

Worlington Parish Council

Minutes of the Annual Parish Council Meeting held in the Village Hall 7:33pm Tuesday 9th May 2017

Councillors present: Cllr. N Foster (NF), Cllr. S. Foster (SF), Cllr. K. Lucas (KL), Cllr. B. Harvey (BH), Cllr. P. Merrick (PM) & Cllr A Marshall (AM)

Present: Clerk – Vicky Bright. Cllr. B. Harvey - FHDC & Cllr. L. Busuttil - SCC

		Action
17/05/1	<p>Meeting opened at 07.33pm ANNUAL COUNCIL BUSINESS Election of Chairman:</p> <p>Cllr. Nick Foster was proposed by Cllr. Harvey and seconded by Cllr. Marshall. Cllr. Nick Foster was elected following a majority vote for and Cllr. N. Foster accepted the position of Chairman for the year 2017-2018.</p> <p>To Receive the Chairman's Declaration of Acceptance of Office:</p> <p>Cllr. N. Foster signed the declaration of office of Chairman for the year 2017-2018 and this was witnessed and countersigned by the Clerk.</p>	
17/05/2	<p>Chairman's Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)): Pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960 to consider the exclusion of the public and press for confidential items had taken place before the public meeting.</p> <p>The Chairman welcomed everyone. Apologies: None Absent: None</p>	
17/05/3	<p>Election of Vice Chairman:</p> <p>Cllr. Ken Lucas was proposed by Cllr. Marshall and seconded by Cllr. S. Foster. Cllr. Lucas was elected following a majority vote for and Cllr. Lucas accepted the position of Vice Chairman for the year 2017-2018.</p> <p>To Receive the Vice Chairman's Declaration of Acceptance of Office:</p> <p>Cllr. Lucas signed the declaration of office of Vice Chairman for the year 2017-2018 and this was witnessed and countersigned by the Clerk.</p>	
17/05/4	<p>To Receive the Declarations of Office by Members:</p> <p>All members signed their declaration of office of Councillor for the year 2017-2018 and these were witnessed and countersigned by the Clerk.</p>	
17/05/5	<p>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</p> <p>Cllr. K. Lucas declared an interest in Item 17/05/20.2.</p>	
17/05/6	<p>Appointment of Councillor Responsibilities & Representatives on Outside Bodies: Resolved 17/05/6.01</p> <p>The following was agreed; Play Area – Cllr. N. Foster Footpaths – Cllr. N. Foster & Cllr. K. Lucas Asset Risk & Maintenance Assessment – Cllr. S. Foster (Quarterly)</p>	

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FHDC Parish Forums – To decide as needed
SALC – To decide as needed.
Quarry – To decide as needed.

17/05/7

Appointment of the Responsible Financial Officer:

Resolved 17/05/07.01

It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2017-2018.

17/05/8

Adoption of the Annual Governance Statement and Internal Audit Report for 2016-2017:

The Clerk presented the Internal Auditors written report;
"I have examined the income and expenditure for the accounts of Worlington Parish Council and find that they show a true and fair reflection of the financial position of the Council.

I have the following comments to make.

(1) Financial regulations have been adhered to and expenditure not ordered until appropriate. grants received.

(2) The minutes of regular council meetings are complete and give a true reflection of items discussed.

(3)The costs of the Defibrillator and the SID/ Wayleave scheme will come in during 2017/18 which will probably create an over expenditure in that year and will reduce the funds available by over £5,000.

Other than the comments above the Parish Council appears to have turned a corner and followed Financial Regs and drawn up proper documentation in the minutes of the Parish council Meetings.

DW Goodman. (FCCA Retired)

Auditor"

It was requested that the Clerk send a letter of thanks to Mr. Goodman on behalf of the Parish Council

Resolved 17/05/8.01

The Annual Return for 2016-2017 was scrutinised and the Annual Governance Statement Section 1 was adopted as a true statement by all Councillor's present and signed as such by the Chairman (NF) and the RFO.

17/05/9

To Approve the Final Accounts for the Financial Year ended 31st March 2017:

Resolved 17/05/9.01

The final accounts and Bank Reconciliations for the financial year ended 31st March 2017 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (NF).

