

Worham & Burgate Parish Council

**Minutes of the Parish Council Meeting of Worham & Burgate Parish Council at Worham Village Hall on Tuesday 3rd April 2018 at 7.30pm.**

Councillors ( Cllrs) present: S Rash ( Chair ) J Bradley ( Vice Chair ) J Piper, J Erith, S Wright, D Ling, M Odams,C Grocott, C Williams

In attendance: Cllr J Fleming , Cllr D Kearsley and Netty Verkroost - Clerk

- 1. To consider accepting apologies for absence - Cllrs M Breen and B Cole- Prior commitments**
- 2. To approve the minutes of the previous parish council meeting/s:** PC Minutes 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 adjourn the meeting to allow public participation:**

5.1.1. To receive reports from District & County Councillors  
County Cllr Jessica Fleming - No report  
District Councillor Diana Kearsley - The CIL Action Plan has been finalised and information will be sent to the PC soon.  
Joint Local Plan- This will be in place by end of April 2018  
Merger of Babergh & MSDC - this is still in discussion

5.1.2. To receive the police statistics- 1 drug related crime reported in Harts Lane, Worham  
5.1.3. To invite and receive items from members of the general public - Worham Bowls Club are concerned about the drainage of water from the playing fields, in particular the ditch along the side of the Tennis Courts. The PC to investigate further.

**6. To re-convene the meeting- 7.50pm**

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

- 7.1 To receive an update on planning issues at Oak Tree Farm, Great Green- No progress reported from MSDC Enforcement.
- 7.2 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 property owner has confirmed that the electrics/lighting and concrete edging will be removed. The issue regarding the removal of gravel , hardcore and membrane is ongoing and Clerk to contact the property owner to request removal at the same time as the electrics /lighting/concrete edging.
- 7.3 To receive an update on application DC/18/00212 - Pollard Tree Farmhouse, The Ling, Worham  
Diss Suffolk IP22 1ST - Granted
- 7.4 To receive an update on application DC/18/00540 - Honeypot House, Bury Road, Worham,  
Diss Suffolk IP22 1PW- Granted
- 7.5 To receive an update on application for Listed Building Consent- DC/18/00152 - Oak Wood House, Long Green, Worham, Diss Suffolk IP22 1RD- None

**8. To receive the Chairman's report -** The Chairman highlighted the fact that members of the public are not given guidance regarding personal meetings with the clerk outside PC Meetings. It was unanimously agreed by the PC that members of the public can only have a personal meeting with the clerk by prior appointment. An amendment of the Standing Orders to be made and a notice added to the website and posted on the notice board.

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

The Clerk and Finance Rep met on 14th March to complete a Financial Internal Control Check.

PAT testing has been carried out on electrical equipment at the Sports Pavilion, Wortham

A report was sent to highways after the recent heavy snow requesting that 2 local roads be cleared and this was done promptly.

Karen Murton is the new Safer Neighbourhood PCSO for Wortham & Burgate who is based at Stowmarket Police Station. PCSO Murton will attempt to visit both "Teas Made" and "Kettles On" to meet members of the Parish. It is not possible for PCSO Murton to attend PC Meetings as she is only contracted to work until 6pm.

Clerk to attend a GDPR Training Course at Prettys , Ipswich in conjunction with Community Action Suffolk on April 9th.

A Business Rates Demand has been received for 2018/19. 100% Small Business Rate Relief has been given for this year.

**10. To receive an update on the purchase of common land from Mr Holt Wilson.** - Maps of the 3 areas of land have been received from Gudgeons Prentice and the PC is required to confirm that the boundaries are correct. This cannot be done as there are several queries regarding the boundaries which need to be clarified. Clerk to contact Mr Holt Wilson and Gudgeons Prentice.

**11. To receive an update on the purchase of a SID and installation of posts.** - The SID is ready for delivery . The Clerk is waiting for an installation date for the posts but despite having contacted Highways several times they are not able to provide a date. Clerk to contact Cllr Fleming.

**12. To consider, discuss and agree on renewal of Parish Council insurance for 2018/2019** - 6 Quotes were received from Norris Fisher and Came & Company. It was unanimously agreed by the PC to accept the quote from AXA through Came & Company for a 3 year long term agreement . This years policy is £840.68 and is to be paid by April 13th 2018.

