

Wortham & Burgate Parish Council

Minutes of the **Parish Council Meeting** of Wortham & Burgate Parish Council
held on Tuesday 5th April 2022 at Wortham Village Hall at 7.30pm

Councillors present: Barry Cole, Jacky Bradley, Sue Wright, Chris Williams, Chris Grocott, Mike Odams, Richard Thornton, David Ling, Ian Hovey, Carl Baker

In attendance: 6 members of the public, DC Cllr Warboys and Jane Challis (Clerk)

The Meeting commenced at 7.45pm due to the Annual Parish (Village) Meeting being held first.

1. To consider accepting apologies for absence -

Apologies were accepted for Cllr Piper who was unable to attend due to a hospital appointment.
Apologies were also noted from CC Cllr Fleming.

2. To approve the minutes of previous Parish Council meetings -

2.1 February Parish Council Meeting - Proposed by Cllr Williams, seconded by Cllr Hovey and approved unanimously.

2.1 March Playing Field Committee Meeting - Proposed by Cllr Odams, seconded by Cllr Bradley and approved unanimously.

2.1 March Commons Committee Meeting – Proposed by Cllr Bradley, seconded by Cllr Grocott and approved unanimously.

3. To record declarations of Interest from members in any item to be discussed – None declared

4. To consider dispensations from members in any item to be discussed – None declared

5. To consider to co-opt a Councillor to fill 1 vacancy on the Parish Council (Wortham) –

Cllr Cole introduced the member of the public who had put himself forward.

Cllr Williams proposed co-opting the member of the public, seconded by Cllr Bradley, and approved unanimously. Cllr Cole invited new Cllr Nick Castle to sit with the Council.

Clerk to arrange for Cllr Castle to sign Declaration of Acceptance of Office and Register of Interests forms.

6. To adjourn the meeting for public participation - 7.50pm

6.1 To receive residents' questions or comments - A member of the public raised their concern regarding planning application DC/21/05477 Honey Pot Farm Caravan Park. Their concerns include the increase in traffic and subsequent safety issues, from the additional vehicles which will be using the access road, the increase in noise and light pollution, and the detrimental effect to the view from neighbouring properties. A second member of the public added their concern regarding potential flooding issues. Cllr Wright advised that this planning application is due to be discussed by councillors under Agenda item 10.5, and that their comments will be taken into consideration.

A member of the public was present regarding Agenda item 11; Cllr Cole agreed for them to speak when Agenda item 11 was reached.

2022/PC/71.....

Chair, Wortham & Burgate Parish Council

6.2 To receive reports from District & County Councillors

CC Cllr Fleming had forwarded her report in advance of the meeting, which can be found at the end of the minutes; appendix 1.

DC Cllr Warboys gave a resume of his report, which had been circulated to Councillors prior to the meeting; Appendix 2. In addition, DC Cllr Warboys reported that the MSDC Public Rights of Way Officer has advised that a court order was served on the unauthorised encampment at Wortham Ling and the site has now been vacated. Operatives from Public Realm team have cleaned up the site.

In response to the MSDC 5-year Housing Land Supply Position Statement 2021 included within DC Cllr Warboys report, Cllr Bradley brought up the recent development of new houses in Wortham on the A143 which initially included 4 affordable dwellings. Additional costs incurred during the build due to archaeological finds resulted in these properties not being offered as affordable dwellings. Cllr Bradley felt the council was not adequately consulted and it was a disappointing loss for the community.

7. To reconvene the meeting - 8.10pm

8. To receive the Chairman's report – nothing to add to the report given at the Annual Parish Meeting; see Appendix 3.

9. To receive the Clerk's report & o/s actions from the last meeting (For information only) – nothing to report.

Cllr Cole proposed moving to Agenda item 11. Agreed unanimously.

(11) To consider and discuss Furze Way, Burgate.

The member of the public present for this item, reported that there have been problems with pot holes and the general condition of the road since 2008. The current condition of the road is causing damage to cars including scraping to the underside. Walking and cycling are hazardous, and poor drainage into the ditches has resulted in flooding issues. The brown bins are not always collected because access is difficult for the collection lorries. The resident circulated photographic evidence to councillors. The issues have been reported to SCC highways but no action has been taken. After discussing it was agreed to report the issues to CC Cllr Fleming.

Clerk to forward issues with Furze Way, including photographic evidence, to CC Cllr Fleming, and request CC Cllr Fleming encourages Highways to take positive action to reduce the height of the crown in the middle of the road and reduce damage to vehicle.

