cllr Summerfield advised that the next meeting is this week, and they will then be held monthly.

EDF Plans for Sizewell C – application/ consultation – mobile library is in Lowestoft on 11th August for anyone who wishes to learn more.

Suffolk Coast Energy Project – It was agreed by all that the parish council would be a signatory to the draft letter being sent on behalf of concerned parishes in Suffolk

Beccles Town Consultation- the parish council will be putting out its newsletter this week which will include details of the Town Centre consultation. Members expressed concern as to how public transport would access the town if one of the larger schemes was implanted. ESC Cllr Elliott advised that the bus companies had been consulted and that they have advised that it could work for them.

ESC Cllr Topping advised that the Town Council will need to await the closing of the consultation before making decisions but suggested that the main area that people should respond on is the area at the Market Place, as that is the area presently subject to the temporary restrictions.

Feedback from Beccles T C re Worlingham Sign – see above.

ESC Community partnership meeting – 13th July 2020. Cllr Summerfield reported that the meeting had decided to wait until later in the year to spend monies in view of the Covid impacts.

Beccles Southern Relief Road – next meeting 24th July 2020.

5. Planning

a) Applications received prior to the meeting including;

DC/20/2429/FUL – 40 Cedar drive

Discussion about this application. Members advised that they had no objection to the application and no neighbours have any adverse comments. There does though seem to be concern by the ESC planning officers.

ESC ward Cllr Elliott read out the reason for the refusal in March 2020. Members agreed that they had no issue with the application.

After full discussion members confirmed that they would suggest that ESC approve the application. Unanimous.

DC/20/2322/TPO - the tree is to be replaced with a cherry tree. Noted

b) ESC Decisions received; see website.

c) Any other planning matters

Enforcement – re caravan Marsh Lane- noted

Boats Industrial application – this is going to public inquiry.

House in All Saints Green has had garage converted – there is a window and door at front of it. Clerk to follow this through with ESC planning officers.

Variation of Condition for the Bio Cow site – members to contact clerk with any comments.

6. Clerks and councillors reports and updates including correspondence received.
- Neighbourhood Plan update – Cllr Summerfield advised that Reg 14 consultation does not seem to be able to take place as public engagement events cannot be held.
 - Sign for Ellough Road – meeting with PCE to be arranged – Cllr Brambley Crawshaw will provide the introductions.
 - Divestment of play areas – Documentation expected next week.
 - Code of conduct consultation – deadline 17th August 2020. Noted.
7. Finance Matters including; 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) Donation requests – Nil
- c) To consider Year end accounts 2019/20 including reserves.
The year-end accounts were received, and it was **RESOLVED unanimously that these by approved by all. Reserves received and annotated. It was RESOLVED by all to approve the reserves and their designation.**
- d) 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.

- e) To reappoint the internal auditor for 2020/21. **It was unanimously RESOLVED to re-appoint the internal auditor for 2020/21.**
- f) 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.**
- g) Cleaning of village signs - Thomas Jones had quoted £300. **This work to be requested to go ahead. Agreed by all.**
- h) Internal Auditor – **it was agreed by all to purchase a voucher to the sum of £100 as a thank you to the auditor for their work.**

Audit requirements 2019/20

- 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 2020. 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 2020 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 2020 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 2020 **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 2020/21. 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 2020/21. **It was unanimously RESOLVED to reappoint the clerk as the Councils Responsible Finance Officer for 2020/21.**
- 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.**
8. Other matters
- Overgrown hedges etc – these to be reported through the SCC online reporting tool
- Manor Close unadopted side road – ESC Cllr Topping looking into.
- Members asked that the sign attached to the Worlingham village sign on Lowestoft Road be asked to be removed.
- VE/VJ memorial seats – Council to consider at next meeting
- Holly Close – Woodfield park fallen trees etc – ESC Robert Slarke has been requested to visit. Clerk to chase.
- Woodfield Park play area – branch needs sorting at back of play area. Land at side of footpath – Norse have been asked to cut back growth. This to be chased.
- Newsletter – is presently being printed. Cllr Summerfield will arrange the delivery rounds.
- Play parks – It was agreed by all that each councillor will look at a specific park and report to the clerk any issues that need considering.
- All Saints Green – Cllr Hubbard and Cllr Kersey
- Park Drive – Cllrs S and J Mathers
- Cedar Drive – Cllr Cossey and Cllr Robbins
- Werels Loke - Cllr Summerfield and Cllr Holman
- Bluebell Way –
9. Date of next meeting. August 18th (changed from 11th) at 7.30pm