

Wortham & Burgate Parish Council

Minutes of the Parish Council Meeting of Wortham & Burgate Parish Council held virtually via Zoom on Tuesday 6th April 2021 at 7.30pm

Councillors present: Barry Cole (Chair), Jacky Bradley, Chris Grocott, Ian Hovey, David Ling, Mike Odams, Jenny Piper, Richard Thornton, Chris Williams and Sue Wright

In attendance: Jane Wright (Clerk), Councillor Fleming and Councillor Warboys

- 1. To consider accepting apologies for absence - None**
- 2. To approve the minutes of previous Parish Council meetings -**
 - 2.1 February Parish Council Meeting - Proposed JP, Seconded JB - Unanimously approved
 - 2.2 March Playing Fields Committee Meeting - Proposed JP, Seconded DL- Unanimously approved
- 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 - 7.33pm**
 - 5.1 To receive residents questions or comments - No members of the public attended
 - 5.2 To receive reports from District & County Councillors - See Appendix 1 & 2

Councillor Warboys gave a resume of his detailed report that had been circulated prior to the meeting - Appendix 2

Councillor Fleming gave a resume of her April report that had been circulated to Councillors prior to the meeting - Appendix 1. Councillor Grocott brought to the attention of Councillor Fleming that there are some seriously dangerous potholes along Low Road and The Ling. In light of a parishioner having taken a fall from their cycle due to these potholes, Councillor Fleming advised that these will be looked into.
- 6. To reconvene the meeting - 8pm**
- 7. To receive the Chairman's report - Nothing to report**
- 8. To receive the Clerk's report and outstanding actions from last meeting:**

(For information only) - The Clerk advised that EDF Energy have informed that there will be an increase of £109 per month for the electricity supplied to the Sports Pavilion. The Clerk has been to the pavilion to check that nothing has been left on, as this seems particularly high given we have been in lockdown for a large majority of 2020/21. Clerk to find plans with the electrics to see if this sheds any light to the excessive amount of electricity used. A resume of electricity used/charge will be circulated to all Councillors and this will be kept under review.
- 9. To consider, agree and/or note new planning applications**
 - 9.1** To receive an update regarding application DC/20/04953 Application for approval of reserved matters following outline approval - Town and Country Planning (Development, Management and Procedure) (England) Order 2015 - Appearance, Landscaping, Layout, Scale and Access relating to DC/18/03677 - Erection of 1no dwelling - White House, Rectory Road, Wortham - GRANTED
 - 9.2** To receive an update regarding application DC/21/00640 - Householder Planning Application: Erection of Modern Cedar Clad Art Studio to Front Garden - Location: Honeypot House, Bury Road, Wortham, Diss, Suffolk IP22 1PW - GRANTED

