

# WORLINGTON PARISH COUNCIL

Minutes of the Meeting of Worlington Parish Council  
Held via Zoom, on Thursday 16<sup>th</sup> July 2020 at 7:30pm

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

**Present:** Clerk – Vicky Bright. Cllr. Brain Harvey – West Suffolk Council.

<b>ITEM</b>	<b>Public Forum – LGA 1972, Section 100(1):</b> No members of public were in attendance.
<b>20/07/1</b>	<b>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</b> None. <b>Absent:</b> None.
<b>20/07/2</b>	<b>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</b> None.
<b>20/07/3</b>	<b>To Approve the Minutes of the Parish Council Meetings:</b>
<b>i)</b>	<b>Resolved 20/07/3.01</b> The minutes of the meeting held on 2 <sup>nd</sup> January 2020 were adopted as true statements and signed by the Chairman of the meeting (NF).
<b>ii)</b>	<b>Resolved 20/07/3.02</b> The minutes of the meeting held on 6 <sup>th</sup> February 2020 were adopted as true statements and signed by the Chairman of the meeting (NF).
<b>20/07/4</b>	<b>External Forum:</b>
<b>i)</b>	<b>County Councillor Report</b> No report and Cllr. Louis Bussuttil was not present.
<b>ii)</b>	<b>District Councillor Report</b> Cllr. Brian Harvey gave the following report; <ol style="list-style-type: none"><li>1. Due to COVID 19 virus currently all West Suffolk Council meetings have been cancelled. We currently testing out and awaiting approval form Government concerning using the virtual video links with separate voting provision. Once details are approved I will advise. Meeting are primality being held via MS Teams with live streaming for Public viewing. In addition, meeting Suffolk Constabulary are on “Skype” and other external meetings currently using “Zoom” all are working fine at this time.</li><li>2. West Suffolk council like all Councils is now fully implicating the Governments Coronavirus 19 Policies.</li></ol>

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- I have attached the latest issue of the “Suffolk Resilience” data.
  - Business support via [www.westsuffolk.gov.uk/c19business](http://www.westsuffolk.gov.uk/c19business) or call 01284-763233
  - A new focus group has been set up. The telephone number for those in genuine need of help is 0800-876-6926
  - Revised Locality budget allocation have been issued to all District Councillors (your Parish Clerk has all the details)
  - We are continuing to support the needs of rough sleepers in our area via [www.streetlink.org.uk](http://www.streetlink.org.uk)
  - Brown Bin street collections are resuming week commencing 16<sup>th</sup> June in our area. Actual collection date can be checked online via [https://westsuffolk-self.achieveservice.com/service/Waste\\_New\\_Round\\_Interim\\_Postcode\\_Lookup](https://westsuffolk-self.achieveservice.com/service/Waste_New_Round_Interim_Postcode_Lookup) just enter your postcode for your next collection dates.
  - West Suffolk parks are now open – Brandon Country Park, Nowtown Park, Bury and West Stow Country Park. Normal parking charges have now been reinstated.
3. The approval for Grants to village halls etc. have now been processed and funds transfers are now taking place.
4. Previously I have advised concerning Locality Budget Funding requests and specifically in support of Community Group Schemes set up as a direct result of the COVID 19. I have been able to support several local schemes and would request that any Community Groups within your Parish Council area would like financial support for them to contact me directly via [brian.harvey@westsuffolk.gov.uk](mailto:brian.harvey@westsuffolk.gov.uk)
5. “County Lines” drug issues and the impact upon our rural communities is being actively pursued by Suffolk Constabulary. This is a cross border operation resulting in several arrests and prosecutions being made. Recent updates and presentations by Suffolk Police concerning the issues are being actively pursued by the Constabulary.
6. “Proposed Sunnica Residents Engagement” I am currently in the process of trying to arrange a joint Residents/SCC/DC & Sunnica engagement/consultation meeting. The intention is that both SCC & DC senior planning officers plus Councillor portfolio holders will also be present. Once the initial arrangements have been sorted I will be in a position to advise date/location/timings etc.

