

# Wortham & Burgate Parish Council

Minutes of the Parish Council Meeting of Wortham & Burgate Parish Council held on Tuesday 22nd February 2022 at Wortham Village Hall at 7.30pm

Councillors present: Jacky Bradley, Chris Grocott, Ian Hovey, David Ling, Mike Odams, Jenny Piper, Richard Thornton, Chris Williams and Sue Wright

In attendance: 4 member of the public, Councillor Jessica Fleming and Jane Wright (Clerk)

**1. To consider accepting apologies for absence -**

Apologies were accepted for Councillor Cole - recovering from an operation. Councillor Warboys sent his apologies.

**2. To approve the minutes of previous Parish Council meetings -**

2.1 January Parish Council Meeting - Proposed CG, seconded IH - 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 for public participation - 7.33pm**

**5.1 To receive residents' questions or comments -** A member of the public raised their concern about the placement of the 30mph signs along Mellis Road. The increase in traffic since the A140 improvements have raised concerns, but also the state of the verges etc due to the increase in HGV's using the road. The resident has contacted the Highways Department, but unfortunately their response was not helpful. Councillor Fleming asked that the correspondence be forward to her and she would make enquiries. She also emphasised that getting a new speed limit is a huge issue and unfortunately not a 'quick fix'. Extending the 30mph limit is important, especially due to the new development at The Croft. A speed survey would be the next step. Clerk to make an application and copy Councillor Fleming into the application.

**5.2 To receive reports from District & County Councillors -** Councillor Warboys sent his apologies. His report had been circulated to Councillors prior to the meeting - Appendix 1 Councillor Fleming gave a resume of her report, which had been circulated to Councillors prior to the meeting - Appendix 2

**6. To reconvene the meeting - 7.56pm**

**7. To receive the Chairman's report -** Councillor Bradley read Councillor Cole's report, who sent his apologies. It was with regret that Tom White had decided to resign as a Councillor. It is hoped that he would be able to rejoin when circumstances allowed. Tonight is the last meeting for our Clerk, Jane and we are extremely grateful to her for her dedication to the job over the last 2-3 years, and we wish her well for the future. Jane was presented with a rose and she thanked Councillors for all their support in her time as Parish Clerk.

**8. To receive the Clerk's report & o/s actions from the last meeting (For information only) -** The Clerk asked that approval be given for two bank transfers. The first being the balance of the Rural Payments Agency after the payments of the scrub clearance, totalling £1331 from the Current account to the Commons Account. Proposed SW, seconded CW, agreed unanimously. The second amount of £26,062.46 from the Reserves account to the Current account in order to pay the final invoice to NGF Play for the new Play Equipment. Proposed MO, seconded JP, agreed unanimously.

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

**9.1 To receive an update on Oak Trees, Burgate** - No response to a previous email to MSDC has been received. Clerk to make contact with MSDC again.

**9.2 To receive an update on Application for planning permission** - DC/21/06787  
Proposal: Full Planning Application - Use of land for the siting of 4no. 'Off-Grid' Holiday Units and Erection of replacement Stores/Housekeeping building; Installation of PV Panels, Upgrading of existing Access and Track; New low-impact Parking Area and Foul Drainage (re-submission of DC/20/05763). Location: Land At, Ling Road, Palgrave, Suffolk -NO UPDATE

**9.3 To receive an update on Application for prior approval** - Enlargement of dwelling by construction of additional storeys - DC/22/00072 Proposal: Application for prior approval of a proposed: Enlargement of a dwellinghouse by construction of additional storeys. Town and Country Planning (General Permitted Development)(England) Order 2015 (as amended) - Schedule 2, Part 1, Class AA - Erection of a first floor extension. (Max height 8.4metres) Location: Willowdale, Low Road, Wortham, Suffolk IP22 1SQ - NO UPDATE

**10. To discuss and agree arrangements for the Annual Parish Meeting to be held on April 5th at 7pm** (followed by the Parish Council Meeting at 7.30pm) - All Committee Chairs to provide a report for the year 2021-2022. Stefan Henriksen to be in attendance. Clerk to forward Agenda when available. WLTC, Bowls Club to be invited, along with The Twinning Association and St Marys Church. Clerk to contact.

**11. To receive an update on Speeding on the A143 and Mellis Road** - see item 5.1

**12. To discuss and review quotes for a second SID device** - Three quotes have been sourced and circulated to Councillors. After discussion it was agreed to purchase a second SID from Westcotec, without the data collection. Proposed IH, seconded SW, unanimously agreed. Clerk to contact Councillors Warboys and Fleming for assistance with funding.

