

# **Minutes of the meeting of Worlingham Parish Council held on Tuesday 13<sup>th</sup> March 2018 at 7.00pm at the Worlingham Primary School.**

## **Councillors Present**

Cllr Summerfield - Chair, Cllr Cossey, Cllr A Culyer, Cllr M Culyer, Cllr Holman, Cllr Hubbard, Cllr Robbins, Cllr Raybould.

## Also present

Mrs Beevor – Clerk. 3 Members of the public  
SCC Cllr Brambley-Crawshaw arrived 7.20pm WDC Cllr Brooks arrived 8pm

## **Agenda**

### **1a) Apologies for absence.**

Apologies were received from SCC and WDC ward councillors who will arrive late.

### **Declarations of Interest**

- b) Personal Interest* – Cllr Raybould re crocus planting.
- c) Disclosable Pecuniary Interest* – nil
- d) Requests for Dispensation* – Nil
- e) Councillors were reminded to update their Register of Interests online as appropriate.* Noted.

### **2) Minutes of parish council meeting held 13<sup>th</sup> February 2018**

Corrections on spelling of WDC Cllr Brooks, and the Denbighshire regiment.

**It was RESOLVED by all to approve the minutes with these corrections.**

### **3) Public contribution**

Meeting opens for public contribution.

#### a) Report from WDC Cllr Brooks/ Mark Bee

WDC Cllr Brooks – see below.

#### b) Report from SCC Brambley- Crawshaw/ Mark Bee

SCC Cllr Brambley–Crawshaw – see below.

#### c) Matters from members of the public relating to items on the agenda.

There were no matters from members of the public on items on the agenda.

#### 4) Chairman's matters

- Guest speaker for annual parish meeting 15<sup>th</sup> May 2018 – Men's Shed confirmed. Room with projector will be required. Ask school for IT room.
- Lowestoft Records Library – potential closure – consultation now taking place. There seems to have been a suggestion made that the previous WDC offices at Lowestoft may now be considered.
- Grapevine – articles will be sent to Grapevine during each month and the editor of Grapevine will set the pages out for the Worlingham P C page.
- Annual Report – written annual report will be delivered to all residents of Worlingham June / July.

*Meeting reopened for contribution by SCC and WDC.*

SCC Cllr Brambley- Crawshaw advised the meeting of the following;

- Flooding on new bypass had been reported at last meeting – this is due to the main drainage pipes not yet being connected. The construction team and SCC officers have offered to come to a parish council meeting to provide a verbal update if so required. Councillors agreed that this would be useful.
- Entrance to village sign and the 30mph sign behind it – this should have been a matter passed on from the previous SCC highways engineer and enquiries will continue to be made at SCC re the possibilities for the removal of the 30mph sign. The parish clerk to advise SCC of the date that the middle of the entrance gate will be installed.
- Grit bins – these will all be refilled once a year as standard, and then as required via reporting on the SCC reporting tool.
- Suffolk Records Office – consultation now in place but Worlingham are likely to be asked what items they would like returned as there seems to be no certainty that a records library will be able to be retained in north Waveney.
- SCC Public Sector Leaders Board – the media were invited to the previous meeting of the board which are usually not open to the public to attend.
- SCC has agreed to use the private sector to deliver some front-line services for children's mental early intervention. Concern was expressed by members at this suggestion – SCC will be asked to forward any information to the parish clerk so that this can be considered at the next p c meeting. Discussion took place as to whether the members of the parish council may wish to ask for the matter to be referred to SCC overview and scrutiny.
- Beccles Town Council has agreed to start a speed watch scheme and will be asking for volunteers from the community – Worlingham residents could be asked to assist.

WDC Cllr Brooks advised the following;

- The major matters at Waveney are presently the Local Plan and the East Suffolk merger.
- Ref the Local Plan Garden village – parish council members expressed concern regarding the funding of the non-housing elements and how these will be delivered. It was suggested that these queries be raised at the meeting on 28<sup>th</sup> March and within the response to the consultation.

- Previous WDC offices – Cllr Brooks was asked how much was needed to bring this Listed Building to an acceptable condition – Cllr Brooks agreed to find out.

Meeting was closed to public contribution and the **Chairman continued with section 4 of the agenda;**

- SCC minutes of meetings – members were advised that these are all on the SCC website
- Beccles Southern Relief Road name – Beccles Town Council has arranged for a consultation period for the receipt of suggestions from Worlingham and Beccles residents
- Invitations to the parish council meetings – ward members of WDC and SCC are invited to all meetings. An invitation has also been extended to the MP who has confirmed that he would be pleased to attend when back in the constituency during a parliamentary recess.
- SCC reporting tool – members were reminded to report all highways matters via the online tool.
- Police meeting – 3<sup>rd</sup> March 2018 – no member of the parish council attended the meeting.

