

Wortham & Burgate Parish Council

Minutes of the Meeting of Wortham & Burgate Parish Council
held on Tuesday 6th September 2022 in Burgate Church Hall at 7.30pm

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

In attendance: CC Cllr Fleming, DC Cllr Warboys and Jane Challis (Clerk)

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

Cllr Cole welcomed everyone to the meeting. Apologies were accepted unanimously for Cllr Castle and Cllr Odams (both prior commitments).

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

2.1 Parish Council Meeting held on Tuesday 26th July 2022 – Approval proposed by Cllr Wright; seconded by Cllr Hovey and approved unanimously with two abstentions (councillors who were not present at the meeting).

2.2 Commons Committee Meeting held on Tuesday 26th July 2022 – Approval proposed by Cllr Williams; seconded by Cllr Thornton and approved with 4 abstentions (councillors who were not present at the meeting).

3. To record declarations of Interest from members in any item to be discussed – Cllr Piper and Cllr Baker both declared a non-pecuniary interest against agenda item 9.3. Cllr Hovey proposed that Cllr Piper and Cllr Baker participate in the discussion against agenda item 9.3, but abstain from voting. Seconded by Cllr Thornton and agreed unanimously with two abstentions (Cllrs Piper and Baker).

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

5. To adjourn the meeting for public participation – 7:37pm

5.1 To receive residents' questions or comments – no residents present.

5.2 To receive reports from District & County Councillors –

CC Cllr Fleming sent her report prior to the meeting; Appendix 1.

Cllr Cole proposed moving to agenda items 11, 12, 13, and 14; agreed unanimously.

(11. School Flashing Light Units on A143; to discuss and approve cost)

CC Cllr Fleming reported that Suffolk Highways have advised the cost for these units will be £5,762.00 plus VAT. She is willing to fund half the cost if the council agree to pay the balance plus VAT. There was a discussion on the exact placement of the light units, and whether two sets are required. CC Cllr Fleming confirmed she could fund two sets of lights if needed. Cllr Wright proposed the council pay 50% (£2,881.00 per set) of the cost of the light units, plus the VAT, for a maximum of two sets; seconded by Cllr Ling and approved unanimously. It was noted that CIL funds can be used. Cllr Cole will speak to the school regarding the locations.

ACTION – Clerk to email Highways to confirm as above. Cllr Cole to speak to the school as above.

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(12. Update on extending the 30mph speed limit on the Mellis road)

CC Cllr Fleming said that she was also prepared to fund half the cost to move the sign, if the council agreed to pay the remaining half. The total cost will be £7-8,000.00. After discussing, Cllr Wright proposed the council support the 30mph speed limit sign on Mellis road being moved, up to a maximum cost of £8,000.00, subject to mutual agreement of the positioning and findings of the Highway survey, and CC Cllr Fleming sharing the cost with the council by funding 50%. Seconded by Carl Baker and approved unanimously.

ACTION – Clerk to confirm support to Highways as above

(13. Update on speed limits within Wortham and Burgate)

No further update apart from the 30mph sign on the Mellis road as discussed under agenda item 12.

(14. Update on missing signs on Magpie Green)

Cllr Grocott reported that one of the missing signs has been found in a ditch near Mellis, and is now reinstalled. There are still two missing which need to be replaced. After discussing, with advice from the Clerk who has just arranged purchased of two similar signs for other parishes, Cllr Grocott proposed approving spending of up to £150.00 for two replacement signs. Seconded by Cllr Thornton, and approved unanimously.

ACTION – Cllr Grocott/Clerk to order replacement signs as above

Cllr Cole thanked CC Cllr Fleming for her report and updates.

7:58pm CC Cllr Fleming left the meeting.

DC Cllr Warboys read highlights from his report, which had been sent to councillors in advance of the meeting; Appendix 2.

Cllr Piper asked if BMSDC's Local Cycling and Walking Infrastructure Projects included bridleways.

DC Cllr Warboys said he believed they did but would confirm. Cllr Williams commented that the Burgate to Gislingham road is very dangerous for anyone walking or cycling.

There being no further questions, Cllr Cole thanked DC Cllr Warboys for his report.

6. To reconvene the meeting – 8:17pm

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

8. To receive the Clerk's report & o/s actions from the last meeting (For information only) –
BMSDC Grants have been in contact regarding the capital grant offer of up to £13,169.66 they made towards the new playground equipment on 26th May 2021, which was not taken up.

ACTION – Clerk to progress the capital grant offer

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

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

9.2 **To receive an update** for APPLICATION FOR OUTLINE 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 20th July 2022. Land North of Willow Corner Cottage, Church Road, Wortham – **AWAITING DECISION**

9.3 **To consider and discuss** APPLICATION FOR OUTLINE PLANNING PERMISSION – DC/22/04142 – 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.

