



WORLINGHAM PARISH COUNCIL

Minutes of the Worlingham Parish Council meeting held on Monday 21st June 2021 at 7.00pm at Worlingham Primary School

Present; Cllrs; W Summerfield (Chair), D Anderson, S Holman, E Hubbard, L Kersey, J Mather, S Mather, S Robbins.
Also, Present - Mrs L Beevor parish clerk, SCC ward Cllr Topping and ESC ward Cllr Brambley – Crawshaw.

Minutes

1. a) **To receive any apologies for absence.** Apologies from SCC ward Cllr McGregor and ESC Ward Cllr Plummer.
b) **To receive any Declarations of Personal interest** regarding the agenda. Nil
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
e) **To remind councillors to update the Register of Interests** online. Noted

2. **To approve and sign the minutes of the Parish Council meeting held May 2021**

On the proposal of Cllr Holman, seconded by Cllr Robbins it was agreed by all to approve the minutes.

Meeting adjourned for public participation.

3. **During each meeting the council will adjourn for a period of 10 minutes for public questions. During this time, residents can put questions to the Chairman regarding matters on the agenda. Where possible, the Chairman will respond but the matter may have to be deferred and placed on a later month's agenda for discussion.**

a) To receive a report from ESC ward councillor - reports already circulated.

b) To receive a report from SCC ward Councillor – reports already circulated. The meeting was advised of the consultation presently out on constituency areas and that a further constituency is being suggested in Waveney. It was suggested by a member that it might be helpful for parish councillors to see the responses from the ward councillors to consultations.

Ward Cllr Topping advised that she would look into the issues of verges needing cutting back as there is criteria for the width of pavements and when these need to be cleared.

Parish councillors asked about the designation of Sandpit Lane and the potential for a 30mph limit on College Lane – Cllr Topping will also take these matters up at SCC. Parish clerk to send through the details of the officer who was dealing with these previously at SCC.

Discussion about grass cutting and verges and kerbs – and how scruffy these look at present - Both ward Cllrs advised that they would take up these matters with the respective ESC and SCC officers.

Parish councillors were asked to advise the clerk of particularly scruffy areas so that a list can be formed.

c) To receive comments from any members of the public on matters on the agenda.

Meeting reopened.

4. **Chairman's Report including;**

Play Area volunteer groups – several members of the public have put their names forward to assist with looking after the play areas.

Damage has been caused at Park Drive play area – monkey bars broken off. It was suggested that teenagers who use the play areas could be asked if they would like to join the community groups so that they can feedback what they would like to see in each area.

Cllr Summerfield to also contact the school to see if the school council have any thoughts on what play equipment they might like.

2 benches to be added to the list for Woodfield Park and a bigger dog bin for the lamp-post by the footpath.

Members were advised that ESC is installing some smart bins – parish clerk to contact James Mallinder to see if Worlingham could be one of the pilot parishes.

Litter Picks – due to the weather the last litter pick was cancelled. Next one is 4th July 2021 – Old Lowestoft Road ending up at Three Horseshoes.

East Suffolk Community Partnership- 14th June 2021 – Cllr Topping is chair of this group - £3500 was left over from last year and will be added to the £10k allowance for this year.

Connected Communities – the Vinnie Van is hoping to go to Sandford Court in July. Coffee Caravan to be approached to see if it is also coming back to Worlingham

Grandpads still available to borrow from ESC for those who do not have any internet and wish to stay in contact with relatives.

Lorry movements from Bio plant at Ellough – See update from MP. Members noted that the smell is still an issue – ward Cllrs to take this matter up at ESC.

5. **Planning**

a) applications received prior to the meeting including;

Dc/21/2452/FUL – 4 Puddle Duck Lane – single storey front extension and garage conversion

There was no objection to this application

DC/21/1604/ful – Rear and single storey side extension – infill to front open porch to form enclosed porch. 2

Oak Avenue

see previous minutes

b) ESC Decisions received; see website.

43 Cedar Drive – approved

10 Holly Close – approved

c) Any other planning matters

6. **Clerks and councillors reports and updates including correspondence received.**

Neighbourhood Plan update – responses had been received from Broads Auth, Larkfleet, ESC and members of the public. The n plan group will address the responses and consider whether any of the policies need to be altered.

Beccles Town Council has also considered the plan and have come up with some suggestions on how to improve the policies.

Members were asked whether the N Plan group could still be permitted to have the services of Navigus planning to assist with the remaining parts of the Plan. Agreed by all.

Cllr Summerfield advised that it appeared that there is already planning permission in place for 7 dwellings on a piece of land included within the Larkfleet plan – further information to be sought on this. Coal Charity may also own some land in the area – parish clerk to contact Mrs Burgess to see if she is aware where the land might be.

Members discussed asking for a freedom of information request from ESC – to receive any correspondence by officers and councillors with Larkfleet about developing land in Worlingham/ Beccles. Agreed by all to make this request.

Sign for Ellough Road by PCE- Cllr Hubbard reported that SCC Highways have no issues with the sign being erected as it will be on private land.

ESC Planning have advised Cllr Hubbard that there is no planning permission required for village signs.

Next step is for Tom to cost the production of the sign and be asked for the timescales for this to be carried out.

Gateway sign by Beccles boundary – needs securing – Norse to be asked.

SCC Boundary review consultation update - consultation has closed – some amendments were made following initial responses and this has improved the position for Worlingham.

Mental Health Friendly town- Beccles T C to be asked for their views on this.

New seats – these are at Norse depot awaiting installation.

7. **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 2020/21 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.

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 2021/22. **It was unanimously RESOLVED to re-appoint the internal auditor for 2021/22.**

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) 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 2020/21

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 2021. 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 2021 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 2021 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 2021 **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 2021/22. 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 2021/22. **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. Vegetation – mention was made again of the vegetation which is making places look untidy. Cllr Topping and Cllr Brambley- Crawshaw to take this up at ESC/SCC as mentioned above. Paths by vicarage to be assessed for their width as they are overgrown with vegetation.

9. **Date of next meeting.** Tuesday 13th July 2021

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.

DRAFT