



WORLINGHAM PARISH COUNCIL

Minutes of the Worlingham Parish Council meeting held on Tuesday 10th June 2025 at 6.30pm at Worlingham Primary School

Present; Cllrs; D Anderson, Cllr Kersey, Cllr S Mather Cllr J Mather, S Robbins (Chairing this meeting as Vice Chair), Cllr Saunders.

Also, Present - Mrs L Beevor parish clerk. SCC Cllr Lever

Minutes

1 a) *To receive any apologies for absence.* Apologies were received from; Cllr Summerfield and Cllr Holman. The ESC Ward Cllrs had also provided apologies.

b) *To receive any Declarations of Non registrable interest* regarding the agenda – Nil

c) *To receive a Declaration of Other registrable interest.* Cllrs J and S Mather re the village fete.

d) *To receive any Declaration of Prejudicial Interest* regarding the agenda. Nil

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.

The minutes of the previous meeting of May 2025 were approved 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) *ESC – monthly reports* had been sent to all.

b) *SCC – monthly report* had been circulated.

Cllr Lever also advised that the new parish sign had been installed on the A145. The railings on Lowestoft Road should be repaired imminently.

Cllr Lever advised that Beccles TC were going to progress with the idea of a 20mph zone for Beccles. Cllr Lever will support them through the process.

Cllr Lever advised that SCC is holding a public meeting at Fortreap Hall to explain to council members about LGR. Council can send up to 2 people to the meeting. ESC is also holding a consultation on LGR.

c) *Public - Nil*

4 Planning

Applications received prior to the meeting including;

a) To consider new planning applications including Nil

b) To receive ESC decisions – Nil

15 Ash Tree Close – permitted.

Musk Cottages, Lowestoft Road – permitted.

23 Marsh Lane – permitted.

15 Mirbecks Close – permitted.

c) Other planning matters

Beccles Garden Neighbourhood meeting – All councillors had attended the BWGN meeting held earlier. ESC planners advised that the site is being dealt with as one strategic site. Query was raised about the site should one developer pull out. Query was also raised about the mgt cttees and what would happen if they became unviable. Another query related to flooding and who would be taking responsibility.

Joint working group/ cttee with Beccles T C. Beccles T C will consider whether they would be interested in a jt working group/ cttee. If yes, the pc will need to consider the subject areas i.e. Emergency Plan, Highways matters,

5. Chairs Report and update including;

- *Mobile climbing wall – holiday activity.*

Cllrs agreed that they would like the climbing wall again this year. Clerk advised that the cost would be £1950 plus VAT for a one day event. Costs agreed by all. ESC Cllrs to be approached for funding contribution.

Suggested date would be 24th July 2025 – contact to be made with the school to see if this date would work for them. SCC Cllr Lever to be advised of the date once known.

- *Meeting with MP – Date to be arranged.*

Members advised that they did not want to have a Teams meeting but would much prefer a meeting in person. It was felt that with summer recess, maybe a meeting during the summer would be possible.

- *Any SCC Bus stop improvements required i.e. dropped kerbs/ real time information screens etc.*

It was suggested that contact be made with SCC to see if this scheme could fund the repairs to the wooden bus shelters (which Waveney Oddjobs should be carrying out later in the year).

- *Village fete – proposed date 6th September 2025 – to use All Saints Green open space.*

It was agreed by all that the fete could be held on the open space on this date – subject to all the necessary risk assessments and insurances.

6. Play area updates – including application for ESC Cil funding.

The clerk advised that an application for £50k funding had been submitted to ESC under the CIL Play area funding scheme.

7. Finance Matters including;

a) Authorisation of cheques for payment.

A full financial summary of the Council balances, and the Bacs/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 – No request received this month.

c) To consider Year end accounts 2024/2025 including reserves. A copy of the year end accounts and reserves had been circulated to all. Final accounts for 2024.2025 show income of £49,708, expenses of £51,642 with remaining balances of £204,480.49. **Agreed by all.**

Reserves were discussed in full. Members Agreed the allocation as circulated by the clerk.

Dates for public rights – the clerk advised members of the requirements for public rights. **Members approved the dates of 17th June to 28th July 2025. Agreed.**

d) To confirm that the internal auditor remains an effective, competent and independent internal auditor for the parish councils audit requirements.

It was Agreed by all to confirm that the internal auditor remains an effective, competent and independent internal auditor for the parish councils audit requirements.

e) To reappoint the internal auditor for 2025/26.

It was Agreed by all to reappoint the internal auditor Mr A Sinden as the internal auditor for 2025/26.

f) To confirm that internal controls are appropriate and effective for Council purposes. To consider and approve Internal Control Policy

It was AGREED BY ALL to confirm that internal controls are appropriate and effective for Council purposes.

It was Agreed by all to approve the Internal Control Policy for 2025.2026 as appropriate for council requirements.

g) To receive update regarding Barclays Bank account.

The clerk advised that Barclays had now agreed that a new account will need to be opened – they will forward the necessary documents. Once open, they will transfer the balances which they hold to the new account. **Noted and agreed by all.**

Audit requirements 2024.25

a) To receive internal auditors report.

The internal auditor had carried out the audit for 2024.2025 and has signed off the internal audit section of the AGAR. There are no matters which require action – no action plan therefore required. **Noted and agreed by all.**

b) To note recommendations of internal auditor and to adopt action plan as required. Following the internal audit, there are no matters which require action – no action plan therefore required. **Noted and agreed by all.**

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 2025. To provide yes/ no answers in Section 1 and to provide permission for the Chairman of the meeting to sign this off.

Members received, considered and approved Section 1, of the Annual Governance Statement of the Annual return to the Audit Commission for the year ended 31st March 2025, providing all answers required in Section 1 as required. It was Agreed by all, following the discussions, for the Chairman of the meeting to sign this off as correct. Agreed by all.

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 2025 and provide permission for the Chairman to sign these accordingly.

Members considered and approved Section 2, the Statement of Accounts of the Annual Return to the Audit Commission for the year ended 31st March 2025. It was confirmed that the details were correct and members provided permission for the Chairman to sign these accordingly. Noted and agreed by all.

e) To confirm that the Fidelity Guarantee Insurance covers balances and cashflow and will be regularly reviewed.

Members considered the requirements of the Fidelity Insurance, and it was confirmed that the Fidelity Guarantee Insurance covers balances and cashflow as appropriate and will continue to be regularly reviewed. Noted and Agreed by all.

f) Risk assessment – to confirm risk assessment for 2025 /26.

The draft risk assessment had been circulated prior to the meeting. It was Agreed by all that the draft risk assessment for 2025.2026 be approved and adopted. Agreed by all.

g) To reappoint the clerk as the Councils Responsible Finance Officer for 2025/26. **It was Agreed by all to reappoint the clerk as the Responsible Finance Officer for 2025.2206.**

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. It was agreed that the council members readopt the LGA members Code of Conduct for 2025.2026. **Agreed by all.**

9. To confirm that the parish council re adopts the General Power of Competence. **It was Agreed by all that the parish council readopts the General Power of Competence.**

10. Date of next meeting. Tuesday July 15th Tuesday August 12th

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