

Wortham & Burgate Parish Council

Minutes of the Meeting of Wortham & Burgate Parish Council
held on Tuesday 25th July 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)

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 20th June 2023 – Approval proposed by Cllr Wright; seconded by Cllr Piper and approved unanimously.

2.2 Commons Committee Meeting held on Thursday 29th June 2023 – Cllr Thornton said that item 7 regarding topping of the common, should read 1 cut and not 2. Approval proposed by Cllr Grocott to include above amendment, seconded by Cllr Piper, and approved unanimously with 5 abstentions (councillors who were not present at the meeting).

3. To record declarations of interest from members in any item to be discussed – Cllr Baker declared an interest against agenda item 16 having submitted a quotation.

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

5. To adjourn the meeting for public participation – 7:33pm

5.1 To receive residents' questions or comments – no members of the public present.

5.2 To receive reports from District & County Councillors –

DC Cllr Warboys read through his report, a copy of which can be found as an addendum at the end of the minutes; Appendix 1. Regarding the recycling mentioned under Suffolk Waste Partnership, Cllr Bradley commented that it would be greatly beneficial if all household recycling bins were the same colour nationwide. CC Cllr Fleming concurred that this would also help councils in swapping bins with each other. There being no further comments, Cllr Cole thanked DC Cllr Warboys for his report.

CC Cllr Fleming read through her report, which can be found at the end of the minutes; Appendix 2. Cllr Cole thanked CC Cllr Fleming for her report, and proposed moving to agenda item 19. Approved unanimously.

(19. To consider and approve revised costs to extend 30mph speed limit on Mellis Road)

Following the Council's approval to fund the cost to extend the speed limit on a 50/50 basis with CC Cllr Fleming at the 6th September 2023 meeting, up to a maximum of £4,000.00 for the Council's share, the estimate has increased from £7-8,000.00 to £10,580-12,930.00. Suffolk Highways have said the increase is due to the original figure being inaccurate and not based on an estimate produced by the Local Highways Budget Team's design engineers. They apologise for the confusion. After discussing, Cllr Wright proposed approval of expenditure of up to £6,465.00, based on the total cost being shared on a 50/50 basis with CC Cllr Fleming, and no higher than the new maximum estimate of £12,930.00. Seconded by Cllr Castle and approved unanimously.

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Councillors also requested that CC Cllr Fleming relay their disappointment at the confusion over the price increase to Highways, which CC Cllr Fleming confirmed she would do.

ACTION – Clerk to confirm approval of expenditure up to £6,450.00 for extension of the 30mph speed limit on Mellis Road to Highways.

6. To reconvene the meeting – 8:02pm.

7. To receive the Chairman's report

All covered elsewhere on the agenda.

8:03pm CC Cllr Fleming left the meeting.

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

- A resident has made complaint regarding the signage on the A143 at the Mellis Road junction. Suffolk County Council cannot take any action because the verge the signs have been installed on is owned by the Parish Council. After discussing, and noting that permission had not been requested to install any of the signs, it was agreed for the Clerk to ask that they be removed, and event signs be put up just prior to the date and removed immediately afterwards.
- WLTC (Worham Lawn Tennis Club) have advised that they have decided not to proceed with the new pathway, which they had requested permission for in September 2022.
- As per the importance of secure email systems and GOV.UK 5.204, to comply with GDPR, councils should provide official email addresses to all councillors as well as the Clerk/RFO. The Clerk will look into the cost to do this and it will be an agenda item at a future meeting for further discussion/consideration.
- The casual vacancy can now be filled via co-option as no requests for an election were received within the designated timeframe.

9. New Parish Councillor Co-option

Deferred.

