

Worlington Parish Council

Minutes of the Annual Parish Council Meeting held in the Village Hall 8:35pm Thursday 31st May 2018

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. 2 members of the Public.

		Action
18/05/1	<p>Meeting opened at 20:35pm ANNUAL COUNCIL BUSINESS Election of Chairman:</p> <p>Cllr. Nick Foster was proposed by Cllr. Marshall and seconded by Cllr. Harvey. Cllr. Nick Foster was elected following a majority vote for and Cllr. N. Foster accepted the position of Chairman for the year 2018-2019.</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 2018-2019 and this was witnessed and countersigned by the Clerk.</p>	
18/05/2	<p>Chairman's Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):</p> <p>The Chairman welcomed everyone. Apologies: None Absent: None</p>	
18/05/3	<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 2018-2019.</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 2018-2019 and this was witnessed and countersigned by the Clerk.</p>	
18/05/4	<p>To Receive the Declarations of Office by Members:</p> <p>All members signed their declaration of office of Councillor for the year 2018-2019 and these were witnessed and countersigned by the Clerk.</p>	
18/05/5	<p>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</p> <p>None.</p>	
18/05/6	<p>Appointment of Councillor Responsibilities & Representatives on Outside Bodies: Resolved 18/05/6.01</p> <p>The following was agreed;</p> <p>Play Area – Cllr. N. Foster Footpaths – Cllr. N. Foster & Cllr. K. Lucas Asset Risk & Maintenance Assessment – Cllr. S. Foster (Quarterly) FHDC Parish Forums – To decide as needed SALC – Clerk.</p>	

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Quarry – To decide as needed.

Highways – Clerk, Cllr. N. Foster & Cllr. B. Harvey.

18/05/7

Appointment of the Responsible Financial Officer:

Resolved 18/05/07.01

It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2018-2019.

18/05/8

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

The Clerk presented the Internal Auditors written report; no issues were raised.

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

Resolved 18/05/8.01

The Internal Audit Report was adopted.

18/05/8.02

The Annual Return for 2017-2018 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.

18/05/9

To Approve the Final Accounts for the Financial Year ended 31st March 2018:

Resolved 18/05/9.01

The final accounts and Bank Reconciliations for the financial year ended 31st March 2018 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (NF) & the RFO.

Resolved 18/05/9.02

Section 2 Accounting Statements 2017/18 of the Annual Return were approved and accepted by all Councillor's and signed as such by the Chairman (NF).

Resolved 18/05/9.03

The final accounts and Bank Reconciliations for the financial year ended 31st March 2018 for the Village Hall were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (NF).

18/05/10

To Review & Adopt the Budget for 2018/2019:

Resolved 18/05/10.01

The Budget to Actual Report for 2018-19 was scrutinised and approved and signed by the Chairman (NF).

18/05/11

Review & Adoption of Financial Risk Assessment 2018/2019:

Resolved 18/05/11.01

The Financial Risk Assessment for the financial year 2018-19 was reviewed and adopted by the Full Council and signed by the Chairman (NF).

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- 18/05/12** **Review Effectiveness of Internal Audit Procedure:**
Resolved 18/05/12.01
The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, David Goodman for the financial year 2018-19.
- 18/05/13** **To Consider any Annual Donations:**
Resolved 18/05/13.01
It was agreed to make a donation of £50 to the Newmarket Branch of the Multiple Sclerosis Society, in lieu of the Internal Auditor's fee, in memory of the sister of David Goodman.
- 17/05/14** **ORDINARY COUNCIL BUSINESS**
Minutes of the meeting held on 1st March 2018- LGA 1972, Schedule 12, para 41(2):
Resolved 18/05/14.01
The minutes of the meeting held on 1st March 2018 were adopted as true statements and signed by the Chairman (NF).
- Minutes of the Extraordinary Meeting held on 21st March 2018.**
Resolved 18/05/14.02
The minutes of the extraordinary meeting held on 21st March 2018 were adopted as true statements and signed by the Chairman (NF).
- 18/05/15** **Councillor Vacancy Update:**
The Clerk advised that no applications had been received for the vacancy. It was agreed to continue advertising the vacancy in the Pump and on the Notice Board and website. **VB/NF**
- 18/05/16** **Planning Applications:**
18/05/16.1 **DC/18/0697/FUL – Replacement of Farm Office with associated car parking and landscaping (Revised scheme of DC/15/0879/FUL)– New Site Office, Bay Quarry Works, Bay Farm, Worlington**
Resolved 18/05/16.01
No objections to application DC/18/0697/FUL.
- 18/05/16.2** **DC/18/0865/HH – Single Storey Rear Extension – ‘Zealandia’, Church Lane, Worlington**
Resolved 18/05/16.02
No objections to application DC/18/0865/HH.
- 18/05/16.3** **Ward Boundary Review Update**
The Consultation ended on 28th March, there has been a good response, changes have been suggested. The next step is that all the responses are sent to the Boundary Commission who will look at these and come back in July with their recommendations, there will be a period on Consultation with the Boundary Commission which will run from 3rd July to 27th August this will be

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an opportunity for further submission to be sent to them, once this period is over they will look at these again and in October will issue the final order.

