

Wortham & Burgate Parish Council

DRAFT Minutes of the Meeting of Wortham & Burgate Parish Council
held on Tuesday 28th November 2023 in Burgate Church Hall at 7.30pm

Councillors present: Jacky Bradley, Susan Wright, Richard Thornton, Chris Williams, Chris Grocott, Nick Castle, Esta Piper, Carl Baker, Jenny Piper, Liz Leeds, Alain Judd

In attendance: DC Cllr Warboys, Jane Challis - Clerk

1. To elect a Chair of the Parish Council

Cllr Cole tendered his resignation as a member of Wortham & Burgate Parish Council prior to the meeting. Vice Chair Cllr Bradley asked for nominations for Chair of the Parish Council. Cllr Wright proposed Cllr Bradley, seconded by Cllr J. Piper and approved unanimously.

Cllr Bradley signed a Declaration of Acceptance of Office, which was witnessed and signed by the Clerk.

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

Cllr Bradley welcomed everyone to meeting.

3. To approve the draft minutes of the previous Parish Council meetings -

3.1 Parish Council Meeting held on Tuesday 5th September 2023 – Approval proposed by Cllr Wright, seconded by Cllr Grocott and approved unanimously with one abstention (councillor who was not present at the meeting).

3.2 Parish Council Meeting held on Tuesday 17th October 2023 – Approval, including the 'IN CAMERA' section minuted separately, proposed by Cllr Grocott, seconded by Cllr Williams and approved unanimously with two abstentions (councillors who were not present at the meeting).

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

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

6. To adjourn the meeting for public participation - 7:35pm.

5.1 To receive residents' questions or comments – none.

5.2 To receive reports from District & County Councillors –

DC Cllr Warboy's report can be found as an addendum at the end of the minutes; Appendix 1.

DC Cllr Warboys advised that further to his report, the District Council signed an Emergency Notice this afternoon in relation to policies which will allow the storm Babet grant received from the Government, to be distributed to affected residents. Cllr Castle asked if the flood information contained within DC Cllr Warboy's report could be shared on the PC's website. Clerk to action.

CC Cllr Fleming's report can be found as an addendum at the end of the minutes; Appendix 2.

7. To reconvene the meeting - 7:50pm

8. New Parish Councillor Co-option – The co-option applications received from Liz Leeds and Alain Judd were approved unanimously by councillors at the 17th October 2023 meeting. The Clerk asked them both to now sign Declarations of Acceptance of Office forms, which were signed and witnessed by the Clerk, and also an acceptance to receive summons electronically. The Clerk will arrange for their Register of Interest forms to be completed within the 28-day required period. Cllr Bradley welcomed Cllr Leeds and Cllr Judd to the Parish Council.

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9. To receive the Chairman's report – no report.

10. To receive the Clerk's report

- MSDC are due to launch a new scheme further to their current Free Trees, Hedgerows and Wildflower Scheme, which will allow planting on private land. Details will be shared with councillors once received.
- Flood support payments; MSDC have confirmed that any resident who has reported a flood will be contacted. Details will be shared on the website with the flood information from DC Cllr Warboys.
- BMSDC have formally adopted the Babergh Mid Suffolk Joint Local Plan – Part 1 2018-2037. Full details shared with councillors.
- MSDC have sent an invitation to participate in a consultation on local listed building consent orders; [Time to make our listed buildings ready for the future? - Mid Suffolk District Council - Babergh & Mid Suffolk District Councils - Working Together](#)
- Rural Coffee Caravan – this is a charity which visits parishes to tackle rural isolation and promote community spirit. The Clerk has been in contact with them in relation to another parish, and suggested visits could be considered for Wortham and Burgate too. There was a discussion with councillors agreeing their support. Cllr Williams proposed the council offer to pay for hire of the village hall for three months, January, February and March to accommodate the visits (3 hours per visit). Seconded by Cllr Castle and approved unanimously.
- NALC have advised that the LGA pay award for 2023/24 has now been agreed, and backdated to 1st April 2023.

ACTION – Clerk to add all flood information to PC website, and contact the Rural Coffee Caravan as above.

11. To consider a response to recent flooding

The Clerk shared comments regarding a Parish Flood Plan received from a resident affected by flooding in Burgate, prior to the meeting. There was a discussion as to whether a formal plan is necessary, the condition of the ditches and drains, and maintenance responsibilities. It was agreed to ensure all the flood information received from the District Council is available on the website, along with Suffolk County Council's Guide to Riparian Ownership. Proposed by Cllr Baker, seconded by Cllr Grocott and approved unanimously.

