

# Wortham & Burgate Parish Council

Minutes of the Meeting of Wortham & Burgate Parish Council  
held on Tuesday 5<sup>th</sup> September 2023 in Burgate Church Hall at 7.30pm

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

In attendance: CC Cllr Fleming, DC Cllr Warboys, Jane Challis (Clerk), 1 member of the public

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

Cllr Cole welcomed everyone to the meeting, and apologies received from Cllr Baker were approved unanimously.

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

2.1 Parish Council Meeting held on Tuesday 25<sup>th</sup> July 2023 – Approval proposed by Cllr Piper; seconded by Cllr Bradley, and approved unanimously with 1 abstention.

**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 – 7:32pm**

**5.1 To receive residents' questions or comments – none.**

**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.

CC Cllr Fleming read through her report, a copy of which can be found as an addendum at the end of the minutes; Appendix 2.

**6. To reconvene the meeting – 7:46pm.**

**7. To receive the Chairman's report**

Cllr Cole reported that he has made an enquiry to the Land Registry regarding title SK414779 regarding incursion of the plot of land in Burgate.

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

- Further to the complaint made by a resident regarding the signage on the A143 at the Mellis Road junction, the Mellis Farmer's Market sign has been removed and will only be displayed when there is a market being held.
- MSDC have sent the Annual Play Inspection invitation which will be carried out at the end of the year.
- Suffolk Highways have advised that the TRO (Traffic Regulation Order) for the 30mph speed limit extension on the Mellis Road should be completed by 29<sup>th</sup> February 2024.
- Wayleaves: County Broadband have advised they have 5 Land Registry titles for which they are sending electronic agreements.
- The contractor has advised that the work to the Post Office track should be started in October 2023.

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## 9. New Parish Councillor Co-option

The member of the public was present having indicated their interest in becoming a Parish Councillor. They were invited to introduce themselves by Cllr Cole, and explain to councillors their reasons for applying for the co-option vacancy.

Cllr Grocott proposed co-opting the member of the public; seconded by Cllr Thornton and approved unanimously. Cllr Piper then took a seat alongside councillors, and signed a Declaration of Acceptance of Office, which was signed and witnessed by the Clerk. The Clerk will ensure that Cllr Piper completes a Register of Interest form within the 28-day required period.

## 10. Aura Solar Farm

The planning consultation for this application is yet to be received from MSDC. Councillors agreed to wait until this has been received before arranging the separate meeting with Aura Power, as discussed at the previous meeting.

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

## 11. National Grid Norwich to Tilbury update

The non statutory public consultation asking for feedback on National Grid's preferred draft alignment, closed on 21<sup>st</sup> August 2023. Comments can still be shared with CC Cllr

[Flemingiessics.fleming@suffolk.gov.uk](mailto:Flemingiessics.fleming@suffolk.gov.uk) or MP Jo Churchill [jo.churchill.mp@parliament.uk](mailto:jo.churchill.mp@parliament.uk).

8:28pm CC Cllr Fleming left the meeting

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

**12.1 To receive an update** on Oak Trees Burgate – **MSDC previously advised that this case was to be outsourced which would hopefully lead to a resolution, however they have updated to say they have been experiencing challenges with finding partners willing to take on the task of progressing outsourced cases.**

**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** – 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**

**12.4 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. Redevelopment of the Pavilion – Cllr Wright reported that a meeting of the working group was held on 22<sup>nd</sup> August 2023, following which Cllr Castle prepared a draft resident survey which was shared with councillors prior to the meeting. The survey will also be shared with the Village Hall Committee by Cllr Piper at their meeting on 7<sup>th</sup> September 2023, and Cllr Wright will ensure the Tennis Club have sight of it and their feedback. Cllr Cole has contacted the resident involved with the original build of the pavilion in their capacity as Chair of the PC at that time. A copy of the survey will be hand delivered to every residence in the parish, and a link to complete it online will be published on the Council's website. After discussing, Cllr Castle proposed approval of the survey; seconded by Cllr Wright and approved unanimously. A further meeting of the working group was agreed for 14<sup>th</sup> September at 7pm in the pavilion.

