

Wortham & Burgate Parish Council

Minutes of the Meeting of Wortham & Burgate Parish Council
held on Tuesday 20th June 2023 in Wortham Village Hall at 7.30pm

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

In attendance: CC Cllr Fleming, DC Cllr Warboys, Jane Challis (Clerk), 2 members of the public

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

Cllr Cole welcomed everyone to the meeting. There were no apologies for absence.

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

2.1 Annual Parish Council Meeting held on Tuesday 16th May 2023 – Approval proposed by Cllr Williams; seconded by Cllr Grocott and approved unanimously, with 1 abstention (councillor who was not present at the meeting).

2.2 Playing Field Committee Meeting held on Wednesday 24th May 2023 – Approval proposed by Cllr Piper, seconded by Cllr Castle, and approved unanimously with 5 abstentions (councillors who were not present at the meeting).

2.3 Commons Committee Meeting held on Wednesday 24th May 2023 – Approval proposed by Cllr Thornton, seconded by Cllr Piper, and approved unanimously with 3 abstentions (councillors who were not present at the meeting).

2.4 Planning Committee Meeting held on Wednesday 24th May 2023 – Approval proposed by Cllr Wright, seconded by Cllr Castle, and approved unanimously 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 – None.

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

5. To adjourn the meeting for public participation – 7:38pm

Cllr Cole proposed moving to agenda item 11, in order to discuss it within public participation. Approved unanimously.

(11. National Grid East Anglia GREEN Energy Enablement update)

National Grid have advised that in order to make it clear that this work is part of their Great Grid Upgrade, they are changing the project name from East Anglia GREEN to '*Norwich to Tilbury*'. A resident was present in their capacity as a member of the Essex Suffolk Norfolk Pylon Group, and expressed concerns as to whether the Parish Council is acting on the recommendations provided by the group. The second part of the non-statutory public consultation is due imminently, which will show the proposed draft alignment of the pylons, and they asked whether the PC could arrange a meeting for the community to discuss it, prior to the start. There was a discussion with councillors feeling it was more appropriate to wait for the consultation to begin, and that whilst the recommendations of the group are taken on board, multiple generic responses carry no weight, and that any responses submitted by the Council should therefore be individual. Cllr Cole thanked the resident for attending the meeting, and asked the Clerk to contact neighbouring PCs to ascertain their feelings.

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7:55pm the member of the public left the meeting.

5.1 To receive residents' questions or comments – The second member of the public was in attendance to offer their services regarding topping of the common. They provided their contact details and arranged to meet with Cllr Thornton to view the work required in order to submit their tender.

7:58pm the member of the public left the meeting.

5.2 To receive reports from District & County Councillors –

CC Cllr Fleming's read highlights from her report, which can be found at the end of the minutes; Appendix 1. CC Cllr Fleming said that Suffolk Highways are waiting for the Council to confirm they wish to proceed with the extension of the 30mph speed limit on Mellis Road, however this was confirmed via email by the Clerk on 5th April 2023, and acknowledgment from Highways received. The Clerk will reconfirm the Council's approval with Highways urgently to ensure the project goes ahead as soon as possible.

8:08pm CC Cllr Fleming left the meeting.

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

6. To reconvene the meeting – 8:27pm.

7. To receive the Chairman's report

Cllr Cole expressed congratulations to DC Cllr Warboys for being elected Chairman of MSDC, and also to Cllr Castle for his 'The Chief of the Air Staff' personal commendation in the New Year's Honours.

8. To receive the Clerk's report & o/s actions from the last meeting (For information only) –

- SALC have forwarded information regarding D Day 80, which is being organised to commemorate the 80th anniversary of the D Day landings. There will be an official lighting of the beacons on June 6th 2023 at 9:15pm to represent the 'light of peace'.
- An invitation has been received from DC Cllr Warboys, Chair of MSDC, to attend his Summer BBQ on 15th July 2023, in support of Street Forge and Beyond the Wall Charities.
- The Notice for the casual vacancy has been received from MSDC and published. The other two vacancies are for co-option vacancies.