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The planning portal number is: - DC/19/0472/EIASCO – The joint SCC/WS Consultation Response dated 11<sup>th</sup> April 2019 has now been issued.

7. Civil Parking Enforcement (CPE) is being introduced throughout Suffolk CC during 2020, we have been advised that CPE will become effective from the 6<sup>th</sup> April and the Council are in the process of recruiting 18 additional staff to cover these duties.
8. West Suffolk Council are part of the Suffolk wide campaign to crack down on fly tipping with prosecutions taking place resenting with a business in Bury St Edmunds being fines accordingly.  
If Residents are aware of fly tipping in their villages please contact Dominic Owner by email at [dominic.owner@westsuffolk.gov.uk](mailto:dominic.owner@westsuffolk.gov.uk) with a copy to myself please.
9. West Suffolk Council has taken active steps to reduce the numbers of people rough sleeping in the West Suffolk Area.  
This is a very difficult and challenging situation. We have received additional funding of £450K from the Government to assist in these cases.  
If you see or suspect someone is rough sleeping please report this to – [www.streetlink.org.uk](http://www.streetlink.org.uk) or directly to our Team on 01282-7578178

20/07/5

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

### **Resolved 20/07/5.01**

The following was agreed;

Playing Area – Cllr. N. Foster

Footpaths – Cllr. K. Lucas

Asset Risk Assessment – Cllr. S. Foster

Highways – Clerk & Cllr. N. Foster

Planning Advisory Cttee – Cllr. L. Osborn, Cllr. S. Foster, Cllr. A. Marshall & Cllr. K. Lucas.

Neighbourhood Plan – Cllr. N. Foster & Cllr. L. Osborn

Sunnica – Cllr. L. Osborn & Cllr. K. Lucas

20/07/6

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

### **Resolved 20/07/6.01**

It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2020-2021.

20/07/7

i)

## **Adoption of the Annual Governance Statement and Internal Audit Report for 2019-20:**

### **Resolved 20/07/7.01**

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The Annual Return for 2019-20 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 of the meeting (NF) and the RFO.

- ii) **Adoption of Internal Audit Report 2019/20**  
**Resolved 20/07/7.02**  
The Internal Audit Report was carried out by Mijan Ltd and the Internal Audit report for 2019/20 was adopted by Full Council.  
  
It was also advised that due to legislation changes the Parish Council as Trustees of the Village Hall, will need to hold separate meetings for any items related to the Village Hall in future. All other items were rated as High/Substantial on the report.
- 20/07/8  
i) **To Approve the Final Accounts for the Financial Year ended 31<sup>st</sup> March 2020:**  
The balance of 2019/20 carried forward £11,169.42.  
**Resolved 20/07/8.01**  
The final accounts and Bank Reconciliations for the financial year ended 31<sup>st</sup> March 2020 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman of the meeting (NF) & the RFO.
- ii) **Adoption of the Annual Accounting Statement (AGAR Sect. 2) 2019/20**  
**Resolved 20/07/8.02**  
Section 2 Accounting Statements 2019/20 of the Annual Return were approved and accepted by all Councillor's and signed as such by the Chairman of the meeting (NF) and the RFO.
- iii) **Completion & Signature of the Certificate of Exemption (AGAR) 2019/20**  
**Resolved 20/07/8.03**  
The Certificate of Exemption for the AGAR 2019/20 was signed by the Chair (AL) and the RFO.
- 20/07/9  
**To Review & Adopt the Budget for 2020/21:**  
The Clerk presented the Budget to Actual Report for 2019-20 and the Budget for 2020-21 was reviewed.  
**Resolved 20/07/9.01**  
The projected budget for 2020/21 was scrutinised and approved and signed by the Chairman of the meeting (NF).
- 20/07/10  
**To Review & Adopt the Asset Register for 2020/21**  
**Resolved 20/07/10.01**  
The asset Register was reviewed and adopted, and duly signed by the Chair (NF).

