

# Worlington Parish Council

## Minutes of the Annual Parish Council Meeting held in the Village Hall 7:30pm on Thursday 27<sup>th</sup> May 2021

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

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

**Meeting opened at 7:30pm**

### **ANNUAL COUNCIL BUSINESS**

21/05/1

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

Cllr. Nick Foster was proposed by Cllr. Marshall and seconded by Cllr. Osborn. Cllr. Nick Foster was elected following a majority vote in favour and Cllr. N. Foster accepted the position of Chairman for the year 2021-22.

#### **To Receive the Chairman's Declaration of Acceptance of Office:**

Cllr. N. Foster signed the declaration of office of Chairman for the year 2021-2022 and this was witnessed and countersigned by the Clerk.

21/05/2

#### **Statement to Defer the Annual Parish Assembly:**

Please note that due to the COVID-19 coronavirus pandemic, and in accordance with the guidance issued by the Government regarding restrictions on public assemblies, the Parish Council voted that it would not be in the interests of public safety for:

☒☒The Parish Council to fix a date for the 2021 Annual Parish Assembly, until after Step 4 of the Roadmap out of Lockdown (21 June 2021)

The Chairman of the Parish Council will convene the Parish Assembly later in the year.

21/05/3

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

The Chairman welcomed everyone.

**Apologies:** None                      **Absent:** None

21/05/4

#### **Local Authority Reports:**

21/05/4.1

**Suffolk County Councillor** – Cllr. Lance Stanbury sent his apologies.

21/05/4.2

#### **West Suffolk District Councillor -**

Cllr. Brian Harvey gave the following report;

- 2021/22 Locality Funding is now available for applications.
- County Lines has been intense with several arrests made. The drug dealers have been targeting children aged 9-11 years.
- 101 is working well. This is for non-emergency calls.
- WSC has a Dog Fouling campaign in progress.
- WSC also has a Fly-Tipping campaign running at the moment.

21/05/5

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

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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 2021-2022.

### **To Receive the Vice Chairman's Declaration of Acceptance of Office:**

Cllr. Lucas signed the declaration of office of Vice Chairman for the year 2021-2022 and this was witnessed and countersigned by the Clerk.

21/05/6

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

All members signed their declaration of office of Councillor for the year 2021-2022 and these were witnessed and countersigned by the Clerk.

21/05/7

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

21/05/7.1

Cllr. Ken Lucas declared an interest in Item 21.4 and Cllr. Paula MacKenzie declared an interest in Item 20.1.

21/05/7.2

Each member is to review and complete a new Register of Interests Form, as necessary, these will be then be countersigned by the Clerk and a copy sent to West Suffolk Council.

21/05/8

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

#### **Resolved 21/05/8.01**

The following was agreed;

Play Area – Cllr. N. Foster

Footpaths – Cllr. K. Lucas

Highways – Clerk & Cllr. N. Foster.

Asset Risk & Maintenance Assessment – Cllr. S. Foster (Quarterly)

Friends of the Village Hall – Cllr. N. Foster

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 & Cllr. P. MacKenzie

Sunnica / Sunnica Parish Alliance – Cllr. L. Osborn, Cllr. K. Lucas & Cllr. P. Mackenzie

WSC Parish Forums – To decide as needed

SALC – Clerk.

Quarry – To decide as needed.

21/05/9

### **Appointment of the Responsible Financial Officer:**

#### **Resolved 21/05/09.01**

It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2021-2022.

