

# Wortham & Burgate Parish Council

Minutes of the Meeting of Wortham & Burgate Parish Council  
held on Tuesday 7<sup>th</sup> March 2023 in Wortham Village Hall at 7.30pm

Councillors present: Barry Cole, Jacky Bradley, Chris Williams, Chris Grocott, Sue Wright, Jenny Piper, Ian Hovey, David Ling, Nick Castle, Richard Thornton, Carl Baker

In attendance: DC Cllr Warboys, Jane Challis (Clerk), one member of the public

**1. Chair's Welcome and to consider and approve apologies for absence**

Cllr Cole welcomed everyone to the meeting. Apologies received from Cllr Odams (family emergency) were approved unanimously.

**2. To approve the draft minutes of the previous Parish Council meeting -**

2.1 Parish Council Meeting held on Tuesday 17<sup>th</sup> January 2023 – Approval proposed by Cllr Williams; seconded by Cllr Grocott and approved unanimously.

**3. To record declarations of Interest from members in any item to be discussed –** Cllr Ling declared a non-pecuniary interest against agenda item 11.6; Planning Application DC/23/00817. Cllrs agreed unanimously that Cllr Ling could remain present for the discussion but abstain from voting.

**4. To consider dispensations from members in any item to be discussed –** See agenda item 3.

**5. To adjourn the meeting for public participation – 7:32pm**

**5.1 To receive residents' questions or comments –** No members of the public present

**5.2 To receive reports from District & County Councillors –**

CC Cllr Fleming was not in attendance, a copy of her report can be found at the end of the minutes; Appendix 1.

7:33pm a member of the public arrived. Cllr Cole asked if they would like to return to the public participation session, 5.1. The member of the public said they did not have anything they wished to report or raise, and were attending in relation to agenda item 11.6 in case councillors had any questions against the application.

DC Cllr Warboys read through his report, a copy of which can be found as an addendum at the end of the minutes; Appendix 2.

Cllr Wright asked how the free school meal support is accessed. DC Cllr Warboys said the support is identified by the school and a request sent to MSDC.

Cllr Wright also asked if a feasibility study of the pavilion would be eligible for funding from the Community Development Fund. DC Cllr Warboys advised to contact BMSDC Grants Team for confirmation. There being no further questions, Cllr Cole thanked DC Cllr Warboys for his report.

**6. To reconvene the meeting – 7:42pm**

**7. To receive the Chairman's report –** Nothing to report.

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- 8. To receive the Clerk's report & o/s actions from the last meeting (For information only) –**
- The Manor House update – Star Pubs have advised they are actively looking for new tenants but have not received any suitable applications to date.
  - The clerk has started an audit of all the signage in the parishes, reporting any missing or damaged signs.
  - The dead willow tree opposite the Manor House has been reported again. Suffolk Highways have responded to say that following a site visit they do not believe any works are required. The Clerk will raise another report as councillors are extremely concerned the tree poses a health and safety risk, and also see if there is anything the Area Rights of Way Officer can do.
  - The Football Club's invoicing and agreement are all up to date.

**ACTION - Signage audit and willow tree – Clerk as above**

**9. Policies and Documents for review and approval**

- 9.1** Standing Orders  
**9.2** Asset Register  
**9.3** Risk Assessment

The above documents were sent to councillors prior to the meeting.

Cllr Hovey proposed approval of all documents above en bloc; seconded by Cllr Castle, and approved unanimously.

**ACTION – Clerk to update and publish documents**

**10. East Anglia GREEN Energy Enablement update**

The Essex Suffolk Norfolk Pylon Group have reported they are seeking a deferral to National Grid's upcoming second non-statutory East Anglia GREEN consultation, until the outcome of the current National Grid ESO study is known. They have requested local parishes do the same. The ESO study is looking at a broad range of new transmission options for the East of England. Councillors agreed to send a letter to National Grid.

