

Wortham & Burgate Parish Council

Minutes of the Parish Council Meeting of Wortham & Burgate Parish Council held on Tuesday 22nd June 2021 at Wortham Village Hall at 7.30pm

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

In attendance: Councillor Fleming, Councillor Warboys, David Appleton, Tree Warden, 1 member of the public and Jane Wright (Clerk)

1. **To consider accepting apologies for absence** - Councillor Odams - family holiday, Councillor Grocott - Unwell - Unanimously accepted
Councillor Williams - absent
2. **To approve the minutes of previous Parish Council meetings** -
2.1 May Annual Parish Council Meeting - Proposed IH, seconded JB - 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 consider to co-opt Councillors to fill 2 vacancies on the Parish Council** - A resume from Tom White had been circulated prior to the meeting. Proposed JP, seconded IH - Unanimously agreed to co-opt Tom White as a councillor for Wortham. A second candidate was unable to attend due to an illness of a family member.
6. **To adjourn the meeting for public participation** - 7.36pm
 - 6.1 To receive residents' questions or comments - None
 - 6.2 To receive reports from District & County Councillors -
Councillor Warboys gave a resume of his report that had been circulated prior to the meeting.
Appendix 2.
Councillor Fleming also gave a resume of her report. Appendix 1. Councillor Fleming reminded the Parish Council that the Locality Award budgets are available again and also a Locality Highways Budget. Councillor Wright asked if the Locality Highways fund can be applied for, for school safety etc. Clerk to email Councillor Fleming regarding flashing lights outside Wortham Primary School.
 - 6.3 To receive an update from Tree Warden, David Appleton -
David gave a presentation to update the Parish Council of his recent work and various upcoming projects. Appendix 3. To celebrate the Queen's Platinum Jubilee a major national project has been launched to 'Plant a tree for the Jubilee' called The Queens Green Canopy Project. More details on this project to follow. David was thanked for his presentation and his hard work within the community.
7. **To reconvene the meeting** - 8.06pm
8. **To receive the Chairman's report** - Councillor Cole has received a letter from the Lord Lieutenant regarding the Festival of Suffolk to celebrate the Queen's Platinum Jubilee in 2022. A working group, Councillors Bradley, Piper, White and Wright will discuss the Festival and Jubilee Celebrations for June 2nd/3rd 2022.

Thanks were passed on to Councillors Odams, Ling and Thornton for their huge efforts in the repairs of the Village Hall Track. Letters of appreciation to be forwarded to members of Wortham Bowls Club and Wortham Lawn Tennis Club whose members gave up their time to help with the repairs. Clerk to forward a breakdown of the costs of the repairs to all Councillors.

2021/PC/37.....APPROVED.....

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- 9. To receive the Clerks report and o/s actions from the last meeting** - The River Waveney Trust will be attending the July Parish Council meeting to give a presentation. There are likely to be representatives from surrounding villages in attendance.

An application for the Restart Grant has been made.

An offer for a piece of common land was made but as yet no response has been received.

Authorisation was requested to transfer the latest CIL payment of £7143.03 together with the Lockdown grants totalling £17,050.46 from the current account to the reserves account. Proposed SW, seconded JP - Unanimously agreed.

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

10.1 To receive an update on 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 - NO UPDATE

10.2 To receive an update on a re-consultation for planning permission DC/20/05763 - Use of land for the siting on 4no 'Off-Grid' Holiday Units and erection of replacement stores/housekeeping building; installation of PV panels, upgrading of existing access and track; New low-impact parking area and foul drainage - Location Land at Ling Road, Palgrave, Suffolk - Revised site layout plan and landscaping report received 16/4/2021 -NO UPDATE

10.3 To receive an update on Oak Trees, Burgate - NO UPDATE

10.4 To consider, discuss and agree on comments regarding new application for planning permission without compliance of condition(s) - DC/21/03350 - Application under S73 of the Town and Country Planning Act for - Variation of Condition 2 (Approved Plans and Documents) of DC/19/04895 dated 04/12/2019 (Conversion of 3No agricultural barns into 3No dwellings with associated internal and external alterations, vehicular accesses, new detached garage, partial removal of old farm shed and rebuilding of north addition to barn 1.) To allow new scheme and phasing:- WDF/01E; 12F; 13G; 16E; & 25 to replace WDF/01D; 12E; 13D; 16C Location: Dashes Farm, Low Road, Wortham, Suffolk IP22 1SQ - The application was discussed and it was unanimously agreed that the Parish Council will make No Comment.

- 11. Annual Accounts**

To receive the Internal Audit Report for the 2020/2021 Accounts from Trevor Brown and to appoint an Internal Auditor for 2021/2022 -

11.1 To receive the Internal Audit Report for 2020/2021 - The Internal Audit had been circulated prior to the meeting and was accepted by the Parish Council.

