

Worlington Parish Council

Minutes of Parish Council Meeting held in the Village Hall from 7.30pm Tuesday 13th January 2015

Councillors present: Chairman – Cllr. K. Lardner (KL), Cllr. G. Jones (GJ), Cllr. E. Lubbock (EL), Cllr. K. Lucas (KL), Cllr. R. Osborn (RO) & Cllr. P. Merrick (PM).

Present: Clerk – Vicky Bright, Interim Clerk – Su Field, Cllr. Tim Huggan - FHDC

Item		
	<p>Meeting opened at 7.30pm</p> <p>The Chairman welcomed everyone present and informed the meeting that sadly our oldest serving Councillor, Gwen Rix had passed away last week. The Chairman offered the Parish Councils condolences and appreciation for all the hard work Gwen gave to the Parish Council and asked the meeting to stand for a Minute's Silence.</p> <p>The Chairman welcomed the Interim Clerk, Su Field who will be covering the Clerk's maternity leave from 16th February to 16th August 2015. The Chairman advised that the vacancy created by the sad passing Of Cllr. Rix would be notified to the Returning Officer at FHDC. He also stressed that the base closure was an important issue for the Parish Council and that he had been assured by the Base Commander that British jobs would be protected and that it would take approximately 5-7 years to wind down the base operations. 16, 000 new personnel will be arriving at Lakenheath and the Air Refuelling Wing and the AWACS Squadron will be moving to Ramstein, Germany. Matthew Hancock is working to put together a Committee of local businesses to address Government with options and proposals for the site.</p> <p>Public Forum – LGA 1972, Section 100(1):</p> <p>16 members of the public were present.</p> <ul style="list-style-type: none">• The comments in the Pump were discussed regarding speeding in Church Lane; residents are concerned about this issue. It was suggested that the residents in Church Lane leave their Wheelie Bins visible (not obstructing footpath), showing clearly the 30mph stickers.• One resident raised the issue of tree cutting debris on the footpath outside the Flint House just before the Hotel. Cllr. Osborn agreed to speak with the resident concerned.• Another resident raised concerns over a wheelie bin left on the footpath all day causing obstruction by the hedges near the War Memorial. Cllr. Jones agreed to speak with the resident concerned. <p>Agenda opened at 7.38pm</p>	
15.100	<p>Chairman's Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2):</p> <p>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>Apologies: None. Absent: None.</p>	
15.101	<p>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</p> <p>None.</p>	

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15.102

Minutes of the last meeting - LGA 1972, Schedule 12, para 41(2):

Cllr. Jones proposed that the minutes of the November meeting were accurate, Cllr. Osborn seconded.

Resolved 15.102/01

The minutes of the last meeting held on 11th November 2015, were adopted as a true statement and signed by the Chairman (KL).

15.103

External Forum:

15.103.1

Community Police

PCSO Askew sent his apologies and a report as follows;

Total of 1 reported crime between 11th November to 8th January 2015:

MH/14/2092 09/12/14 & 10/12/1/4 Theft – Livestock trailer and quad bike stolen from the rear yard of a property on Church Lane.

No crimes for Bridge Farm Close.

Speed Enforcement 12/12/14 The Street, no offenders. The SNT Speed Indication Mobile Device deployment has been re-started and will rotate on a two week basis with Moulton, Barrow, Risby & Worlington. Sue Dampier will take the lead on this along with the Community Speed Watch.

15.103.2

County Councillor

No representative and no report sent. Cllr. Waters sent his apologies.

15.103.3

District Councillor

Cllr. Waters sent apologies and reiterated that he is working closely with partner organisations to fully understand the implications for the District regarding the Base closure; he is also looking at future opportunities for the site and will endeavour to keep us informed of any progress.