Resolved 17/05/9.02

Clerk

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Section 2 Accounting Statements 2016/17 of the Annual Return were approved and accepted by all Councillor's and signed as such by the Chairman (NF) and the RFO.

Resolved 17/05/9.03

The final accounts and Bank Reconciliations for the financial year ended 31st March 2017 for the Village Hall were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (NF).

17/05/10

To Review & Adopt the Budget for 2017/2018:

Resolved 17/05/10.01

The projected budget for 2017-18 was scrutinised and approved and signed by the Chairman (NF).

17/05/11

Review & Adoption of Financial Risk Assessment 2017/2018:

Resolved 17/05/11.01

The Financial Risk Assessment for the financial year 2017-18 was reviewed and adopted by the Full Council and signed by the Chairman (NF).

17/05/12

Review Effectiveness of Internal Audit Procedure:

Resolved 17/05/12.01

The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, David Goodman for the financial year 2017-18.

17/05/13

To Consider any Annual Donations:

The Clerk advised that no applications had been received. No donations were agreed.

17/05/14

ORDINARY COUNCIL BUSINESS

Minutes of the meeting held on 3rd March 2017- LGA 1972, Schedule 12, para 41(2):

Resolved 17/05/14.01

The minutes of the meeting held on 3rd March 2017 were adopted as true statements and signed by the Chairman (NF).

17/05/15

Councillor Vacancy Co-Option:

Cllr. Marshall proposed co-option of Mr. Adrian Hutton, this was seconded by Cllr. Harvey and a vote was unanimous for co-option. Mr. Hutton accepted the position of Councillor.

Resolved 17/05/15.01

Cllr. A. Hutton signed the declaration of office of Councillor and this was witnessed and countersigned by the Clerk. The Clerk is to email Cllr. Hutton the Council's Governance documents and the Good Councillor Guide, along with a Register of Interests form to complete. The Clerk is to look into training for Cllr. Hutton.

Clerk

17/05/16

Planning Applications:

None.

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17/05/17
17/05/17.1

Highways Issues:

Traffic Calming / Golf Links Road Update

Cllr. Harvey reported that a meeting with Matt Griss from Highways had been very productive. S.106 Monies from the Red Lodge Development had now been agreed and £56-66,000 had been secured for traffic calming, some of which will be allocated for the Red Lodge Road to Worlington entrance. Proposals being discussed are;
A 40mph buffer zone into the village is proposed along with a proposal to install rumble strips outside the village area. Unfortunately, due to the fact that we do not have street lighting in this area they are not able to install a road narrow/priority system in this area. They then plan to install a gated approach at the 30mph entry point with improved signage and road marking throughout. They are also looking at approving a further SID site at this location. Regarding the junction with Golf Links Road, they have agreed to alter this in order to provide better visibility particularly for traffic approaching from Red Lodge together with the updated signage now required. Whilst on site they picked up that there is a street light opposite this junction which does not work, it is not one of SCC's, so the Clerk is investigating ownership and getting it repaired. The timeframe for these works is expected to be mid-summer.

The Clerk advised that Highways had responded regarding the issue of flooding at the concrete pad on Golf Links Road, they have sent a new drainage matrix request to the Drainage Team to request that they consider this site for funding within the future drainage works programme, they have also requested that the Drainage Team update us directly.

Clerk

17/05/17.2

SID Update & Speed Watch Update

The application for approval of the SID suggested locations has been submitted to Highways, and is awaiting approval and installation of posts required.

17/05/18
17/05/18.1

Finance & Policies:

Parish Council Bank Reconciliation from List of Payments/Receipts April 2017

The Payments and receipts for April 2017 were scrutinised and approved. The Lloyds Treasurer account balance was confirmed as £9166.49 as of 21st April 2017 and the Lloyds Business Instant Access account balance was confirmed as £1368.49 as of 21st April 2017.

Resolved 17/05/18.01.

That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Chairman (NF).

17/05/18.2

Parish Council Account Cheques for signing and approval

Resolved 17/05/18.02

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. P. Merrick and Cllr. N. Foster.

