

Wortham & Burgate Parish Council

Minutes of the Annual Parish Council Meeting, held virtually via Zoom on Tuesday 21st July 2020 at 7.30pm

Councillors present: Barry Cole, Jacky Bradley, Jennifer Piper, Ian Hovey, David Ling, Paul Weaver, Mike Odams, Sue Wright and Chris Grocott

In attendance: Jane Wright (Clerk)

1. **To elect a Chairman and Vice Chairman for 2020/2021**- Chairman Barry Cole and Vice Chair Jacky Bradley were elected.
2. **To consider accepting apologies for absence** - The Parish Council accepted apologies from Chris Williams - unable to attend virtually.
3. **To approve the minutes of previous Parish Council meetings** - Playing Fields meeting, Commons meeting and February Parish Council meeting - unanimously approved
4. **To record declarations of Interest from members in any item to be discussed** - None
5. **To consider dispensations from members in any item to be discussed** - None
6. **To appoint Committees/Sub Committees/Working Groups** - see attached
7. **To adjourn the meeting for public participation** - Report from Councillor Warboys was circulated prior to the meeting and attached Appendix 1.
No members of the public attended virtually.
8. **To reconvene the meeting** - 8.07pm
9. **To receive the Chairman's report** - Councillor Cole paid thanks to Stephen Rash for all his hard work and dedication to Wortham & Burgate Parish Council. Sadly, Stephen has taken the decision to resign from the Parish Council having served as a Councillor for over 25 years. Thanks were also paid to Netty Verkroost, who resigned as Clerk in December, for all her hard work. Chair to send letters of appreciation to Stephen Rash and Netty Verkroost for their services to the Council and Parish.
The last year has seen the Parish Council purchase common land outside the school, a small area near to the Post Office and also the track at the village hall. Plans are being made to develop the play equipment at the playing field and also development plans are underway for a possible new village hall. The roadway outside the school is another project in progress.
10. **Annual Accounts**
 - 10.1 - **To receive the Internal Audit Report for 2019/2020** - The Internal Audit had been circulated prior to the virtual meeting and was accepted by the Parish Council.
 - 10.2 - It was unanimously agreed to appoint Trevor Brown as Internal Auditor for 2020/2021 - Clerk to check if there is guidance on how long the Parish Council may use the services of the same Internal Auditor.

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10.3 - To complete and sign the AGAR Section 1 and Section 2 for 2019/2020 -

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

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

11. To review, approve and adopt Financial Regulations 2019 in accordance with Internal Auditors recommendations - The Financial Regulations were circulated prior to the virtual meeting for review. It was unanimously agreed to adopt the updated Financial Regulations.

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

12.1 To receive an update on full planning application DC/20/02315 Willowdale, Low Rod, Wortham, IP22 1SQ - Use of former railway carriage as holiday let - No update

13. To consider and discuss Speeding on the Mellis Road - A concerned Parishioner had contacted the Parish Council about vehicles speeding along the Mellis Road. The proposal would be to move the 30 mph sign further along the Mellis Road. This would take into account the proposed new development of 3 houses at The Croft. It was suggested that another post may be erected to accommodate the SID camera. It was unanimously agreed that Councillor Grocott would contact Jessica Fleming/Highways, and report back to the Parish Council.

14. Accounts

14.1 Account balances as at 13th July 2020

14.1.1	Current Account	£17150.93
14.1.2	Reserve Account	£11506.41
14.1.3	Projects Account	£31894.19

14.2 Account Payments

14.2.1	Safe & Sound	Moles June	£48.00
14.2.2	Niki Hinton	July Salary	£92.63
14.2.3	Niki Hinton	August Salary	£92.63
14.2.4	Jane Wright	July Salary	£355.60
14.2.5	Jane Wright	June Expenses	£74.70
14.2.6	Jane Wright	August Salary	£355.60
14.2.7	Jane Wright	July Expenses	£55.00

14.3 Direct Debit Payments

14.3.1	EON	Electricity	£200.00
14.3.2	O2	Mobile Phone	£27.11

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14.4 Account Receipts

14.4.1 Credit note received from CGM (Cutting playing field grass) for £252. Invoice for July 230770 £180.00 - in credit balance £72.00

Any additional payments requested prior to the meeting

14.2.8 SALC Website Accessibility Training via Zoom £30.00

All payments were approved unanimously.