Cllr. Tim Huggan reported as follows;

- The base closure will in the short term have an adverse impact on the local economy and probably the Council's finances. I am pursuing with the Council and Government regarding a 'Plan B' and help from the Government that may be available. The Leader of the Council has seen that there are opportunities for diversification of the local economy in the mid term. I hope that it will enable the sort of incubator/enterprise that other parts of West Suffolk and the wider area are benefiting from and will be pressing for this to happen. I will be pressing our MP regarding the issue of the base allowance and how this will affect the Council's grant from the Government, as the amount of allowance is currently not itemised.
- Mildenhall Hub: Plans for a new hub consisting of leisure, school, council offices, swimming pool and industrial units at a cost of £38 million have been unveiled. At the end of November 2014, the Government issued guidance that schools should not be sited near industrial units because of air pollution concerns. I am interested to see how this will affect the plans for the proposed hub.

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- Finally the Council can demonstrate a 5 year Housing supply, this should stall speculative housing developments that don't conform to Local Plan. It means that developments will now be judged on the merits of the application in question and with greater protection against any appeals and costs being awarded. The base closure impact will also have to be factored into any future housing estimates. The Local Plan has a meeting next week, this is still unapproved.
- 4 Years ago the Council merged roles of Planning and Enforcement Officers. The Council has now reversed this policy and will now have dedicated Enforcement Officers.
- Green Energy: The Council adopted a comprehensive policy where the Council will work with businesses and community to generate rates of return much better than that being earned by money sitting in the bank at historically low levels. I am hoping this will offset some of the cuts that are planned. There is the opportunity for Parish Councils and Village Halls to get grants for Solar Panels.
- Council Tax Reduction Scheme: Last year the Council adopted a policy of making sure everybody paid some Council Tax. They also set up a hardship fund of £50,000. So far it appears that it costs nearly as much to collect this money as it raises, in the meantime the hardship fund has not been dispersed a single penny so far.
- Locality Grants: I have processed several applications for Barton Mills and I hope some will be forthcoming from Worlington before March 2015.

15.104 Reports:

15.104.1 Clerks Report

Flooding on The Street on the bend towards Freckenham.

Cllr. Waters advised on the 22nd December that he was still awaiting an update, but reassured that he is still addressing the issue.

Street Lighting

The lamp with overgrown Ivy on Bell Lane is maintained by SCC and has now been cut back. The lamp on Golf Links/Newmarket Road is on during the day intermittently due to vegetation/ivy overgrowth affecting the daylight sensors. This is not within our maintenance contract and Pearce & Kemp have advised a quote for £97.50 plus VAT to do the works. Cllr. Lubbock suggested he could take a look and address the problem.

I can confirm that I have submitted the Precept form to FHDC. I can also confirm that I have registered for Data Protection with the ICO.

15.104.2 Village Hall Committee

Cllr. Jones confirmed that bookings were on the increase and there had been 3 party bookings this month. The Quiz was a success with attendance over 66 people, profits being £400 plus. The

EL

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Christmas Craft Fair on 6th December, organised by Nic and Kat had been well attended and had raised £232.40 for the Play area equipment. A donation had also been made of £250 by the Cricket Club. Our thanks to Nick and Kat and all the volunteers and the Cricket Club for their donation. The Village Hall had a total income for January of £538.50. Unfortunately there appears to be a problem with Moss on the roof affecting the gutters, the tiles also have a percentage of asbestos, so Knappett's Roofing will be coming to inspect the roof on 14th December regarding cleaning of the moss and any repairs etc. The disabled toilet, which has a macerator and does not access the main sewer leaked and flooded the Ladies and Gents WC's. This system has been replaced by Denis Field. Denis is also providing quotes to refurbish the Ladies WC. We are hoping that the available Locality Grants may assist with the costs of some of the maintenance and modernisation of the Hall.