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9. Aura Solar Farm Scoping Consultation

Palgrave Parish Council have asked if the council wishes to create the Working Party now that the Scoping Consultation has been received. The consultation has been sent to Palgrave PC but not Wortham & Burgate, even though the proposed solar farm sits on the boundary between the two parishes. After discussing, councillors requested sight of the consultation before proceeding further.

ACTION – Clerk to obtain copy of the consultation to share with councillors.

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

10.1 To receive an update on Oak Trees Burgate – **No further update**

10.2 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 - **AWAITING DECISION**

10.3 To receive an update - 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 – **AWAITING DECISION**

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10.4 To receive an update – APPLICATION FOR PLANNING PERMISSION – DC/23/00930 Full Planning Application: Conversion and extension to holiday let, to form 1No dwelling. Change of use for part of the existing dwelling to provide a holiday let at Old Maria's Cottage, Long Green, Wortham, IP22 1RD – **WITHDRAWN**

10.5 To receive an update – PLANNING APPEAL APP/W3520/W/22/3310967 – Application for Outline Planning Permission (Access Points to be considered, Appearance, Layout, Landscaping and Scale to be reserved) Town and Country Planning Act 1990 (as amended) – Erection of 5No detached dwellings and garages. Location: Honey Pot Farm Caravan Park, Bury Road, Wortham, IP22 1PW – **AWAITING DECISION**

15.6 To receive an update – DC/23/01200 APPLICATION FOR PLANNING PERMISSION – Householder application – Erection of single storey rear extension (following demolition of conservatory). Erection of porch; insertion of new window and door openings. Amendments to window and door fenestrations. Addition of insulating render to west range; Repositioning oil tank; erection of 2 bay cart lodge. Glebe Farm, Long Green, Wortham, IP22 1RD – **AWAITING DECISION**

10.7 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**

10.8 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**

11. National Grid East Anglia GREEN Energy Enablement

Discussed within agenda item 5.

12. Electricity meter at the pavilion update – Ongoing; no further updates.

13. Common Land outside Wortham Primary School update – Still waiting for the school to confirm a suitable date to meet in order to discuss. Cllr Wright suggested the council should initiate plans previously discussed to improve the access track only. There was a discussion on using planings as a short-term measure, against tarmac with kerbing and speed bumps as a long-term measure. Cllr Bradley and Cllr Cole agreed to look at quotations for the latter.

ACTION – Cllr Bradley and Cllr Cole as above

8:56pm DC Cllr Warboys left the meeting

14. Parking area outside the Village Hall update

Cllr Thornton and Cllr Baker advised that the planings approved at the previous meeting have been delivered, and a date to lay them needs to be arranged. Cllr Thornton advised that it will cost £25 to hire a whacker plate, and it was agreed unanimously for him to proceed with this and submit an expenses claim for reimbursement. Cllr Cole and Cllr Grocott volunteered to help once a date has been arranged.

ACTION – Cllr Thornton and Cllr Baker as above

15. To consider and approve quotations for an outdoor table tennis table

Cllr Baker advised that the Playing Field Committee considered quotations for the installation of an outdoor table tennis table at their meeting on 24th May 2023, and agreed their preferred option. However as per their terms of reference, the level of expenditure (£950.00 plus vat), requires approval by full council.

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Details of the quotation was shared with councillors. Cllr Baker confirmed that he would be able to arrange the installation of the table for the cost of any fixings/sundries required, and proposed proceeding with the purchase of the preferred option, up to a maximum of £1,100.00 plus VAT to allow for any fixings/sundries that may be needed. Seconded by Cllr Grocott, and approved unanimously.