**ACTION - Clerk to prepare a draft letter to National Grid for email approval from councillors.**

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

Cllr Cole handed the meeting to Cllr Wright, who shared the recommendations of the Planning Committee against the applications received.

**11.1 To receive an update on Oak Trees Burgate – NO UPDATE.**

**11.2 To receive an update for APPLICATION FOR PLANNING PERMISSION – DC/22/02774.**

Full Planning Application – Erection of 3No dwellings including new vehicular access, with associated garage and parking, as amended by revised plans and reports received 20<sup>th</sup> July 2022. Land North of Willow Corner Cottage, Church Road, Wortham - **REFUSED.**

**11.3 To receive an update APPLICATION FOR LAWFUL DEVELOPMENT CERTIFICATE (EXISTING) – DC/22/06319.** Application for a Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a planning condition. Town and Country Planning Act 1990 (as amended)- Continued use of land used for an airstrip and taxiways, and buildings used for hangarage of aircraft and associated storage. Brook Farm, Mellis Road, Burgate, IP22 1QB – **AWAITING DECISION**

**11.4 To consider and discuss - PLANNING APPEAL APP/W3520/W/22/3303880 – Full Planning Application – Use of land for stationing of 23No holiday lodges and 1 lodge for site manager (renewal of planning permission DC/18/04377) Location: Honey Pot Farm Caravan Park, Bury Road, Wortham, Suffolk, IP22 1PW.**

**No new submissions to make – agreed unanimously.**

**11.5 To consider and discuss** - PLANNING APPEAL APP/W3520/W/22/3309930 – Application for Outline Planning Permission (Access Points to be considered, Appearance, Landscaping, Layout and Scale to be reserved) Town and Country Planning Act 1990 (as amended) – Erection of 1No detached self-build dwelling and garage. Land Adjacent Magpie Lodge, Redgrave Road, Wortham, IP22 1RG.

**No new submissions to make – agreed unanimously.**

**11.6 To consider and discuss** – APPLICATION FOR AGRICULTURAL DETERMINATION \_ DC/23/00817 – Application to determine if Prior Approval is required for a Proposed: Erection, Extension or Alteration of a building for Agricultural or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 6, Class A – Erection of steel framed agricultural storage building. Location: The Rookery, Bury Road, Wortham, Diss, Suffolk, IP22 1RB.

**No comments against this application – agreed unanimously with one abstention.**

**11.7 To consider and discuss** – APPLICATION FOR PLANNING PERMISSION – DC/23/00130 Planning Application – Erection of replacement 3 bed bungalow (following demolition of existing 3 bed bungalow) Valley View, Redgrave Road, Wortham, Diss, Suffolk, IP22 1R

**Councillors unanimously agreed they support this application.**

**ACTION**

- **PLANNING APPEAL APP/W3520/W/22/3303880 and PLANNING APPEAL APP/W3520/W/22/3309930 – Clerk to advise Planning Inspectorate as above**
- **DC/23/00817 and DC/23/00130 – Clerk to add comments to MSDC Planning Portal as above**

Cllr Wright handed the meeting back to Cllr Cole

- 12. Electricity meter at the pavillion** – following the site visit from UK Power Networks in January, they have provided a quotation of £2,330.00 plus VAT to install a separate power supply to the Tennis Club. This would connect an underground new single phase power supply from the overhead pole outside the village hall, to a meter box on the corner of the tennis courts. The quotation does not include excavation of the trench for the cabling, or installation of the meter. Councillors discussed the quotation, and agreed that advice is needed from a professional electrical engineer to see if this is necessary, or whether the supply could be split by installing a second meter in the main meter box instead. Cllr Wright proposed instructing Freeman & Jenner Electrical Ltd to conduct a survey of the electrical supply to the pavilion and Tennis Club. Seconded by Cllr Thornton, and approved unanimously. Cllr Wright also asked the Clerk to provide the electricity costs for the last two years.