10. Aura Solar Farm

Aura Power have confirmed that the PC was not asked to comment on the Scoping Consultation for the proposed Marsh Lane solar farm because it is not an NSIP (Nationally Significant Infrastructure Project, which is conducted by the Secretary of State and not at Town and County level). They have also advised that the proposed site has been reduced by 18 acres to the South of Millway Lane, following concerns raised at the meetings held with residents and councillors in 2022, so 60% now falls within the boundary of Worham. Aura Power expects their planning application to be submitted in approximately 3 weeks' time, which will be forwarded to the Council to comment on following the validation period. They have offered to attend a council meeting to answer any questions Councillors or residents may have. After discussing, Councillors agreed that they would prefer to arrange a separate meeting with Aura Power which will also be open to members of the public.

ACTION – Clerk to arrange meeting with Aura Power as above.

11. National Grid Norwich to Tilbury Second Non-Statutory Public Consultation

The consultation is asking for feedback on National Grid's preferred draft alignment, which shows potential positions for overhead lines and associated pylons, underground cables, cable sealing end compounds (where overhead lines are joined to underground cables) and connection substations, and closes on 21st August 2023. Councillors noted that Sir Bernard Jenkin MP has shared an update in which he advised that the Swedish company due to invest in North Sea wind has put their plans on hold, which may have implications on the need for Norwich to Tilbury. Cllr Bradley reported that she attended National Grid's public information event in Diss, which was very poorly presented. Cllr Cole also attended the event and concurred with Cllr Bradley commenting that it came across as a PR event.

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After discussing, it was agreed for the Clerk to write to John Pettigrew CEO of National Grid, copying in all relevant MPs, reiterating the Council's objection to Norwich to Tilbury.

ACTION – Clerk as above

8:42pm DC Cllr Warboys left the meeting

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

12.1 To receive an update on Oak Trees Burgate – **Update requested from MSDC, but the Case Officer is currently on annual leave.**

12.2 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**

12.3 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 – **APPEAL DISMISSED**

12.4 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 – **APPEAL ALLOWED AND OUTLINE PLANNING PERMISSION GRANTED**

12.5 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 – **GRANTED**

12.6 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**

12.7 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**

13. Common Land outside Wortham Primary School, including quotations for work to the access track – Still waiting for the school to confirm a suitable date to meet in order to discuss; this will now be after the new term starts in September. Cllr Cole and Cllr Bradley are investigating quotations for works to improve the access track only. Cllr Wright reported that the school Sports Day held on 12th July 2023 resulted in much inconsiderate and irresponsible parking from parents. The area of common land and the access track were highly congested and resident's driveways were blocked. Cllr Cole contacted the Head of School who has said she will ask parents to be mindful when parking in the school newsletter.

ACTION – Cllr Bradley and Cllr Cole to obtain quotations as above. Clerk to pursue meeting with the school when they return in September

14. Parking area outside the Village Hall update

Cllr Thornton advised that a date to spread the plantings is yet to be agreed. After discussing it was arranged for Cllr Thornton and Cllr Baker to carry out the work on 19th August 2023. Cllr Grocott confirmed he is available to help as well.

ACTION – Cllr Thornton, Cllr Baker and Cllr Grocott as above

15. To consider and approve increase to grass cutting quotation

The grass cutting contractor has advised that it is taking longer to cut the areas required than initially quoted for. In order to complete all areas required the charge per cut will need to increase from £150.00 plus vat, to £180.00 plus vat. He also advised that he discovered broken grass under the trees when strimming, and that there is an issue with rabbits, but this is something that would need to be addressed in the springtime, if required. After discussing, Cllr Baker proposed approving the increase to £180.00 per cut plus vat, seconded by Cllr Thornton and approved unanimously.

16. To consider and approve quotations for works to trees – awaiting quotations; deferred to next meeting.

17. To discuss and confirm approval of quotation for topping of the common

The contractor approved to carry out topping of the common at the Commons Committee meeting on 29th June 2023, advised Cllr Thornton that after started the work it became apparent that it was going to take him much longer to complete than initially quoted for. Approval needed for alternative contractor, previously considered by the Commons Committee during the 29th June 2023 meeting, to complete the work. Cllr Grocott proposed approving the second contractor to complete the topping works; seconded by Cllr Bradley and approved unanimously.

