

## WORTHAM & BURGATE PARISH COUNCIL

### Minutes of the Parish Council Meeting of Wortham & Burgate Parish Council at Wortham Village Hall on Tuesday Dec 5th 2017 at 7.30pm

Councillors (Cllrs) present: S Rash ( Chair) J Bradley (Vice Chair) M Odams, C Williams, D Ling, C Grocott, M Breen, B Cole, J Piper, S Wright,  
In Attendance: Netty Verkroost (Clerk) , Cllr Kearsley , Cllr Fleming and 1 member of the public

1. **To consider accepting apologies for absence** – Cllr Lloyd- work commitments,
2. **To approve the minutes of the previous parish council meeting/s**  
PC Meeting Oct 2017 – 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 a councillor to fill 1 vacancy on the Parish Council ( Wortham)**- All councillors approved the co-option of Julie Erith as a councillor for Wortham on Wortham & Burgate Parish Council.
6. **To adjourn the meeting to allow public participation – 7.37pm**
  - 6.1 **To receive reports from District & County Councillors**
    - 6.1.1 **Cllr Fleming** report contained the following items:

**School Transport** – Plans to consult on proposed changes to school transport have been approved by Cabinet. The public consultation will be available on the Council's website as of 12th December:

<https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/consultations/> running until 28<sup>th</sup> February. Changes to the present policy would be introduced in time for September 2019.

**Highways.** Suffolk Highways since its reorganisation directs all contacts from parishes and the public to the website reporting tool, if there is an emergency telephone 0345 606 6171; please contact me if you have difficulties:–

<http://highwaysreporting.suffok.gov.uk>

**Foster Carers Needed** – Suffolk County Council is launching a special appeal this week for carers interested in taking children with siblings, please get in touch with the Suffolk Fostering & Adoption Service if interested on 01473-264800 or

<https://www.suffolk.gov.uk/children-families-and-learning/fostering-and-adoption/>

**Cllr Kearsley** report contained the following items :

A Sports Facility & Leisure Consultation is being carried out in the district. This is so that a strategy can be formed to encourage residents to participate in a healthier more active lifestyle. It will be aimed particularly at those people who at the moment are less active. A report will be available on the MSDC website.

6.1.2 **Police Statistics - None**

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**6.1.3 To invite and receive items from members of the general public - None**

**7. To re-convene the meeting- 7.52pm**

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

8.1 To receive an update on planning issues at Oak Tree Farm, Great Green - MSDC Enforcement Department are continuing with an injunction.

8.2 To receive an update on the clearance of common land after the removal of a garage at South View, Furze Way, Burgate EN/14/00136- The Legal Team at Suffolk CC are contacting the owner regarding the clearance of the land and will report back when they have any further information.

8.3 To receive an update on Listed Building Application DC/17/05169 - Dashes Farm repairs to existing building.- Permission Granted

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

**10. To receive the Clerk's report & o/s actions from last meeting:** (For information only) The clerk attended a Parish Liaison Meeting with Cllr Bradley at Westhorpe Village Hall.

Speakers were:

Arthur Charvonia - Chief Exec Babergh & MSDC who reported on the potential of creating a new council by merging Babergh & MSDC.

Tom Barker - Assistant Director for Planning Growth Babergh & MSDC . He reported on issues at present within the Planning Dept ie recruitment, staffing and use of consultants to provide a service.

Statistics on planning applications, domestic & non domestic.

Neighbourhood Plans

Local Plan Consultation

Possibility of holding Planning Meetings in rural areas.

Clerk has completed a VAT Return and money received from HMRC

Signage Survey along A143 has been carried out by the Clerk and Cllr Grocott .

Clerk will collate the information and send report to Suffolk Highways Dept.

**11. To receive an update on the purchase of common land and track from Mr Holt Wilson - The purchase is progressing with the solicitors**

**12. To receive and discuss a draft budget-** to discuss further at the next PC Meeting. Clerk to supply additional information.

