

# Wortham & Burgate Parish Council

Minutes of the Meeting of Wortham & Burgate Parish Council  
held on Tuesday 18<sup>th</sup> October 2022 in Wortham Village Hall at 7.30pm

Councillors present: Barry Cole, Jacky Bradley, Sue Wright, Chris Williams, Chris Grocott, Carl Baker, Jenny Piper, Ian Hovey, David Ling, Mike Odams, Nick Castle

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

**1. Her Majesty Queen Elizabeth II**

Cllr Cole invited those present to stand for a period of silence in remembrance of Her Majesty Queen Elizabeth II.

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

Cllr Cole welcomed everyone to the meeting. Apologies were accepted unanimously for Cllr Thornton (prior commitments).

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

3.1 Parish Council Meeting held on Tuesday 6<sup>th</sup> September 2022 – Approval proposed by Cllr Grocott; seconded by Cllr Wright and approved unanimously with two abstentions (councillors who were not present at the meeting).

3.2 Commons Committee Meeting held on Tuesday 6<sup>th</sup> September 2022 – Approval proposed by Cllr Williams; seconded by Cllr Grocott and approved unanimously with 5 abstentions (councillors who were not present at the meeting).

**4. To record declarations of Interest from members in any item to be discussed – Cllr Ling**  
declared a non-pecuniary interest against Aura Power Solar Farm, which he believed may be addressed within the Clerk's report. Cllrs agreed unanimously that Cllr Ling could remain present for any discussion that may take place, noting that it was not an agenda item and would be for information only.

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

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

**6.1 To receive residents' questions or comments –** the member of the public present asked if the council could please consider a financial donation to the PCC, as they have done previously. Cllr Cole said that a donation request could be discussed further at a future meeting.

**6.2 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). In response to the rules being relaxed regarding eligibility for the Locality Grant Scheme, Cllr Cole asked what additional items specifically are now included. DC Cllr Warboys said he is now able to support items such as refreshments in the context of a winter warmth scheme.

CC Cllr Fleming sent her report, in advance of the meeting, a copy of which can be found as an addendum at the end of the minutes (Appendix 2).

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CC Cllr Fleming provided a progress update on the flashing light signs outside the school, sharing a map of the proposed locations. Cllr Cole will speak to the school to make they are aware and in approval. The new location of the 30-mph sign is awaiting final mutual agreement by the council and Suffolk Highways.

There being no further questions, Cllr Cole thanked DC Cllr Warboys and CC Cllr Fleming for their reports and updates.

**7. To reconvene the meeting – 8:00pm**

8:01pm CC Cllr Fleming left the meeting

**8. To receive the Chairman’s report – Nothing to report.**

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

- Aura Power would like conduct a site meeting with Wortham and Burgate, and Palgrave PCs, to discuss plans for their solar farm which borders both parishes. They have proposed potential dates which have been shared with councillors. The Clerk will confirm the final date to councillors.
- External Audit 2021/22: the Notice of Conclusion of Audit has been received from PKF Littlejohn, and published as required.
- A remittance advice has been received from MSDC advising of an October neighbourhood CIL payment of £14,845.75.
- The Clerk has found an historic agreement for use of the playing field by football clubs, and will update it for councillors’ approval.
- Stefan Henriksen, Suffolk Police Community Engagement Officer, has advised that following further data collection on the A143, they will be setting up additional sites for speed enforcement.
- BMSDC Tree Canopy Survey – This is the first step in developing a tree planting strategy for the district, which will allow BMSDC to best focus on new planting in locations that deliver the greatest environmental benefits. Full details are available on their website: <https://www.babergh.gov.uk/environment/planting-schemes/tree-planting-strategy/>
- A pre-submission consultation has been received on the draft Walsham le Willows Neighbourhood (Reg 14). The deadline for comments is 2<sup>nd</sup> December.
- Wortham Village Hall Deed – Ashtons Legal are yet to advise on the deed which was sent to them in August. The Clerk has contacted them again today, and if they do not respond by the end of the week will seek alternative advice.
- Electricity meter at the pavilion: EON have confirmed that the council needs to speak to UK Power Networks to pursue instalment of a second meter so that the supply to the Tennis Club is completely separated, which the clerk will do.
- A resident has asked if the council can provide a community orchard with heritage trees. This may not appropriate due to the unique nature of the common, but the Clerk is due to meet with the MSDC Biodiversity Officer and will ask his advice. The resident has also asked if Wortham could be considered as a ‘Dark Skies village’. The Clerk has looked into this briefly and it appears to be quite an in-depth process, but will investigate further.

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

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

10.2 **To receive an update** APPLICATION FOR 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 20<sup>th</sup> July 2022. Land North of Willow Corner Cottage, Church Road, Wortham. **AWAITING DECISION**

10.3 **To receive an update** 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. **REFUSED**

10.4 **To receive an update** 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. **AWAITING DECISION**

10.5 **To receive an update** 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. **GRANTED**

10.6 **To consider and discuss** – APPLICATION FOR PLANNING PERMISSION – DC/22/04679 – Householder Application – Retention of use of garage as garden room/games room. The Greenfields, Willow Corner, Wortham, IP22 1PS. After discussing councillors agreed they have no objection to this application.

10.7 **To consider and discuss** - DC/22/04646 | Householder Application - Erection of two storey side extension and new front porch including creation of additional parking area (following demolition of existing side extension). | 5 Sycamore View Burgate Diss Suffolk IP22 1QE This application has already been GRANTED and was not received by the Clerk.