ACTION – Cllr Thornton to advise second contractor as above

18. Redevelopment of the pavilion including electricity meter update, and consideration of electric car charging points

A meeting was held by the Working Party prior to the start of the Council meeting. The minutes can be found as Appendix 3, and were summarised by Cllr Wright. The Clerk advised that the electricity meter assessment has been put on hold as it will now need to include any redevelopment requirements, and potentially installing electric car charging points, which the Clerk will find out more information on. It was also agreed to look into carbon neutral grants.

ACTION – Clerk to find out more details regarding electric car charging points and grants available.

19. To consider and approve revised costs to extend 30 mph speed limit on Mellis Road

Approved as above, after agenda item 5.

20. To consider online banking procedure

HSBC have confirmed that whilst they do not offer dual authorisation as an online banking facility with their Business accounts, a secondary user can set up payments for the primary user to authorise. The clerk is the primary user and Cllr Cole and Cllr Wright are set up as secondary users. The internal auditor has confirmed that this would be acceptable and preferable to the current set up. After discussing Cllr Wright asked the Clerk to see if it is possible for the primary user to set up the payments, which would be more suitable as the primary user is the Clerk. Cllr Wright also said it would not be advisable for her to authorise any payments because it would affect her impartiality as Finance Representative.

ACTION – Clerk as above

21. Neighbourhood CIL Expenditure Report 2022/23

Prepared by the Clerk and presented to councillors. After discussing, the Neighbourhood CIL Expenditure Report 2022/23 was approved unanimously.

ACTION – Clerk to publish and forward to MSDC.

22. Accounts:

22.1 Account Balances as of 20th July 2023

22.1.1	Current Account	£45,051.83
22.1.2	Reserves Account	£72,372.98
22.1.3	Commons Account	£9,833.25

22.2 Account Payments

22.2.1	Jane Challis	July Salary	477.46
22.2.2	HMRC	July NIC payment	119.36
22.2.3	Niki Hinton	July Salary	97.50
22.2.4	SALC	New Cllr Training	72.00
22.2.5	Safe & Sound 9304	Grass cutting	180.00
22.2.6	Safe & Sound 9305	Grass cutting	30.00
22.2.7	Safe & Sound	Mole control June	60.00
22.2.8	Jane Challis	August Salary	477.46
22.2.9	HMRC	August NIC payment	119.36
22.2.10	Niki Hinton	August Salary	101.60
22.2.11	T. Brown CPFA	Internal Audit	300.00
22.2.12	St. Mary's Church Hall Burgate	Hall hire June meeting	25.00

22.3 Direct Debit Payments

22.3.1	O2	Mobile Phone	33.58
22.3.2	HSBC	Bank charges May	8.00

Any additional payments/receipts received prior to the meeting:

22.2.13	Jane Challis	Expenses	48.69
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Proposed by Cllr Bradley that all payments be approved en bloc; seconded by Cllr Williams and approved unanimously.

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- 23. To receive and discuss items from Committees / Working Groups**
23.1 Playing Field Committee – Nothing further to report.
23.2 Commons Committee – Nothing further to report.
23.3 Finance Representative, including confirmation of acting councillor – Nothing further to report.
23.4 Employment Committee – Nothing to report.
23.5 Planning Committee – Nothing to report.
23.6 New Village Hall Working Group, including confirmation of acting councillor – Nothing further to report.
23.7 VHMC – Nothing to report.
23.8 Rights of Way – Cllr Williams reported that he has cut back some of the footpaths which were in need of clearing.
23.9 Councillors: Nothing to report.
- 24. Correspondence Received** – covered elsewhere on the agenda.
- 25. To receive items for the next agenda** – Redevelopment of the pavilion update, tree cutting quotations, and wayleaves.
- 26. The next meeting will be held on 5th September 2023 at 7:30pm in Burgate Church Hall.**

Meeting Close – 9:55pm

