

# Worlington Parish Council

## Minutes of the Annual Parish Council Meeting held in the Village Hall on Thursday 5<sup>th</sup> May 2022

**Councillors present:** Cllr. N Foster (NF), Cllr. K. Lucas (KL), Cllr. S. Foster (SF), Cllr. L. Osborn (LO), Cllr. A. Marshall (AM) & Cllr. P. MacKenzie (PM).

**Present:** Clerk – Vicky Bright. Cllr. Brian. Harvey – WSC. Cllr. Lance Stanbury – SCC.

**Meeting opened at 7:55pm**

### **ANNUAL COUNCIL BUSINESS**

22/05/1

#### **Election of Chairman:**

Cllr. Nick Foster was proposed by Cllr. Marshall and seconded by Cllr. S. Foster. Cllr. Nick Foster was elected following a majority vote in favour and Cllr. N. Foster accepted the position of Chairman for the year 2022-23.

#### **Resolved 22/05/1.01 To Receive the Chairman's Declaration of Acceptance of Office:**

Cllr. N. Foster signed the declaration of office of Chairman for the year 2022-2023 and this was witnessed and countersigned by the Clerk.

22/05/2

#### **Chairman's Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):**

The Chairman welcomed everyone.

**Apologies:** Cllr. G. Ciantar

**Absent:** None

22/05/3

#### **Election of Vice Chairman:**

Cllr. Ken Lucas was proposed by Cllr. Marshall and seconded by Cllr. S. Foster. Cllr. Lucas was elected following a majority vote in favour and Cllr. Lucas accepted the position of Vice Chairman for the year 2022-23.

#### **Resolved 22/05/3.01 To Receive the Vice Chairman's Declaration of Acceptance of Office:**

Cllr. Lucas signed the declaration of office of Vice Chairman for the year 2022-2023 and this was witnessed and countersigned by the Clerk.

22/05/4

#### **To Receive the Declarations of Office by Members:**

All members signed their declaration of office of Councillor for the year 2022-23 and these were witnessed and countersigned by the Clerk.

22/05/5

#### **Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:**

Cllr. Paula MacKenzie declared an interest in Item 20.1.

22/05/6

#### **Appointment of Councillor Responsibilities & Representatives on Outside Bodies:**

##### **Resolved 22/05/6.01**

The following was agreed;

Play Area – Cllr. N. Foster & Cllr. S. Foster

Footpaths – Cllr. K. Lucas

Highways – Clerk & Cllr. N. Foster.

Asset Risk & Maintenance Assessment – Cllr. S. Foster (Bi-Annual)

Friends of the Village Hall – Cllr. N. Foster

# Worlington Parish Council

## Minutes of the Annual Parish Council Meeting held in the Village Hall on Thursday 5<sup>th</sup> May 2022

Planning Advisory Committee – Cllr. L. Osborn, Cllr. S. Foster, Cllr. A. Marshall & Cllr. K. Lucas  
Neighbourhood Plan Working Party – Cllr. L. Osborn (Chair) & Cllr. N. Foster  
Sunnica / Sunnica Parish Alliance – Cllr. P. Mackenzie  
WSC Parish Forums – To decide as needed  
SALC – Clerk.  
Quarry – Cllr. K. Lucas

- 22/05/7** **Appointment of the Responsible Financial Officer:**  
**Resolved 22/05/7.01**  
It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2022-23.
- 22/05/8** **Adoption of the Annual Governance Statement (AGAR Sect. 1) 2021-22:**  
**Resolved 22/05/8.1**  
The Annual Return for 2021-2022 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.
- 22/05/9** **Review & Adopt the Internal Audit Report for 2021-22**  
**Resolved 22/05/9.01**  
The Internal Audit report was presented by the Clerk and was fully reviewed by the Parish Council. No issues were highlighted, and so it was adopted in full.
- 22/05/10** **To Approve the Final Accounts for the Financial Year ended 31<sup>st</sup> March 2022:**  
**22/05/10.1** **Resolved 22/05/10.01**  
The final accounts and Bank Reconciliations for the financial year ended 31<sup>st</sup> March 2022 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (NF) & the RFO. The balance carried forward as of 31<sup>st</sup> March 2022 is £26,297.34.
- 22/05/10.2** **Resolved 22/05/10.02**  
Section 2 Accounting Statements 2021-22 of the AGAR were approved and accepted by all Councillor's and signed as such by the Chairman (NF) and the RFO.
- 22/05/11** **To Review & Adopt the Budget for 2022/2023:**  
The Clerk presented the budget, with amendments to the Clerks salary in-line with recent NJC pay scales increase April 2021.  
**Resolved 22/05/11.01**  
The Budget for 2022-23 was approved & adopted and signed by the Chairman (NF).
- 22/05/12** **To Review & Adopt the Asset Register**  
**Resolved 22/05/12.01**  
The Asset Register was adopted at a total of £49,634.51.
- 22/05/13** **Review & Adoption of Financial Risk Assessment 2022-2023:**  
**Resolved 22/05/13.01**

