**Councillors present**: Cllr. R. Osborn (RS), Cllr. N Foster (NF), Cllr. S. Foster (SF), Cllr. K. Lucas (KL) and Cllr. B. Harvey (BH) & Cllr. P. Merrick (PM)

**Present:**  Clerk – Vicky Bright, Chris Hall – Village Hall Committee, Sue Dampier – Speed Watch & Jim Power – Worlie Cafe

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| **Item** | **Meeting opened at 07.30pm**  **Public Forum – LGA 1972, Section 100(1):**  9 Members of the public were in attendance.  Issues raised:   * Walnut Grove Flooding – Highways are aware and Councillors have met with David Stiles from Highways to address the issues. Soakaways are not cleared on a regular basis anymore, due to a lack of funding. Cllr. Foster is to report this online to Highways again. * The poor condition of the footway adjacent to the ditch (old BT trench) was raised. The Clerk confirmed that this had been reported to Highways and they had confirmed that the footway was to be repaired within the next 2 weeks and that the concrete posts were also to be renewed, but this would take a few weeks more to complete. * The suggestion of installing a CPAD Defibrillator site in the village was raised. The Clerk is to contact the East Anglian Ambulance Service to obtain information and costs/funding information. * The question was asked when the Parish Council’s webpage would be complete and when would the Council’s financial information be displayed. The Clerk advised that she is currently working on the website and hopes to get it completed within the next few weeks. * The issue of the Oak trees on Green Lane was raised, the Clerk advised that she had now identified that this was Highways owned land and that the issue had been reported online, but that the reply received stated it could take up to 30 days for the relevant team to action and respond to the report. * Chase House, Mildenhall Road Worlington fence - Cllr. Harvey advised that the planning team have been on site to view the fence, their provisional response was that the legislation states that development is not permitted if the height of the fence constructed adjacent to the highway exceeds 1 meter above ground level. The complication here is that the new fence lies behind a wall which lies behind adjacent to the highway. As a result, the interpretation of the legislation could be that planning is not required because the new fence is not directly adjacent to the highway. They did recommend that the new fence should be toned down to blend in with the wall. I have asked the FHDC Enforcement Team to have a look and for them to confirm their position. This inspection will be happening over the next couple of weeks and I will report back as soon as this information is to hand. | **Action**  NF  Clerk  Clerk |
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| **16/01/1** | **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.  **Apologies:**  **Absent:** None  None |  |
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| **16/01/2** | **Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:**  None. |  |
| **16/01/3** | **Minutes of the meetings held on 10th November 2015 - LGA 1972, Schedule 12, para 41(2):**  **Resolved 16/01/3.1**  The minutes of the meetings held on 10th November 2015 were adopted as true statements and signed by the Chairman (RO). |  |
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| **16/01/4**  **16/01/4.1** | **External Forum:**  **County Councillor**  Cllr. Waters sent his apologies. |  |
| **16/01/4.2**  **16/01/4.3**  **16/01/5**  **16/01/5.1**  **16/01/5.2**  **16/01/5.3**  **16/01/5.4**  **16.01/5.5**  **16/01/6.**  **16/01/6.1**  **16/01/7**  **16/01/7.1**  **16/01/7.2** | **District Councillor**  Cllr. Harvey advised that the consultation of the West Suffolk Hub was underway. He also bought to the Council’s attention the West Suffolk Community Chest fund which has just opened. This has funds from 2015-2016 going into 2016-2017 which is available for Community Projects.  **Police**  The Clerk advised that no report had been sent and no apologies received. The Clerk was asked to chase up reports and visibility with PCSO Askew.  **Reports**  **Update from the Village Hall Committee**  Chris Hall read a report for the Village Hall Committee; Still no idea where we stand regarding the Village Hall Accounts. Bookings – Parties, Yoga, Church Quiz and Hour of Power. To fulfil the legal responsibilities under health and safety law, we would like a Parish Councillor to be nominated as the ‘Safety Officer’ for the Village Hall. We would like Cllr Nick Foster to be formally appointed and recorded in this role. Initial quick ‘walk around’ Risk Assessment’ identified 3 clear hazards (action has been taken on one);   * Inadequate external lighting in parking area and front * Uneven surfaces – At least need Signage * No Fire Risk Assessment / Fire evacuation signage etc.   