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- 20/07/11**  
**To Review and Adopt Standing Orders**  
**Resolved 20/07/11.01**  
The Standing Orders as amended to the NALC Model July 2018, were adopted by Full Council.
- ii)**  
**To Adopt the Addendum for Remote Meetings – April 2020**  
**Resolved 20/07/11.02**  
The Addendum to cover Remote Meetings, as per **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**, which came in to force on 4<sup>th</sup> April 2020, was adopted by Full Council.
- 20/07/12**  
**To Review and adopt Financial Regulations**  
**Resolved 20/07/12.01**  
The Financial regulations as amended to the NALC Model July 2019, were adopted by Full Council.
- 20/07/13**  
**Review & Adoption of Financial Risk Assessment 2019/2020:**  
**Resolved 20/07/13.01**  
The Financial Risk Assessment for the financial year 2020-21 was reviewed and adopted by the Full Council and signed by the Chairman of the meeting (NF).
- 20/07/14**  
**Review Effectiveness of Internal Audit Procedure:**  
**Resolved 20/07/14.01**  
The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Mijan Ltd for the financial year 2020-21.
- 20/07/15**  
**To Consider any Annual Donations:**  
None.
- 20/07/16**  
**Planning Matters:**  
***(Formal Resolution of Comments Submitted):***
- i)**  
**DC/20/0775/FUL**  
**Resolved 20/07/16.01**  
No Objections Submitted 3<sup>rd</sup> July 2020
- ii)**  
**DC/20/0359/VAR**  
**Resolved 20/07/16.02**  
No Objections submitted 2<sup>nd</sup> April 2020
- iii)**  
**DC/19/1927/FUL**  
**Resolved 20/07/16.03**  
Objections & comments submitted 30<sup>th</sup> March 2020
- iv)**  
**(For Information):**  
**West Mildenhall Development – SCC**  
The Clerk presented details of a proposed development for a western extension to Mildenhall, being planned on SCC land, as per local plan SALP Policy SA4a. SCC are

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currently preparing the masterplan for this site, which will go to public consultation in late Autumn. The site allocation is 97ha and includes up to 1,300 homes, a new primary school and pre-school, new public open spaces, and employment land. The site is proposed to be located right of the hub facing from Comet Way, parallel to RAF Mildenhall, down to the West Row junction. The Parish Council has been invited to attend a Zoom Briefing by SCC on this proposal, before it goes to Public Consultation.

20/07/17

**Correspondence:**

None.

20/07/18

i)

**Finance & Policies:**

**Parish Council Bank Reconciliation from List of Payments/Receipts April-June 2020**

The Payments and receipts were scrutinised and approved. The Lloyds account balance was confirmed as £23,546.01 as of 19<sup>th</sup> June 2020.

**Resolved 20/07/18.01**

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

ii)

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

**Resolved 20/07/18.02**

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

RH Landscapes	Grass cutting	£810.00	000842	
CHT	Annual support fee	£302.40	000843	
Mrs V Bright	Mileage & expenses	£20.09	000844	
Impress  Express	Covid playground signs	£15.00	000845	

iii)

**Approval of cheques signed between meetings**

**Resolved 20/07/18.03**

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

RH Landscapes	Grass cutting	£810.00	000832	
Mrs V Bright	Mileage & expenses	£6.17	000833	
Mrs V Bright	Office allowance 20/21	£208.00	000834	
SALC	Membership fee	£262.46	000837	
SALC	Payroll	£54.00	000838	

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K&M Lighting	Street lighting maintenance	£835.75	000839	
Mr B Harvey	VAS Laptop	£329.00	000840	
Mr K Lucas	Dog bin repairs – Church lane	£20.00	000841	

20/07/19

**Next Meeting to be held on Thursday 3<sup>rd</sup> September 2020 at 7:30pm, venue to be confirmed.**

Meeting closed at 7:58pm

Signed: *Nick Foster*  
Chair, Worlington PC

Date: 3<sup>rd</sup> September 2020