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- 21/05/10**      **Adoption of the Annual Governance Statement (AGAR Sect. 1) 2020-21:**  
The Clerk presented the Internal Auditors written report; no issues were raised.  
**Resolved 21/05/10.1**  
The Annual Return for 2020-2021 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.
- 21/05/11**      **Review & Adopt the Internal Audit Report for 2020/21**  
**Resolved 21/05/11.01**  
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.
- 21/05/12**      **To Approve the Final Accounts for the Financial Year ended 31<sup>st</sup> March 2021:**  
**21/05/12.1**      **Resolved 21/05/12.01**  
The final accounts and Bank Reconciliations for the financial year ended 31<sup>st</sup> March 2021 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 2021 is £13,890.00.
- 21/05/12.2**      **Resolved 21/05/12.02**  
Section 2 Accounting Statements 2020/21 of the AGAR were approved and accepted by all Councillor's and signed as such by the Chairman (NF) and the RFO.
- 21/05/12.3**      **Resolved 21/05/12.03**  
The Certificate of Exemption for the financial year 2020/21 was approved and adopted and signed by the Chair and the RFO.
- 21/05/13**      **To Review & Adopt the Budget for 2021/2022:**  
The Clerk presented the budget, with amendments to the Clerks salary.  
**Resolved 21/05/13.01**  
The Budget for 2021/2022 was approved & adopted and signed by the Chairman (NF).
- 21/05/14**      **Review & Adoption of Financial Risk Assessment 2021/2022:**  
**Resolved 19/05/14.01**  
The Financial Risk Assessment for the financial year 2021/22 was reviewed and adopted by the Full Council and signed by the Chairman (NF).
- 21/05/15**      **Review Effectiveness of Internal Audit Procedure:**  
**Resolved 21/05/15.01**  
The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Mijan Ltd for the financial year 2021/22.
- 21/05/16**      **Approval & Authorisation of Annual Standing Payments & Direct Debits**  
**Resolved 21/05/16.01**  
It was agreed to authorise the following annual standing payments and direct debits, for the financial year 2021/22;

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Mrs V Bright	Clerks Monthly Salary	Local Government Act 1972ss. 101, 111 and 112	SO	PCM	£381.90
Eon	Street Lighting Energy	Parish Councils Act 1957, s Highways Act 1980, s 301	DD	PCM	£177.00

21/05/17

### To Consider any Annual Donations:

The Clerk advised there had been no applications received.

21/05/18

### **ORDINARY COUNCIL BUSINESS**

#### **Minutes of the meeting held on 1<sup>st</sup> April 2021- LGA 1972, Schedule 12, para 41(2):**

#### **Resolved 21/05/18.01**

The minutes of the meeting held on 1<sup>st</sup> April 2021 were adopted as true statements and signed by the Chairman (NF).

21/05/19

### **Reports:**

21/05/19.1

#### **Play Area Update**

The Clerk presented the Annual RoSPA report. The Clerk is to forward the report to NF/SF and they will look at the works needed and get quotes etc.

21/05/19.2

#### **Parish Footpaths Updates**

##### **i) Worlington to West Row Track – Ferry Drove (West Row PC)**

The Clerk read out an update from Michael Peachey – WRPC;

‘So far over 130 user evidence forms have been received, and now that Bury Records Office has reopened we are going weekly to inspect the old records for anything useful, which has provided some good evidence and is almost complete. Finally, we need to see some records held in the Ipswich Records Office, but that has yet to reopen apparently due to some delayed building works. The last estimate for reopening there was by late summer, after which we should be able to get the final documents and then the application will go in. I'm told it is worth waiting until we have everything as it will strengthen our case. I will keep you updated.’

##### **ii) Badlingham Lane footpath**

The Clerk confirmed that PROW and Highways Records have confirmed that the lane is recorded as an unclassified unsurfaced road, U6006. It is similar status to a Byway Open to all Traffic permitting access on foot, cycle, equestrian (including horse and cart) and motor vehicles. Highways Records Team confirmed that the U6006 does appear on the LoS. The whole of the route is listed under Freckenham. It is under ‘Green Lane’ and called ‘Green Lane Freckenham Worlington’ NSG Ref: 14601287 Length 2.35km”.

21/05/19.3

##### **VAS (SID) Data / Update on reposition of Newmarket Rd SID Post**

The most recent VAS data was circulated and will appear in the ‘Pump’. The re-siting of the post on Newmarket Road has been approved and neighbours were consulted. Dates for the post to be moved are yet to be confirmed.

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21/05/20  
21/05/20.1

## Planning (For Information):

### Sunnica Energy Farm Proposal Update

- The types of batteries and safety and effectiveness are to be reviewed by the Fire Brigade, but this is currently on hold, as presently Sunnica do not know which type of battery will be used.
- Construction traffic issues have been highlighted regarding works access and storage.
- Highways at County are yet to engage with Sunnica.
- WSC & ECDC are liaising.
- We are still waiting for a response from Sunnica to the alliance and Local Authority questions.
- The Statement of Common Ground has been delayed and has not started yet, it should go to DCO July/August 2021 (specific/detailed plans), when it arrives we have 28 days to respond before it goes to the Planning Inspectorate for first stage inspection.

21/05/20.2

### Worlington Neighbourhood Plan Update (NF/LO)

- Parish Area Designation has been submitted to WSC.
- The grant application has been started.
- A Household Survey is being drafted.
- A Green Spaces and site assessment is being undertaken.
- There is to be a separate survey for young people with a Public Event later in the year.