Smoke Detectors / Emergency lights / Fire Alarm have now been tested and will be tested with the results recorded at least once a month. Hire rates increase from 1st of next month from £6 to £8 p/h and £10 to £12 p/h for residents and non-residents respectively. The Village Hall Quiz planned for 22 January is sold out. A parishioner will kindly be donating a Bingo game to the Village Hall. We will plan and advertise some Bingo sessions. The GRID 100 fund raiser has been filled twice. Two parishioners have each won £50 each. Total of £100 to the Village Hall. Have a go! The PAT Testing will be conducted before end January and will cover the next 12 months. Are in need of suitable extraction in the Kitchen to prevent large amounts of condensation. Drafting what we would like the Village Hall Committee responsibilities to be. Always looking for volunteers to help with the Village Hall.  **Play Area and Maintenance of Parish Footpaths**  Cllr. Foster advised the meeting that the ramp and steps to the multi-play unit at the play area had been replaced, at a cost that was £600 less than quoted. The damaged fencing is being fixed. The roofing on the multi-play unit is to be addressed.  **Village Speed Watch**  Sue Dampier reported to the meeting that; two new members recruited since November – Martin Morgan, Debbie Moore (Queen’s Hill). Undertook training in early December, along with 3 members of Freckenham Community Speed Watch. Delighted that Nick Foster has also come on board as my CSW Deputy, meaning that we can now increase the number of sessions we do, to hopefully include weekends. It’s a quiet time of year for CSW because of the short days and Christmas holiday period, so no recent sessions to report, but there will be some over the coming weeks. With all the turmoil of recent announcements by the Suffolk Constabulary, we haven’t seen anything of our PCSO, Tristan Askew, but CSWs will continue, supported by Community Engagement officers in the Safer Neighbourhood Team under the newly-re-defined roles recently announced. We are currently in possession of the variable speed sign for our 3 week ‘slot’, which is owned by the Highways Agency but shared on rotation with 5 other villages. Our offer to potentially ‘share’ our slot with Barton Mills has, as of yet, not progressed as they need to first investigate whether they can acquire their own slot. If not, they need to ask Highways to help them select safe slots to deploy the device, and to be trained in its use. I also have concerns about their wish to have several people interfacing with me in terms of handover, which I have said is inappropriate. In the background, I am investigating the costs and logistics associated with another type of flashing speed device, which it attached to existing road signs but moveable, as seen in Kentford recently. It seems likely that this device has actually been purchased by a consortium, who share its deployment, but more on that in due course.  **External Meetings that Councillors may wish to report upon**  None.  **‘Worlie Cafe’ Update**  Jim Power gave a report; The January Café had a good turnout, making £174.00 profit. The 3 Café’s held so far have produced in excess of 120 meals. The February – May Café’s theme will be European foods. Support has been great.  **Planning Applications**  **Anaerobic Digestion Plant, Bay Farm Update**  A site visit to a current anaerobic digestion plant, attended by 30 people (Councillor’s and residents from 2-3 parishes in the surrounding area) and the Planning Officer, was a very useful exercise and gave insight into operational understanding. The concerns of smell and noise were resolved. However, the issue of infrastructure and traffic has not been resolved and solutions are thin on the Transport Plan, which has been highlighted. The consultation is still open and questions the Council will be putting to the Planning Officer, as suggestions to be fundamental to the final plan and to be enforceable are;   * A ban on lorries using the village as a cut through, it is suggested that there is a condition that Golf Links Road is not used for through traffic, * Further guidance on storage and leakage of digestate, * For farms north of Worlington, which may be used at a later date, assurances that the transport plan have enforcements that their traffic does not use the villages as a cut through.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Finance & Policies**  **Parish Council Bank Balances/Reconciliation from list of payments & receipts**  **Resolved 16/01/7.1**  That the bank balances and reconciliation of payments and receipts be received and adopted and initialled & signed as such by the Chairman (RO).   |  |  | | --- | --- | | Treasurers Account | £5,831.86 | | Business Instant Access Account | £1,335.43 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Cheques for signing/approval and to authorise payment of outstanding invoices**  **Resolved 16/01/7.2**  It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. Merrick and Cllr. Foster.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 12.1.16 | 693 | Mrs V Bright | Salary underpayment Jan 16 | 111.79 | | 12.1.16 | 694 | Mrs V Bright | Mileage & Expenses | 11.31 | | 12.1.16 | 695 | FHDC | Playground inspections | 397.20 | | 12.1.16 | 696 | Pearce & Kemp | Street Lights Nov/Dec 15 | 132.08 | | 12.1.16 | 697 | INL | Grass cutting Nov 15 / Bell Ln | 300.00 | | 12.1.16 | 698 | Playdale | Ramp play area repairs | 60.96 | | 12.1.16 | 699 | West Suffolk | Uncontested elections fee | 21.34 | | 12.1.16 | 700 | S M Foster | Play area parts | 92.01 | | 12.1.16 | 701 | AMH Services | Boiler service (V.Hall) | 75.00 | | 12.1.16 | 702 | Browns of Burwell | Oil (V.Hall) | 321.11 | | | Clerk  NF/SF  RO |