10. To consider, agree and/or note new planning applications:

10.1 To receive an update on Oak Trees, Burgate – No update.

10.2 To receive an update on APPLICATION FOR PLANNING PERMISSION -

DC/21/06787 Proposal: Full Planning Application - Use of land for the siting of 4no. 'Off-Grid' Holiday Units and Erection of replacement Stores/Housekeeping building; Installation of PV Panels, Upgrading of existing Access and Track; New low-impact Parking Area and Foul Drainage (re-submission of DC/20/05763). Location: Land At, Ling Road, Palgrave, Suffolk - NO UPDATE

2022/PC/72.....

Chair, Wortham & Burgate Parish Council

10.3 To receive an update on APPLICATION FOR PRIOR APPROVAL - Enlargement of dwelling by construction of additional storeys - DC/22/00072 Proposal: Application for prior approval of a proposed: Enlargement of a dwellinghouse by construction of additional storeys. Town and Country Planning (General Permitted Development)(England) Order 2015 (as amended) - Schedule 2, Part 1, Class AA - Erection of a first floor extension. (Max height 8.4metres) Location: Willowdale, Low Road, Wortham, Suffolk IP22 1SQ – APPROVAL GIVEN

10.4 To consider, discuss and agree to an APPLICATION FOR OUTLINE PLANNING PERMISSION (Access Points to be considered, Appearance, Layout, Landscaping and Scale reserved) Town and County Planning Act 1990 – Erection of 4 dwellings (re-submission of approved planning permission DC/18/05064). Location: Land at Honeypot Farm, Bury Road, Wortham, Suffolk.

It was agreed that the Council has no reason to object but would like to raise a point of concern over the proposed disposal of waste water and sewerage as to date there is no mains drainage system available to householders in Wortham.

Clerk to ensure comment is added to Planning Portal.

10.5 To consider, discuss and agree to an APPLICATION FOR PLANNING PERMISSION – DC/21/05477 Proposal: Full Planning Application – Use of land for stationing of 23 No holiday lodges and 1 lodge for site manager (renewal of planning permission DC/18/04377) Location: Honeypot Farm Caravan Park, Bury Road, Wortham, Suffolk, IP22 1PW.

The application was discussed and it was agreed that the Parish Council OBJECTS to the application for the same reasons as previously given against DC/18/04377. Proposed by Cllr Williams, seconded by Cllr Wright and agreed unanimously.

Clerk to add objection comment to Planning Portal.

11. To consider and discuss Furze Way, Burgate

Discussed as above.

12. To consider and discuss the Community Governance Review

MSDC are carrying out a Community Governance Review of Parishes, Town Councils and Unparished areas. The first stage of the review process will be a consultation, and the District Council will be inviting residents and other interested persons or organisations to submit their views. The deadline for submissions to the first stage of the review is Friday 27 May 2022. Full details were circulated to councillors in advance of the meeting. To be discussed further at the next meeting prior to the first stage submission deadline.

Clerk to recirculate details of the Review to councillors, and include on the May agenda for the council to consider if it wants to make a submission on the first stage consultation.

8.45pm DC Cllr Warboys left the meeting

13. To consider and discuss the Electricity Meter at the Sports Pavilion

Eon have advised they can book a meter check appointment to ascertain whether the meter is faulty, however there will be a charge of £100.93, refundable should it be found to be faulty. After discussing councillors agreed they would prefer to see if it is possible to split the meter supply first, in order to provide separate readings for the Sports Pavilion and the Tennis Club.

Clerk to contact to Eon and UK Power Networks as above.

14. To consider, discuss and agree to a new contract for the Parish Council Mobile Phone

After discussing, it was agreed to continue with the current contract. Proposed by Cllr Hovey, seconded by Cllr Thornton, agreed unanimously.

Clerk to action as above

2022/PC/73.....

Chair, Wortham & Burgate Parish Council

15. To receive an update on the Track at Wortham Primary School

Cllr Bradley advised there are no updates at the moment.

16. To receive an update on a speed survey for the Mellis road

To be deferred until further discussions can be had with CC Cllr Fleming.

17. To consider, discuss and agree to the placement of a sign from the Tennis Club on A143

After discussing it was agreed more information was required before agreeance could be given.

Clerk to request more information from the Tennis Club, including the proposed location of the sign, and whether it could be attached to an existing roadside post.

18. To consider, discuss and agree to receiving Agendas via email

The Local Government act 1972 schedule 12, requires permission from members for summonses (agendas) to be sent electronically. Cllrs agreed unanimously that they give permission to receive agendas via email.