The next Working Party meeting is scheduled for 7<sup>th</sup> June 2021 via Zoom.

### (For Consideration)

21/05/20.3

**DC/21/0981/HH - rear two storey extensions. Location: Pilgrim Cottage, 41 Church Lane, Worlington IP28 8SG**

### **Resolved 21/05/20.01**

It was agreed to submit No Objections to application DC/21/0981/HH.

21/05/21  
21/05/21.1

## Parish Matters:

### **Worlington War Memorial Cleaning & Refurbishment.**

### **Resolved 21/05/21.01**

It was agreed to accept the quote from Mildenhall Monumentals for £1020.00, to resurface where possible and pressure wash the lettered faces, along with re-filling the crack on the pinnacle.

The Clerk is to look into funding opportunities.

21/05/21.2

### **Application to move boundaries of Red Lodge/Worlington (Turnpike End) Update**

The Clerk followed up with the Red Lodge Clerk, but she has received no update from WSC.

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21/05/21.3

### **Hythe Community Space & Eco Initiatives Project & Associated Grass Cutting Costs**

The plans were included in the Pump and are available to view by contacting the Clerk or Chair. We welcome feedback, suggestions and volunteers. The Chair gave the following report;

‘Works started mid-February, with all the dead, fallen and dangerous trees being removed from the far end of the site. Over 30 years of neglect meant that this alone was quite a demanding task. All of the trees etc. from this area have been used to create a natural barrier between the open space and the wooded area behind, which not only looks good but is also beneficial to insects, small wildlife, birds etc. who can use it for protection, nesting and also for food. The next job was to clear the brambles which had been left to encroach the meadow, and to return the space to something resembling what it was in the early 1990s. The ditch has also been dug out to allow water to once again flow into it. This area is now ideal for spawning fish as it gives plenty of protection and the reed bed has already begun to grow.

Moving forward, we are looking to seed the main grass area as per the above map, and plant a wide border of wildflowers between the woodland and the meadow to create not only a beautiful community area but a haven for insects and wildlife. We are hoping to work with a community interest company called Greener Growth who will be able to help with such things as tree planting schemes & identifying native species of wildflowers, funding etc.

Whilst there is still a long way to go I hope you can all appreciate the hard work and hours that have gone into this project so far, from all the volunteers who have helped out. I would like to thank everyone who has offered their time, their wisdom and their expertise. As a final point, just to ease any concerns or worries anyone may have, the tree work was all carried out prior to the nesting season, but was also thoroughly checked before work commenced. The same for the groundwork clearance, there was very little wildlife on the ground, as it was such a tangled mess of brambles, but was also regularly checked with cameras being placed between Feb-March to check what birds, wildlife may have been present.

### **Resolved 21/05/21.01**

It was agreed to accept the quote from RH Landscapes to keep the meadow and brambles cut each month at a cost of £20pcm.

21/05/21.4

### **Worlington Annual Beer and Cider Festival and Car Show**

The Cricket Club has confirmed the dates of 27<sup>th</sup>-29<sup>th</sup> August. The Clerk was asked to go back to the Cricket Club and clarify the following conditions, before approval would be granted, at the next Full Council meeting in July.

- Clarify Licensing Terms – Hours? With a view to asking if the Sunday hours could be reduced, with it perhaps being a Family Fun Day and finishing at 5pm.
- Stewards are required to lessen & move on late night revellers in the track and High Street etc.
- No glass to be allowed!
- The Speed Humps are to be replaced ASAP after the event, not several months later!

21/05/22  
21/05/22.1

### **Highways Issues:**

### **Highways Complaint Ref: Traffic Calming & Highway Issues in the Village Update**

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The Clerk is still compiling a full Highways Issues Report and complaint, this is to be sent to Highways (SCC), Cllr. Lance Stanbury and the Cabinet Member for Roads & Transport.

21/05/22.2

### **'Quiet Lanes' Scheme**

The proposed roads for application are Church Lane, All Saints, Walnut Grove. Cllr. Lesley Osborn agreed to act as the Parish Contact and lead for the Scheme. The application needs to be submitted by July 2021 to still be included in the scheme.

The Clerk is also to enquire with Highways whether 'No Through Road' signage can be placed in Church Lane.

