

Wortham & Burgate Parish Council

Minutes of the Meeting of Wortham & Burgate Parish Council
held on Tuesday 23rd July 2024 in Burgate Church Hall at 7.30pm

Councillors present: Jacky Bradley, Nick Castle, Susan Wright, Chris Williams, Alain Judd, Esta Piper, Liz Leeds, Carl Baker and Jenny Piper.

In attendance: J. Challis – Parish Clerk, 4 members of the public

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

Cllr Bradley welcomed everyone to the meeting.

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

2.1 Parish Council Meeting held on 18th June 2024 – Approval proposed by Cllr Williams, seconded by Cllr Wright and approved unanimously with 1 abstention (councillor who was 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 - 7:35pm

5.1 To receive residents' questions or comments – no members of the public wished to speak at this point.

5.2 To receive reports from District & County Councillors –

DC Cllr Warboy's report can be found at the end of the minutes; Appendix 1.

CC Cllr Fleming's report can be found at the end of the minutes; Appendix 2.

6. To reconvene the meeting – 7:38pm

7. To receive the Chairman's report – Cllr Bradley advised that Cllr Grocott and Cllr Thornton have both made the decision to resign from the Parish Council with immediate effect. Cllr Wright said the council should write to Chris Grocott and Richard Thornton to officially thank them for their hard work and commitment as councillors, which is very much appreciated by the Council.

ACTION – Clerk/Cllr Bradley to write to Chris Grocott and Richard Thornton as above.

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

- Highways report no. 418115 blocked drain on Willow Corner: despite Highways saying this was on their list of works, it has still not been looked at. The drain is sited outside of a property and causing a flood to the driveway. The homeowner has been in contact to say that the standing water from the flood is now damaging their drive. Highways have said they will investigate and respond as soon as possible.
- A resident has reported possible illegal development on land opposite Hill Farm House, Mellis Road, Burgate. The details have been forwarded to MSDC Planning Department for their investigation.
- 30mph extension on Mellis Road: the draft order notice allowing for any objections or representations to be made ran until 17th July 2024. Waiting for an update from SCC Highways.
- The annual PAT testing is due to be carried out in the pavilion 24th July 2024.

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- A resident has reported that pavement along Harts Lane is very overgrown. A cutting list has been requested from Ken Larcombe, SCC Area Rights of Way Manager, to confirm which footpaths and pathways they are responsible for maintaining.

9. National Grid Norwich to Tilbury Consultation

Three members of the public confirmed they were present for this item. The Clerk prepared a draft response to the consultation which was circulated to councillors prior to the meeting. After discussing, the draft response was approved unanimously. It will be submitted to National Grid prior to the deadline of 11:59pm Friday 26th July 2024.

A copy of the final response can be found at the end of the minutes; Appendix 3.

ACTION – Clerk to submit response as above.

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

10.1 **To receive an update – DC/24/02569 – Householder Application – erection of single storey extension (following removal of conservatory). Brook Cottage, Mellis Road, Wortham, IP22 1PY – AWAITING DECISION.**

10.2 **To receive an update - DC/24/02570 – Application for listed building consent – erection of single storey extension (following removal of conservatory). Brook Cottage, Mellis Road, Wortham, IP22 1PY – AWAITING DECISION.**

10.3 **To receive an update - DC/24/01862 – Full Planning Application – Construction of open-sided agricultural building. West End Farm, The Common, Mellis, Eye, IP23 8EF – REFUSED.**

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

10.5 **To receive an update - DC/24/01032 – Application for planning permission – householder application – erection of artists studio. 1 Green Farm Barns, Buggs Road, Burgate, Diss, IP22 1QG – GRANTED.**

10.6 **To receive an update – DC/23/05426 – Cross Boundary Application – Installation of a solar farm comprising: ground mounted fixed tilt bifacial solar panels: access tracks; string inverters; transformers; electrical connection compound, storage containers; underground cables and conduits; perimeter fence; temporary construction compound and associated infrastructure and planting scheme. (EIA Development). Land North Of, Lion Road, Palgrave, Part in The Parishes of Wortham and Diss – AWAITING DECISION.**

10.7 **To receive an update – DC/24/00496 – Planning Application – Use of land for stationing 23no. holiday lodges and 1no. lodge for site manager (resubmission of DC/21/05477). Honey Pot Farm Caravan Park, Bury Road, Wortham, IP22 1PW – AWAITING DECISION.**

11. Common Land outside Wortham Primary School; school parking and access track

A member of the public was given permission to speak for this item by Cllr Bradley, and introduced himself as Chris Simon, Chair of the Governors. Following his letter to the Parish Council, which was discussed at the 18th June 2024 meeting, Chris Simon said that the governors are keen to be involved in resolving the parking issues, but do not think the proposal from SCC Highways addresses them satisfactorily. They feel a queuing system would be detrimental by causing the traffic to back up onto the main road, and that maintaining the piece of common as green space will only push the problem elsewhere.

Cllr Wright suggested school staff could use the pavilion car park or school grounds to free up parking spaces. Chris Simon said he had safety concerns with this suggestion because there is no lighting or pavement between the pavilion and the school, and there is not enough space within the school grounds without compromising pupil's outdoor space.