Mrs V Bright	Mileage & Expenses	000745	£16.86	
SALC	Subscription	000746	£243.06	
SALC	Payroll	000747	£54.00	
K&M Lighting	Street Lighting 2017/18	000748	£703.10	
Pearce & Kemp	Street Lighting Feb/March 2017	000749	£132.08	

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INL	Grass cutting April 2017	000750	£270.00	
Mr S Foster	Queen's bench installation	000751	£20.98	
Mr K Lucas	Play Area works	000752	£50.00	

Approval of cheques and to authorise payment of invoices signed between meetings **Resolved 17/05/18.03**

Approved cheque payments since the last meeting.

01.04.17	744	Mrs V Bright	Office Allowance 2017-18	£208.00
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17/05/18.3

Village Hall Accounts & Bank Reconciliation

Resolved 17/05/18.04

That the Bank balances and reconciliation of payments & receipts from the Village Hall accounts be received and adopted and initialled as such by the Chairman (NF).

The Lloyds Treasurer account balance was confirmed as £4,808.39 as of 19th April 2017 and the Lloyds Business Instant Access account balance was confirmed as £2,249.36 as of 19th April 2017.

Resolved 17/05/18.05

It was agreed to approve the payments for the Village Hall of the following outstanding invoices and the cheques were approved and signed by Cllr. R. Osborn and Cllr. N. Foster.

CAS	Annual Insurance VH	000771	£483.27	
Ashill Fire	Service Fire Extinguishers	000772	£68.40	
Anglian Security	Fire Alarm Service	000773	£90.00	
Browns of Burwell	Oil	000774	£482.48	

17/05/18.4

Lloyds Bank Account Mandate Update

The Clerk confirmed that the bank had sent the form back, stating that Cllr. N. Foster's signature did not match their records. Cllr. N. Foster duly re-signed the form and the Clerk is to send it back to Lloyds.

17/05/18.5

Transparency Fund Application Update

The Clerk advised that the application had been successful and £653.42 had been transferred into the Parish Council account on 5th May 2017.

17/05/19

Correspondence:

The Clerk read out a letter received from Squadron Leader Fryer, RAF Mildenhall in response to concerns the Clerk raised with him on behalf of residents;

"Thank you for your letter dated 5 April in which you raised concerns regarding the overflight of Worlington by aircraft from RAF Mildenhall. May I first apologise if aircraft from RAF Mildenhall have caused any disturbance but also take the opportunity to point out that those about which one of your parishioners complained to me were not 'low flying' but were in our local traffic pattern at 1200ft. On the specific occasions that I dealt with the

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parishioner the complaint was traced to a particular visiting aircraft who was not wholly familiar with our local noise abatement procedures which I explain below.

It may help if I explain the wider policy concerning flights in the local area but would like to start by saying that contrary to popular belief, aircraft will rarely if ever follow the exact same path over the ground time after time due the influences of weather, other air traffic, ATC instructions and so on. With that in mind, our noise abatement procedures and local traffic patterns are designed so that our aircraft do not to fly directly overhead towns and villages in the local area below 2000ft, however sometimes such over-flights are inevitable. That said, normally when operating in the local area (within approximately 5 miles of the airfield) aircraft will be at or above 1200ft and will avoid the towns and villages. Since the aircraft concerned are operating in a published local traffic pattern this is not technically classed as 'low flying'.

Trying to achieve total avoidance is a challenge, not least because RAF Mildenhall is essentially 'surrounded' by a plethora of small towns and villages. Consequently, our pilots have to tread a fine dividing line when trying, for example, to safely avoid one at the expense of flying closer to another. This is particularly difficult to when successfully negotiating the 'gaps' between Barton Mills/ Worlington and Freckenham (normally flown just south of Barton Mills/ Worlington but staying north of Freckenham). Similarly, avoiding Isleham tends to force aircraft towards Freckenham yet turning early to avoid West Row forces aircraft closer to Worlington. Therefore, on some occasions properties on the peripheries of the villages may experience aircraft closer to them than is the norm.

I have already taken measures to ensure that our crews are reminded to avoid direct overflight of Worlington and other local towns/villages wherever this is feasible – which ought to be most of the time. I hope that since you wrote the disturbances have reduced but please contact me if you have further concerns.