18/05/17
18/05/17.1

Highways Issues:

Traffic Calming / Golf Links Road Update

Cllr. Harvey reported that the scheme from Red Lodge to Worlington had been approved for a 40mph Buffer Zone, from the last bend from Red Lodge to the existing 30mph zone, this will be enforceable by the Police. The scheme also includes the hedge to both signs being cut back, Highways Gates to be erected on entrance to the village, new Chevrons and new 30mph discs. The markings from Golf Links Road to Newmarket Road are to be reinforced, as well as the Lark Close markings. The total costs for this is £46,000 and work is hoped to proceed July-Sept 2018. It is hoped this will set a precedent for a buffer at the Freckenham and Barton Mills entrances to the village and we will also appeal to have the 30mph from Barton Mills moved out further too.

The Corners investigation is still ongoing for the fatal accident last year and we will await the outcome of this and also the report/data from the SNT Speed checks being carried out in the village, to support our application.

The flooding issues on Golf Links Road and have been forwarded to the Assistant Director of Operational Highways and the large pothole with the traffic cone in it, has now been repaired.

18/05/17.2

Highways Parish Forum Meeting 29th May 2018

The Clerk attended the Parish Forum on 29th May, with Highways in attendance. The Assistant Director of Operational Highways, Mark Stevens and Cllr. Mary Evans (Member for Highways & Transport) were present and they gave a presentation on Highways responsibilities and their budget. A Question session followed, but parishes were limited to one question each. The Clerk raised the issue of lack of communication and continuity from Highways and detailed the ongoing issues with flooding in the village and the footpath from Mildenhall to Worlington. The Clerk is to forward these ongoing and unresolved issue to Mark Stevens for his attention.

VB

The Clerk will forward the meeting minutes and the Highways Presentation slides to all Councillors.

VB

18/05/18
18/05/18.1

Finance & Policies:

Parish Council Bank Reconciliation from List of Payments/Receipts

The Payments and receipts were scrutinised and approved. The Lloyds Treasurer account balance was confirmed as £10,504.21 as of 18th May 2018 and the Lloyds Business Instant Access account balance was confirmed as £1,369.23 as of 18th May 2018.

Resolved 18/05/18.01.

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

18/05/18.2

Parish Council Account Cheques for signing and approval

Resolved 18/05/18.02

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. K. Lucas.

FHDC	Play area inspections 18/19	000786	£422.50
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INL	Grass cutting Apr-Jun	000787	£810.00
Mrs V Bright	Office Allowance 18/19	000788	£208.00
Mrs V Bright	Mileage, expenses & back pay	000789	£47.21
MS Society - Newmarket	Donation	000790	£50.00

Approval of cheques and to authorise payment of invoices signed between meetings

Resolved 18/05/18.03

Approved cheque payments since the last meeting. Signed by Cllr. N. Foster & Cllr. K. Lucas.

19.04.18	781	UKPN	Walnut Grove street light connection	£565.20
19.04.18	782	SALC	Subscription 18/19	£250.68
19.04.18	783	SALC	Payroll	£54.00
19.04.18	784	Suffolk Woodchips Ltd	Play bark	£432.00
19.04.18	785	K&M Lighting	Street lighting maintenance	£703.10

18/05/18.3

Village Hall Accounts & Finance

Resolved 18/05/18.04

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 £1,136.93 as of 18th May 2018 and the Lloyds Business Instant Access account balance was confirmed as £0.38 as of 19th March 2018.

Resolved 18/05/18.05

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. K. Lucas and Cllr. N. Foster.

FHDC	Rates	000812	£57.93
CAS	Insurance	000813	£464.62

Approval of cheques and to authorise payment of invoices signed between meetings

Resolved 18/05/18.06

Approved cheque payments since the last meeting. Signed by Cllr. N. Foster & Cllr. K. Lucas.