8:47pm Cllr Warboys left the meeting.

**14. Common Land outside Wortham Primary School, including quotations for work to the access track –.** Cllr Cole and Cllr Bradley are still investigating quotations for works to improve the access track only. Cllr Bradley said that residents should be approached to see if they are willing to contribute once the quotations have been received. Cllr Wright noted that some of the common land goes into some of the resident's front gardens, so there are some issues to resolve before proceeding with any works.

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

**15. To consider and approve quotations for works to trees on the common.**

Three quotations had been sought for work required to 5 willow trees on the common, identified by the Commons Committee as per the meeting held on 29<sup>th</sup> June 2023.

Councillors discussed the quotations, and agreed their preferred contractor. Cllr Williams proposed proceeding with the preferred contractor who had provided a quotation of £2,200.00 plus VAT Seconded by Cllr Grocott and approved unanimously.

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

**16. To consider online banking procedure**

Further to the discussion at the last meeting, when the Clerk advised that 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, they have further advised that the transaction limits can be amended to allow the clerk as the primary user to set up payments, which a secondary user authorises. An additional signatory with online banking access is required to provide two secondary users. After discussing it was agreed unanimously for Cllr Bradley to become the fourth user, with 1 abstention (Cllr Bradley).

**ACTION – Clerk to arrange for Cllr Bradley to be set up as above**

**17. To consider using unique email addresses**

Deferred.

**18. To consider Village Maintenance requirements**

Cllr Cole said it would be good practice to conduct an audit of all items on the asset register, and the parish in general, to create a list of any work required. After discussing it was agreed for Cllr Cole and Cllr Castle to carry out the audit.

MSDC have launched the Pride in you Place Grant with funding of up to £400.00 being available for parishes with a population over 1,500, and £250.00 for those with less than 1,500. The Clerk will submit an application.

**ACTION – Clerk, Cllr Cole and Cllr Castle as above.**

**19. Accounts:**

**19.1 Account Balances as of 31<sup>st</sup> August 2023**

19.1.1	Current Account	£42,889.72
19.1.2	Reserves Account	£72,473.33
19.1.3	Commons Account	£9,846.88

## 19.2 Account Payments

19.2.1	Jane Challis	September Salary	477.46
19.2.2	HMRC	September NIC payment	119.36
19.2.3	Niki Hinton	September Salary	101.60
19.2.4	Firesite Eastern Ltd	Annual Pavilion inspection	164.40
19.2.5	Safe & Sound 9364	Mole control July	60.00
19.2.6	St. Mary's Church Hall Burgate	Hall hire July meeting	27.50

## 19.3 Direct Debit Payments

19.3.1	HSBC	Bank charges July	8.00
19.3.2	HSBC	Bank charges May	8.00

### Any additional payments/receipts received prior to the meeting:

19.2.7	Safe & Sound	Grass cutting August	180.00
19.2.8	Safe & Sound	Mole control August	60.00
19.2.9	MSDC	Election fees (uncontested election)	155.62

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

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

**20.1 Playing Field Committee** – Cllr Cole requested that the grass cutting contractor be asked to cut under the benches.

**20.2 Commons Committee** – Nothing further to report.

**20.3 Finance Representative, including confirmation of acting councillor** – Cllr Wright will conduct the 6-month account review at the end of September.

**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** – Nothing further to report.

**20.7 VHM** – There is a meeting of the Village Hall Committee on 7<sup>th</sup> September 2023.

**20.8 Rights of Way** – Nothing to report.

**20.9 Councillors:** Nothing to report.

**21. Correspondence Received** – a resident has reported flooding from a drain on Willow Corner which they have reported to Suffolk Highways

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**22. To receive items for the next agenda – none.**

**23. The next meeting will be held on 16<sup>th</sup> October 2023 at 7:30pm in Wortham Village Hall.**

**Meeting Close – 9:20pm**