19. Accounts:

19.1 Account Balances as at 29th March 2022

19.1.1	Current Account	24,620.94
19.1.2	Reserves Account	53,384.28
19.1.3	Commons Account	7,377.84

19.2 Account Payments

19.2.1	Jane Wright	Amendment to March Salary to cover backdated pay increase 2021/2022. Payment approved £925.76 at Feb Meeting.	1,008.22
19.2.2	HMRC	Amendment to HMRC due to backdated pay increase 2021/2022. Payment approved £17.56 at Feb Meeting.	28.80
19.2.3	Suffolk Cloud	Support/hosting website.	110.00
19.2.4	Wortham Village Hall	January Meeting.	22.00
19.2.5	Lee Garwood	Clearing fallen tree.	150.00
19.2.6	Niki Hinton	April Salary.	97.50
19.2.7	Gallagher Insurance	PC Insurance for 2022.	1,055.17

2022/PC/74.....

Chair, Wortham & Burgate Parish Council

19.3 Direct Debit Payments

19.3.1	O2	Mobile Phone (March)	27.48
19.3.2	EON Next	Sports Pavilion Electricity (March)	496.32
19.3.3	HSBC	Bank Charges March 2022	9.00
19.3.4	O2	Mobile Phone (April)	27.48

19.4 Account Receipts

19.4.1	HMRC	VAT Refund	7,102.63
19.4.2	SCC – Jessica Fleming	Contribution toward second SID device	1,500.00

Any additional payments/receipts received prior to the meeting:

19.2.8	Jane Challis	April Salary	369.95
19.2.9	HMRC	J Challis NI	92.40
19.2.10	Jane Challis	April Expenses	6.48
19.2.11	SALC	Annual membership subscription	393.57

Proposed by Cllr Hovey that all payments be approved en bloc; seconded by Cllr Bradley and approved unanimously.

20. To receive and discuss items from Committees / Working Groups

20.1 Playing Field Committee – The zip wire mechanism needs attention and the seat has come off. The wooden slats on the ramps also need looking at. Cllr Bradley will ask NFG Play to do a service before the Queen's Platinum Jubilee. The BMX track plans are still being discussed.

20.2 Commons Committee - Flooding adjacent to the houses situated to the right of the village hall has now been resolved, which has also resulted in that part of the Common drying out. There is a tree that may require work due to the roots being unstable.

20.3 Finance Representative - A Finance review has taken place as of 31st March 2022, and everything is in order. The Clerk will arrange for the end of year accounts to be taken to the auditor.

20.4 Employment Committee – Cllr Bradley introduced Jane Challis as the new Clerk and welcomed her to the Parish Council.

20.5 Planning Committee – Already discussed on the agenda; nothing to add.

20.6 New Village Hall Working Group - Nothing to report.

20.7 Post Office Track Working Group – the group has been disbanded.

2022/PC/75.....

Chair, Wortham & Burgate Parish Council

20.8 Platinum Jubilee Celebrations Working Group – Arrangements are progressing well; the new play equipment will be officially opened by Cllr Cole, posters advertising the event have been printed. Volunteers are needed for the village races and games, the lighting of the beacon, and the clean-up post event. Cllr Cole has agreed to light the beacon. Helpers are needed to man the bouncy castle. The steel band has been booked, Starwings Brewery will be providing refreshments from 1pm onwards, and a tug of war competition will end the afternoon. Cllr Bradley is sourcing a suitable rope for the event.

Clerk to contact Tennis and Bowls Clubs to see if they will be putting a team together for the tug of war, and check whether the Council's insurance will cover the bouncy castle for public liability.

21. To receive and discuss items / reports from Committees, Groups and Councillors:

21.1 VHMC – Nothing to report; Cllr Piper not in attendance

21.2 Rights of Way – Nothing to report

21.3 Councillors: - Cllr Wright raised the issue of road signs within the village which are in need of repairs/replacing. This does not help with speeding and needs addressing.

Clerk to contact Highways to get them to replace and repair signs, especially the speed limit ones.

22. Correspondence Received – Email received from Sharon Berry as already mentioned by DC Cllr Warboys under Agenda item 6.2.