[2018-12-07-riparian-ownership-in-suffolk-booklet-final \(1\).pdf](#)

ACTION – Clerk as above.

12. Aura Solar Farm – no update; still waiting for a formal planning consultation request from MSDC.

13. National Grid Norwich to Tilbury update

Essex, Suffolk, Norfolk Pylon are asking for people to complete their History and Heritage survey, to help them build an essential database to present to the Planning Inspectorate:

[HISTORY & HERITAGE survey \(google.com\).](#)

14. MSDC Pride in Your Place Grant

The Clerk has submitted an application for MSDC's Pride in Your Place grant, which is for projects to improve the appearance and cleanliness of the parish. The grant is for £250 and must be spent by 31st March 2024, with receipts provided. Cllr Bradley asked councillors to consider eligible projects for discussion at the next meeting.

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

15.1 To consider – DC/23/04843 – Application for Listed Building Consent – Replace 7no casement windows retaining the existing frames, replace existing softwood door and frame with hardwood stable door and frame. Ivy Cottage, Great Green, Burgate, IP22 1QL.

The council have no comment against this application.

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15.2 To receive an update on Oak Trees Burgate – **no update.**

15.3 To receive an update 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 – **appeal dismissed.**

15.4 To receive an update – DC/23/01492 – Planning Application – Erection of replacement dwelling (following demolition of existing dwelling) (resubmission of withdrawn application DC/22/06381). Marsh Cottage, The Marsh, Wortham, IP22 1PN – **awaiting decision.**

15.5 To receive an update – DC/23/01538 – Application for Outline Planning Permission (Access, Layout and Scale to be considered, Appearance and Landscaping to be reserved) Town & Country Planning Act 1990 (as amended) – Erection of 1No agricultural workers dwelling. Land East of Gibsons Farm, Furze Way, Burgate, IP22 1QG – **awaiting decision.**

15.6 To receive an update - PLANNING APPEAL APP/W3520/W/23/3322783 – full Planning Application – Erection of 3No dwellings including new vehicular access, with associated garages and parking, as amended by revised plans and reports received 20th July 2022. Land North of Willow Corner, Church Road, Wortham, Suffolk – **no update.**

16. Redevelopment of the Pavilion

Following a meeting of the Working Group last week, which saw the addition of a number of new members (non-councillors), it was agreed to identify similar village halls/community space projects, in order to approach them for advice/guidance and information sharing. A meeting will be arranged in January to look at proposals for the size and number of rooms in the new pavilion.

The Clerk will create a new Facebook for the parish council where updates can be shared, and has made initial enquiries with MSDC regarding District CIL funding.

ACTION – Clerk as above.

17. Common Land outside Wortham Primary School; school parking and quotations for work to the access track

Cllr Bradley reported that as agreed at the previous meeting, the common land was temporarily enclosed for 24 hours to trial the parking exclusion. Cllr Castle reported that some complaints were received from parents, and the issue seems to be worse during drop off times. Cllr Castle also said that blocking the common land off results in parents and children walking along the roadside instead, and consideration should be given to parents who may have younger children or babies with them as well. Use of the Manor House car park was discussed with the Clerk suggesting that the owners could be approached to see if they would allow it to be used during drop off and collection times.

Cllr Bradley has obtained additional quotes for work to the track, which she presented to councillors. There was a discussion on the best way to proceed, and it was decided to look at other alternatives to address the parking before making a decision on the track quotations.

Cllr Wright proposed the Clerk approach Star Pubs to request an update on the Manor House and whether they would consider renting the car park at school drop off and collection times in exchange for a peppercorn rent. Seconded by Cllr Grocott and approved unanimously. The school to be advised of this action.

ACTION – Clerk as above.

18. Electricity Supply Contract Renewal

The clerk presented quotations for the electricity supply renewal to councillors. After discussing it was agreed to change to a supplier offering a flat unit rate, rather than separate day and night units, which worked out to be the most cost effective overall. Proposed by Cllr Williams, seconded by Cllr Castle and approved unanimously.

ACTION – Clerk to action.

