

Wortham & Burgate Parish Council

Minutes of the Parish Council Meeting of Wortham & Burgate Parish Council at Wortham Village Hall on Tuesday 10th January 2017 at 7.30pm

Councillors (Cllrs) present: S Rash (Chair) J Bradley (Vice Chair) B Cole, J Lloyd, P Burd, J Piper, M Breen, C Grocott, M Odams, S Wright, D Ling, C Williams
In Attendance: Netty Verkroost (Clerk) and 5 members of the public

1. To consider accepting apologies for absence — None
2. To approve the minutes of the previous parish council meeting/s
PC Minutes - 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 to allow public participation – 7.43pm
 - 5.1 To receive reports from District & County Councillors
 - 5.1.1 Cllr Fleming reported on the following items:

Highways Reporting – Website reporting reminder: <http://highwaysreporting.suffolk.gov.uk/> The area officer for Mid Suffolk is David Irving, Tel. 01473-341414 david.irving@suffolk.gov.uk

I am still trying to get a date when the 20's Plenty scheme road markings will be installed.

Sizewell C - EDF Energy has announced that Stage 2 of its public consultation on proposals for a new nuclear power station at Sizewell begin on 23rd November 2016 and will run until 3rd February 2017. Suffolk County Council is working on its response. Access the proposals and consultation at www.sizewellc.co.uk

Community Transport - I hope that people are using the Connecting Communities service available in Mid Suffolk through 01449-614271. Please provide any comments to me if you have used it or would like to and have questions. Details are available on www.suffolkonboard.com/cc

Devolution – Although the combined Norfolk-Suffolk proposal is NOT now going ahead following rejection by Norfolk, Suffolk County Council intends to continue to explore devolution possibilities.

Neighbourhood Planning – Please note that Suffolk local authorities (including the County Council) have yet to comment or interpret the following developments - Re: East Bergholt High Court decision of 9/12/16 overturning permission for 10 homes in the village/ AONB: As well as the 'exceptional need' test for building in an AONB the judge agreed with the Parish Council that the needs of the local area are different to those of the wider district. <http://www.24housing.co.uk/news/parish-council-wins-decisive-high-court-fight-over-rural-homes/>

Ministerial Statement of 12th Dec 2016: A neighbourhood plan.... should not be deemed to be 'out-of-date' under paragraph 49 of the NPPF where all of the following circumstances are met:

- This written ministerial statement is less than 2 years old, or the neighbourhood plan has been part of the development plan for 2 years or less;
- the neighbourhood plan allocates sites for housing; and
- the local planning authority can demonstrate a **three-year supply** of deliverable housing sites.

<http://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2016-12-12/HCWS346/>

5.1.2 Cllr Kearsley reported on the following items: MSDC working on the budget.

5.2 To receive the police statistics – None

5.3 To invite and receive items from members of the general public – Members of the public are

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concerned about the revised application 3010/16. The main concerns are as follows:

Layout of site and lack of details on the plan.

Drainage and Flooding

Road safety – widening of short section of road and use of existing entrance/ exit

6. To re-convene the meeting – 7.53pm

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

7.1 To receive an update on planning issues at Oak Tree Farm, Great Green – enforcement officer to visit the site.

7.2 To receive an update on Erection of garage at South View, Furze Way. – Clerk to contact Corrine McGrath at Suffolk Legal re meeting to discuss adverse possession.

7.3 To receive an update on planning application 2480/16 Erection of 12 new dwellings with parking and/or garages: upgraded highways access – none.

7.4 To receive an update on planning application 3010/16 – outline planning permission for 9 dwellings with parking and garaging – land on Church Road, Wortham- received on Jan 10th , revised application for 3 dwellings and use of existing drive.

To be discussed in full at a planning committee meeting when more information available. Date to be confirmed.

7.5 To receive an update planning application 4192/16 Alterations to provide new kitchen/breakfast room, cloakroom, rear entrance hall and window at The Willows, Willow Corner, Wortham – Granted

7.6 To receive an update on revised listed building applications 4658/16 & 4659/16 The Old Rectory, Mellis Road. Burgate – Granted

8. To receive the Chairman's report- None

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

Work not complete on A143 through Wortham. Clerk contacted Highways for update and work ongoing.

10. To Receive and discuss a draft budget for 2017- Budget reviewed and unanimously approved.

11. To consider a review of the Council's Financial Regulations- Reviewed and amendment agreed unanimously. The PC Finance Representative to have access to all bank accounts for viewing only. No authority to arrange payments ,transfers, direct debits or standing orders.

12. To consider a review of the Council's Planning Committee Terms of Reference- Reviewed and amendments unanimously agreed See Appendix 1 for full reviewed terms of reference.

13. To consider a review of the Council's Employment Committee Terms of Reference – Reviewed and amendments unanimously agreed. 3 Councillors to be appointed for this committee and Employee Reviews to be held annually on an appropriate date. Terms of Reference Review to be every 3 years.

14. To receive an update on the purchase of common land at Wortham School and Wortham Village Hall. – The clerk to offer £2500 for the Land at Wortham School and the track to the Village Hall and Fees of a maximum £1500 . Cllr Burd raised concerns that parking on the land at the school was destroying common land.