ACTION – Clerk to arrange order of table tennis table as above

16. To receive the Internal Audit Report 2022/23

The Internal Audit report was circulated to the councillors by the Clerk, prior to the meeting. Councillors noted that the two main recommendations were in relation to the online banking procedure, and the level of reserves. After discussing, Cllr Wright proposed approval of the Internal Audit report 2022/23. Seconded by Cllr Piper and approved unanimously.

17. To approve AGAR sections 1 and 2 2022/23

Prepared by the Clerk and sent to councillors prior to the meeting. Approval proposed by Cllr Wright, seconded by Cllr Grocott and approved unanimously. The Chairman and the Clerk/RFO then signed both documents.

ACTION – Clerk to send all required documents to the External Auditor by the 30th June 2023 deadline, and publish.

18. To approve the Accounts 2022/23

Prepared by the Clerk and sent to councillors prior to the meeting. Approval proposed by Cllr Wright, seconded by Cllr Grocott and approved unanimously.

ACTION – Clerk to send all required documents to the External Auditor by the 30th June 2023 deadline, and publish.

19. Accounts:

19.1 Account Balances as of 15th June 2023

19.1.1	Current Account	£46,543.29
19.1.2	Reserves Account	£72,287.87
19.1.3	Commons Account	£9,821.01

19.2 Account Payments

19.2.1	Jane Challis	June Salary	477.46
19.2.2	HMRC	June NIC payment	119.36
19.2.3	Niki Hinton	June Salary	97.50
19.2.4	Safe & Sound	May Mole Control	60.00
19.2.5	TG Askew	Planings	485.76
19.2.6	Safe & Sound	Grass Cutting	180.00

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19.3 Direct Debit Payments

19.3.1	O2	Mobile Phone	33.58
19.3.2	HSBC	Bank charges May	8.00

Any additional payments/receipts received prior to the meeting:

19.2.7	Niki Hinton	Back dated pay increase	12.30
19.2.8	Village Hall	PAT Testing	17.50

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

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

20.1 Playing Field Committee – Cllr Baker reported that the grass cutting contractor has advised that there is more cutting required than initially quoted for. Their charges will need to increase by £30 per cut to include the additional work. This will be included on the next agenda for discussion and approval. Cllr Baker also reported that some of the trees need attention, for which he will obtain quotations, and expressed thanks to Cllr Castle for creating a risk assessment document for the pavilion.

20.2 Commons Committee – Nothing to report.

20.3 Finance Representative, including confirmation of acting councillor – Cllr Wright indicated that she is happy to continue as the council's finance representative; agreed unanimously with 1 abstention (Cllr Wright). Cllr Wright said she has conducted an accounts check to 31st March 2023, and all is in order.

20.4 Employment Committee – Nothing to report.

20.5 Planning Committee – Nothing to report.

20.6 New Village Hall Working Group, including confirmation of acting councillor – Cllr Wright proposed that the name should be changed to Redevelopment of the Pavilion Working Group. Seconded by Cllr Baker, and approved unanimously. To be an agenda item for further discussion at the next meeting.

20.7 VHMC – Nothing to report.

20.8 Rights of Way – Nothing to report.

20.9 Councillors: Cllr Grocott proposed that Cllr Cole attend the garden party being organised by MSDC Chairman, Cllr Warboys. Agreed unanimously.

21. Correspondence Received –

- A resident has copied the Clerk into an email to Suffolk County Council making complaint regarding the increase in signage on the A134 in Wortham.
- A resident has asked if there would be any objection to a small gazebo being erected on the playing field for a couple of hours, as part of a birthday celebration. Councillors agreed that they have no objection to this, and offered the use of the facilities in the pavilion in addition.

ACTION – Clerk to advise resident as above and arrange for access to the pavilion

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- 22. To receive items for the next agenda –** In addition to the items already raised, Cllr Wright requested consideration of electric car charging points outside the pavilion be included.
- 23. The next meeting will be held on 25th July 2023 at 7:30pm in Burgate Church Hall.**

Meeting Close – 9:48pm

