



## WORLINGHAM PARISH COUNCIL

### **Minutes of the Worlingham Parish Council meeting held on Tuesday 11<sup>TH</sup> June 2024 at 6.30pm at Worlingham Primary School**

*Present; Cllrs; W Summerfield (Chair), S Holman, L Kersey, J Mather, J Stevens*

*Also, Present - Mrs L Beevor parish clerk, ESC Cllr Plummer and SCC Ward Cllr Lever and one member of the public.*

#### **Minutes**

1. a) *To receive any apologies for absence.* Apologies were received from Cllr Anderson, Cllr S Mather, and Cllr S Mather.  
b) *To receive any Declarations of Non registrable interest* regarding the agenda – Nil  
c) *To receive a Declaration of Other registrable interest.* Cllr Robbins re community hall. Cllr Stevens re Marsh Lane  
d) *To receive any Declaration of Prejudicial Interest* regarding the agenda Cllr Summerfield re Community Hall.  
e) *To receive any Requests for Dispensation on matters relating to the agenda* Nil  
f) *To remind councillors to update the Register of Interests* online. Noted
2. To approve the minutes of the previous meeting – agreed by all.
3. *Meeting adjourned for public participation. 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) *Public* – A member of the public spoke about the mowing regime along the new bypass = they had written to SCC as there are now orchids along the bypass which should not be cut until July/ Aug. Also, orchids on Sandpit Lane/ Ellough Road. SCC Ward Cllr Lever will contact SCC Highways to advise them.  
  
New bench has been installed in Bluebell Way play area – member of public advised that they were concerned that there would be anti-social behaviour.
  - b) *SCC Ward Cllr Lever* advised that SCC Highways would be willing to do a walk round with the parish council to consider matters which are being raised about highways. Date to be arranged. Cllr Lever will advise of some convenient dates.  
Re mobile skatepark – Cllr Lever is not available, but he will try and see if anyone else would be available.  
No one removes the tree guards on the trees on the bypass.

c) ESC /Reports had been circulated.

Cllr Plummer has a list of the things that need to be done re the flooding issue at Bluebell Way – meeting held last week with various stakeholders – Cllr Summerfield attended.

Road sweeping – Worlingham was completed 2-3 weeks ago – so they will be done again in about 15 weeks.

Query was raised as to whether the roundabouts were done – ie Marsh Lane.

Grounds maintenance – who is doing the bank of Garden Lane? Ward Cllr Plummer will find out.

*Cllr Plummer left at 7pm*

#### 4 Planning

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

**Hollybank Rectory Lane** – Cllr Stevens had drafted a response. All agreed that this could be sent.

**29 Willow Close** – no objection – agreed by all.

b) *ESC Decisions received.* 5 The Ridings permitted.

c) *Any other planning matters.*

No response from ESC re the requested section 106 monies from Badger from Rectory Lane development – clerk to chase.

Update on Garden Village to be requested.

#### 5 Clerks and councillors report and updates including correspondence received.

- Watercourse – Bluebell Way – see above. Persimmon should do the culvert behind the houses. WPC has no legal liability on any of the issues. Ward Cllr Plummer will communicate with WPC as to other actions required.
- General Election – Beccles/ Worlingham are in the new constituency
- Set installed at play areas – 3 new seats have been installed. WI wish to meet at All Saints Green on 9<sup>th</sup> July for a picnic around their newly installed bench.
- SCC Ward Cllr monies of £2400 have been received for further talking seats. Type of seat and location to be agreed and then to be ordered.
- Worlingham marshes boat trip – Suffolk Wildlife trust has highlighted the dates of their boat trips.
- Village Sign by Worlingham roundabout. Discussion re design. Sign is partially hidden by a street sign and any picture would therefore be obscured. After full discussion it was agreed that it could be filled in with a block of wood from the original wood, and all of the sign to be oiled.
- Cllr Kersey provided a report on the Community Partnership meeting – at which the 4 same priorities were agreed. Heritage and environment had been suggested to be added. North Cove p c has written to ESC to ask for its £500 for suicide awareness project which had been mentioned through the community partnership.

## 6. Play area capital projects and maintenance

Woodfield Park – It had previously been agreed to budget £50k for play area improvements. Equipment providers will visit site to provide ideas/ designs. One of the suppliers had already visited and is submitting their quote/ design/ ideas for the 2 pieces which need replacement.

Bluebell Way capital equipment to be considered as phase 2. Check with ESS what needs prioritising.