# Worlington Parish Council

## Minutes of the Annual Parish Council Meeting held in the Village Hall on Thursday 5<sup>th</sup> May 2022

The Financial Risk Assessment for the financial year 2022/23 was reviewed and adopted by the Full Council and signed by the Chairman (NF).

22/05/14

### **Review Effectiveness of Internal Audit Procedure:**

#### **Resolved 22/05/14.01**

The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Mijan Ltd for the financial year 2022-23.

22/05/15

### **Approval & Authorisation of Annual Standing Payments & Direct Debits**

#### **Resolved 22/05/15.01**

It was agreed to authorise the following annual standing payments and direct debits, for the financial year 2022/23;

Mrs V Bright	Clerks Monthly Salary	Local Government Act 1972ss. 101, 111 and 112	SO	PCM	£440.30
Eon	Street Lighting	Energy Parish Councils Act 1957, s Highways Act 1980, s 301	DD	PCM	£197.73

22/05/16

### **To Consider any Annual Donations:**

The Clerk advised there had been no applications received. It was suggested that a notice be put in the Pump and the item be on the July Full Pc Agenda for consideration of any applications received.

#### **Resolved 22/05/16.01**

It was agreed to the S.137 payments for the Remembrance wreaths x2; for the Pc & PCC.

### **ORDINARY COUNCIL BUSINESS**

22/05/17

### **Minutes of the meeting held on 31<sup>st</sup> March 2022- LGA 1972, Schedule 12, para 41(2):**

#### **Resolved 22/05/17.01**

The minutes of the meeting held on 31<sup>st</sup> March 2022 were adopted as true statements and signed by the Chairman (NF).

22/05/18

### **REPORTS:**

22/05/18.1

#### **Parish Footpaths Updates**

None.

22/05/18.2

#### **Play Area Update (NF/SF)**

No update – The Clerk & Chair are to meet with Tim McGhee regarding the surfacing options.

22/05/19

### **HIGHWAYS & TRAFFIC CALMING:**

22/05/19.1

#### **VAS (SID) Data / Traffic Calming Update (Cllr. B. Harvey & Insp. Connor Lyon – Police)**

Inspector Lyon did not attend! Cllr. Stanbury advised he is working closely with Cllr. Harvey regarding data and speed surveys and the speed surveys for Worlington should be carried out

# Worlington Parish Council

## Minutes of the Annual Parish Council Meeting held in the Village Hall on Thursday 5<sup>th</sup> May 2022

next month, these will be classed as County Data which can be used to justify traffic calming measures (official counts that SCC Highways use for grading). He also confirmed he is attending a meeting with Officers tomorrow to work on a scheme for proper checks and monitoring and looking at funding.

Cllr. Harvey advised that the new Police Inspector, Connor Lyon's top priority is ASB and Speeding control through villages.

22/05/20  
22/05/20.1

### **PLANNING (For Information):**

#### **Sunnica Energy Farm Proposal Update**

The deadline for submissions, which has now been extended is the 18<sup>th</sup> May 2022. Cllr. MacKenzie is to draft and submit the comments on behalf of the PC.

22/05/20.2

#### **Worlington Neighbourhood Plan Update (LO)**

The Wes Suffolk Local Plan has no sites allocated to Worlington. The Working Party is made up of 6 volunteers, with two Councillors. The PC website now has a dedicated Neighbourhood Plan page, with all info, consultation details, and minutes of meetings. We hold monthly meetings, which are also attended by our Planning Consultant, Ian Poole. It is hoped the draft plan will be available for Public Consultation in November 2022, with submission for adoption being this time next year.