19. Accounts:

19.1 Account Balances as of 23rd November 2023

19.1.1	Current Account	£56,569.73
19.1.2	Reserves Account	£72,819.75
19.1.3	Commons Account	£9,893.95

19.2 Account Payments

19.2.1	Jane Challis	October Salary	477.46
19.2.2	HMRC	October NIC payment	119.36
19.2.3	Niki Hinton	October Salary	101.60
19.2.4	Safe & Sound 9525	Mole control	60.00
19.2.5	St. Mary's Church Hall Burgate	Hall hire September meeting	25.00
19.2.6	PKF Littlejohn LLP	External Audit Fee	378.00
19.2.7	Safe & Sound 9597	Mole control – Oct	60.00
19.2.8	Jane Challis	Nov Salary	304.20
19.2.9	HMRC	November NIC payment	76.05
19.2.10	Niki Hinton	Nov Salary	101.60

19.3 Direct Debit Payments

19.3.1	HSBC	Bank charges Sept	8.00
19.3.2	ICO	Annual data protection fee	35.00
19.3.3	HSBC	Bank charges Oct	8.00

19.4 Receipts

19.4.1	MSDC	Precept	9,649.99
19.4.2	MSDC	Neighbourhood CIL payment	6,631.12

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Additional payments received prior to the meeting

19.2.11	Jane Challis	Backdated LGA local government pay increase	£235.20
19.2.12	HMRC	Backdated LGA pay increase NIC payment	58.80
19.2.13	Niki Hinton	December Salary	101.60
19.2.14	Jane Challis	December Salary	511.05
19.2.15	HMRC	December NIC payment	127.77
19.2.16	R. Thornton expenses	Hire of whacker plate for village hall track	£30.00
19.2.17	RBL	Remembrance wreaths	70.00

Approval of all payments en bloc, proposed by Cllr Grocott, seconded by Cllr Baker and approved unanimously, with one abstention against R. Thornton's expenses (Cllr Thornton).

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

20.1 Playing Field Committee – Cllr Baker asked if a delivery date for the ping pong table could be confirmed, and said the football goals will need to have new nets fitted.

20.2 Commons Committee – Nothing to report.

20.3 Finance Representative – a budget meeting will be held with the Clerk prior to the next meeting.

20.4 Employment Committee – Nothing to report.

20.5 Planning Committee – Nothing further to report.

20.6 New Village Hall Working Group, including confirmation of acting councillor – Nothing further to report.

20.7 VHMC – no update.

20.8 Rights of Way – no update.

20.9 Councillors – nothing to report.

21. Correspondence Received – an email has been received from a resident regarding the signage on the A143 through Wortham, requesting it be removed. The Clerk will contact the advertisers again.

22. To receive items for the next agenda – budget 2024/25, precept request 2024/25, meeting dates 2024. Wayleaves (requested by Cllr Grocott).

23. The next meeting will be held on 16th January 2024 at 7:30pm in Wortham Village Hall.

Meeting Close – 9:10pm



District Councillor's Report:

Gislingham Ward

Mellis, Gislingham, Thornham, `Wortham & Burgate, Wickham Skeith Parish Councils

November 2023

Flooding	<p>After Storm Babet, the Council has been working hard to help residents in affected homes and businesses.</p> <p>Householders are being urged to report flood damage via Suffolk County Council's reporting tool.</p> <p>The government has announced some financial support and we are waiting to see how this can be distributed.</p> <p>Mid Suffolk District Council will be reviewing their processes that are currently in place for dealing with this type of emergency situation.</p> <p>Affected businesses should also contact Mid Suffolk to register for support. Please visit https://www.midsuffolk.gov.uk/w/storm-babet-information for full details.</p>
Joint Local Plan	<p>This was adopted at the MSD Council Meeting on 20th Nov.</p> <p>The JLP sets out a planning framework to guide development in the districts over the period to 2037. JLP Part 1 provides a set of strategic and local development management policies against which planning applications and appeals will be assessed. There are 10 strategic policies (such as on affordable housing, climate change and tourism) and 32 local policies (such as on biodiversity, historic environment and sustainable construction).</p> <p>More information: https://www.midsuffolk.gov.uk/joint-local-plan#:~:text=The%20Babergh%20and%20Mid%20Suffolk,and%20the%20Part%202%20Plan).</p> <p>Also at the meeting, A revised Local Development Scheme (LDS) was also brought into effect which sets out the planned timetable 2023-2026 for the Joint Local Plan Part 2 Plan</p> <p>The Part 2 Plan, will focus on key matters including: • an up-to-date settlement hierarchy; • a spatial distribution of any housing allocations; • housing requirement figures for Neighbourhood Plan areas; • site allocations; • up-to-date settlement boundaries reflecting commitments and allocations; • open space designations with a relevant development management policy; • an up-to-date assessment of need for accommodation for Gypsies, Travellers, Travelling Show people and Boat Dwellers, together with relevant development management policies and, if necessary, allocations to provide for this need</p>
Solar farms	<p>At Mid Suffolk's Council meeting on 26th October, a position statement on Solar Farms was agreed.</p> <p>This stated that solar farms should not be based on prime agricultural land and the landscape impact on our communities needed to be taken into account.</p> <p>In the absence of clear Government policy, the Council cannot make planning policy regarding renewable energy such as solar farms or solar PV on roof tops. We can only provide a statement of intent in terms of how we wish to see developments proceed. In January next year we expect to produce a full Supplementary Planning Document on this which takes longer to put together as it must be consulted on and provide relevant evidence.</p> <p>(this follows on from the Joint Local Plan that was adopted at the Full council meeting on 20th Nov.)</p>
Sustainable transport	<p>At the Council meeting it was also agreed to form a working group to review sustainable integrated transport in the district – particularly for walking and cycling. It is hoped to review this in relation to commencing schemes in villages in the district.</p>