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- 9.3** To consider, discuss and agree new application for planning permission DC/20/05763 - Use of land for the siting of 4no 'Off-Grid' Holiday Units and erection of replacement stores/housekeeping building; installation of PVpanels, upgrading of existing access and track; New low-impact parking area and foul drainage - Location Land at Ling Road, Palgrave, Suffolk - This application was discussed at some length . It was proposed that Wortham & Burgate Parish Council fully support Palgrave Parish Council's objections. Proposed SW, Seconded CG. Unanimously agreed
- 9.4** To consider, discuss and agree application for reserved matters - DC/21/01955 Submission of details (Reserved Matters) under Outline Planning Permission DC/19/02698 Appearance, Landscaping, Layout and Scale for Erection of up to 3no. dwellings and garages Location: Land On The East Side Of, Church Road, Wortham, Suffolk - The reserved matters were discussed and the application will be reviewed. Comments to be forwarded to the Clerk for submission.
- 10. To consider, discuss and agree Insurance quotes for 2021** - It was proposed that the quote from Pen Insurance for a term of 3 years be accepted. Proposed CW, Seconded SW. Unanimously agreed.
- 11. To receive an update on the review of the Terms of Reference** - Councillor Hovey had received an update on the reviewed Terms of Reference from Paul Weaver prior to his resignation. These will now be forwarded to each committee for review prior to the next meeting.
- 12. To consider, discuss and agree a Working Party for a Parish Infrastructure Investment Plan (PIIP)/Strategic Plan** - It was agreed that Councillors Bradley, Hovey, Ling, Thornton and Wright would form a Strategic Plan Working Group. Councillor Cole will draw up Terms of Reference and Jane Wright will clerk the meetings. A Zoom meeting to be arranged before the next Parish Council meeting.
- 13. To review and approve Parish Council Accounts for 2020/2021** - The accounts for 2020/2021 were circulated to all Councillors prior to the meeting, Councillor Wright confirmed that there are no issues with the accounts. It was proposed that the accounts be accepted. Proposed CW, Seconded IH, Unanimously agreed
- 14. To receive and discuss items/reports from Parish Council Committees and Working Groups**
- 14.1 Playing Fields Committee - There have been concerns regarding the reopening of the Pavilion now that lockdown restrictions have changed. Clerk to contact WLTC to check Risk Assessment and add signage to the Pavilion accordingly. Councillor Odams to prepare Risk Assessment for Pavilion. Councillor Odams reiterated that the Pavilion is an underused asset of the village. A meeting is to be arranged with Councillor Cole, Odams, Hovey and Wright to explore possible improvements.
 - 14.2 Commons Committee - The work has now been completed on Church Road and is a huge improvement.
 - 14.3 Planning Committee - Nothing to report
 - 14.4 Finance Representative - Accounts have been reviewed and everything is in order.
 - 14.5 Employment Committee - The employment committee met to review JW and NH. . At the present time the new pay rates for 2021 have not yet been received. It was proposed that JW move from SCP spine 10 to 11 and NH has an increase of 50p per hour to £10.00 per hour. Proposed JB, Seconded CW. Unanimously agreed.
 - 14.6 New Village Hall Working Group - Nothing to report at present
 - 14.7 Possessory Insurance/Title Working Group - Gudgeons Prentice have been contacted to proceed with the Possessory Title Insurance.

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15. Accounts:

15.1 Account balances as at 30th March 2021

Current Account	25038.64
Reserves Account	47357.72
Commons Account	6046.24

15.2 Account Payments

15.2.1	SALC	Councillor Training (R Thornton)	30.00
15.2.2	Treecraft	Commons (Church Road) Clearance	820.00
15.2.3	Anglian Chemicals	Paper Towels/Toilet Rolls Pavilion	61.66
15.2.4	Frank Davey Ltd	Planings for Village Hall Track	345.60
15.2.5	Suffolk Cloud	Website Hosting and Support	100.00
15.2.6	Niki Hinton	April Salary	92.63
15.2.7	Jane Wright	Expenses Feb/March	82.03
15.2.8	Jane Wright	April Salary	387.80

15.3 Direct Debit Payment

15.3.1	EDF Energy	Electricity	309.00
15.3.2	O2	Mobile Phone	27.11

15.4 Account Receipts

15.4.1	MSDC	Lockdown Grant	2096.00
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Any additional payments/receipts prior to the meeting:

15.2.9	Gudgeons Prentice	Possessory Insurance and fees	316.80
15.2.10	SALC	Annual Membership	390.26

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It was proposed that all payments be accepted en bloc Proposed CG, Seconded CW
Unanimously agreed. It was noted that items 15.2.1 - 15.2.4 inclusive were paid on 31st
March 2021 in order to be included in the year end 2020/2021.

16. To receive and discuss items / reports from Committees, Groups and Councillors:

16.1 VHMC: - Nothing to report

16.2 Rights of Way: - Nothing to report

16.3 Councillors: - Following the resignation of Paul Weaver, Wortham & Burgate Parish Council
now have 2 vacancies. Clerk to contact Democratic Services at MSDC to inform them of the
resignation. Once a period of 14 day has expired, the new vacancy can be advertised on the
website, Facebook etc.

17. Correspondence received

18. To receive items for the next agenda - The Oak Trees, Burgate, Terms of Reference,

19. Date, time and venue for next meeting - With the legislation regarding virtual meetings ending, the

May meeting will now be on Tuesday 4th May at 7.30 via Zoom

20. Meeting close - 9.10pm

2021/PC/32.....APPROVED.....

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