21/05/23

21/05/23.1

### **Correspondence:**

#### **Suffolk Community Restart Fund – SCC**

The Suffolk Community Restart fund, funded through Suffolk County Council, is a grant fund totalling £300,000 and each District and Borough Council within Suffolk have been given £75,000 each to offer voluntary, community and social enterprise (VCSE) groups a grant to help them resume their previous activities safely and/or to support them to transition to new ways of working. This scheme offers grant of between £250 and £2,500 to voluntary, community and social enterprise (VCSE) organisations in Suffolk.

The aim of the fund is to enable VCSE organisations to restart previous activities safely and/or to support them to switch to new ways of working. All VCSE groups are eligible to apply, provided funding requested is for equipment, adaptations or staffing (but these need to be additional and not part of your core costs) to enable an existing/previous activity to resume safely or to enable a new activity/service to be developed/launched.

#### **Key information:**

Before applying, please note that this funding is not intended to replace lost income/hardship experienced by VCSE organisations as a result of the pandemic, although it can be used help you to resume activities suspended due to Covid-19. We cannot provide retrospective funding for projects, unless it was something that has had to 'pause' due to COVID-19.

#### **What can be funded/Criteria:**

The attached criteria provide examples of the types of activity the fund can be used for:

- **Minor facility alterations** – i.e. Reconfiguration/refurbishment to meet social distancing requirements
- **Service alterations** – i.e. Volunteer training, e.g. health and safety requirements, risk assessments, etc.
- **Operational alterations** - i.e. Signage/floor markings – maintaining social distance and avoiding congestion

#### **Process:**

Applicants will first contact Community Action Suffolk by email at [vcse-support@communityactionsuffolk.org.uk](mailto:vcse-support@communityactionsuffolk.org.uk) or telephone 01473 345400 to discuss their project and to ensure that it meets the attached criteria.

#### **How to apply:**



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If you would like to access funding through the scheme, please complete the application form online <https://forms.office.com/r/hYXMsYNkrK>

For further information please visit [Suffolk Community Restart - Community Action Suffolk](#)

The Clerk has forwarded the information to the Hall Committee for their information.

21/05/23.2

### **Fly Tipping Campaign 2021/22- WSC**

Suffolk's SCRAP fly-tipping campaign will launch next Tuesday the 25th of May and last approximately one year. The campaign we ran in 2020, with your help, we were able to reach hundreds of thousands of people across Suffolk with our messaging against fly-tipping. Unfortunately, fly-tipping remains a serious issue of which I am sure you are aware, so we have developed a second phase of the campaign with funding from the Suffolk Waste Partnership. It will be run the same way as before with Facebook and Twitter posts posted on the 'Suffolk Recycling' Facebook/Twitter pages so please have a look, hit the follow button and share as widely as you are able.

21/05/23.3

### **Dispute regarding boundary wall between Elevenways and The Green**

The Clerk presented a letter received from a resident regarding the missing section of boundary wall between the Green and Elevenways. The Clerk is to advise that this is outside of the Parish Council jurisdiction and therefore we have no powers to act or enforce. The Clerk is to suggest the resident looks at the Government webpage <https://www.gov.uk/how-to-resolve-neighbour-disputes/use-a-mediation-service>

21/05/24

### **Finance & Policies:**

21/05/24.1

### **Parish Council Bank Reconciliation from List of Payments/Receipts**

The Payments and receipts were scrutinised and approved. The account balance was confirmed as £27,619.69 as of 14<sup>th</sup> May 2021.

### **Resolved 21/05/24.01.**

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

21/05/24.2

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

### **Resolved 21/05/24.02**

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.

Mrs V Bright	Office Allowance 21/22	£312	000860
Mijan Ltd	Audit 2020/21	£79.50	000861
RH Landscapes	Grass cutting March- May	£830.00	000862
CHT	Annul Support Fee	£151.20	000863
SALC	Membership fee 21/22	£274.06	000864
Mr S Foster	Playing field signs	£9.40	000865
Mrs J Foster	Hythe plant hire	£300	000866



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21/05/24.3

**Approve Clerk's Office Allowance 2021/22 in-line with new HMRC Guidelines**

**Resolved 21/05/24.03**

It was agreed to increase the Clerk's Office Allowance (for space, lighting, heating, phone & internet) to £6 per week (£312 per annum), in-line with new HMRC guidance for Homeworking allowance.

**Items for next Meeting to be held on Thursday 1<sup>st</sup> July 2021 at 7:30pm, in the Village Hall.**

Meeting closed at 9:31pm

Signed: *Nick Foster*

Date: 1<sup>st</sup> July 2021

Chair, Worlington PC