Yours sincerely, Richard P Fryer"

17/05/20
17/05/20.1

Parish Matters: Defibrillator

Funding has been received from the Big Lottery. The Clerk is liaising with CHT to purchase and install the equipment and to arrange a Village Information Session, date to be confirmed.

17/05/20.2

Cricket Club Lease Agreement

The Clerk confirmed that the draft Lease had been forwarded to her last week by the Cricket Club, and she had forwarded a copy to all Councillor's. It was discussed and agreed that the Clerk should get the draft lease checked by the FHDC Legal Team and to query 'Section 123 (2A) of the Local Government Act 1972' in reference to having advertised the proposed disposal of the Cricket Ground for 2 consecutive weeks in a local newspaper. As it was unclear why this was necessary if the Council is only leasing the land and not disposing of it.

Clerk/SALC/
FHDC

17/05/20.3

Football Goal Posts

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	<p>The goal posts have been delivered and are being stored by Cllr. Marshall. It was discussed and agreed that the posts should be positioned alongside the hedge and can be put in place now, as they are flexible and movable so can be moved for cricket matches and grass cutting. It is to be discussed at the end of Autumn whether to remove and store for the Winter or leave them out all year for use during Winter.</p>	AM/NF
17/05/21 17/05/21.1	<p><u>Village Hall:</u> Roof & Wall Insulation Works Update</p> <p>Cllr. Harvey advised that Aaron Services survey and quote had indicated that insulation was recommended in the walls and in the ceiling area. The quote was £900 for the walls and £1,360.00 for the ceiling/loft. Grants received totalled £2,000.00 and it was agreed that the balance be funded from the reserves in the Village Hall account. It was suggested that the Clerk obtain two further comparison quotes and present at the next meeting when a formal decision can be made.</p>	Clerk
17/05/21.2	<p>Front Doors/Porch Works Update</p> <p>Cllr. Foster confirmed the preferred quote from GW Windows still stands, for the new porch and front doors at £1,930.00 & VAT. The grant received was for £800, leaving a £1,900.00 shortfall. It was proposed by Cllr. Marshall that the quote be accepted and the works proceed with the Village Hall account paying the shortfall, this was seconded by Cllr. Lucas, and all voted in favour.</p> <p><u>Resolved 17/05/21.01</u></p> <p>It was agreed that the quote be accepted from GW Windows and the works proceed with the Village Hall account paying the shortfall of £1,900.00.</p>	
17/05/21.3	<p>New Lighting Scheme Proposal</p> <p>Cllr. Harvey explained that the County Energy Conservation Officer had recommended new lighting, to save money. There are 3 proposed schemes;</p> <ol style="list-style-type: none">1. Take down and adjust internal and add new tubes & clean for a total of £1,366.00, this would give savings per annum of £355.2. Install new smaller LED modules for a total of £1,394.00, savings would equal £564 per annum, and payback would take 2.4 years.3. Take out panels and install double LED panels at a cost of £1,809.36, this would have savings of £466 per annum, and would have payback within 3.88 years. <p>Cllr. Harvey confirmed that Andrew Oswald had confirmed a grant of £1,000.00 (if total cost over £2,000). He also explained that the kitchen light fitting would need replacing as the 8ft fluorescent tube has a mercury interior which is now not Health & Safety compliant.</p> <p>It was agreed that the Clerk would obtain 2 further comparison quotes to be presented at the next meeting.</p> <p>Councillors expressed their thanks to Cllr. Harvey for his hard work.</p>	Clerk
17/05/22	<p><u>Items for next Meeting to be held on Thursday 6th July 2017 at 7:30pm, in the Village Hall.</u></p> <ul style="list-style-type: none">• Defibrillator Update• Village Hall Insulation & Lighting Quotes/Funding• Speed Humps (Traffic Calming)	

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- SID Quotes to accept / Update on Application to Highways
- Cricket Club Lease

Meeting closed at 8:56pm

Signed: *Nick Foster*
Chairman, Worlington Parish Council

Date: 6th July 2017