

Wortham & Burgate Parish Council

Minutes of the Meeting of Wortham & Burgate Parish Council
held on Tuesday 18th June 2024 in Burgate Church Hall at 7.30pm

Councillors present: Jacky Bradley, Nick Castle, Susan Wright, Chris Williams, Richard Thornton, Alain Judd, Esta Piper, Liz Leeds and Jenny Piper.

In attendance: J. Challis – Parish Clerk, 16 members of the public

1. Chair's Welcome and to consider and approve apologies for absence

Cllr Bradley welcomed everyone to the meeting, and apologies received from Cllr Baker and Cllr Grocott were approved unanimously.

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

2.1 Annual Parish Council Meeting held on 21st May 2024 – Approval proposed by Cllr Wright, seconded by Cllr J. Piper and approved unanimously with 3 abstentions (councillors who were not present at the meeting).

2.2 Playing Field Committee Meeting held on 29th May 2024 – Approval proposed by Cllr Piper, seconded by Cllr Castle and approved unanimously with 5 abstentions (councillors who were not present at the meeting).

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 - 7:32pm

5.1 To receive residents' questions or comments – the members of the public were present to express their concerns regarding agenda item 10, National Grid's Norwich to Tilbury Consultation. The current route being consulted upon brings the placement of the pylons, access roads and all associated works within much closer proximity to Burgate. The members of the public present raised their concerns regarding the impact on both their individual properties, the village as a whole, and the surrounding road network. The Clerk confirmed that any concerns and/or information emailed to the Parish Council have been shared with councillors. After further discussion, Cllr Castle assured the members of the public that the council is very much aware of the impact of the current proposals, which will be discussed further by councillors under agenda item 10, and stressed the importance of residents responding to the consultation individually, in addition to the Parish Council's response. Cllr Bradley thanked the members of the public for their input, which will be taken into consideration when agenda item 10 is reached.

5.2 To receive reports from District & County Councillors –

No County Council report received.

DC Cllr Warboys read through his report, a copy of which can be found at the end of the minutes; Appendix 1.

6. To reconvene the meeting – 7:46pm

7. To receive the Chairman's report – Cllr Bradley apologised that the intended lighting of the beacon for the D-Day 80 Anniversary on 6th June 2024, did not go ahead.

2024/PC/31.....

Chair, Wortham & Burgate Parish Council

- 8. To receive the Clerk's report & o/s actions from the last meeting (For information only)**
- The table tennis table has been delivered, and will be installed by Cllr Baker shortly. The bats and balls ordered with the table are due to be delivered separately.
 - The completed wayleave agreements have been returned to County Broadband. Waiting for National Grid to reply regarding annual payments for the wayleaves they currently hold in the parish.
 - The new gov.uk domain and mailbox registration is due to be completed within the next couple of weeks.
 - Suffolk County Council have advised that the agreed 30mph extension on Mellis Road, cannot go ahead until a notice has been published, allowing for any objections or representations to be made. It is hope that this will be completed by the end of July 2024.

9. To confirm members of committees and working groups

Committee members were confirmed as follows:

- Planning Committee – Cllr Wright, Cllr Castle, Cllr J Piper, Cllr Williams, Cllr Leeds
- Playing Field Committee – Cllr Baker, Cllr Castle, Cllr Bradley, Cllr J Piper, Cllr E Piper
- Commons Committee – Cllr Williams, Cllr Grocott, Cllr Thornton, Cllr Bradley, Cllr Judd
- Employment Committee – Cllr Castle, Cllr Wright, Cllr Bradley, Cllr J Piper

Cllr Bradley asked Cllr Judd to give consideration to whether he would like to sit on more than one committee.

10. National Grid Norwich to Tilbury Consultation

Cllr Castle reported that he chaired the Parish Meeting to discuss the consultation which was held on 28th May 2024 in Wortham Village Hall. It was attended by CC Cllr Richard Rout, Graham Gunby National Infrastructure Planning Manager Growth, Highways & Infrastructure SCC, Bron Curtis MSDC Principal Planning Officer (remotely), CC Cllr Fleming and DC Cllr Warboys, Cllr Baker, Cllr Thornton and Cllr Grocott, Cllr Cross (Mellis PC), Cllr Kilbee and Cllr Saunders (both Finningham PC), the Clerk and 63 members of the public.