Cllr E Piper said that parent engagement is very important because in addition to the lack of suitable parking, there is a significant issue with dangerous and inconsiderate driving. Cllr E Piper also asked if the school is encouraging walk to school initiatives.

Cllr Baker suggested the school investigates lift sharing and a minibus or taxi system.

Cllr Wright asked why the school does not use the available facilities outside of the school, for example the pavilion, for events such as sports day. There is currently no communication with residents to advise that events like this are being held, and they are extremely disruptive. Chris Simon thanked councillors for their feedback, and agreed that there does need to be better engagement with the community.

Cllr Castle suggested the governors consider the proposal from SCC Highways further, and come back to the council with their suggestions to address the issues they feel it does not facilitate.

Cllr Bradley thanked Chris Simon for his input and taking time to attend the meeting.

8:30pm 4 members of the public left the meeting.

12. Village Maintenance Working Group, incl. employment/contract for agreed annual work

Cllr Wright reported that Cllr Judd contacted a potential applicant with a view to employing someone to carry out annual maintenance. The potential applicant has initially said the requirements may be too much, but Cllr Judd will speak to them again with further details of the work. Cllr Castle is aware of someone else who may be interested in taking on the work, and will liaise with Cllr Judd.

ACTION – Cllr Judd/Cllr Castle as above.

13. Redevelopment of the Pavilion Working Group, including consideration/approval of quotations for architect

Following the meeting with the local architect, who provided an estimate of £1,800.00 – 2,500.00, to create initial plans, Cllr Castle has sought further quotations. Despite approaching at least two other companies, Cllr Castle has not found anyone suitable with the availability to provide a quotation. However, the Fees Bureau confirm that the expected hourly rate for this kind of work is £70-100.00 per hour, in line with the quotation already received. After discussing, councillors were happy that Financial Regulation 10.3, which states that *'All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below'*, has been satisfied. Cllr Castle proposed proceeding with the estimate received from the local architect, Richard Dilley, of £1,800.00 - 2,500 to create initial plans. Seconded by Cllr Baker, and approved unanimously.

ACTION – Clerk/Cllr Castle to advise Richard Dilley as above.

14. To approve internal audit comments

Deferred.

15. Accounts:

15.1 Account Balances as of 18th July 2024

15.1.1	Current Account	£54,923.79
15.1.2	Reserves Account	£73,765.58
15.1.3	Commons Account	£10,022.46

15.2 Account Payments

15.2.1	Jane Challis	July Salary	511.05
15.2.2	HMRC	July NIC payment	127.77
15.2.3	Niki Hinton	July Salary	111.54
15.2.4	Safe & Sound 10182	Mole control June	60.00
15.2.5	Burgate Church Hall	PC Meeting June 2024	20.00
15.2.6	Community Heartbeat Trust	New defibrillator pads	86.34
15.2.7	MSDC inv. 2013466	Litter/dog bin emptying	657.12
15.2.8	Jane Challis	August salary	511.05
15.2.9	HMRC	August NIC payment	127.77
15.2.10	Niki Hinton	August salary	111.54

15.3 Direct Debit Payments

15.3.1	HSBC	Bank charges July	8.00
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Additional payments:

15.2.11	Freeman & Jenner	New taps – pavilion	579.00
15.2.12	Suffolk Cloud	Gov.uk domain & mailbox	90.00
15.2.13	Carl Baker	Expenses – pavilion keybox	23.79

Approval of all payments en bloc was proposed by Cllr Castle; seconded by Cllr E Piper, and approved unanimously with 1 abstention against Carl Baker's expenses (Cllr Baker).

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

16.1 Playing Field Committee – Cllr Baker has assembled the table tennis table. He will put down the concrete pad on the playing field by the play equipment, and then install it. The bats/balls have not been delivered yet. The key lock has been installed outside the main door of the pavilion.

16.2 Commons Committee – The common is yet to be cut. The Clerk will ask Richard Thornton for contact details of the people he made enquiries with to cut it.

16.3 Finance Representative – a meeting with the Clerk is due to be held.

16.4 Employment Committee – nothing to report.

16.5 Planning Committee – nothing to report.

16.6 New Village Hall Working Group – nothing further to report.

16.7 Village Maintenance Working Group – nothing further to report.

16.8 VHMC – nothing to report.

16.8 Rights of Way – Cllr Williams reported the bridge on Scama Lane Burgate has been damaged. Following Chris Grocott's resignation, Cllr Leeds volunteered to be Rights of Way

representative for Wortham. The clerk will forward the latest definitive footpath maps for Wortham and Burgate to Cllr Williams and Cllr Leeds.

16.9 Councillors – Cllr Leeds suggested Star Inns be approached to see if they have plans to tidy up the area outside of the Manor House. Cllr Wright asked the Clerk to look at whether the curtilage is owned by Star Inns, or is in fact common land.

17. Correspondence Received – all covered on the agenda.

18. To receive items for the next agenda – no new items.

19. The next meeting will be held on 17th September 2024, at 7:30pm in Burgate Church Hall.

Meeting Close – 9:00pm