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15. To consider and agree on any donations to be made – to be held over until 2017/18 financial year as only £90 remained in budget for donations

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

16.1 Playing Field Committee (PFC) – None

16.2 Commons Committee –None

16.3 Finance Representative – None

16.4 Employment Committee – Employee Reviews to take place on Jan 16th 2017

17. Finance

17.1 Accounts Balances as at

| | | | |
|--------|-----------------|----------|-----------|
| 17.1.1 | Current Account | 4/1/2017 | £2487.36 |
| 17.1.2 | Savings Account | 4/1/2017 | £19014.43 |
| 17.1.3 | Commons Account | 4/1/2017 | £4696.13 |

17.2 Account payments

| | | | |
|--------|--------------|--------------------|----------|
| 17.2.1 | N Verkroost | Salary Jan & Feb | £675.30 |
| 17.2.2 | N Verkroost | Expenses Dec & Jan | £164.97 |
| 17.2.3 | N Tacey | Salary Jan & Feb | £128.00. |
| 17.2.4 | Burgate | Hall Hire | £60.00 |
| 17.2.5 | Safe & Sound | Moles December | £48.00 |
| 17.2.6 | SALC | Clerks Networking | £19.20 |

All payments unanimously agreed for payment

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

18.1 VHMC –Cllr Piper – None

18.2 Rights of Way –The walks leaflet has been printed and distributed with copies at the Post Office, Ivy House Farm. New plastic decal disks have been received and now need fixing to footpath signposts. Volunteers to help with this task to contact Cllr Grocott. Lots of work has been done at Scama Lane with the addition of wooden posts to restrict access.

18.3 Councillors – None

19. Correspondence Received – None which were not included in previous items

20. To receive items for next agenda – Adverse Possession of Furze Way Common Land

21. Date & Time of Next Meeting – February 21st at 7.30pm Wortham Village Hall

Meeting Close 9.05pm

Appendix 1.

WORTHAM & BURGATE PARISH COUNCIL

TERMS OF REFERENCE

Planning Committee

1168

Chair, Wortham & Burgate Parish Council
Approved Feb 21st 2017

Wortham & Burgate Parish Council

These Terms of Reference were adopted by Wortham & Burgate Parish Council at its meeting held 12th August 2003. Item No 7.3

The Planning Committee:-

1. Will comprise 6 members (2 Burgate/4 Wortham or as agreed at the Annual Meeting of the Parish Council) not including the Chairman of the Parish Council who is an ex officio member of all Parish Council committees.
2. Members must comply with all aspects of the Code of Conduct and the Council's adopted Standing Orders at all times.
3. Must elect a Chairman
4. Must ensure that any public meeting held by the Committee are quorate at all times (Minimum 3 members).
5. Agrees that the Clerk will submit to the Chairman of the Planning Committee all Planning applications received within 48 hours of receipt. (Standing Orders No 75). Additionally the Clerk will forward a copy of the weekly planning list received from MSDC each Friday to all members of the Planning Committee, if it includes any applications for Wortham and Burgate. If a formal Planning Committee meeting is required, the Clerk is to be contacted. Notification of all applications received will also be passed to the Parish Council.
6. May at their discretion hold non-public ad hoc meetings for site visits etc
7. Will submit, wherever possible, their recommendations to the Parish Council in respect of Planning Applications. The recommendation of the Planning Committee will not be binding on the Parish Council.
8. Must ensure that for all applications associated plans and design statements are available for public inspection at the meetings (or by prior agreement with the Clerk at an alternative agreed venue wherever possible).

1. Planning Applications

1.1 All Planning Applications from Mid Suffolk DC will come before a scheduled meeting of the Parish Council for response unless the return date for the response does not allow for this. In this case the following provisions are made:

1.2 Should the application be for the development of more than one new property the Parish Council will hold an extraordinary meeting to form a response. The meeting will be notified to the Council within the timescale required for meetings (not less than 5 working days notice) and notices will be posted to inform the public.

1.3 Should the application be for any of the following:

- Extensions/Alterations to existing properties
- New housing development not exceeding 1 property
- Listed Building Consent for extensions/alterations to listed buildings.
- Consent for erection of Agricultural Buildings.
- Tree Consent Orders and Tree Preservation Orders.
- Change of use applications related to single dwellings and non-commercial uses.

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The Planning Committee will then have delegated power from the Parish Council to make a response to Mid Suffolk DC in respect of these applications but the Planning Committee must:

- Hold a public meeting to form a response. The Council will be notified of this meeting (not less than 5 working days notice) and notices will be posted to inform the public.
- Submit replies to Mid Suffolk DC Planning Applications through the Clerk or at the request of the Clerk through the Chairman of the Planning Committee.
- Keep minutes of all public meetings where any recommendation is made to Mid Suffolk DC.
- Submit minutes for signing at the next meeting of the Parish Council and the signed copy must be kept in the Parish Council records.
- Minutes of all Planning Committee meetings will be circulated to the Parish Council.

2. **Pre Planning**

In order that a considered and informed response can be made to anyone consulting the Parish Council on Pre Planning matters all Pre-Planning consultations will be referred to the Planning Committee in the first instance and be on the agenda for the next Planning Meeting.

3. **Review**

These ToR will be reviewed at least every 3 years or earlier as necessary and submitted to the next meeting of the Parish Council for approval.

Revised 10 August 2004.

Reviewed 15 May 2007 Reviewed & amended 9/9/08

Reviewed & amended 29/9/09

Reviewed and amended 10 January 2017 (approved PC meeting)