Due to the Election, National Grid have extended the deadline for submissions to 11:59pm Friday 26th July 2024.

A member of the public asked whether the PC has considered the impact on wildlife? Cllr Bradley said that yes, the impact on wildlife and biodiversity will be considered within the PC's response. Cllr Wright proposed the Parish Council objects to the consultation, and drafts a full response for approval at the next meeting, prior to the deadline for submission.

Seconded by Cllr Piper and approved unanimously.

The Clerk agreed to draft an initial response.

ACTION – Clerk as above.

7:59pm 15 members of the public left the meeting.

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

11.1 To consider – DC/24/02569 – Householder Application – erection of single storey extension (following removal of conservatory). Brook Cottage, Mellis Road, Wortham, IP22 1PY.

11.2 To consider – DC/24/02570 – Application for listed building consent – erection of single storey extension (following removal of conservatory). Brook Cottage, Mellis Road, Wortham, IP22 1PY.

Councillors agreed unanimously that they have no comment against DC/24/02569 or DC/24/02570.

11.3 To receive an update on – DC/24/01862 – Full Planning Application – Construction of open-sided agricultural building. West End Farm, The common, Mellis, Eye, IP23 8EF - **AWAITING DECISION.**

2024/PC/32.....

Chair, Wortham & Burgate Parish Council

11.4 To receive an update on – DC/24/01862 – Full Planning Application – Construction of open-sided agricultural building. West End Farm, The common, Mellis, Eye, IP23 8EF – **REFUSED.**

11.5 To receive an update on Oak Trees Burgate – **NO UPDATE.**

11.6 To receive an update - DC/24/01290 – Full Planning Application – Use of land for siting 8No Holiday Lodges. St Johns House, Lion road, Palgrave (part in the Parish of Wortham), Diss, Suffolk, IP22 1BA – **REFUSED.**

11.7 To receive an update - DC/24/01032 – Application for planning permission – householder application – erection of artists studio – 1 Green Farm Barns, Buggs Road, Burgate, Diss, IP22 1QG – **AWAITNG DECISION.**

11.8 To receive an update – DC/23/05426 – Cross Boundary Application – Installation of a solar farm comprising: ground mounted fixed tilt bifacial solar panels: access tracks; string inverters; conduits; perimeter fence; temporary construction compound and associated infrastructure and planting scheme. (EIA Development). Land North Of, Lion Road, Palgrave, Part in the Parishes of Wortham and Diss – **AWAITING DECISION.**

11.9 To receive an update – DC/24/00496 – Planning Application – Use of Land for stationing 23no. holiday lodges and 1no. lodge for site manager (resubmission of DC/21/05477). Honey Pot Farm Caravan Park, Bury Road, Wortham, IP22 1PW – **AWAITING DECISION.**

11.10 To receive an update – DC/24/00518 – Full Planning Application – Change of use of building from residential (C2/C2A) to house of multiple occupancy (HMO). St Johns House, Lion Road, Palgrave (part in the parish of Wortham), IP22 1BA – **WITHDRAWN.**

12. Common Land outside Wortham Primary School; school parking and access track

A letter has been received from Chris Simon, Chair of the Governors. It acknowledges the issues with parking outside the school, already identified by the Parish Council, and welcomes the opportunity to engage further with councillors.

After discussing it was agreed to arrange a meeting with representatives from the school, preferably before the end of term.

Cllr Bradley said the area discussed at the previous meeting as a possible parking solution, which is sited off the Mellis Road just past the bus shelter, is not suitable. It is privately owned; Suffolk County Council have confirmed that they do not own it, and it is currently being used as a wildlife area.

ACTION – Clerk to arrange meeting, as above.