22/05/20.3

#### **Update on Boundary Change (WSC) – Turnpike Estate (*Red Lodge PC/WSC*)**

The Boundary change for Turnpike Estate (A11) is currently in process and WSC is consulting on the change.

22/05/20.4

#### **Update on Church Lane Enforcement EN/21/0237**

No update. Clerk is to follow up with Sarah Rampley and Cllr. Harvey.

22/05/20.5

### **(For Consideration):**

**Planning Appeal AP/22/0019/STAND – (Application DC/21/1906/FUL) a. change of use of land to Gypsy and Traveller residential use; b. 12 residential pitches each accommodating a dayroom/amenity building, up to two caravans and parking spaces; c. vehicular access; d. play area LOCATION: Land Opposite Pen Villa, Isleham Road, Worlington**

#### **Resolved 22/05/20.01**

It was agreed to write a reiterate the Parish concerns and objections previously submitted on application DC/21/1906/FUL.

22/05/20.6

**DC/22/0492/HH - a. front porch; b. garage extension with workshop and first floor office; c. single storey rear extension, rear veranda along with internal alterations Location: 7 The Paddocks, Worlington**

#### **Resolved 22/05/20.02**

No Objections to application DC/22/0492/HH.

22/05/20.7

**DC/22/0529/TPO - TPO 104 (1970) tree preservation order - one Spruce (T1 on plan) - fell to ground level and one Yew (T2 on plan) - overall crown reduction by up to two metres.**

**Location: 1 Hall Cottages, Mildenhall Road, Worlington**

#### **Resolved 22/05/20.03**

# Worlington Parish Council

## Minutes of the Annual Parish Council Meeting held in the Village Hall on Thursday 5<sup>th</sup> May 2022

No comments to be submitted, it was agreed to leave it to the decision of the Arborist/Tree Officer.

22/05/21  
22/05/21.1

### **PARISH MATTERS:**

#### **Hythe Update**

The steps and platform to enter the river have now been installed, to make it much safer, signage showing wet surface/slippery surface is to be installed. The wildflower areas are to be extended.

22/05/21.2

#### **Queen's Platinum Jubilee Celebrations (LO/PM/GC)**

Sunday 5<sup>th</sup> June 2022 11am-4pm, at the Recreation Ground and Village Hall. Face painting, Bouncy castles, sports races, arts & crafts, competitions, FREE Ice Creams (thanks to Cllr. Alan Marshall for funding the ice creams).

22/05/22

### **CORRESPONDENCE:**

To consider any items of correspondence which require a response from the Parish Council

- The Clerk presented a letter from a resident who is requesting to put a sign on the Green at Walnut Grove to show people the way to their house (1 Bell Lane). It was suggested the Clerk advise the resident that the PC has no objections, but that the application will need to be made to WSC.

22/05/23  
22/05/23.1

### **Finance & Policies:**

#### **Parish Council Account Cheques for signing and approval**

#### **Resolved 22/05/23.01**

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

SALC	Membership 22/23	000903	£278.67
K&M Lighting	Street lighting maintenance 22/23	000904	£919.46
Mijan Ltd	Internal Audit 21/22	000905	£80.62
Mrs V Bright	Backdated pay increase	000906	£89.76
Mrs V Bright	Mileage, expenses and hours owed	000907	£15.61
Mr S Foster	Play Area sign & materials	000908	£19.27
Mrs J Foster	Hythe machinery	000909	£214.82
RH Landscapes	Grass cutting March/April	000910	£708.00

22/05/23.2

#### **Resolved 22/05/23.02**

It was agreed to adopt the payments of cheques signed between meeting, signed by Cllr. N. Foster & Cllr. K. Lucas.

Groundworks UK	NP Grant underspend	000901	£3,102.80
----------------	---------------------	--------	-----------

# Worlington Parish Council

## Minutes of the Annual Parish Council Meeting held in the Village Hall on Thursday 5<sup>th</sup> May 2022

Robert Dyas	Bench	000902	£449.99
-------------	-------	--------	---------

**Next Meeting to be held on Thursday 16<sup>th</sup> June 2022 at 7:30pm, in the Village Hall.**

Meeting closed at 8:56pm

Signed: *N. Foster*

Date: 16<sup>th</sup> June 2022

Vice Chair, Worlington PC