	<p>The <i>Cosy Homes</i> initiative is being launched on 15th November. Eligible households will be able to apply for energy efficiency measures in their own homes, including if privately rented. <i>This insulation assistance will be free of charge to the resident.</i></p> <p>Full details to be available soon.</p> <p>Our message is helping people to save energy, save money and reduce their carbon footprint.</p> <p>Particularly vulnerable households can continue to access this via the wider Suffolk scheme, www.warmhomessuffolk.org</p>
Council Housing	<p>The Council currently provides a very poor level of service for maintaining our housing stock and have a very low level of tenant satisfaction.</p> <p>The new Administration at Mid Suffolk is focussing on the backlog of housing repairs that are needed. This backlog will be dealt with via a separate contractor allowing the in-house team to concentrate on day-to-day repairs. We're putting £1.6m of additional funds towards accelerating repairs and improvements in our council homes</p> <p>We are also investing heavily in the repairs and maintenance service for our Council stock. We have engaged external partners to monitor our service moving forward.</p>
Homelessness strategy	<p>District Councils have duties with respect to homelessness and rough sleeping. It is our ambition that rough sleeping is rare, brief and non-recurring and that homelessness is routinely prevented through early upstream intervention.</p> <p>We are carrying out a general review of our service which will be validated by Shelter to ensure we offer the best service possible.</p> <p>To combat homelessness and rough sleeping the Council uses its own temporary accommodation, in so doing we don't incur additional costs faced by other authorities.</p>
	<p>Mid Suffolk District Council's consultation seeking resident feedback on the planned priorities for the District has now closed and the results are being analysed.</p>
Locality Award	<p>A reminder that this year's locality awards are still open for applications. Any group or organisation can apply for amounts of £250 or more. Please contact me for an application form.</p>

Cllr. Rowland Warboys

Chair Mid Suffolk District Council 2023/24 (Green Party)

Gislingham Ward

Email: rowland.warboys@midsuffolk.gov.uk

Storms - Useful numbers

Powercut - call 105 or go to www.ukpowernetworks.co.uk/power-cut

[Report Flooding in your property](#)

[Report other types of flooding](#)

Damaged power lines – please stay away and call 105. If there is an immediate risk to safety, please also call 999.

Fallen or overhanging trees – if there is an immediate danger, please call Suffolk Highways on 0345 606 6171. If not, you can report fallen trees or debris on the road at <https://highwaysreporting.suffolk.gov.uk>

For updates on the Orwell Bridge, please go to www.trafficengland.com or www.twitter.com/highwayseast

[Report a blocked drain](#) to Suffolk County Council.

If your water supply has been affected, please call Essex & Suffolk Water on 0345 782 0999.

If your property has been affected by sewage flooding or there is a sewerage issue, please [report to Anglian Water](#) or call their 24-hour emergency number: 03457 145 145

Floodline Telephone: 0345 988 1188 or visit [GOV.UK flood alerts](https://www.gov.uk/flood-alerts) for more information.

Dangerous structures please contact customer services on 0300 1234 000 option 5 or out of hours call 0808 168 7794