**ACTION – Clerk to contact Freeman and Jenner Electrical, and provide electricity costs as above**

8:15pm the member of the public left the meeting

- 13. Common Land outside Wortham Primary School** – the Council's insurance provider has advised that were this area were to be renovated and used for parking, the council will be responsible for the upkeep but any incidents will be the car owner's responsibility under their motor insurance. A full risk assessment will need to be undertaken, and signage noting who is responsible for the parking area with contact details to notify of any damage to the surface area etc, will need to be displayed. There was a lengthy discussion on how to proceed, at the end of which, councillors decided to consider maintenance to the access track only, alongside encouraging school staff to park in the pavilion car park to reduce the number of cars.

**ACTION – Clerk to speak to the school as above.**

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**14. Post Office Road Maintenance and Repairs – to discuss and approve quotations** – the Clerk has approached three civil engineering companies to provide quotations for the works required, which were shared with councillors. The quotations included the gravel parking areas outside of the Post Office, and also opposite. After discussing councillors agreed that it was not necessary for these two areas to be included in the work. It was also agreed that the plastic grid on the long parking areas next to the roadway need to be replaced with something more robust like a concrete grid system. After further discussion, Cllr Williams proposed instructing the preferred contractor to proceed, but omitting the gravel areas outside and opposite the Post Office to the work schedule, and replacing the plastic grids with a concrete grid system, for which an updated quotation will be requested.

**ACTION – Clerk to instruct contractor as above**

**15. Village Hall Car Park – to consider and discuss maintenance**

Councillors discussed whether to continue levelling the car park with planings, or to consider a more permanent option. Cllr Williams raised his concern that Common Law dictates a permanent track cannot be laid across an area of common. Cllr Ling suggested organising a working party to lay the planings, as was previously done two years ago. Agreed unanimously.

**ACTION – Cllr Ling as above.**

**16. King's Coronation May 2023 – to consider arrangements/approve any items of expenditure**

The Clerk confirmed that there is no official beacon lighting ceremony, due to it being so close to the Queen's Platinum Jubilee. It was agreed to light the beacon on Sunday 7<sup>th</sup> May at approximately 9:30pm, and invite residents to gather on the common to mark the occasion. Cllr Wright will contact Starwings Brewery who indicated that they would like to participate in further events following their attendance at the Jubilee weekend, to see if they can provide a mobile bar and/or catering.

**ACTION – Cllr Wright as above**

**17. Elections May 2023 and Annual Parish/Parish Council Meeting arrangements**

Due to it being an election year, the Annual Parish Council meeting needs to be held on the 9<sup>th</sup> May 2023, or within the following 14 days. The Annual Parish meeting can be held in April as previously. The Clerk has made an appointment to deliver all completed and received nomination forms to the mobile Electoral Station in Eye on 24<sup>th</sup> March 2023. All completed nomination forms must be hand delivered to Endeavour House in Ipswich, or one of the Electoral Stations, appointment only, by 4<sup>th</sup> April 2023.

The Annual Parish Meeting will be held on 4<sup>th</sup> April 2023 at 7pm in the Village Hall. The Annual Parish Council Meeting will be held on 16<sup>th</sup> May 2023 at 7:30pm in the Village Hall.

**18. Parish Council Insurance Renewal**

The insurance renewal documents 2023/24 were sent to councillors prior to the meeting. Councillors noted that the council is in a long-term agreement with the provider which ends 12/04/24. Cllr Grocott proposed accepting the renewal; seconded by Cllr Wright and approved unanimously.

**ACTION – Clerk to advise the provider and request an invoice for payment.**

**19. Wortham and Burgate PCC Donations**

Further to the 17<sup>th</sup> January 2023 meeting, when it was agreed to donate £450.00 to each of the PCCs, a correction needs to be made to confirm the approved payments are a contribution against utility costs for each PCC, and not maintenance of the churchyards. This is as per NALC's Legal advice that the Local Government Act 1894 overrides the power in s.214 Local Government Act 1972, or use of s.137.