23. To receive items for the next agenda - Electricity at the Pavilion (PFC).

24. Date and time of next meeting – Annual Parish Council Meeting to be held on Tuesday 17th May 2022 in Wortham Village Hall at 7.30pm

Meeting Close - 9.47pm

APPENDIX 1

Wortham & Burgate Parish Council

Cllr Jessica Fleming, Hartismere Division, Suffolk

ANNUAL REPORT 2021/22

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Looking back to May 2021, the new administration under Leader Matthew Hicks announced its priorities as: supporting vulnerable residents, strengthening Suffolk's economy, the environment, and providing value for the taxpayer. Since that time much has happened, most notably we have emerged from the worst of the pandemic with most restrictions now lifted. The County Council has worked closely with its NHS partners in matters of public health and continues to play a leading role in supporting economic recovery post pandemic as businesses build back and lives return to normal.

In addition to Central Government grants, Suffolk Public Sector Leaders (SPSL) has invested almost £10m to support Covid-19 through Suffolk's Strategic Recovery Plan, including:

- **The Local Economy** - £2.05m towards Suffolk's businesses recovery and the potential Haughley Junction rail upgrade
- **Communities** - £2.6m towards housing projects, improve literacy levels, and families and young people in need of support
- **Engagement** – £0.139m towards Youth Healthwatch projects and community engagement
- **Climate Change** - £1.5m to implement the Suffolk's Climate Emergency Plan

Other strategic investments committed over the year include:

- **Highways Flooding and Footpaths** - £10m to improve highways flooding and £10m to upgrade pavements and footpaths.
- **Waste Recycling Centres** - £14.5m in upgrades and a new Ipswich waste recycling centre.
- **New Special Educational Needs & Disabilities School Places** - Continue investing £45m in building or extending facilities to offer 800 new SEND school places

Warm Homes Programme – The Warm Homes Suffolk Fund was established in January to help residents on low incomes living in energy inefficient homes cut energy use and costs. Suffolk residents who may qualify for funding and free advice should refer to www.warmhomessuffolk.org.

Suffolk's Highways contract with Kier is due to end in September 2023, and the council has started the process of tendering for a new Highways Services partner. The approach is to use one contract for the majority of highways functions with separate contracts for streetlighting and traffic signals. This process takes two years. Following a rigorous tendering process, the council plans to award the new contract in early 2023 with the new service provider beginning in October 2023. The council's scrutiny committee has reviewed the tendering approach and will be involved later in 2022 as well.

The council appointed a **new Chief Fire Officer** and Executive Director for Fire and Public Safety in August 2021. Jon Lacey now leads the Suffolk Fire and Rescue Service and is also responsible for SCC's Trading Standards and emergency planning services. Jon comes from the West Sussex Fire Service and has a 24 year career with fire and rescue.

On the same theme, Suffolk Fire and Rescue Service acquired **three new state-of-the-art response vehicles** in 2021 equipped with the latest technology, to support firefighters at complex emergency incidents. The new vehicles will typically be used as a hub and where field coordination is required.

Commencing in June, the council commissioned an external review of its **Special Education Needs and Disabilities (SEND) services** by Lincolnshire County Council. The work focussed on the processes, communication protocols and family-facing elements of SEND services. The findings are now available and an action plan is in place. You can [read the report and action plan here](#). Currently there are approx. 6,000 children with a care plan and a further 12,000 pupils have special educational needs not needing a care plan. The Council has formed a SEND Accountability Board which is providing oversight for implementation of the Action Plan.

Infrastructure Required to support Government's Net Zero by 2050 target – In October the Offshore Electricity Grid Task Force (OffSET) was set up to respond to the Government's Offshore Network Transmission Review (OTNR) and to deliver 40GW of Offshore Wind by 2030. The group includes regional MPs and councillors, it is chaired by Sir Bernard Jenkin MP. It is tasked to ensure that Nationally Significant Infrastructure Planning is effectively scrutinised in East Anglia. The new infrastructure includes new transmission lines, connectors and substations in Norfolk, Suffolk, and Essex which will have significant impacts on the area's environment and communities.

Examples under consultation include the Bramford to Twinstead new infrastructure and power lines, Anglia Green (new 400 KV overhead transmission line from Norwich to London via Bramford), and additional offshore wind proposals; also there is Anglian Water's pipeline project (Bury to Colchester) and the proposed Sunnica Solar farm (a 2,792-acre 500-MW scheme on the Cambridgeshire border). Numerous smaller (non NSIP) solar projects are coming in as well. Concerns have been raised by the Scrutiny Committee about resource capacity in order to review and respond properly to these projects and to assess cumulative impacts. Drax/Progress Power gas fired peaking plant, for renewables back-up, commenced development near Eye in 2021.