Accessible swing in Werels Loke needs to be considered as is difficult to get to at present.

Rospa repairs need carrying out on all play areas – Vertas and ESS to be approached. Gate at All Saints Green needs to be self-closing – quote for repair required.

‘No Dog signs’ – 2 new ones to be ordered for All Saints Green gated area.

Vertas are the contractors for Werels Loke grass and conservation area – as well as Park Drive. Cut at Werrels loke has taken place but it was too wet to do as much as hoped.

ESS are the contractors for all other play areas/ open spaces. They have started the cutting on Woodfield Park – council to check the area by the table tennis and winer diner to ensure that it has been cut.

Tree works all play areas – ESC tree officer costs previously agreed.

Community Payback – were to do works in Werels Loke but in view of the state of the equipment and the potential new capital purchases their time might be best spent on other projects. Clerk to contact community payback n- it was suggested that they might be interested in doing the pavement skirting along Lowestoft Road.

## 6. Highways - including.

20mph requests in the village to be considered – any suggested roads will need speed surveys carried out on them. Ask highways officer for advice re Garden Lane/ Rectory Lane.

## 7. Finance Matters including.

### a) Authorisation of cheques for payment.

It was agreed by all that the payments as scheduled could be paid by cheque/ Bacs in accordance with council requirements.

### b) Donation requests

Nil

### c) To consider Year end accounts 2023/2024 including reserves.

All documents relating to year end presented to council including accounts/ reserves/ accounts vs budget/ balance sheet.

After full discussion of each element on a line-by-line basis it was recommended that the accounts be approved. Agreed by all.

- d) To confirm that the internal auditor remains an effective and competent and independent internal auditor for the parish councils audit requirements.  
It was recommended and agreed by all that the internal auditor remains an effective and competent and independent internal auditor for the parish councils audit requirements.
- d) To reappoint the internal auditor for 2024/25.  
It was recommended and agreed by all to reappoint the internal auditor Antony Sinden for 2024.2025
- e) To confirm that internal controls are appropriate and effective for Council purposes.  
It was recommended and agreed by all that the internal controls are appropriate and effective for council purposes
- f) To consider and approve Internal Control Policy  
The internal control policy was considered by members. It was recommended that the Policy be approved. Agreed by all.

#### Audit requirements 2023.24

- a) To receive internal auditors report.  
The internal audit has been completed and considered by all members and there are no matters for concern/ action. No Action Plan required.
- b) To note recommendations of internal auditor and to adopt action plan as required. See above. N/a.
- 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 31<sup>st</sup> March 2024. To provide yes/ no answers in Section 1 and to provide permission for the Chairman of the meeting to sign this off.

Members received and considered Section 1, the Annual Governance Statement of the Annual return to the Audit Commission for the year ended 31<sup>st</sup> March 2024. Responses completed for Section 1 which were approved by all.

It was agreed by all that the Chairman of the meeting be permitted to sign off Section 1 on behalf of the Council.

- d) To consider, and approve Section 2, the Statement of Accounts of the Annual Return to the Audit Commission for the year ended 31<sup>st</sup> March 2024 and provide permission for the Chairman to sign these accordingly.  
Members considered Section 2, the Statement of Accounts of the Annual Return to the Audit Commission for the year ended 31<sup>st</sup> March 2024 and confirmed the statements made within. Agreed by all.
- e) To confirm that the Fidelity Guarantee Insurance covers balances and cashflow and will be regularly reviewed.  
It was agreed by all that the Fidelity Guarantee Insurance covers balances and cashflow and will be regularly reviewed.
- f) Risk assessment – Members reviewed the risk assessment, and it was agreed by all to confirm risk assessment for 2024 /25.

g) To reappoint the clerk as the Councils Responsible Finance Officer for 2024/25.  
It was agreed by all to reappoint the clerk as the Responsible Finance Officer for 2024.2025.

h) To note that Standing Orders will be reviewed at a future meeting as per recent NALC updates  
Noted.

8. To consider and if agreed readopt the LGA members Code of Conduct.

Members considered the Code of Conduct, and it was agreed by all to readopt the LGA Code of Conduct.

9. To confirm that the parish council re adopts the General Power of Competence

The parish council reconfirmed its eligibility for GPC following the May 2023 elections and reconfirmed that they would wish to readopt the GPC. Agreed by all.

10 Date of next meeting. Tuesday July 16<sup>th</sup> Tuesday August 13<sup>th</sup>

DRAFT