After discussing, Cllr Wright proposed the council support the outline planning application; seconded by Cllr Bradley and approved unanimously with 2 abstentions.

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9.4 **To consider and discuss APPLICATION FOR OUTLINE PLANNING PERMISSION –**
DC/22/03960 – 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 5No detached dwellings and garages. Honey Pot Farm Caravan Park, Bury Road, Wortham, IP22 1PW.

Councillors discussed their concerns including access, sewerage, sustainability and lack of supporting amenities. Cllr Williams proposed the council object to the outline planning application on the same grounds as previous; seconded by Cllr Wright and approved unanimously.

9.5 **To consider and discuss APPLICATION FOR LISTED BUILDING CONSENT –**
DC/22/04242 – Listed Building Consent – Replacement of cement render on timber frame with lime render to all external elevations of main house, repairing and replacing timbers as necessary, including repairs to outbuildings as per schedule of works; Installation of French drainage system. Willow Corner Cottage, Church Road, Wortham, IP22 1PS.
Councillors had no objections to this application.

Cllr Thornton reported concerns with the 3 new houses on Church Road. The siting of the wheelie bins for each property is very dangerous and not on the original plans.

ACTION – Clerk to report safety concerns to MSDC

10. Update on National Grid East Anglia GREEN proposal

National Grid have advised that following the recent public non statutory consultation, they are reviewing all the feedback and comments received. To understand more about the environment, they need to carry out walkover surveys which will be carried out on land within the corridor, some adjoining land, and areas that have been identified through consultation feedback as potentially sensitive. The surveys will help to assess the landscape, ecology and cultural heritage aspects of the area, to inform further detailed environmental assessments.

Jo Churchill MP advised in August that following the non-statutory consultation local MPs decided to undertake a survey of the communities who would be most affected by the plans. In particular, they were keen to understand the perceptions that local residents had of the consultation and the options they were given regarding transmission of the generated electricity. This is due to National Grid stating in a recent meeting that an offshore option was meaningfully discussed in the consultation. There was a survey conducted through the website of James Cartlidge MP which was shared on the PC website.

11. School Flashing Light Units on A143; to discuss and approve cost

As above.

12. Update on extending the 30mph speed limit on the Mellis Road

As above.

13. Update on speed limits within Wortham and Burgate

As above.

14. Update on missing Signs on Magpie Green

As above.

15. MSDC Parish Trees, Hedgerows and Wildflowers Scheme 2022

The Biodiversity Officer has confirmed that the deadline for the scheme has been extended. He has arranged to visit Mellis to conduct a site survey, and will discuss whether the wildflower scheme is appropriate for Wortham at the same time.

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16. Community Action Account – recovery of funds

Cllr Williams explained that due to the Community Action Barclays bank account now being closed, he was seeking the council's permission to transfer the balance (approximately £193.00) into the parish council bank account. He would draw on the balance when required for community items such as a litter pick and welcome pack. The Internal Auditor has confirmed that he is happy with this arrangement.

Cllr Grocott proposed the council give permission for the Community Action's bank account balance to be transferred in to the parish council's bank account. Seconded by Cllr Hovey and approved unanimously with one abstention (Cllr Williams).

ACTION – Clerk to liaise with Cllr Williams to arrange transfer

8:48pm DC Cllr Warboys left the meeting.

17. To consider request from Tennis Club for a new pathway

Deferred to next meeting.

18. To consider repair/replacement of PC laptop

The PC laptop is running very slowly and requires an external Wi-Fi adapter to be able to connect to the internet. The Clerk took it to 121 Computers for a free of charge check over. They have advised that in addition to the external Wi-Fi adapter it needs a new SSD (cloned from the old one) which would cost approximately £150-180.00 including labour in total. They have provided quotations for three comparable new laptops which the Clerk shared with councillors.

After discussing, councillors agreed it was more cost effective to purchase a new laptop, and chose their preferred option from the quotations. Cllr Hovey proposed purchase of the selected laptop, plus an external hard drive for backup, up to a maximum spend of £500.00. Seconded by Cllr Grocott and approved unanimously.

ACTION – Clerk to arrange purchase of new laptop and external hard drive with 121 Computers

19. External Audit: SAAA 2022 opt out communication

SAAA (Smaller Authorities' Audit Appointments) 2022 Opt-out Communication - Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities. The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out no later than 28 October 2022.

After discussing, Cllr Wright proposed the council do not opt out and to allow SAAA to appoint the external auditor for the next 5-year period. Seconded by Cllr Hovey and approved unanimously.