Budget for 2022/23 - The council approved a budget for 2022-23 which includes a 4.5% increase (from £598.2 to £625.4m), generated by a 2.99% increase in Council Tax, and an increase in grants received from the Government. The proposals were approved at full council in February.

Platinum Jubilee Events - To mark the celebration of Her Majesty the Queen's Platinum Jubilee, celebrations are planned over the four-day Bank Holiday weekend, between 2 and 5 June 2022. Sunday 5 June 2022 is referred to nationally as the 'Big Jubilee Lunch', SCC will not charge its normal fee for road closures. The following website has been set up for events organisers: <https://www.suffolk.gov.uk/PlatinumJubileeEvent>.

Ukraine and Refugees – The council has responded promptly to the Government's policy on hosting Ukrainian refugees. Please refer to the webpage. <https://www.suffolk.gov.uk/community-and-safety/communities/community-engagement/supporting-afghan-ukrainian-refugees/policy>

APPENDIX 2

DC REPORT

Covid has continued to dominate much of the councils behaviour. Face to face meeting was restored for Council Meetings and Development Committees were voting took place. Briefings and many other meetings continue to be held online. This has resulted in many savings, time and travel and will continue into the future, Mid Suffolk District Council has given up a floor of its office space at Endeavour house as a result. Covid health measure including the wearing of masks when moving around Endeavour House continue to be in place.

Mid Suffolk district Council has three main finance divisions, its commercial property investment company CIFCO, its main account and the Housing Revenue Account.

CIFCO has managed as well as it could but has to reconcile the initial costs of investments with their book values and income. The company is responsibly and carefully managed but it may be some time before a significant return is received by the council.

The main account continues to show a very health surplus of £4.5 million enabling rates to be frozen for the coming year. So far it is proving difficult to divest its investments from carbon based funds.

A great deal of good work is being done within the HRA division, maintenance work has been brought in house, training is taking place and services are run efficiently due to the adoption of data led initiatives. However, it was decided by the administration that it would be necessary to increase rents to be able to raise more funds to carry out energy efficiency improvements. Development of Social housing continues at the site of the Old Council Offices in Needham Market.

Solar powered car charging, incorporating battery storage has been installed at the Leisure Centre in Stowmarket that will also supply electricity to the Leisure Centre. Agreement has been reached on funding for two electric buses to run routes in the Stowmarket area, this is a pilot to assess the viability of developing low carbon public transport by council investment.

Measure to improve the environment continue at pace. A biodiversity officer has been appointed, joining MSDC in April, and will be overseeing the parish tree and wildflower scheme over the next 2 years. The officer will likely need to carry out a second resident consultation for the proposed wildflower scheme on 'the green' at St Mary's Close, Offton. There are a number of other parishes looking to create wildflower meadows but as yet there has been no local consultation by the parishes, or the schemes are at an early stage. Also, a 'cut and collect' mower has been purchased which will help us to improve conditions for wildflowers on council-owned land and verges. Trees for public spaces has proven a popular scheme and will continue.

Waste Services, the fleet has been successfully converted to run on bio-diesel, and although there has been some disruption largely due to the effects of HGV driver shortages at times. Nevertheless normal services have been resorted as quickly as possible and individual issues dealt with personally and efficiently.

There has been a peer review of the planning department, some lessons need to be learned but:

"The Council has some very engaged and well-informed parish councils. It should look to build on its already welcomed support as we move into a period of change with the proposed national Planning Reform agenda and the Council's own local plan changes, to support these groups. The Council should look to include these groups in training and improved sharing of information to aid their positive interaction in the planning policy and decision-making processes and allow the committees to make good decisions.

*This starts with having a clear understanding of each other's roles, agreeing, and updating the **Council's Planning Charter**, having shared formal and informal learning and training between officers and members that is driven together for a better understanding of each other's roles and responsibilities."*

The other major investment of MSDC, Gateway 14 is progressing with a great deal of initial interest. At present it looks likely to be a mainly logistics with an innovation centre. It has been announced that it will be part of Freeport East, a new low tax, low regulation zone. The Freeport takes in the ports of Felixstowe and Harwich International as well as Gateway 14, regarded as the largest business park in East Anglia. Freeport East hopes to create up to 13,500 jobs for the area over 10 years, and an estimated additional 1.3 million tonnes of international trade volume and £66.4m in extra goods and services.

Innovation Labs, an IT mentoring and hosting centre in Stowmarket for would be entrepreneurs has had a very successful year, giving IT businesses a jump start.

Rowland Warboys

MSDC

Green Party

APPENDIX 3