11.2 Proposed SW, seconded IH - Unanimously agreed to appoint Trevor Brown as Internal Auditor for 2021/2022

- 12. To complete and sign the AGAR (Annual Governance Accountability Review) Section 1 and Section 2 for 2020/2021**

12.1 Section 1 of The AGAR was circulated to all Councillors prior to the meeting and the original documents were approved and signed by the Chair, Councillor Cole and RFO Jane Wright.

12.2 Section 2 of the AGAR was circulated to all Councillors prior to the meeting and the original documents were approved and signed by the Chair, Councillor Cole and RFO Jane Wright.

Proposed IH, seconded SW - unanimously agreed that the AGAR Sections 1 & 2 be signed as a true record.

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- 13. To sign the completed Neighbourhood CIL Expenditure Report** - The completed Report was duly signed by Councillor Cole and Clerk Jane Wright. Clerk to prepare a breakdown of the CIL for the July meeting. Proposed RT, seconded IH - unanimously agreed that the CIL Report be signed as a true record.
- 14. To consider and discuss Speeding and Weight Limit issues on Mellis Road** - A concerned resident had been in contact with the Parish Council regarding speed and weight limit issues along the Mellis Road. This was discussed and decided that the weight issue was most likely due to the recent road improvements along the A140, and the problem with speed along this road is under review.
- 15. To consider, discuss and agree to repairs/maintenance required to Parish Council Bus Shelters** - Councillors Cole and Hovey to inspect the 2 Bus Shelter on the Bury Road and report their findings.

16. Accounts:

16.1 Account balances as at 14th June 2021

16.1.1	Current Account	36388.21
16.1.2	Reserves Account	47358.91
16.1.3	Commons Account	6046.39

16.2 Account Payments

16.2.1	Steve Lumley	Planings for Village Hall Track	468.00
16.2.2	MSDC	Dog and litter bin emptying	245.68
16.2.3	Trevor Brown	Internal Audit Fee	200.00
16.2.4	Tim Gaddis (inv 167)	Playing Field Cutting/Moles	330.00
16.2.5	Tim Gaddis (inv 169)	Playing Field Cutting/Mole	150.00
16.2.6	Tim Gaddis (inv 175)	Playing Field Cutting/Strimming	180.00
16.2.7	Jane Wright	May Expenses	150.20
16.2.8	Jane Wright	June Salary	395.50
16.2.9	Niki Hinton	June Salary	97.50
16.2.10	Originals/Mike Odams	Reimburse for earth moving equipment for Village Hall track	453.07
16.2.11	Tim Gaddis (inv 180)	Playing Field Cutting	135.00

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16.3 Direct Debit Payments

16.3.1	O2	Mobile Phone (May)	27.48
16.3.2	EDF Energy	Electricity (May)	309.00
16.3.3	O2	Mobile Phone (June)	27.48
16.3.4	EDF Energy	Electricity (June)	309.00

16.4 Account Receipts

16.4.1	UK Power Networks	Wayleaves	6.90
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It was proposed that all payments were approved en bloc - Proposed IH, seconded DL - unanimously approved

17. To receive and discuss items/reports from Committees/Working Groups

17.1 Playing Fields Committee - A revised quote has now been received from NGF Play. DL proposed that the order is placed and that funds of no more than £37,000 are made available. Grants and funding will continue to be applied for reimbursement. JP seconded, unanimously agreed. Councillor Odams has been the driving force for the repairs to the village hall track. There are still planings at the Village Hall which can be used to help maintain the track. The equipment hired was also used to help with tidying the playing field and surrounding area.

Clerk to contact Tim Gaddis regarding the moles.

17.2 Commons Committee - It was brought to the attention of the Parish Council that a fire hydrant along Long Green is inaccessible due to being covered with brambles. Although this is not on Parish Council land, we should be seen to be helping the community and the safety of our residents. Clerk to contact Essex & Suffolk Water

17.3 Finance Representative - A good Internal Audit report was received. Clerk to contact Trevor Brown for advice on refreshing the Asset Register.

17.4 Employment Committee - Nothing to report

17.5 Planning Committee - Nothing to report

17.6 New Village Hall Working Group - The group have had an informal meeting with an architect to discuss the possibility of adapting/extending the Sports Pavilion to include/replace the Village Hall and a feasibility Study would cost in the region of £900. After discussion it was agreed that Councillor Hovey will contact the Planning Inspectorate to enquire if the work being considered would be likely to be approved, before engaging the formal services from an architect.