ACTION – Clerk to advise SAAA as above

20. Accounts:

20.1 Account Balances as of 1st September 2022

20.1.1	Current Account	£17,339.95
20.1.2	Reserves Account	£71,786.21
20.1.3	Commons Account	£7,379.68

20.2 Account Payments

20.2.1	Jane Challis	September Salary	369.95
20.2.2	HMRC	September NIC payment	92.40
20.2.3	Jane Challis	Expenses	44.66
20.2.4	Niki Hinton	September Salary	97.50
20.2.5	Safe & Sound	Mole Control July 8487	60.00
20.2.6	Safe & Sound	Mole Control August 8572	60.00
20.2.7	Burgate Church Hall	September hire	24.00

20.3 Direct Debit Payments

20.3.1	O2	Mobile Phone (August)	29.62
20.3.2	HSBC	Bank Charges	8.00
20.3.3	EON NEXT	Pavilion Electricity (August)	262.94

Any additional payments/receipts received prior to the meeting:

20.2.8	Wortham Village Hall	Hire inv. 5520	44.00
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Proposed by Cllr Williams that all payments be approved en bloc; seconded by Cllr Hovey and approved unanimously.

Cllr Bradley commented that the Pavilion electricity invoices are still very high.

ACTION – Clerk to look into and investigate separate meters

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

22.1 Playing Field Committee – Palgrave Wanderers Football Club are playing their first game on Sunday, and the pitch is marked up ready although it is not in a good state. Palgrave WFC have said they will roll it and fill in the rabbit holes and advised the cost of topsoil is £74 per tonne. Cllr Baker confirmed that this is the best price available and proposed approving spending of £74 for a tonne of topsoil; seconded by Cllr Wright and approved unanimously.

The changing rooms need to be cleared as there are items being stored belonging to the Tennis Club. Cllr Ling will let Niki Hinton know in case the shower area needs cleaning.

Cllr Baker said there should be a booking form held by the Clerk somewhere and asked the Clerk to look. There is also a sale being held on the Sunday which is part of a garage sale organised by Friends of Wortham Church.

Cllr Piper said more dog signs may be needed because the bins are not being used.

Cllr Thornton reported he had found empty canisters and bottles and recommended residents call the police directly if they witness any antisocial behaviour: <https://www.suffolk.police.uk/contact-us/report-something/6-report-anti-social-behaviour>

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22.2 Commons Committee – a meeting was held prior to the start of the main council meeting.

22.3 Finance Representative – Cllr Wright will be conducting the 6 monthly accounts check at the end of September.

22.4 Employment Committee – nothing to report.

22.5 Planning Committee – nothing further to report.

22.6 New Village Hall Working Group – the Deed has been sent to Ashtons Legal; awaiting their advice.

22.7 VHMC – nothing to report.

22.8 Rights of Way – nothing to report.

22.10 Councillors: - Cllr Baker said the fire hydrant signs need to be made visible, and that there is a need for shared communication between Norfolk and Suffolk Fire Services to ensure that both are aware of their locations. Cllr Bradley said that she has previously been advised that it is Suffolk Fire Service's responsibility to ensure the fire hydrants are kept clear and maintained.

ACTION – Clerk to contact Suffolk Fire Service to ask them to audit the fire hydrants and share the information with Norfolk Fire Service

22. Correspondence Received – All dealt with elsewhere on the agenda.

23. To receive items for the next agenda – nothing received.

24. Date and time of next meeting – the next meeting will be held on Tuesday 18th October 2022 in Wortham Village Hall at 7:30pm.

Meeting Close – 9:34pm

County Councillor Report

September 2022



Wortham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

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Local Welfare Assistance Scheme – This scheme is intended to locate practical help for those experiencing financial hardship this winter. An application either individually or made on behalf of a supporting organisation may be made to www.suffolk.gov.uk/FinancialHardship

Local organisations offering assistance include Citizens Advice Bureau, district and borough councils, health services and voluntary organisations, or for help with home heating Warm Homes Healthy People on **03456 037 686** or email whhp@eastsuffolk.gov.uk

Spent Battery Disposal - The Suffolk Waste Partnership has signed up to the Stop Battery Fires Campaign launched by national safe electricals recycling group [Material Focus](#), which aims to raise awareness of safe battery and electricals recycling and disposal.

Batteries, or electricals containing batteries get crushed in the waste or recycling process. This can result in them self-combusting, setting fire to flammable waste around them. Frequently discarded battery-containing electricals include e-toothbrushes, shavers, chargers and toys. Lithium-ion batteries are responsible for almost half of all waste fires occurring in the UK each year. Please discard used items at recycling centres or supermarket drop off points.