21.03.18	Browns of Burwell	Oil	000808	£565.79
21.03.18	Floheat Services Ltd	Boiler repairs	000809	£112.00
19.04.18	Ashill Fire Protection Ltd	Fire Service	000810	£68.40
19.04.18	FHDC	Waste	000811	£180.96

Approval of Annual Insurance Premium and Provider

Resolved 18/05/18.07

It was agreed to accept the quote from Zurich, on a 3-year Long Term Agreement, through Community Action Suffolk, for a total of £464.62.

18/05/18.4

GDPR Update

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The Government has tabled an amendment to its own Data Protection Bill to **exempt** all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.

Officials from the Department for Culture, Media and Sport have confirmed that all other measures will still apply, but that appointing a Data Protection Officer to support a council's approach to data protection will be discretionary. The Clerk is to continue working on compliance and is liaising with SALC and the DPO Centre regarding templates for documents, such as Policies, consent forms etc. And also, regarding further training.

VB

18/05/18.5 **Approve Clerks Annual Pay Rise in line with 2018/19 NALC Pay Scales Increase**

Resolved 18/05/18.08

It was agreed to increase the Clerks salary to SCP 24 at £11.643 per hour (SCP 24), backdated to April 2018, in line with the NALC 2018-19 Pay Scales increase.

18/05/19

Correspondence:

SCC Cabinet Paper Notification – Post 16 Travel Policy Statement 2018/19

The policy will be published by 31st May 2018, it is available on the SCC website under Item 15-05-2018, The Cabinet.

FHDC Local Plan Consultation – Single Issue Review of Core Strategy Policy (SIR) & Site Allocations Local Plan (SALP)

Following public examination of the Sir & SALP comments are invited on the Main Modifications. Closing Date 5pm Friday 8th June 2018 <https://westsuffolk.jdi-consult.net/localplan/>

Police Connect

The Clerk has signed up to a new Police Messaging Group.

Consultation – Suffolk Minerals & waste Local Plan

<https://www.suffolk.gov.uk/mineralsandwaste> 11th June - 23rd July 2018. Public Engagement Event to be held on Thursday 21st June 2018 between 3pm-7pm, at Worlington Village Hall.

18/05/20

Parish Matters:

18/05/20.1

Footpaths Update

The Clerk confirmed the BT Trench/Ditch had now been completed and no further action will be taken by Highways. The Footpath to Mildenhall has now been forwarded to the Assistant Director of Operational Highways for his attention and the Clerk will continue to chase this.

VB

18/05/20.2

Hedge Bell Lane Corner / Flint Wall (Chase House, The Street)

The hedge at Bell Lane has now been cut back, with thanks to the resident concerned. The flint Wall at Chase House, The Street has now been repaired, with thanks to the owner. It was agreed that the Clerk would approach Worlington Hall regarding repairs to the rest of the wall. The Birch Tree in Bell Lane has now been cut back.

VB

18/05/20.3

Street Lighting Update

The Clerk confirmed that UKPN have prioritised the light now and works should be completed within 3 weeks.

The Clerk has been asked to report a faulty street light at the Paddocks.

VB

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18/05/20.4 **'Hythe' River Access Update**
The Environment Agency have been to look at the area of River concerned and are now going to draw up designs and costings. They have also approached the River Lark Catchment Partnership to assist and partner up for this project. An update is to follow at the next Parish Council meeting.

18/05/21 **Village Hall:**
18/05/21.1 **Garden Project**
Cllr. Foster (NF) confirmed that the new fencing and surround for the Oil Tank had been completed. Allen Newport kindly donated a tonne of shingle and this has been laid and looks good, our thanks to them. It was agreed to look at some shrubs and planters to improve the look and feel of the area. A BBQ has also been donated.

18/05/21.2 **Funding Update**
The Locality Grant from Cllr. Busuttill for the new Boiler has now been received, with thanks. The Suffolk Community Fund have submitted our application for £2,000 to the Suffolk Giving Fund towards the boiler, the decision should be received soon. The Clerk is to look at applying for further grants through the Suffolk Community Fund.

Resolved 18/05/21.01

A Dissolution Clause was adopted by the Trustees (Parish Council body) for the Village Hall Committee and this was duly signed by the Chairman (NF).

18/05/22 **Items for next Meeting to be held on Thursday 5th July 2018 at 7:30pm, in the Village Hall.**

Meeting closed at 9:48pm

- Village Hall Funding Update
- 'Hythe' River Access Update (RLCP/EA)
- Street Lighting Update
- Footpath to Mildenhall Update
- GDPR Update
- Traffic Calming Update

Signed: *Nick Foster*
Chair, Worlington Parish Council

Date: 5th July 2018

VB

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