17.7 Terms of Reference Working Group - Councillor Hovey had not received feedback from all Committees. Playing Fields and Commons Committee Chairs to be emailed to approve their Terms of Reference and all committees to formally approve at the July meeting.

2021/PC/40.....APPROVED.....

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17.8 PIIP Working Group - A list of village assets and itemised projects have been prioritised. The PIIP will be redistributed to Councillors in due course.

18. To receive and discuss items/reports from Committees, Groups and Councillors -

18.1 VHMC - A meeting of the committee is planned for July

18.2 Rights of Way - None

18.3 Councillors - Councillor Wright has noticed that the Poles and Speed Limit signs entering the village are not in a good state of repair - Clerk to contact Highways

19. Correspondence received - None

20. To receive items for the next agenda - Oak Trees, Burgate, Terms of Reference, Village Hall Working Group, Queen's Platinum Jubilee 2022

21. Date and time of next meeting - Tuesday 27th July 7.30pm at Wortham Village Hall

22. Meeting close - 9.10pm

2021/PC/41.....APPROVED.....

Chair, Wortham & Burgate Parish Council

County Councillor Report

APPENDIX 1



June 2021

Wortham & Burgate Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

Jessica.fleming@suffolk.gov.uk Tel: 07714-597980 Twitter: @jesstfleming

The annual meeting of the County Council took place on 27th May at Wherstead Park, Ipswich. New cabinet roles and appointments were confirmed, as follows:

Leader – Matthew Hicks

Deputy Leader & Cabinet Member for Finance & Environment – Richard Rout

Cabinet Member for Adult Care – Beccy Hopfensperger

Cabinet Member for Children & Young People's Services – James Reeder

Cabinet Member for Education & Skills – Rachel Hood

Cabinet Member for Economic Development, Transport Strategy, & Waste – Richard Smith

Cabinet Member for Ipswich, Operational Highways, & Flooding – Paul West

Cabinet Member for Public Health, Public Protection, & Communities – Andrew Reid

Deputy Cabinet Member for Fostering and Adoption – Stephen Burroughes

Deputy Cabinet Member for Highway Drainage – Steve Wiles

Deputy Cabinet Member for Property – Craig Rivett

Deputy Cabinet Member for Protected Landscapes & Archaeology – Melanie Vigo di Gallidoro

Deputy Cabinet Member for SEND – Chris Chambers

Deputy Cabinet Member for Transport Strategy – Alexander Nicoll

Committee Chairs:

Overview & Scrutiny - Michael Ladd

Health Scrutiny - Jessica Fleming

Audit - Joanna Spicer

Planning - Jenny Ceresa

Education & Young People - Graham Newman

Pensions - Karen Soons

The July Council Meeting has been postponed until September 8th. Other meetings are being held as scheduled, with key meetings now in person.

Bus timetables - bus services have been updated on Suffolkonboard since the last email alert. To view a full list of all upcoming bus timetable changes, visit www.suffolkonboard.com

**APPENDIX 2 District Councillor's Report for Gislingham Ward: Mellis, Gislingham,
Thornham, Wortham & Burgate, Wickham Skeith Parish Councils
June 2021**

