

Wortham & Burgate Parish Council

Minutes of the Parish Council Meeting of Wortham & Burgate Parish Council at Burgate Village Hall on Tuesday 15th October 27th 2015 at 7.30pm

Councillors (Cllrs) present: C Williams, J King, J Bradley, I Haywood, C Grocott, M Breen, P Burd, J Piper.

In Attendance: County Cllr Jessica Fleming, District Cllr Kearsley, Netty Verkroost (Clerk) and 1 member of the public.

1. **To nominate a person to chair the meeting in the absence of the elected Chair and Vice Chair** - Cllr Williams nominated.
2. **To consider accepting apologies for absence** – Cllr Rash (chair) – Holiday, Cllr Young (vice chair) - Work Commitments, Cllr Odams – Work Commitment, Cllr Cole – Family Bereavement
3. **To approve the minutes of the previous parish council meeting/s:**
 - 2.1 Parish Council Meeting September 15th 2015 – approved
 - 2.2 Playing Fields Committee Meeting September 30th 2015 – approved
 - 2.3 Commons Committee Meeting October 1st 2015 - approved
4. **To record declarations of Interest from members in any item to be discussed**
Item 9.5 - Cllr Bradley, Business - holiday accommodation owner and personal friend
5. **To consider dispensations from members in any item to be discussed** - none
6. **To adjourn the meeting to allow public participation:** at 7.40pm

6.1.1. To invite and receive items from members of the general public
1 members of the public attended the meeting. Mr Jones reported that he intended to withdraw their objection in connection with the Land Registry Adverse Possession Case at Furze Way, Burgate. He stated that he was withdrawing the objection not on the basis that he no longer objected but he felt that the Parish Council should pursue this case.

6.1.2. **To receive reports from District & County Councillors**

County Councillor Fleming reported on the following matters:

Rural Transport Tenders – Most current providers' contracts end in 2016 and the County needs to re-tender for this service. Changes can be expected to current services in mid. 2016. Details of the tender are available on [suffolkonboardcontracts](#)

Highways and 20's Plenty – The 20's plenty scheme signage is programmed for the end of this month (October). All other proposed works on the islands will not take place until the summer when the road is resurfaced.

Devolution – Suffolk Public Sector Leaders (SPSL) following discussions with Norfolk, have developed a 'framework document' setting out what is proposed, draft available on:
<http://www.westsuffolk.gov.uk/Council/upload/NorfolkSuffolkFrameworkforDevolution.pdf>

Gypsy and Traveler Call for Sites – the 'Call for Sites' runs from September 23rd until 15th November seeking locations within corridors frequented by the travelling communities. Public consultation will follow. The aim is to have 3 sites up and running by the end of 2016. Information about this process and how to respond are available at www.suffolk.gov.uk/shortstay

Energy Insulation provider Climate Energy - If anyone has engaged Climate Energy Ltd. to undertake insulation work please note they are no longer providing this service on behalf of the County Council. If any resident has been affected please contact the Suffolk County Council by email: CreatingGreenestCounty@suffolk.gov.uk. For immediate enquiries ring 01473 264832.

Cllr Fleming was thanked for her attendance and participation of the planning meeting at MSDC in connection with Honey Pot Farm, Wortham.

Cllr Grocott asked Cllr Fleming if the speed signs on the Mellis Road could be moved towards Mellis as speeding traffic was a problem on that stretch of road as well as on the A143.

District Councillor Kearsley reported on the following items:

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Cllr Kearsley attended the Suffolk Health & Well Being Conference. Some of the topics covered were: Dementia Awareness and the Good Neighbourhood Plan. Cllr Kearsley suggested that the PC might want to set up a Good Neighbourhood Plan. Wortham & Burgate run Kettles On and Teas Made for residents to meet regularly as well as the Welfare Trust and Community Action Programme. It was felt that the informal approach worked in the Parish and so there was no need for a formal plan at present. However should the need arise it can be looked at in the future.

Cllr Kearsley reported that the following Grants and Funds are available at present:

1. Babergh and Mid Suffolk District Councils were offering a grant of £500 to any group, club or school wishing to promote a cycling event. For more information about the fund, how to apply and to receive an application form, please contact Jo Beever, Babergh and Mid Suffolk District Councils' Grants Officer, on 01449 724654 or email: Josephine.Beever@baberghmidsuffolk.gov.uk.
2. Locality Fund of £5000 available – contact Cllr Fleming for details
3. Tesco Community Fund- Tesco is to use money raised by the 5p bag charge to pay for a number of local environmental projects. These include parks, sports facilities, walks and gardens. Details from your local Tesco Store.

6.1.3. **To receive the police statistics** – PC Dave Faulkner sent a report on the following:

Crime Stats: Wortham –1 x Common Assault on A143 Sept 5th

1 x Arson on Chapel Lane Sept 9th

1 x Driving whilst Disqualified on A143 Oct 10th

Burglary Dwelling on Mellis Road Sept 12th – 13th

Burglary other building Church Road Oct 13th

Burgate – No Crimes

All information regarding Safer Neighbourhood Team visit www.suffolk.police.uk

7. **To re-convene the meeting** – 8.15pm

8. **To receive the Chairman's report**- None

9. **To consider, discuss, agree and/or note new planning applications/items:**

9.1 To receive an update on planning issues at Oak Tree Farm, Great Green – None. With Legal Team

9.2 To receive an update on Erection of a garage at South View, Furze Way, Burgate EN/14/00136. – Enforcement Case with Legal Team. Adverse Possession Case – It was decided not to negotiate but go to a First-tier Tribunal.