Play Area & Maintenance of Parish Footpaths

15.104.3

Cllr. Lubbock confirmed that the paths in the Parish were all in good repair. The play bark at the play area has been flagged as an issue on inspections. It is required to have a 200mm level. It is also recommended (although not mandatory) to use Play Bark BS EN 1177. The cost for normal bark is £20.50 plus VAT & delivery per cubic metre, with the BS EN 1177 Play Grade Bark costing £36 plus VAT & delivery per cubic metre. The play area ideally needs a total of 61.6 cubic metres (28m x 11m – 308 sq m), or ideally at least 30 cubic metres if we were to mix it with the current bark on site to bring it back up to 200mm. The costs for this would be between £1,296 to £2,678.40, plus delivery charges. Cllr. Waters has agreed to fund all costs provided we submit an application for Locality Grant before end of March 2015. It was suggested that the Clerk investigate with the Insurance provider whether we would be covered and protected if we chose not to order the BS EN 1177 Play Grade bark. The Clerk is also to look into delivery charges. Cllr. Lubbock reiterated that volunteers were needed to lay the bark when it was delivered.

Clerk

Clerk

The issue raised with the inspections carried out in August & September is still being investigated by John Smithson, FHDC. As an alternative to FHDC carrying out our inspections the Clerk advised that the costs of training 1-2 Councillors or Volunteers to carry out the Monthly Play Area inspections was a one off payment of between £250 – 445 plus VAT per person for a one or two day course. She explained that we would still need to arrange a pay for an annual RoSPA full Health & Safety Inspection by an outside company.

Village Speed Watch

15.104.4

Sue Dampier is taking the lead on the Community Speed Watch and is currently waiting on Training for volunteers by the Police, the signed SNT Agreement and an updated Risk Assessment. Sue is looking for volunteers to assist with road side checks, so if you can spare a morning/evening a month contact sue.dampier@btinternet.com.

External Meetings Reports

15.104.5

Cllr. Jones advised that she had attended a 2 day course on Core Training for Councillor's at SALC,

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this course aimed to explain the role and responsibilities of a Councillor in detail and to help develop knowledge and skills as a Councillor. Cllr. Jones advised she found the course informative and helpful and would recommend it to other Councillor's.

Planning Applications:

15.105

None.

Finance & Policies:

15.106

Parish Council Bank Balances and Reconciliation from List of Payments & Receipts

15.106.1

Resolved 15.106/01

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

Bank Accounts (as of 21 December 2014):

Parish Council

Treasurers Account -	£11,386.33
Business Instant Access -	£1,184.82
Total Parish Council a/c's:	<u>£12,571.15</u>

15.106.2

Cheques for Signing & Approval & to Authorise Payment of Outstanding Invoices

Resolved 15.106/02

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. Lardner and Cllr. Jones.

SALC	Training Cllr. Jones	000627	£117.60
Pearce & Kemp Ltd	Street Lighting Maintenance	000628	£66.04
Mrs V Bright	Mileage & Expenses	000629	£20.92
Mrs V Bright	Jan/Feb 2015 Salary	000630	£105.96

Resolved 15.106/03

Cheques payments since the last meeting. Signed by Cllr. Lardner and Cllr. Jones.

03.12.14	Pearce & Kemp	000625	Street Lighting Maintenance Nov 14	£66.04
03.12.14	Mrs V Bright	000626	Consolidated Salary Payment	£12.48

15.106.3

Report on Village Hall Bank Accounts

Resolved 15.106/04

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

Village Hall Accounts (as of 19 December 2014):

Treasurers Account -	£4,478.80
Business Instant Access -	£2,246.69
Total Village Hall a/c's:	<u>£6,725.49</u>

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Resolved 15.106/05

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. Lardner and Cllr. Jones.

Mrs. G. Jones	000751	Reimburse Expenses	£156.17
D.G. Field	000753	Disabled Toilet Repairs	£1,072.40

Clerks Salary – NJC Pay Scales Increase 2014-16

15.106.4

The NJC Pay scale 20 2014-16 has been approved at an increase from £9.687 to £9.990 from 1st January 2015. A one off Consolidated payment is also to be paid in December 2014 at £100 pro rata, which equates to £12.48 for the current Clerks hours.

Resolved 15.106/06

That the Clerks salary be raised in line with the NJC Pay Scales increase for 2014-16 and the consolidated one off payment of £12.48 be approved.

Review and Adoption of Governing Documents

15.106.5

Resolved 15.106/07

The updated Standing Orders were reviewed and adopted by the Council and signed as such by the Chairman (KL).