**13. To consider a review of the Council's Standing Orders - review not required at the moment.**

**14. To consider a review of the Council's Financial Regulations - review not required at the moment.**

**15. To consider a review of the Council's Planning Committee Terms of Reference-** review not required at the moment

**16. To consider a review of the Council's Employment Committee Terms of Reference - review not required at the moment**

**17. To receive a report on the provision of new Data Protection and the appointment of a Data Protection Officer-** 2 Parish Councillors attended a briefing session run by SALC with information regarding the New General Data Regulations Regime which will come into force on 25th May 2018. Additional clarification is required regarding appointing the clerk as the Data Protection Officer as there is the issue of conflict of interest. The clerk to contact neighbouring Parish

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Councils to discuss the possibility of appointing their clerk as the Data Protection Officer for Wortham & Burgate PC and Vice Versa.

Alternatively join forces with neighbouring PC's to share costs of employing a Data Protection Officer.

SALC will be running Training Workshops on Data Protection in 2018, dates to be confirmed.

Clerk to arrange for encryption of Laptop Computer and any memory sticks.

A lockable filing cabinet may need to be purchased. Clerk to get costing.

- 18. To agree on a donation towards maintenance of the churchyards at Wortham & Burgate. Paid in accordance with power under Open Spaces 1906 Ss 9 & 10 -**  
It was unanimously agreed that £400 would be paid to both Wortham & Burgate PCC.

- 19. To receive an update on the review of the Village Design Statement from the Working Group -** work on this will commence in Spring 2018

- 20. To agree on the dates and venues for the meetings in 2018-** agreed . Clerk to post these on the website and Village Hall Notice Board

- 21. To agree the setting up of a direct debit for ICO - data protection registration annual payment -** It was unanimously agreed that a Direct Debit should be set up.

- 22. To receive and discuss items from Committees / Working Groups**

22.1 Playing Field Committee (PFC) - The condition of the Wortham Football Pitch has improved since the control of the rabbit population has been carried out.

22.2 Commons Committee - The ferrets have been used to control the rabbits on the Wortham Playing Fields .

22.3 Finance Representative - None

22.4 Employment Committee - Cllr Bradley confirmed that holiday pay of 45.23hrs & 11.2hrs is due to part time employees This will be paid in month 12, at the end of the financial year.

### 23. Finance

#### 23.1 Accounts Balances as at 30/11/2017 HSBC

23.1.1	Current Account	£2611.41
23.1.2	Reserve Account	£28230.55
23.1.3	Commons Account	£3987.55

#### 23.2 Account payments

23.2.1	Netty Verkroost	Salary DEC	£366.34
23.2.2	Netty Verkroost	Expenses Nov	£88.65
23.2.3	Niki Hinton	Salary DEC	£82.86
23.2.4	Royal British Legion	Wreaths	£50.00
23.2.5	EON	Electricity Pavilion	£654.79
23.2.6	SALC	Data Protection Briefing	£52.80
23.2.7	Burgate PCC	Hall Hire	£60.00
23.2.8	ICO	Data Protection Registration	£35.00
23.2.9	Burgate PCC	Churchyard Donation	£400.00
23.2.10	Wortham PCC	Churchyard Donation	£400.00

To consider any additional payments prior to meeting.

23.2.11 Safe & Sound Moles November £48.00

23.2.12 Anglian Chemicals Sundries £29.78

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All payments unanimously agreed to be by Councillors.

### **23.3 Account Receipts**

23.3.1	Rural Payments Agency HLS	£1186.00
23.3.2	HMRC VAT claim	£924.16

### **24. To receive and discuss items / reports from Committees, Groups and Councillors:**

24.1 VHMC – An email was received by the Clerk informing the PC that funding may be required for a building project.

24.2 Rights of Way – None

24.3 Councillors: It was proposed that the Wortham Beacon is lit on 11th Nov 2018. It was agreed that this was a good idea.

It was agreed that a redundant grass cutting machine situated under a large willow tree next to the Sports Pavilion be removed.

### **25. To receive items for the next agenda-**

Budget

Purchase of Common Land & tracks

**20. Date & time of next meeting** – Jan 9th 2018 at 7.30pm in Wortham Village Hall

**Meeting Close**