**5) Planning applications received prior to meeting including;**

a) Planning applications received prior to the meeting including;

Dc/18/0636/TPO – 23 Rectory Lane – it was agreed by all to approve the tree height reductions so long as these were carried out at the correct time and in a professional manner.

b) To receive WDC responses to planning applications;  
Dc/17/5350/ Ful – 57 Rowan Way side extension – granted  
Dc/18/0089/TPO – The Homestead – approved.

c) Other planning matters;  
Waveney New Local Plan – this will be distributed at a meeting on 28<sup>th</sup> March. Consultation will be open until 24<sup>th</sup> May 2018. The approval/ amendment of the Local Plan has been delegated to WDC Cllr Ritchie and the senior planning officer – both to be invited to the annual parish meeting on 15<sup>th</sup> May 2018.

Action required by the parish will be a) response to consultation, b) discussion with the officers/ portfolio holder to whom responsibility has been delegated, c) Neighbourhood Plan to be accelerated.

One Voice meeting called by Carlton Colville Parish Council – 29<sup>th</sup> March 2018. Parish council to attend.

**6). Update from meetings/ events attended by Councillors including;**

Nil

**7). Councillor vacancy noted**

**8) Neighbourhood Plan – way forward to complete the N plan**

The N Plan team have been invited to meet with the Beccles N Plan team. Council asked that the N plan be progressed urgently and that all councillors be advised of the date and time of the next meeting.

**9) 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) To receive any donation requests – No update on a donation request was received from Neighbourhood Watch.

c) To note Section 137 expenditure for 18/19 – this was noted at £7.85 per elector.

d) Vertas works for Park Drive play area – It was RESOLVED by all to accept the quote for 18/19.

e) Fidelity Insurance – It was RESOLVED by all to ensure that the balances are covered.

f) To confirm that the new Model Ordinary and Financial Standing Orders will be adopted with immediate effect. It Was RESOLVED by all that the new Model Ordinary and Financial Standing Orders will be adopted with immediate effect.

g) Internal controls – to note the ongoing effectiveness / appropriateness of the internal controls. It was noted and AGREED by all that the internal controls are appropriate and effective.

**10 Projects 2017-18 – Updates**

- a. Entrance Signs – Cllr M Culyer advised that Harry Stebbings will need to see the actual moulds before they are able to confirm whether they can paint them. Even if they can paint from the moulds provided the work will not be undertaken for approx. 12months.  
Cllr M Culyer will try to also get a quote from Thomas.
- b. Sign for Ellough Road – design and quote awaited – Cllr M Culyer is progressing this.
- c. Crocus Project – the community payback team planted the crocus bulbs

- d. Remembrance Day 2018 arrangements - Cllrs Hubbard and Raybould will arrange to meet with the vicar to make the arrangements for this year.
- e. Open Gardens in conjunction with Beccles – Cllr Holman advised that some of the Park Drive residents will enter. Cllr Holman will send an article to Grapevine.
- f. Heads of Terms for play areas. It was AGREED by all that Codlins Lane would not be requested for transfer as there is no intention of an access to Worlingham.  
Some amendments were made to the schedule provided by WDC regarding the remaining assets and play areas. Members RESOLVED as follows; amended assets to be transferred subject to WDC committing the improvements quoted at £14k , a new roundabout quoted at £5k, together with 2 years R and M at £6k per year.
- g. Marsh Lane – moorings area – Cllrs Robbins and Summerfield to arrange to meet Broads Authority officers again.
- h. Grit bin request – Guildhall Road – it was agreed by all to approve the request for a small bin and to ensure the volunteers listed themselves appropriately with SCC.
- i. Xmas Tree outside One Stop – Cllr Cossey will update at the next meeting.
- j. Members of Denbighshire regiment – see Cllr Raybould e mail update.
- k. Village sign mould – Cllr M Culyer will contact Broadwater mouldings again.
- l. New website – clerk has undertaken training this month on the newly formatted website.
- m. GDPR – parish council to consider who will be the DPO

**11. Correspondence for consideration / matters not covered above**

Cllr Robbins asked whether McDonalds' still carry out their litter pick – contact to also be made with WDC for a schedule of their litter picks.

**12. Date of next meeting Next Meetings of the Parish Council;**

Tuesday 10<sup>th</sup> April 2018 at 7pm.

There being no further business the meeting closed at 9.20pm.

Chairman..... Dated .....

DRAFT