9.3 To consider, discuss and comment on new application 3202/15. Change of use of detached residential annex to self contained dwelling, North Cottage, Marsh Lane, Wortham – Object (full details of the objection on MSDC Planning Website)

9.4 To receive an update on planning application 2682/15 construction of 3 holiday lodges and works to 2 sheds to convert into 3 stables (including erection of extension) together with associated works on land at Ling Road, Palgrave. – Withdrawn

9.5 To receive an update on planning application 2689/15 use of land for stationing 24 lodges at Honey Pot Farm Caravan Park, Bury Road, Wortham – Permission Granted

To receive the Clerk's report & o/s actions from last meeting: (For information only) Clerk has written a letter of support for Village Hall to receive Section 106 funding for works to the hall roof.

Canopy Tree Management were awarded the contract to carry out works, clerk to contact and supervise works.

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

Works to the main ditch along the playing fields towards the village hall and the ditch to pond is now complete. Highways are to pressure hose the drainage pipe connecting the two ditches under the road and adjacent drains in the kerb. Clerk has thanked Mr Howard for his help with this project.

Clerk has attended ROSPA training course.

BDO Audit now complete. No Financial Risk Assessment completed in 2014. This now completed by Cllr King.

Clerk in process of completing transfer of bank accounts to HSBC and will complete once new signatory appointed.

Loans Board Payment due in November then 4 payments remaining.

11. **To elect a vice chair of Parish Council** – Cllr Bradley elected.

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12. **To appoint a new signatory for all bank accounts. – Cllr Burd appointed**
13. **To discuss and agree on a donation to the Royal British Legion for the supply of 2 Poppy wreaths - A Donation of £50 agreed.**
14. **To agree on 2 councillors to place the Poppy Wreaths. 1 in Wortham and 1 in Burgate – agreed Cllr Rash (Burgate) Cllr Williams (Burgate)**

15. **To consider, discuss and agree on the maintenance costs of the existing children’s play equipment. – It was agreed that the following maintenance to be carried out by Cllrs Haywood and Williams**

15.1 Wood Edging and posts to be removed from play areas as some rotten, broken and a trip hazard.

15.2 Zip Wire - Tension to be tightened. Cllr Haywood to research possibility of hiring equipment.

Stopper to be adjusted.

15.3 Typhoon Pole to be greased

16. **To receive an update on the reprinting of the Wortham & Burgate Walks leaflet** - Cllrs Bradley and Grocott are gathering information and photos to be used by the design team at Suffolk CC, making use of the Free Design Service. A leaflet from a neighbouring village was displayed to show the format, design and quality of leaflet to be produced.

17. **To consider and discuss the track at the Village Hall.** - No report, carry over to next meeting.

18. **To receive and approve the financial risk assessment.** – Clerk to email a copy to all councillors. To approve at next meeting

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

14.1 Playing Field Committee (PFC)- None

14.2 Commons Committee - None

14.3 Finance Representative - None

14.4 Employment Committee - None

20. Finance

20.1 Accounts Balances as at 30th Sept 2015

20.1.1	Current Account	£1041.73
20.1.2	Reserve Account	£18057.26
20.1.3	Commons Account	£1722.95

20.2 Account payments

20.2.1	N Verkroost	Salary Oct & Nov	£632.80
20.2.2	N Verkroost	Expenses Sept	£92.77
20.2.3	N Tacey	Salary Oct & Nov	£125.66
20.2.4	BDO LLP	Audit	£276.00
20.2.5	Safe & Sound	Moles	£48.00
20.2.6	Rushmere St Andrew PC	Rospa Training	£33.00
20.2.7	Canopy Tree Management	Tree & Ditch Work	£2196.00
To consider any additional payments prior to the meeting			
20.2.8	ICO	Data Protection Registration	£35.00

All payment unanimously agreed for payment

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

16.1 SALC – None

16.2 VHMC – Cllr Piper - Village Hall Quiz on November 21st to raise funds for maintenance to the Village Hall roof. PC to enter a team.

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16.3 Rights of Way – Cllrs. Grocott (Wortham) & Williams (Burgate) None

16.4 Councillors - Cllr Burd reported that garden waste is being dumped on common land along Post Office Row. This matter to be investigated further. Cllr Grocott asked if the speed signs on the Mellis Road could be moved towards Mellis as speeding traffic was a problem on that stretch of road as well as on the A143. Cllr Kearsley informed the council that Gislingham and Walsham Le Willow have bought portable flashing speed signs. The two villages shared the cost and the usage; this seems to be working well for both villages. Clerk to investigate if this is possible with a neighbouring village.

17 Correspondence received – Letter from Mr Drum – re Howards Close

18 To receive items for the next agenda –

To consider, discuss garden waste dumped on common land

To consider and discuss the track at the Village Hall

19 Date & time of next meeting Dec 8th 2015 at 7.30pm in Wortham Village Hall

Meeting Close – 9.24pm

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3/11/2015

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