**13. To receive an update on an event to commemorate "BATTLE'S OVER - A NATION'S TRIBUTE & WWI BEACONS OF LIGHT 11TH NOVEMBER"**- Clerk sent a notice to be included in WOBUL regarding the event. The Rector has been contacted with reference to ringing a peel of bells on the evening of the 11th November this year. He considers Palgrave Church to be the most suitable and will approach the relevant person.

**14. To review and approve the Parish Council accounts for 2017/2018** - To be reviewed at the next PC Meeting on May 15th.

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

15.1 Playing Field Committee (PFC) - None

15.2 Commons Committee: Works have been completed on Long Green for winter 2017/18.

15.3 Finance Representative: The Clerk and Finance Rep met on 14th March to complete a Financial Internal Control Check.

15.4 Employment Committee: None

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Item 15 cont ....

15.5 Village Design Statement Working Group: Members of the Working Group met to discuss the existing VDS and came to the following conclusions :

The VDS was considered still to be relevant & fit for purpose i.e. as a guidance for developers & home owners seeking to make alterations to their properties. Some thought insufficient leeway was allowed for progressive design. It was agreed to update the few glaringly out of date items e.g. The pub's name & then put it on the village website.

The Welcome Pack will have to make reference to its existence.

The Village surveys of 2001, 2003/4 & 2013/14 were scrutinised & found to contain remarkably similar information as to the wishes ,worries & wants/needs of the Parish community.

It was agreed that JSB would try to ascertain from the District/ County Council what they considered to be the working life of a Parish survey.

In the light of this knowledge we will then decide when we need to conduct our next survey & how to slant it.

Meanwhile we will not be contributing to a Neighbourhood Plan

**16. Finance**

**16.1 Accounts Balances as at 27/3/18 HSBC**

16.1.1	Current Account	£6370.71
16.1.2	Savings Account	£23435.59
16.1.3	Commons Account	£3988.38

**16.2 Account payments**

16.2.1	N Verkroost	Salary April	£347.15
16.2.2	N Verkroost	Holiday Pay 2014/15	£170.40
16.2.3	N Verkroost	Holiday Pay 2015/16	£427.87
16.2.4	N Verkroost	Holiday Pay 2016/17	£436.47
16.2.5	N Verkroost	Expenses March	£71.00
16.2.6	N Hinton	Salary April	£43.06
16.2.7	Safe & Sound	Moles	£48.00
16.2.8	Wortham Village Hall	Rent Feb /Sports Pavilion Window Cleaning	£82.00
16.2.9	EON	Electricity Sports Pavilion	£729.0
16.2.10	HMRC	Tax & NI	£81.06

To consider any additional payments prior to the meeting

16.2.11	Suffolk Cloud	Web Hosting 2018/2019	£100.00
16.2.12	Safe & Sound	Moles March	£48.00
16.2.13	K M Gardencare	Commons Maintenance	£1000.00
16.2.14	PC Insurance	Came & Co	£840.68

**16.3 Account Receipts**

**Wortham Tennis Club - Electricity Reimbursement £270.22**

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

17.1 VHMC – Cllr Piper

17.2 Rights of Way – Cllrs. Grocott (Wortham) & Williams (Burgate) - Beans’s Lane Blocked.  
Cllr Grocott to contact contractor working at Beans’s Lane.

17.3 Councillors- None

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**18. Correspondence received** – Emails received from a resident regarding common land ownership, recent maintenance works carried out on common land owned by the PC at Long Green, Wortham, overhanging vegetation, fly tipping ,vehicle encroachment on the common and tree planting. The resident requested permission to cut back vegetation/tree branches, the PC refused permission. The winter programme of works on the commons have been completed for 2017/18. Clerk has contacted the resident regarding queries contained in the emails.

**19. To receive items for the next agenda-**

Approval of PC Accounts 2017/2018  
Purchase of Common lands  
SID

**20. Date & time of next meeting Annual Parish Council Meeting - May 15th 7.30pm 2018** Wortham Village Hall

**Meeting Close 9pm**

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