**ACTION – Clerk to arrange for payment of the agreed donations to now be made**

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## 20. Accounts:

### 20.1 Account Balances as of 1<sup>st</sup> March 2023

20.1.1	Current Account	£34,587.12
20.1.2	Reserves Account	£71,980.54
20.1.3	Commons Account	£9,779.93

### 20.2 Account Payments

20.2.1	Jane Challis	March Salary	397.75
20.2.2	HMRC	March NIC payment	99.60
20.2.3	Niki Hinton	March Salary	97.50
20.2.4	Safe & Sound	Mole control January 8923	60.00
20.2.5	Safe & Sound	Mole control February 8993	60.00
20.2.6	Anglian Chemicals	Cleaning supplies	68.07

### 20.3 Direct Debit Payments

20.3.1	O2	Mobile Phone January	29.62
20.3.2	O2	Mobile Phone February	29.62
20.3.3	HSBC	Bank charges January	8.00
20.3.4	HSBC	Bank charges February	8.00

### 20.4 Receipts

20.4.1	Barclays	Community Action Programme Funds	192.68
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### Any additional payments/receipts received prior to the meeting:

20.2.7	Jane Challis	Mileage expenses	47.67
20.2.8	Wortham Village Hall	Hall hire January	22.00
20.2.9	Anglian Chemicals	Cleaning supplies	204.20
20.2.10	Firesite	Pavilion fire alarm servicing	117.60
20.2.11	Wortham PCC	Donation towards utilities	450.00
20.2.12	Burgate PCC	Donation towards utilities	450.00
20.2.13	B. Callin expenses	Welcome Packs (from CAP ringfenced funds)	52.68

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

**21. To receive and discuss items from Committees / Working Groups**

**21.1 Playing Field Committee** – Cllr Baker reported that the Football Club are nearing the end of the season, and have commented that they are happy with the pitch in general, but some maintenance is required prior to the start of the next season. It will need reseeding and there is an issue with the number of rabbit holes. Cllr Baker said professional advice on maintenance of the pitch is really needed, and funding may be available from Suffolk FA. The Football Club would like to pass on their thanks to the council for use of the pitch. Cllr Wright said the showers and cloakrooms also need to be looked at.

**21.2 Commons Committee** – Nothing to report.

**21.3 Finance Representative** – Nothing to report at the moment, but the year end is coming up shortly.

**21.4 Employment Committee** – IN CAMERA.

**21.5 Planning Committee** – Nothing further to report.

**21.6 New Village Hall Working Group** – Cllr Hovey reported that he has tracked down the original Deed which is currently being held by Birketts Solicitors in Ipswich. A letter of authorisation, signed by Cllr Cole naming the person collecting it, will be required should the council need to access the Deed.

**21.7 VHMC** – A Quiz Night is being held in the Village Hall on 18<sup>th</sup> March 2023.

**21.8 Rights of Way** – Cllr Williams carried out a survey of all the footpath signs and will be arranging replacements as necessary.

**21.9 Councillors:** - Nothing to report.

**22. Correspondence Received** – a resident has made complaint that a fire was lit on the common in January, the smoke from which affected her horses and property. The resident who lit the fire has confirmed they will not do so again. A resident has emailed to ask when the school crossing lights will be operational. The Clerk has replied to advise that one of the light units was faulty and is in the process of being replaced.

**23. Training** – the Clerk requested approval to book Audit/End of Year training with SALC – approved unanimously.

**24. To receive items for the next agenda** – nothing received.

**25. To agree dates and times of meetings 2023/23** –

4 <sup>th</sup> April 2023	Annual Parish Meeting	7:00pm	Wortham Village Hall
4 <sup>th</sup> April 2023	Parish Council meeting	7:30pm	Wortham Village Hall
16 <sup>th</sup> May 2023	Annual Parish Council Meeting	7:30pm	Wortham Village Hall
20 <sup>th</sup> June 2023	Parish Council meeting	7:30pm	Burgate Church Hall
25 <sup>th</sup> July 2023	Parish Council meeting	7:30pm	Burgate Church Hall
5 <sup>th</sup> September 2023	Parish Council meeting	7:30pm	Burgate Church Hall
17 <sup>th</sup> October 2023	Parish Council meeting	7:30pm	Wortham Village Hall
28 <sup>th</sup> November 2023	Parish Council meeting	7:30pm	Wortham Village Hall
16 <sup>th</sup> January 2024	Parish Council meeting	7:30pm	Wortham Village Hall
27 <sup>th</sup> February 2024	Parish Council meeting	7:30pm	Wortham Village Hall
26 <sup>th</sup> March 2024	Parish Council meeting	7:30pm	Wortham Village Hall