Resolved 15.106/08

The revised NALC Model Financial Regulations were adopted as a true statement and signed by the Chairman (KL).

Resolved 15.106/09

The revised Code of Conduct was reviewed and adopted by the Council and signed as such by the Chairman (KL).

Review of Financial Risk Assessment & Effectiveness of Internal Audit Procedure

15.106.6

Resolved 15.106/10

The Council's Financial Risk Assessment and Management document was reviewed and adopted as a true statement and signed by the Chairman (KL).

Resolved 15.106/11

The Council's Review of the Effectiveness of its Internal Audit Process document and checklist were reviewed and adopted as true statement and signed by the Chairman (KL). It was agreed to retain the services of Mr. D.W. Goodman for the internal audit for the financial year 2014-15.

Asset Maintenance / Risk Assessment Procedure

15.106.7

The Clerk advised that the Council had not been carrying out regular Health & Safety Risk Assessments on its assets in the past. She advised that to assess Health & Safety or Maintenance issues it was advisable to carry out routine inspections either Monthly/Quarterly/Annually.

Clerk

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	<p><u>Resolved 15.106/12</u></p> <p>It was agreed that the Clerk would undertake quarterly Risk Assessment as part of her duties.</p> <p>The Clerk with input from Councillor's update the Asset Register with all assets including land.</p>	Clerk EL/GJ
15.107	<p><u>Village of the Year Competition 2014:</u></p> <p>Option 1 - Cllr. Lubbock and Cllr. Jones are to put together 3 proposals for the next meeting for Planting at the 3 entrances to the Village. It was suggested that the 3 entrances follow a similar theme to each other and planting would be carried out in Spring 2015.</p> <p>Option 2 - The Clerk presented the Council with a quote for the bench at the bus stop and the picnic table which were suggested at the last meeting. Bench £372.00, Picnic Table £402.00 = Total £774.00.</p> <p>Option 3 – Cllr. Lardner advised he had put forward the suggestion of planting at the Roundabout, with possible sponsors from Village businesses, to Lisa Chambers at Red Lodge Parish Council but that he was yet to receive a response from them.</p> <p>Cllr. Osborn reported that so far there was no news on the Highway Gates, as this was subject to the Section 106 money from the Red Lodge development.</p>	KL
15.108	<p><u>Special WWI Commemorations:</u></p> <p>The Parish Council presented Cllr. Lucas on behalf of the PCC a framed and dedicated print of the Poppies at the Tower of London, commemorating the 12 fallen of Worlington to be displayed at the Church.</p> <p>It has been confirmed that the community grant of £250 to commemorate the Centenary of WWI from FHDC has been received.</p> <p>The steel poppies will be 3ft long and will be welded onto a stem with a crucifix tab to enable them to be concreted into the ground at the Memorial; they will be painted red, with a black central boss and green paint the poppies are being commissioned by Colbear Design at a cost of £45 per poppy. There will be 12 poppies, one for each of the fallen of Worlington and will be situated at the Memorial during a ceremony where each poppy will be represented by a child from the village. The Church will perform a service at the ceremony. Colbear Design is to provide photos of the design and manufacture process and have given an estimated delivery date of 23rd January 2015.</p>	Clerk/GJ/KL
15.109	<p><u>Correspondence:</u></p> <p>None.</p>	
15.110	<p><u>Items for next Agenda:</u></p> <p>To be forwarded to the Clerk before the next meeting.</p> <ul style="list-style-type: none">• FHDC Emergency Planning Document Update• Village Hall Roof and Toilets Refurbishment Update	

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- Play Area/Bark Update
- CSW Speed Watch Update
- Quarterly (Jan 2015) Risk Assessment & Maintenance Report
- Village of the Year Planting/Benches/Roundabout Update
- Village Art Trail/Festival

Next Meeting:

15.111

Next meeting to be held on Tuesday 10th March 2015 at 7:30pm, in the Village Hall.

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 8:52pm.

Confidential Business:

There was no confidential business.