

Wortham & Burgate Parish Council

Minutes of the Parish Council Meeting of Wortham & Burgate Parish Council held virtually via Zoom on Tuesday 5th January 2021 at 7.30pm

Councillors present: Barry Cole (Chair), Jacky Bradley, Chris Grocott, Ian Hovey, Jenny Piper, Richard Thornton, Paul Weaver, and Chris Williams

Absent: Mike Odams

In attendance: Jane Wright (Clerk) and Councillor Fleming

1. **To consider accepting apologies for absence** - The Parish Council accepted apologies from Sue Wright due to being unwell and David Ling for Work/Family commitments
2. **To approve the minutes of previous Parish Council meetings** -
 - 2.1 December Parish Council Meeting
Unanimously approved
3. **To record Declarations of Interest from members in any item to be discussed** -
Councillor Bradley item 19.7 - Personal and prejudicial - to leave the meeting whilst item is discussed. Councillor Weaver item 9.3 - Neighbour - to stay online during update
4. **To consider dispensations from members in any item to be discussed** - None
5. **To adjourn the meeting for public participation 7.33pm**
 - 5.1 To receive residents questions or comments - No members of the public attended
 - 5.2 To receive reports from District & County Councillors - See Appendix 1
Councillor Fleming gave a resume of her report and updated the Parish Council on the Covid-19 vaccination programme due to take place within the next 1-2 weeks. There was an update on the travellers that are currently residing on The Ling - The group are the same as the ones that were on The Ling in the Summer 2020. One of the travellers is pregnant and this is making the situation of moving them on more of an issue. If there are any concerns, these can be forwarded on to Councillor Fleming. Residents can also report concerns anonymously to the Police or via Crimestoppers and were urged to do so.
6. **To reconvene the meeting** - 7.51pm
7. **To receive the Chairman's report** - Councillor Cole had nothing to report.
8. **To receive the Clerk's report and outstanding actions from last meeting** - Planings have been ordered for the track outside the Village Hall. Councillor Thornton will liaise with the driver for delivery. The Clerk suggested that the monies from the Commons Account be kept in a separate account as per the Terms of Reference. A sum of £35,850 would be transferred from the Projects account to the Savings account. The Projects account will be renamed the Commons account and receive the payments due from the Rural Agency. The Savings account will be renamed Reserves account and hold all Reserves including ring-fenced CIL monies. It was agreed unanimously for the Clerk to go ahead with these changes.
9. **To consider, agree and/or note new planning applications**
 - 9.1 To receive an update regarding application DC/20/04490 Householder application -
Erection of first floor extension. Location: Flint Barn, Church Road, Wortham, IP22 1PT -
GRANTED

2021/PC/18.....APPROVED.....

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9.2 To receive an update regarding application DC/20/04729 Planning Application Erection of 2no dwellings, garages, associated works, provision of access road, parking/turning areas and associated landscaping -Land on the East Side of Church Road, Wortham - NO UPDATE

9.3 To receive an update regarding application DC/20/04953 Application for approval of reserved matters following outline approval - Town and Country Planning (Development, Management and Procedure) (England) Order 2015 - Appearance, Landscaping, Layout, Scale and Access relating to DC/18/03677 - Erection of 1no dwelling - White House, Rectory Road, Wortham - NO UPDATE

9.4 To receive an update regarding application for Planning Permission - DC/20/04645 - Erection of an Agricultural Building. Location - The Rookery, Bury Road, Wortham, Diss, Suffolk IP22 1RB - NO UPDATE

9.5 To consider, discuss and agree to Application for Planning Permission without compliance of condition(s) DC/20/05753 - Proposal: Application under Section 73 of the Town and Country Planning Act - Variation of Condition 1 (Approved Plans and Documents) of reserved matters approval DC/19/05948 dated 26/02/2020 (Application for approval of reserved matters following grant of Outline Application DC/18/05622 dated 19/02/2019 - Appearance, Landscaping, Layout, Scale Erection of 3No dwellings and new access.) Location: The Croft, Mellis Road, Wortham, Diss Suffolk IP22 1PY - After discussion it was unanimously agreed to support this application

- 10. To receive an update on DC/19/01020 Modification of planning obligation relating to 280/16 - erection of 12 new dwellings (to remove option of 4no affordable dwellings) -** Councillor Warboys had agreed to look into this matter further on behalf of the Parish Council. Councillor Warboys was not in attendance so this item will be deferred to the next meeting.
- 11. To consider, discuss and agree to adopt the Budget for 2021/2022 -** After discussion it was agreed to amend the heading of Miscellaneous to Contingency. It was unanimously agreed to adopt the Budget for 2021/2022
- 12. To consider, discuss and agree the Precept for 2021 -** The Precept was unanimously agreed. Due to Lockdown restrictions, the Precept Upon Charging Authority Form was signed by the Clerk and forwarded by email to the Chairman for completion.
- 13. To consider and discuss Speeding on Church Road, Wortham -** Concerned residents have contacted the Parish Council regarding the speed limit on Church Road. Councillor Fleming will request any speed data which may have been collected, but it is possible that a new speed survey will be needed to assess the situation. A discussion can then start to justify an extension to 30mph along Church Road. The Parish Council was advised that this is not a fast process. Clerk to advise Councillor Fleming where the current 60mph signs are placed.
- 14. To receive an update on the request for a footpath at Wortham Lawn Tennis Club -** Councillors Odams and Ling were to contact WLTC, but as neither were in attendance, this item will be deferred. Clerk to contact WLTC

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15. To consider and discuss the possibility of Allotments - At the present time there have been no formal requests for allotments and agreed to drop the idea.