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

15.1 Playing Fields Committee - Due to Covid 19, there has been little progress with the planned new play equipment.

15.2 Commons Committee - The leaflets for Wortham Walks are now in short supply. A quote for £258 per 500 has been sourced. It was unanimously agreed that Councillor Grocott contact Councillor Warboys for funding from the Locality Award.

15.3 Planning Committee - None

15.4 Finance Representative - See item 10

15.5 Employment Committee - All legal requirements regarding Data Protection are up to date. Jane Wright due staff review before September

15.6 New Village Hall Working Group - The Working Group have not been able to progress due to Covid 19. Hand delivering the questionnaires has obviously been brought into question and will need further thought. The Group is hopeful that a virtual Zoom meeting can take place within the next few weeks.

16. To consider, discuss and approve new heaters for the Sports Pavilion - Two of the heaters failed the PAT test and it was not viable to have them repaired. It was unanimously agreed that the Clerk should source quotes for efficient heaters and report back to the Parish Council at the next meeting.

17. To consider, discuss and agree meeting venue for September - It was unanimously agreed to monitor the Covid 19 guidelines with a view to holding a face to face meeting at Wortham Village Hall on September 8th. If the restrictions do not permit this type of meeting, then a virtual meeting via Zoom will be held.

18. To receive items for the next agenda - Speeding on the Mellis Road, New heaters for the Sports Pavilion, New Village Hall, and Quiet Lanes

19. Date and time of next meeting - 8th September 2020 at 7.30pm - confirmation to follow if this will be held at Wortham Village Hall or virtually via Zoom.

Meeting Closed at 8.58pm

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Chair, Wortham & Burgate Parish Council

Appendix 1

District Councillor Report: Gislingham Ward July 2020

Mellis, Gislingham, Wickham Skeith, Thornham Magna, Thornham Parva, Wortham and Burgate

Covid-19 Staff are continuing to work from home, making use of Microsoft Teams to hold virtual meetings with colleagues, councillors and residents. Non-urgent site inspections are not taking place. Some officers are beginning to return to their normal jobs having been seconded to different duties arising from the pandemic. The Home but not Alone emergency line continues: 0800 876 6926.

Meetings All District Council and Committee meetings are now being held as virtual meetings using the Microsoft Teams platform. They can be viewed on YouTube. The full Council meeting on 23 July will be the Annual Council Meeting where the Chair of the Council will be elected for the year and appointments to committees and outside bodies will be confirmed.

Joint Local Plan We still don't know when the Joint Local Plan will be available and ready to be considered at a meeting of the full Council. We will soon be provided with a timetable for the remaining steps that need to be followed. The next version of the Plan, when we see it, may well be very different from the consultation draft of July 2019. If, and when, Council approves the Plan, it will be subject to further consultation and an Inspector's Examination before it can be formally adopted as planning policy.

Environment and Climate Change Task Force Proposals from the Cross-Party Task Force of Mid Suffolk and Babergh Councillors were considered by Cabinet on 6 July. They contain a number of environmental measures which could form the councils' first Carbon Reduction Management Plan, setting out how they aim to fulfil their ambitions of becoming carbon neutral within the next ten years.

The following decisions was taken by the Cabinet and will come into effect on 15 July
It was RESOLVED:-

1.1 That the Cabinet's Carbon Reduction Management Plan, as informed by the Environment & Climate Change Task Force, be approved in principle.