**13. To consider, discuss and agree to a new contract for the Parish Council Mobile Phone** - After discussion, it was agreed to continue with the current contract and defer until a new parish Clerk has been employed.

**14. To consider, discuss and agree to the increase in insurance premium from Gallagher Insurance (index linking)** - The increase in the agreed 2nd year of the insurance premium was due to index linking, thus increasing the sum insured. It was agreed to accept the increase in the insurance premium. Proposed CW, seconded IH, unanimously agreed.

**15. To consider, discuss and agree to the Grass Cutting requirements for the 2022 season** - The Clerk will be sourcing quotes shortly and it was agreed to obtain quotes for fortnightly cuts during April to September.

**16. To consider, discuss and agree to mole control for the Playing Field** - Three quotes had been obtained for the mole problem at the Playing Field. After discussing the quotes it was agreed to accept the quote from Safe & Sound Hygiene for clearance and a monthly visit. Clerk to contact.

**17. To receive an update on the Track at Wortham Primary School** - The situation with the parking at Wortham Primary School was discussed at length. Various suggestions were made, one being that it may be a possibility to approach the owners of the Manor House with a view to purchasing and then using the car park for parents accessing the school. This idea is obviously in the very early stages and would require liaising with the community, nearby householders and a feasibility study. Defer to the next meeting.

2022/PC/65.....DRAFT.....

Chair, Wortham & Burgate Parish Council

# Wortham & Burgate Parish Council

## 18. Accounts:

### 18.1 Account Balances as at 14th February 2022

18.1.1.	Current Account	20858.40
18.1.2.	Reserves Account	79446.19
18.1.3	Commons Account	6046.79

### 18.2 Account Payments

18.2.1	Wortham Village Hall	Village Hall Hire December	22.00
18.2.2	Rufus Bradley	Scrub Clearance	540.00
18.2.3	Jack Chenery	Scrub Clearance	300.00
18.2.4	Kim Stebbings	Scrub Clearance	350.00
18.2.5	121 Computers	Laptop Internet Security	29.99
18.2.6	Wave	Water/Sports Pavilion	326.86
18.2.7	Jane Wright	January Expenses	232.71
18.2.8	Jane Wright	February Salary	395.50
18.2.9	Niki Hinton	February Salary	97.50
18.2.10	NGF Play	Balance of Play Equipment Cheque Number 100003	26062.46
18.2.11	Rickinghall Community Bus	Donation as agreed January 2022	200.00
18.2.12	Jane Wright	February & March Expenses	175.88
18.2.13	Niki Hinton	March Salary & Holiday Pay	232.50
18.2.14	Jane Wright	March Salary & Holiday Pay	925.76
18.2.15	HMRC	Jane Wright NI Contribution	17.56

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## 18.3 Direct Debit Payments

18.3.1	O2	Mobile Phone	27.48
18.3.2	Eon Next	Sports Pavilion	673.73
18.3.3	HSBC	Bank Charges March 2022	8.00

## 18.4 Account Receipts

18.4.1	WLTC	Reimburse Electricity	1624.34
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Proposed CG, seconded IH that all payments be approved en bloc - unanimously agreed  
The electricity at the Pavilion has been a matter of concern for some time. Details to be forwarded to Councillor Odams and discussed at the next Playing Field Committee meeting.

## 19. To receive and discuss items from Committees / Working Groups

**19.1 Playing Field Committee** - The new play equipment is now installed. The tunnel and nearby play equipment is still surrounded by harris fencing to allow the grass to grow through the safety matting.

The taps and lighting at the Pavilion have been discussed at the staff review of the cleaner. A quote had been sourced, but after discussion it was agreed to carry this matter to the next Playing Field Committee meeting. The quote seemed excessive and as the Pavilion is in little use, and subject to possible changes, this does not seem the best use of Parish Council funds. Clerk to arrange a Playing Field Committee meeting. Old picnic bench to be removed. Councillors Ling and Baker agreed to organise removal of the concrete blocks from the Playing Field.

**19.2 Commons Committee** - The footway from the Common to the Playing Field is now complete.

**19.3 Finance Representative** - A Finance review has taken place and everything is in order.

**19.4 Employment Committee** - One staff review has taken place. The interviews for the post of Parish Clerk are taking place next week, for which there are four applicants.