The above meeting dates and times were approved unanimously.

**Meeting Close** – 10:00pm

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## APPENDIX 1 – Not received

## APPENDIX 2

### District Councillor's Report for Gislingham Ward: Mellis, Gislingham, Thornham, `Wortham & Burgate, Wickham Skeith Parish Councils

February 2023

Voter ID	<p>The local elections in May will be the first occasion that Photographic ID will be required at polling stations.</p> <p>Polling station staff are going to make judgements on whether voters' ID looks legitimate. Voters may be turned away if the presiding officer determines that the Photo ID presented does not show a good likeness.</p> <p>The name on the ID presented must match exactly the name on the register of voters.</p> <p>Full information on what are acceptable forms of Photo ID and how to apply for a Voter Authority Certificate are available on the government's website: <a href="https://www.gov.uk/apply-for-photo-id-voter-authority-certificate">https://www.gov.uk/apply-for-photo-id-voter-authority-certificate</a></p> <p>Voters can also apply by post</p>
Mid Suffolk rural transport/electric minibus project.	<p>Despite having capital funds available MSDC Cabinet approved the officer recommendation to pause the delivery of this project in order to allow more time to collate evidence to support the viability of a pilot scheme as limited evidence of successful schemes has been available to date across the local area and across the UK, accepting that further agreement with Gateway 14 Board may be required if the final scheme is linked to G14 delivery. This is a source of frustration to the Green and Liberal Democrat Group who initially sought the funds – these will be ringfenced. The working group accepted the officers' recommendations but there was considerable discussion.</p>
VCFSE Fund	<p>The <a href="#">VCFSE Resilience Fund</a> for voluntary, community, faith and social enterprises (VCFSE) in the districts, with £50,000 available in each district, is specifically targeted at supporting grassroots and medium-sized groups to keep them financially viable in these challenging times.</p> <p><b>Up to £5,000 is available for applicants meeting the criteria for the fund, which closes on 26 February.</b></p> <p>New projects are welcome but not required – any fundamental costs such as salaries, training, equipment and expenses can be included in an application.</p> <p>Only VCFSE organisations with constitutions are eligible to apply, such as Community Interest Companies (CICs), registered charities or unincorporated associations. They must either operate in, or be based in, Babergh or Mid Suffolk, and have a turnover between £500-£200,000pa.</p> <p>A full list of criteria can be found on the VCFSE Resilience Fund webpage, along with the application form</p>
Digital Improvements	<p>New council websites will be launched in Spring providing a more modern and user friendly system. Followed by a review of the online forms. Resident will have a "my account facility."</p> <p>Live chat will be piloted and a call back feature.</p>
Cost of Living Crisis	<p>Winter Warmth funding supported 62 projects across B&amp;MSDC's. 82 vulnerable adults were supported with housing costs through the Household Support Grant last round of funding, 142 will be helped through the current round via the Household Support Fund. Foodbanks, pantries and pop up shops have been mapped on the Suffolk Community Directory:</p> <p><a href="https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/results.page?qt=foodbanks&amp;term=&amp;sorttype=relevance">https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/results.page?qt=foodbanks&amp;term=&amp;sorttype=relevance</a></p> <p>Much more information: <a href="https://www.midsuffolk.gov.uk/benefits/cost-of-living-support/i-need-help/">https://www.midsuffolk.gov.uk/benefits/cost-of-living-support/i-need-help/</a></p>