**ACTION – Clerk to report concerns with receiving planning application notifications to MSDC.**

**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.

8:21pm DC Cllr Warboys left the meeting

**13. To consider and approve request from Tennis Club for a new pathway**

The Tennis Club Committee has requested permission to install a new pathway from the car park to the gate at the south west end of the courts, in order to improve wheelchair access. After discussing councillors agreed to remit the decision to the Playing Field Committee.

**ACTION – Playing Field Committee as above**

**14. BMSDC's Draft 5yr Housing Land supply Statements Consultation 2022**

The National Planning Policy Framework requires that Local Planning Authorities should identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing against their housing requirement. In response the Councils have prepared a draft HLS Position Statement for each district area which identifies the current land supply status of the respective district. Any comments against the consultation need to be submitted by 31<sup>st</sup> October 2022. After discussing councillors agreed they did not have any comments.

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## 15. To consider and approve Standing Orders

Deferred.

## 16. To consider and approve Financial Regulations

The Financial Regulations were prepared by the Clerk and sent to councillors prior to the meeting. Cllr Wright suggested that Financial Regulation 11.1 (h) be amended, to raise the value above which three quotations for works are required. After discussing, Cllr Hovey proposed that any works below £750.00 do not require three quotations, although they may still be sought if appropriate, and all members and officers are responsible for obtaining value for money at all times. This regulation will apply to all Committees as well. Seconded by Cllr Baker, and approved unanimously.

**ACTION – Clerk to update Financial Regulations as above, and publish**

## 17. To consider and approve Internal Control Statement

The Internal Control Statement was prepared by the Clerk and sent to councillors prior to the meeting. Approval proposed by Cllr Wright; seconded by Cllr Hovey and approved unanimously.

**ACTION – Clerk to publish Internal Control Statement**

## 18. Accounts:

### 18.1 Account Balances as of 1<sup>st</sup> September 2022

18.1.1	Current Account	£24,878.11
18.1.2	Reserves Account	£71,814.44
18.1.3	Commons Account	£7,382.58

### 18.2 Account Payments

18.2.1	Jane Challis	October Salary	369.95
18.2.2	HMRC	October NIC payment	92.40
18.2.3	Niki Hinton	October Salary	97.50
18.2.4	Safe & Sound	Mole Control Sept	60.00
18.2.5	Magpie Tree and Fencing	Cut and clear trees	150.00
18.2.6	Robert Fiebelkorn	Pond/ditch clearing	330.00
18.2.7	121 Computers	New laptop/ext harddrive	508.99

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### 18.3 Direct Debit Payments

18.3.1	O2	Mobile Phone	29.62
18.3.2	O2	Mobile Phone	29.62
18.3.3	HSBC	Bank Charges	8.00
18.3.4	EON NEXT	Pavilion Electricity (August)	293.10

### 18.4 Receipts

18.4.1	MSDC	Precept	7653.18
18.4.2	MSDC	Precept	1546.82

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

18.2.8	RJM Bradley	Clean out pond 8 inc 465	420.00
18.2.9	Morelock Signs	Magpie Green Sign	57.66
18.2.10	TG Askew	Topsoil	88.80

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

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

**19.1 Playing Field Committee** – Cllr Odams advised that a replacement lamp is needed for outside of the pavilion. Councillors agreed unanimously for Cllr Odams to make the purchase and present an expenses claim at the next meeting. Cllr Baker reported that Palgrave Wanderers have played one game and found the ground to be very stony. The committee will look into reseeding the field at the end of the season in time for next year. Cllr Ling said the new play area is being well used but the bike track requires some weeding. The swings which were loose have been fixed.

**19.2 Commons Committee** – Cllr Bradley requested the area of common outside the school be looked at again, and included on the next agenda. Councillors were in agreement and discussed forming a working party. Cllr Cole will liaise with Cllr Bradley and Cllr Ling, and arrange a meeting to discuss further.

**19.3 Finance Representative** – Cllr Wright reported that she has conducted the 6 monthly account check to the end of September, and everything is in order.

**19.4 Employment Committee** – nothing to report.

**19.5 Planning Committee** – nothing further to report at present although a planning committee meeting needs to be arranged.

**19.6 New Village Hall Working Group** – no further update following Clerk's report. Cllr Odams asked if anything further has been heard from the architect who provided a proposed layout. Cllr Wright confirmed that the working group is in touch with the architect but nothing can be progressed until the deed has been clarified.

**19.7 VHMC** – nothing to report.

**19.8 Rights of Way** – nothing to report.

Cllr Piper left the meeting.

**19.9 Councillors:** - Cllr Cole proposed arranging for Waveney Food Bank to attend the next meeting to provide an informal presentation on the work they do, with a view to looking at ways to provide a winter warmth centre for the parish. Councillors agreed this was a very good idea, and Cllr Wright suggested the pavilion could potentially be used, alongside an application to DC Cllr Warboys for funding from his locality scheme.

**20. Correspondence Received** – All dealt with elsewhere on the agenda.

**21. Training** – no training requirements reported.

**22. To receive items for the next agenda** – nothing received.

**23. Date and time of next meeting** – the next meeting will be held on Tuesday 29<sup>th</sup> November 2022 in Wortham Village Hall at 7:30pm.

**Meeting Close** – 9:00pm