**19.5 Planning Committee** - None

**19.6 New Village Hall Working Group** - Nothing to report. Still awaiting feasibility study to be carried out. Clerk to contact Ed Thuell

**19.7 Post Office Track Working Group** - The working group met with Peter and Chris from Wortham Post Office Stores. More discussions are needed so this will be deferred to the next meeting.

**19.8 - Platinum Jubilee Celebrations Working Group** - Starwings have been approached to provide a bar for the celebrations on the 2nd June. After discussions it was agreed to make the booking. Enquiries have been made for an open-air cinema. Publicity to be arranged as soon as possible. Clerk to contact Mike Burgess to book the village hall for the 2nd June.

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

**20.1 VHMC** – A meeting is to be held on Thursday 24th February 2022

**20.2 Rights of Way** – Nothing to report

**20.3 Councillors:** - None

**21. Correspondence Received** - An email had been received from a resident enquiring if Wortham & Burgate Parish Council have a Neighbourhood Plan. There were concerns about being able to prevent unwanted developments should the need arise. Clerk to contact to advise that there is currently no plan to implement one, but that all Planning Applications are seriously considered.

**22. To receive items for the next agenda** - Electricity at the Pavilion (PFC), The Manor House.

**23. Date and time of next meeting** - Parish Meeting to be held on Tuesday 5th April 2022 at 7.00pm at Wortham Village Hall followed by the Parish Council Meeting at 7.30pm

**Meeting Close** - 9.25pm

# County Councillor Report

## APPENDIX 1

February 2022

### Wortham & Burgate Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

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'Levelling Up' – The Government has announced that Suffolk is to be included in its levelling up initiative. <https://www.gov.uk/government/news/government-unveils-levelling-up-plan-that-will-transform-uk> The first 9 areas invited to begin negotiations will be Cornwall, Derbyshire & Derby, Devon, Plymouth and Torbay, Durham, Hull & East Yorkshire, Leicestershire, Norfolk, Nottinghamshire & Nottingham, and Suffolk."

The Queen's Jubilee - Plans are in place this year for a Festival of Suffolk with many community events planned. Details can be found at: [www.festivalofsuffolk.org/](http://www.festivalofsuffolk.org/). A Jubilee Lunch is planned on Sunday 5 June and people are encouraged to host a street party or gather with neighbours. SCC will waive fees for road closures and offer free assistance with traffic management for all applications received before 11pm on Sunday 27 March. [www.suffolk.gov.uk/PlatinumJubileeEvent](http://www.suffolk.gov.uk/PlatinumJubileeEvent)

Please note that if the village wishes to put on an event, locality budget funding may be available.

Budget Progress - Suffolk County Council has outlined how it plans to focus resources in 2022/23. Under the proposals, the 2022-23 budget would rise by 4.5% (from £598.2 to £625.4m). The additional money would come from a 2.99% increase in Council Tax (including 1% dedicated social care precept), and an increase in grants received from the Government. The proposals were considered at the January scrutiny meeting, cabinet, and approved at full council on February 17<sup>th</sup>.

LED Street Light Replacement - On December 17<sup>th</sup> Suffolk's LED replacement programme had reached 10,000 LEDs. Bouygues Energies & Services, the lead contractor aims to replace all 43,400 streetlights in the County (including parish and district council lights) by the end of 2022.

New LED streetlights are dimmable and the timing adjustable in response to local/ parish requests. Suffolk is leading the country in introducing technology that enables lights to be dimmed when traffic levels reduce at the end of the day, and is aware of human and biodiversity sensitivity concerns over this form of light. Early engagement with planning is recommended.

Covid Vaccination and Booster Service – Information about the Suffolk and NE Essex services for Covid vaccinations and boosters can be found on: <https://sneevaccine.org.uk/>

**District Councillor's Report for Gislingham Ward: Mellis, Gislingham, Thornham, Wortham & Burgate, Wickham Skeith Parish Councils**