1.2 That the Cabinet Member for Environment and the Cabinet Member for Finance, in consultation with the Section 151 Officer, be given delegated authority to consider the business case for each proposal and approve the funding up to a total of £500,000 from the General Fund, which has been allocated from the Growth and Efficiency Fund

The proposed actions are the first steps in achieving the long term objective to reduce the councils' current emissions of approximately 5,452 tonnes (Mt) of carbon dioxide equivalent (CO₂e) per year, looking into how best to invest in order to reduce this to nett zero by 2030

Two proposals that may be of interest:

1. B&MSDC will develop a plan to significantly increase tree and hedgerow planting in the districts including:

- A target for planting on Council land.
- Investigating alternative funding options e.g. Woodland Trust funding; facilitating community groups to plant on Council land.
- Promote and facilitate community groups and individuals to increase tree and hedgerow planting on communal land and in private gardens.

A management approach to secure long-term survival of trees and reduces need to cut down mature trees.

2. B&MSDC will work with local communities and support them to develop local 'place-specific' solutions and build resilience to climate impacts. We will assess the risks that climatic events pose and the opportunities available to prepare and respond, including:

- Identifying communities at greatest risk from climate change (particularly flooding) and co-creating appropriate actions.
- Identifying stakeholders with greatest contact with communities and working with partners to build their capacity to provide the right information on community resilience to severe weather.
- Producing overarching plans and processes to support and empower communities to build resilience to future climate impacts and severe weather through community-led resilience plans.
- Producing plans and processes to support community resilience projects and signposting to sources of support and funding.
- Monitor involvement of community level groups in resilience.

Gateway 14 MSDC and the Greater South East Energy Hub (GSEEH) will be jointly funding a study into low carbon opportunities for Gateway 14, the commercial development site bought by MSDC in 2018. Green Party councillors have been pressing for the site to be developed sustainably making use of green energy technology and we welcome this study to look at how low and zero carbon initiatives can be integrated into new developments. It is hoped that the findings of the study can be used to share learning and best practice across the region.

Cycling Strategy MSDC is commencing work on rewriting the Cycling Strategy which is out of date. We have asked for better provision for cyclists between Old Newton and Stowmarket, within the town of Stowmarket and between neighbouring villages to improve links to schools, local retail outlets etc as well as for leisure.

MSDC out of county investments Three years ago, MSDC and Babergh set up an investment company (CIFCO) and have so far borrowed around £60 million which they have loaned to CIFCO to buy commercial properties, almost all of which are outside Suffolk. The scheme was set up to make profits to improve services for residents of the districts. A recent revaluation of the portfolio shows a loss in the last 12 months of around £3 million; with fees of some £500,000. In recent months only 50% or so of the rental due to CIFCO has been paid. A recent scrutiny of the CIFCO Business Plan for 2020/2021 raised many concerns which need to be considered before full Council is asked to approve the Business Plan at the meeting on 23 July.

Business grants Another round of business grants is due to be launched on 3 July; Early Years Settings will be eligible, amongst others not covered by previous grant schemes.

Locality Awards A reminder that Locality Awards have been launched for 2020/21. If you know of a community group in need of some funding, please put them in touch with me.

Disabled Facilities Grant In the recent Performance Reporting we raised concerns, again, that the grant available is not being spent. If you know anyone who needs any kind of adaptation to their home, from a handrail to a wet room, please ask them to get in touch. The application process is very straightforward.

Councillor: Rowland Warboys
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Wortham & Burgate Parish Council
Committees/Representatives/Officers 2020/2021

Chair	Barry Cole
Vice Chair	Jacky Bradley
Planning Committee	Ian Hovey Chris William Jenny Piper Susan Wright Paul Weaver
Commons Committee	Chris Williams Chris Grocott Jacky Bradley
Playing Fields Committee	Jacky Bradley Mike Odams Jenny Piper David Ling
Employment Committee	Jacky Bradley Susan Wright David Ling
Finance Representative	Susan Wright
Village Hall Representative	Jenny Piper
Footpaths - Burgate	Chris Williams
Footpaths - Wortham	Chris Grocott
Tree Warden	David Appleton