Solar Together open for Registration - This scheme helps homeowners to assess properties and pay a fair price for a high-quality installation from pre-approved installers. Solar Together Suffolk is supported by Suffolk County Council and all local borough and district councils. From 22 August – 26th September Suffolk residents can register with the group-buying scheme, with no obligation to go ahead with an installation: www.solartogether.co.uk/suffolk.

- **22 August - 26 September:** registration is open, it is free and with no obligation
- **27 September:** pre-vetted installers take part in the auction against each other
- **17 October:** personal recommendation based on your registration details
- **25 November:** deadline to accept your recommendation and proceed with an installation.

Ukraine - Suffolk has been sponsoring Ukrainian guests for just over 6 months, and we are asking for new hosts who may be able to help a family in need to sign up to the Homes for Ukraine scheme.

We are in need of a wide range of homes for single people, mums with children and complete families. Anything “self-contained” is especially helpful. If you think you can help, or know anyone who is interested, please visit homesforukraine.campaign.gov.uk

Highways – Refer to Parish Council notes for approval of expenditures for the A143 Flashing Light scheme and for moving the 30 mph limit on Mellis Road.

APPENDIX 2

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

CIFCO	Rent collection is above expectations for 20/21 , awaiting new business plan. The portfolio has increased in value accounting for an increase in profits. There is a programme of improving properties to meet EPC C, this in turn leads to increased rents. Leases are for an average of 7 years.
Gateway 14	A further £5 million has been authorised to fund further preparatory works.
Mid Suffolk rural transport/electric minibus project.	Member Working Group to meet early Sept. Following the approved budget amendment to ringfence funding of £560,000 capital and £260,000 revenue from the Growth and Efficiency Fund within the 2022/23 budget for rural transport provision utilising electric buses, research has been carried out to explore a range of different options as to what this provision might look like, the deliverability of these options, and some other alternatives that may be worth consideration.
Electoral Services	<p>Residents will shortly start receiving letters and emails from the Electoral Services Team asking them to check and update the information we hold on their household. The emails are being sent via the GOV.UK Notify email service. and will look like the dummy example attached.</p> <p>The letters will be branded with the joint logo and any replay envelopes will be addressed to Endeavour House.</p> <p>Residents who want to respond to us online will be asked to use https://www.registersecurely.com/BaberghandMidSuffolk this website is managed by our contractor and is fully integrated with our Electoral Management System.</p>
Housing Revenue Account	<p><u>Capital Programme in total</u></p> <p>For 2021/22 HRA had an approved annual budget of £26.3m but we also had a carry forward of £13.6m due to slippage from 2020/21 which gave us a total pot of almost £40m. Ongoing difficulties with supplies and staffing issues.</p> <p>HRA spent £13.9m in 2021/22 and are carrying forward £24.6m to be spend over the next few years.</p> <p><u>There are two main elements to this</u></p> <p>1. Planned maintenance - we have spent more than the annual budget of £2.5m (we spent 2.6m) but we haven't spent to previous years carry forward of £2m – due procurement delays and supply issues.</p> <p>few build and acquisition we had an annual budget of £23.3m which we have spent £10.8m but we haven't yet spent the carry forward from previous years of £11m - some schemes will complete over the next 2 to 3 years</p> <p>We have acquired 32 new properties during 2021/22, however we have also lost 21 properties through the RTB scheme.</p>
The "Lewes" Model	Mid Suffolk DC is investigating a cooperative approach with other district councils across Suffolk to bring retrofitting home insulation "in-house."
CIL Changes	<p>There are changes to eligibility, to include projects to reduce carbon footprints.</p> <p>There are 45 emerging projects across and beyond Mid Suffolk, a Parish Infrastructure Plan, PIP, is a useful way to develop a CIL bid.</p> <p>This a link to the Babergh and Mid Suffolk District Councils Local Cycling and Walking Infrastructure Interactive map. Projects have been identified and now need follow up work to the point of making a CIL bid. Perhaps Parishes would like to identify and propose which routes should be a priority.</p> <p>https://www.google.com/maps/d/edit?mid=1sxy99y1tOzI74iXgTZrB9-ofvsF1q7nH&ll=52.329927066523766%2C1.0450080800292971&z=13</p>

Locality Grant scheme 2022/23	The next round of Locality Grants is now open. Although the deadline is not until March 2023, I welcome applications from community groups. Details are available on the website https://www.midsuffolk.gov.uk/communities/grants-and-funding/locality-awards-guidance/ . Please contact me in the first instance. I have already used some of the funding to support the Jubilee Celebrations throughout Gislingham ward.
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