16. To consider and discuss inviting County Broadband to give a presentation (via Zoom) at the February Parish Council Meeting - It was unanimously agreed to invite County Broadband to give a 10 minute presentation at the next meeting. Clerk to contact and request any supporting information.

17. To review Terms of Reference

- 17.1 Playing Fields Committee
- 17.2 Commons Committee
- 17.3 Employment Committee
- 17.4 Planning Committee

It was agreed to form a working group to review all the Terms of Reference. Councillors Hovey, Weaver and Grocott will carry out a review and report back to the Parish Council at the next meeting. The Data Protection Office & the Pensions office should be included in the list of bodies to whom we are accountable on the Employment Terms of Reference. Clerk to contact Councillor Wright to enquire if she would like to join the working group.

18. To consider, discuss and agree the nomination of additional Councillor/s to the Planning Committee - This item is to be deferred to the February meeting to allow for the working group to review the Terms of Reference.

19. To receive and discuss items/reports from Parish Council Committees and Working Groups

- 19.1 Playing Fields Committee - NGF have agreed to honour the pricing for the new play equipment as the quote had expired.
- 19.2 Commons Committee - 3 quotes have been sourced for the Scrub Clearance work, but at present only 1 has been received. Clerk to contact contractors.
- 19.3 Planning Committee - Nothing to report
- 19.4 Finance Representative - Nothing to report
- 19.5 Employment Committee - Annual staff reviews that normally take place in January, will be deferred until after Lockdown restrictions have been lifted.
- 19.6 New Village Hall Working Group - Nothing to report
- 19.7 Possessory Insurance/Title Working Group - Nothing to report

20. Accounts:

20.1 Account balances as at 29th December 2020

Current Account	16592.39
Reserves Account	11506.89
Projects Account	41895.75

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20.2 Account Payments

20.2.1	Donation	Waveney Foodbank	100.00
20.2.2	Donation	EAAA	100.00
20.2.3	Donation	Burgate PCC - Churchyard	400.00
20.2.4	Donation	Wortham PCC - Churchyard	400.00
20.2.5	Defibrillator Supplies	Community Heartbeat	300.00
20.2.6	Expenses (Dec 2020)	Jane Wright	87.69
20.2.7	Salary(January 2021)	Niki Hinton	92.63
20.2.8	Salary(January 2021)	Jane Wright	387.80

20.3 Direct Debit Payments

20.3.1	EDF Energy	Electricity	200.00
20.3.2	O2	Mobile Phone	27.11

20.4 Account Receipts

20.4.1	MSDC	Local Restrictions Business Support Grant	1334.00
20.4.2	Rural Payments	HLS Payment	2381.00
20.4.3	SCC	Locality Award (leaflets)	362.42

Any additional payments/receipts prior to the meeting

20.4.4	MSDC	Locality Award - Play Equipment (RW)	1500.00
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It was unanimously agreed to approve all payments.

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

21.1 VHMC - Nothing to report

21.2 Rights of Way - Nothing to report

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21.3 Councillors - Lanes in Wortham & Burgate have been nominated as Quiet Lanes, but it is likely to involve a lot of work and funding. Councillor Grocott suggested that the Parish Council withdraw the proposed lanes from the scheme. Clerk to check the lanes that join the Parishes of Redgrave and Palgrave are still being considered, but there will be no further action on Quiet Lanes.

22. Correspondence received - A letter of thanks had been received from Wortham Stores and circulated to all Councillors

23. To receive items for the next agenda - Affordable Houses, Terms of Reference, Planning Committee member, WLTC Footpath

24. Date, time and venue for next meeting - February 16th 2021 at 7.30pm via Zoom

25. Meeting Close - 8.53pm

2021/PC/22.....APPROVED.....

Chair, Wortham & Burgate Parish Council

County Councillor Report - APPENDIX 1



January 2021

Wortham & Burgate Parish Council - **Happy New Year to All!**

Councillor Jessica Fleming, Hartismere Division, Suffolk

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From Tier 4 to Tier 5 Alert Level – National Lockdown, refer to the Government website for guidance: <https://www.gov.uk/guidance/national-lockdown-stay-at-home>

The infographic shows five alert levels from 1 to 5, each with a corresponding color and description of the COVID-19 situation and the required actions. Level 4 is highlighted with a black border and a downward arrow.

Level	Description	Action
5	As level 4 and there is a material risk of healthcare services being overwhelmed	Social distancing measures increase from today's level
4	A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially	Current social distancing measures and restrictions
3	A COVID-19 epidemic is in general circulation	Gradual relaxing of restrictions and social distancing measures
2	COVID-19 is present in the UK, but the number of cases and transmission is low	No or minimal social distancing measures; enhanced testing, tracing, monitoring and screening
1	COVID-19 is not known to be present in the UK	Routine international monitoring

NHS 111 Expanded Helpline Service – reminder to please phone the Helpline before going to A&E.

COVID Support Reminder - The Home But Not Alone freephone **0800 876 6926** is active and staffed from 9am to 5pm Mon. to Fri., as is the Suffolk Advice and Support Service phone **0800 068 3131**.

Schools - Special schools and those supporting key workers will remain open during the new lockdown period (estimated to February ½ term), others are to close but please check individual schools for current details:

- <https://schoolclosures.suffolk.gov.uk/schools?qorder=time>

Primary School application deadline Friday 15 January 2021 for Primary, Infant, Junior or Middle school for September 2021 entry. Applies to children born between 1 Sept. 2016 and 31 Aug. 2017. Go to www.suffolk.gov.uk/admissions, or call 0345 600 0981.

Recycling – The online booking system is operating for recycling centres. Also refer to the Suffolk Recycling Xmas page - www.suffolkrecycling.org.uk/green-christmas