<p>Report from the Climate Change Manager Ian Bowers</p>	<p>Started Sept 22</p> <p>Carbon Reduction Management Plan – Actions Completed:</p> <p>HVO for Councils Fleet</p> <p>Solar car ports on 2 council owned sites.</p> <p>PV and other environmental improvements to leisure centres in Babergh and Mid Suffolk</p> <p>Development of a Sustainable travel Plan and Local Cycling and Walking Infrastructure Plan, LCWIP - Ongoing work with SCC Highways, Rights of Way, BMSDC Infrastructure team and planning officers to bring priority schemes forwards is underway.</p> <p>To come: a Carbon Resilience Plan with a community focus.</p> <p>Linking with the SCC pilot: “Plug in Suffolk” an EV implementation plan for a mix of community owned and operated and commercial EV charging sites.</p> <p>Working with Parishes to monitor wildflower growth in areas left to grow and mapping meadow management schemes.</p> <p>Appointment of a dedicated energy manager to oversee the councils’ corporate assets including acting on the heat network feasibility study to serve 5 BMSDC buildings (including Stowmarket health and Leisure Facility) plus a range of existing and new build housing.</p>
<p>Council Meeting 23<sup>rd</sup> Feb 2023</p>	<p>GENERAL FUND BUDGET 2023/24 AND FOUR-YEAR OUTLOOK was approved by the full council, including the recommendation that: “at the General Fund Budget for 2023/24 is based on no increase to the Band D Council Tax,” together with an amendment proposed by the Green and Lib Dem Group: “That council ring-fences £2 million from the Strategic Transformation and Infrastructure Reserve and other unspent reserves such as the Strategic Priorities – Housing Reserve to tackle the energy, cost of living and climate crises in Mid Suffolk.”</p> <p>MSDC only retains 9 pence of every £1.00. council tax collected. 4p – Parish councils, 13p – Police and Crime commissioner, 74p – SCC.</p> <p>It is worth noting that: “The budget setting approach for 2022/23 recognised that the Council has tended to underspend the budget that has been set in recent years, primarily due to additional income being received. Managers have traditionally used a worst-case scenario when putting their budget proposals together. Amalgamating these assumptions across the whole organisation has, in recent years, resulted in under-spends.” So, “For 2022/23 stretching, but realistic, assumptions were used when putting budget proposals together across both expenditure and income. However, global events, rising inflation and interest rates have created an unprecedented financial challenge for the Council resulting in a likely overspend against budget.” That will be met by reducing the 23/24 contribution to “The Growth and Efficiency Fund” to £3.158m (to be known as Strategic Transformation Infrastructure Fund).</p> <p>There is a new fund – Community Development Fund - 500k the purpose of which is to provide financial support to local communities and organisations in the district with the delivery of local place-based initiatives and activities, where gaps in provision have been identified.</p> <p>HRA Budget agreed – includes a 7% increase in rents – there has been an increase of 46% in the total cost of service.</p> <p>RTB – “The money received from RTB sales can only be used as a 40% contribution towards the cost of a replacement home. The remaining 60% of the replacement cost must be found from other HRA resources.”</p> <p>A new joint depot for council operations is to be investigated as the current ones no longer fit for purpose.</p> <p>Finally SHELF – We were updated on the ongoing development of the full business case for the Stowmarket, health, education, and leisure facility (SHELF) scheme. There has been significant progress on the scheme since the Cabinet report in June 2022.1.2 and It was agreed to fund further progress including submitting a full planning application, detailed design, and full cost plan for the scheme to the amount of £250,000 from the Growth and Efficiency Fund.</p> <p>The facilities currently include:▪ 3G football pitch▪ Mini athletics track▪ Sport pavilion▪ Well-being hub▪ Two multi use games areas▪ A new 4 sport courts hall▪ Improvement to all grass pitches▪ Community</p>



	track▪ Outdoor provision (trim trail and children play area)▪ Additional parking at the Wellbeing hub and pavilion.
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