| **16/01/7.3** | **Approval of cheques and to authorise payment of invoices signed between meetings**  **Resolved 16/01/7.3**  Approved cheque payments since the last meeting.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 18.12.15 | 692 | Mrs V Bright | Dec 15 Salary under payment | £111.79 | |  |
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| **16/01/7.4** | **Updated report on Village Hall bank accounts and expenditure**  The Clerk advised that the bank account was still in the same position and she was still unable to access the balance or statements. She confirmed that the last statement for the Treasurer’s account on file is dated January 2015 and the statement held on file for the Business Instant Access account is dated November 2015. Cllr. Merrick advised that he had been into branch to try and sort it and was waiting on paperwork, which had as of yet not been received. It was agreed that Cllr. Merrick would go into branch again to chase up the situation and to try and get a recent balance or copies of missing statements. | PM/  Clerk |
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| **16/01/8**  **16/01/9** | **Councillor Vacancy**  The Clerk advised that she had received an application for co-option from Mr. Alan Marshall.  Cllr. Ken Lucas proposed that Mr. Marshall be co-opted onto the Council, Cllr. Steve Foster seconded. A vote was taken with a unanimous for the co-option of Mr. Marshall. Cllr. Marshall signed a Declaration of Acceptance of Office, which was duly countersigned by the Clerk. The Chairman welcomed Cllr. Marshall to the Council. The Clerk is to provide Cllr. Marshall with the Council’s Code of Conduct and Governing documents for his information and a Register of Interest’s form to be completed.  **Village Sign Competition**  It was agreed that the design should remain the same. The Clerk is to source suppliers for options and quotes to replace the sign with a more weather resistant one. | Clerk |
| **16/01/10** | **Planting Scheme**  Cllr. Nick Foster confirmed that the plan was now complete and the relevant information required by Highways for the Licence had been compiled and would be emailed to David Stiles this week. | NF/  Clerk |
| **16/01/11**  **16/01/11.1**  **16/01/11.2** | **Highways Issues**  **Traffic Calming**  Cllr. Osborn confirmed that he has chased up the traffic calming plan with Highways, and the plan and funding is still to be secured. It was suggested that the Traffic Surveys at the Freckenham end of the village be requested to be re-done. Cllr. Osborn has also chased and is awaiting further information on the possible Section 106. Monies from the Red Ledge development. Cllr. Harvey said he would raise the issue with the Head of Highways, whom he is due to meet with this week.  **Hedges & Verges updates** | RO/BH |
|  | The Clerk advised that Highways had confirmed that they are going ahead and instructing their contractors to carry out the hedge cutting along the verges on Freckenham Road. It is hoped the work should be completed within 4 weeks.  The issue of potholes and muck on the road at Golf Links Road. The Clerk was asked to report this to Highways and also to ask them to look at permanent road surfacing on the passing places/hard standing site. | Clerk |
| **16/01/12** | **Correspondence**  **Tesco Local Community Scheme –** Funding currently available for Green Space community projects. Plus, the Clerk has been advised of the West Suffolk Community Trust Fund also currently available.  **Suffolk Constabulary Match Funded PCSO’s Opportunity –** Parish Council’s now have the opportunity to match fund, alone or as a group of Council’s, a PCSO to be dedicated to their village, in light of expected PCSO cuts. The cost of a PCSO annually is £31,972.  **Suffolk Fire & Rescue Future Provision Consultation –** The consultation is open to the public and closes on 22 February 2016. [www.suffolk.gov.uk/firedesign](http://www.suffolk.gov.uk/firedesign) |  |
|  | **Items for next Agenda – next meeting on Tuesday 1st March 2015.**   * Bay Farm Anaerobic Digestion Plant Update * Village Hall Accounts / Bank Account Update * Village Planting Scheme Update * Traffic Calming Update * Defibrillator * Village Sign Options/Quotes |  |
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Meeting closed at 9:04pm.

Signed: Rupert Osborn Date: 1st March 2016

Chairman, Worlington Parish Council