**Feb 2022 APPENDIX 2**

<p><b>A Peer Review of Mid Suffolk's Planning Committee processes</b></p>	<p>Waiting for the report.</p>
<p><b>Switch onto a new Digital Skills Programme for businesses</b></p>	<p>Business owners in Babergh and Mid Suffolk who want to learn new or improve their digital skills can now access free courses as part of a new business support programme.</p> <p>The Digital Skills Programme is part of Babergh and Mid Suffolk District Councils post-covid recovery strategy and is being run by MENTA using funding from Suffolk Inclusive Growth Investment Fund (SIGIF).</p> <p>The workshops, which are held virtually, are free to attend and cover topics such as online security, digital and social media marketing, e-commerce, and information management.</p> <p>Following the launch of the Virtual High Street in 2020, many businesses reported wanting to improve their digital skills to help their business engage with current and potential customers, but they needed support to help them understand which platforms they should be using and how to make them work for their business.</p> <p>The Digital Skills Programme was initially launched for businesses on the Virtual High Street and is now open to all businesses in the districts.</p> <p>In addition to the Digital Skills Programme, the recovery programme also includes the Virtual High Street, which operates in all five key towns and surrounding areas across Babergh and Mid Suffolk as well as the Innovate Local scheme.</p> <p>Innovate Local is supporting start-up businesses with access to a pitch at Stowmarket and Hadleigh markets while the Innovation Hubs will offer micro businesses start up support with desk space and business mentoring in Sudbury and Eye when they open later this year.</p>
<p><b>Mid Suffolk District Council Five-Year Housing Land Supply Position Statement 2021</b></p>	<p>The NPPF – National Planning Framework requires LPAs to prepare and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing. NPPF requires an additional buffer should be added to the five-year requirement. In the case of MSDC this is 5% to ensure choice and competition in the market for land. The Council's Local Housing Need figure is calculated by the government using the 'Standard Method' set out in the PPG. From 2017 to 2020 MSDC delivered 1567 dwellings against a target of 1524 dwellings. The Standard Method figure for Mid Suffolk district – with a 2021 base date – is 513 dwellings per annum ('dpa'). The basic five-year requirement is therefore 2,565 units. The Council has undertaken a thorough review of policy, guidance, and appeal precedent to determine the 'deliverability' of its sites. MSDC considers it can demonstrate a 'deliverable' supply of 5,319 units across the five-year period. This includes a windfall allowance of 70 dpa in years four and five. The Council's five-year housing land supply position. The Council therefore considers it can demonstrate 9.54 years supply.</p>

<p><b>Arrangements for Development Committees</b></p>	<p>Please note that for a temporary period the formal Development Control Committees will be replaced by informal Planning briefings held via TEAMS. The first of these will be Development Control Committee B on Wednesday 26 January 2022. An amended calendar invite will be sent shortly. These will be informal meetings of the members of the Development Control Committees to discuss upcoming planning applications and the expected recommendations of officers on them. The meeting will be asked to provide a steer as to the wishes of committee members as a group. The applications will thereafter be determined by the Chief Planning Officer under delegation. In reaching a decision the Chief Planning Officer will have regard to the views expressed informally to him by members of committee as a group. Committee members will be able to express their support for, or opposition to, a planning application during the discussion but will not be able to vote formally on whether or not to grant planning permission – this will be a decision for the Chief Planning Officer. The applicant, agent, objectors, supporters and other relevant third parties will have the opportunity to participate in these informal discussions.</p>
<p><b>Full Council Meeting 24th Feb.</b></p>	<p>The Green and Liberal Democrat Group will put forward an amendment to the budget. The proposal is that Mid Suffolk engage in a programme to provide two zero emission minibuses (electric) to operate on a network of routes to link communities together and to service critical locations. We should establish scheduled low cost or free services to complement and enhance demand responsive services provided by BSEVC (<a href="https://www.bsevc.co.uk/">https://www.bsevc.co.uk/</a>). The Council should work with the County and BSEVC or another appropriate operator to establish a service similar to the Counties Katch service (<a href="https://www.katchalift.com/">https://www.katchalift.com/</a>). Knowledge should be drawn from that service and established community bus services to ensure that accurate cost estimates and effective service parameters can be established.</p>
<p><b>Innovations Lab, Stowmarket</b></p>	<p>At a Presentation at The Mix, Stowmarket on 11th February I was again impressed by the work carried out at the Innovations Lab. Innovation Labs is an innovation hub, business hub and coworking space, strategically located within the heart of Stowmarket. Its aim is to foster: innovation, entrepreneurship, business growth and the development of an AI Centre of Excellence. This initiative is backed by Mid Suffolk District Council and will form the focal point for developing Stowmarket's world leading cluster of technology and manufacturing companies More to be found here: <a href="https://innovationlabsstowmarket.com/#about_section">https://innovationlabsstowmarket.com/#about_section</a></p>

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