Meetings	Although the council is continuing to follow working from home guidelines where possible, public meetings are now being held in person, the events are recorded and transmitted on youtube. The Full Council met at Wherstead Park, Ipswich and the full meeting can be viewed here: https://babberghmidsuffolk.moderngov.co.uk/ieListDocuments.aspx?CId=154&MId=3070&Ver=4 Paul Ekpenyong (Con.) was elected as Chairman of the Council for the Municipal Year 2021/22 and conservative members continue to chair all but one committee and form the cabinet. The appointments were made on the deciding vote of the chair as the council vote was tied. Cllr. Welham (Green) continues as Chair of the Mid Suffolk Overview and Scrutiny Committee.
Locality Awards	New grants available now for 2021/22. Open to groups with projects that provide a clear and tangible benefit to the community. Full information available using the link, or contact me to discuss your project. https://www.midsuffolk.gov.uk/communities/grants-and-funding/locality-awards-2021-22/
Reminder	How would you improve cycling and walking routes in our districts? Babergh and Mid Suffolk District Councils are developing a Local Walking and Cycling Infrastructure Plan. As part of this, we want to hear your views on where and how you think improvements could be made to walking and cycling routes in your area. This consultation will remain open until Thursday 22nd July Link to site: https://babberghmidsuffolkactivetravel.commonplace.is/
Communities	£110k funding available for holiday activities for children on free school meals. These will not all be centred on Stowmarket, some to wider communities. Same being planned for 2022. Re-start Grants funded by MSDC, administered by CAS – total £37k. eg small grants to allow groups like WI to re-start, also arts groups, chair-based exercise etc. Advertised via social media. Also £38k for sports clubs to re-start.
WSPC	The Western Suffolk Community Safety Partnership (WSCSP) is a statutory body with a responsibility to: · Make an assessment of community safety issues · Produce a plan which responds to those issues · Review and report on progress against that plan · Carry out Domestic Homicide Reviews The Mix, Stowmarket received a grant of £7k from WSCSP. Possibility of making bids for grants from WSCSP for 'diversionary activities'. Other bids: The Forge for detached youth work in Debenham; Kenetic Science for work in Claydon. ("It's lift off for a new science centre and kid's space academy near Ipswich after plans were granted permission by the council. Plans for the new centre, at the site of the former Age UK Suffolk offices in Claydon, were granted permission by Mid Suffolk District Council last week. Run by registered charity Kinetic Science Foundation, the centre will offer children across the UK the chance to learn more about science and technology – including the chance to experience its own space academy.
Paper Banks	Paper Banks "Dear Parish Clerks, Our contractor unexpectedly stopped paper bank collections in the districts on 1 May, as we understand it is no longer viable for them to continue with the service..." BMSDC have responded: "We have a total of approx. 130 sites over the 2 districts. The glass and textile banks remain unchanged. We have notified PC's and explained the position that Bolton's are no longer going to provide the service and that we are looking into alternatives The smaller sites we're going to service ourselves by swapping the paper banks with wheelie bins and are in the process of working through the sites and bins are being delivered." I notice that we do not have any local Paper Banks, Some Parish Council do, Would the PC's like to suggest possible sites and I will ask if we can have one or more.

MSDC Councillor Rowland Warboys

rowland.warboys@midsuffolk.gov.uk Tel. 01379 783412; Mobile: 07484 186121

APPENDIX 3

Parish Activity 2020-21 Planting Season

- 1st season 2020-21:
- Advice, management & planting – 2 areas of woodland (1 ha/2.5 acres), + 600m hedge, Dashes Farm, Wortham: + Woodland Trust tree & hedgerow ‘starter’ packs
- Advice – 0.1 ha/0.5 acre woodland, The Old Rectory, Burgate: + Woodland Trust tree ‘starter’ pack
- Ancient/veteran tree identification for seed collection
- Recent assistance with developer clearance of trees – willing to assist PC in planning-related matters as required

Network Activity

- STWN Executive Committee member
- Assisting in establishment of STWN Tree Nurseries – major project
- Prepared Tree Nursery Budget 2021-22 for Suffolk CC: budget approved and funding secured (£27,000)
- Developing key contacts – e.g., Kew, SWT, potential funders
- Organising expert seminars/visits – e.g., Wakehurst seed germination experts; SWT rewilding projects
- STWN rep on Suffolk Queens Green Canopy Project Committee

Upcoming Local Activity

- Developing 4 further potential tree / hedge planting projects in Wortham & Burgate; 1 project in Redgrave underway with Redgrave Tree Warden, application made under BMSDC Biodiversity Scheme (1,000-tree woodland; restoration of ancient avenue; standard tree replacement in parkland)
- Further projects sought
- Ongoing identification of important trees as seed sources
- Potential to involve school and villages in Queens Green Canopy Project

Queens Green Canopy Project –

The Platinum Jubilee 2022

- ‘The Queen’s Green Canopy (QGC) is a unique tree planting initiative created to mark Her Majesty’s Platinum Jubilee in 2022 which invites people from across the United Kingdom to “**Plant a Tree for the Jubilee.**”*
- Everyone from individuals to Scout and Girlguiding groups, villages, cities, counties, schools and corporates will be encouraged to play their part to enhance our environment by planting trees from October, when the tree planting season begins, through to the end of the Jubilee year in 2022.
- With a focus on planting sustainably, the QGC will encourage planting of trees to create a legacy in honour of The Queen’s leadership of the Nation, which will benefit future generations’.

Queens Green Canopy Project

<https://suffolk-lieutenancy.org.uk/queens-green-canopy>

- 'The commemorative project the Queen is most excited about'
- Suffolk target – 770,000 trees. Lieutenancy, SCC, NT, CLA, WT, NFU, SAA, Jockey Club...
- QGC Suffolk/SALC writing to all Parish / Town Councils
- Recording of all trees planted (and Suffolk participants)
- Commemorative tree? School & Community events? (part of Jubilee Weekend?)
- Encourage feedback/stories: PC website page?
- Propose to contact every household in Wortham & Burgate encouraging participation this planting season (National Tree Week 27/11 – 5/12) and beyond
- Offer for c. 25 households of free local crab apple trees (suitability)
- Willing to assist/organise any Parish participation