13. Village Maintenance Working Group update and approval of expenditure

Cllr Wright created a Village Maintenance Plan detailing the agreed work by season, which was shared with councillors prior to the meeting. Cllr Bradley thanked Cllr Wright for creating the plan. Cllr Williams proposed the council accept the plan. Seconded by Cllr Castle, and approved unanimously. There was a discussion on whether to look at employing someone to carry out the work, or individual contractors. To be discussed further at the next meeting.

14. Redevelopment of the Pavilion Working Group update

Cllr Castle reported that he had a meeting with the local architect, which was also attended by Cllr Baker. The architect has estimated a cost of £1,800.00 – 2,500.00, to create initial plans. It was agreed to seek two comparable quotations before proceeding further.

ACTION – Cllr Castle as above.

8:30pm Cllr Castle left the meeting.

15. Approval of expenditure for pavilion repairs

Deferred.

2024/PC/33.....

Chair, Wortham & Burgate Parish Council

16. Grass Cutting Contract Terms 20224/25

At the Playing Field Committee meeting held on 29th May 2024, councillors recommended agreeing a 3-year contract with Top Garden Services for the grass cutting. The terms of the contract would mean that the annual cost of £1,620.00 plus vat would stay the same for the 3-year term. The level of expenditure requires decision of the full council.

Cllr J. Piper proposed the council agree to a 3-year contract with Top Garden Services. Seconded by Cllr E. Piper and approved unanimously.

ACTION – Clerk to confirm with Top Garden.

17. To approve the AGAR and Accounting Statements 2023/24.

The AGAR and Accounting statements 2023/24 were shared with councillors.

Approval proposed by Cllr Wright, seconded by Cllr E. Piper and approved unanimously.

Cllr Bradley and the Clerk then signed the AGAR statements, Section 1 & 2, and the Annual CIL Report.

The Clerk confirmed a breakdown of unused CIL monies as below, including the date of receipt. Neighbourhood CIL must be used within 5 years of receipt.

Amount	Date of receipt
£7,129.54	2021/22
£33,232.84	2022/23
£13,262.24	2023/24

ACTION – Clerk to publish and return AGAR and Accounting statements as required.

18. Accounts:

21.1 Account Balances as of 14th June 2024

21.1.1	Current Account	£56,104.64
21.1.2	Reserves Account	£73,648.15
21.1.3	Commons Account	£10,006.50

21.2 Account Payments

21.2.1	Jane Challis	June Salary	511.05
21.2.2	HMRC	June NIC payment	127.77
21.2.3	Niki Hinton	June Salary	111.54
21.2.4	Safe & Sound 10085	Mole control May	60.00
21.2.5	Wortham Village Hall	PC Meeting May 2024	22.00
21.2.6	Home Leisure Direct	Outdoor table tennis & bats	1023.96

21.3 Direct Debit Payments

16.3.1	HSBC	Bank charges June	8.00
--------	------	-------------------	------

Chair, Wortham & Burgate Parish Council

Additional payments:

21.2.8	Jane Challis	Expenses – mileage	48.24
--------	--------------	--------------------	-------

Approval of all payments en bloc was proposed by Cllr J. Piper; seconded by Cllr Thorton, and approved unanimously.

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

22.1 Playing Field Committee – Nothing further.

22.2 Commons Committee – Cllr Thornton reported that he has spoken to two people regarding cutting the common and removing the hay, at no cost to the PC. There are some areas of ragwort which will need to be left and cut separately. Cllr Thornton asked the Clerk to confirm whether the common is able to be cut from the 1st or 15th July 2024.

22.3 Finance Representative – a meeting with the Clerk is due to be held.

22.4 Employment Committee – nothing to report.

22.5 Planning Committee – nothing to report.

22.6 New Village Hall Working Group – nothing further to report.

22.7 Village Maintenance Working Group – nothing further to report.

22.8 VHMC – nothing to report.

22.8 Rights of Way – Cllr Williams said some of the bridleways are impassable on horseback. Cllr Wright reported the footpath by the Manor House is overgrown with nettles, and suggested the brewery could arrange to cut it. The Clerk will ask them.

22.9 Councillors – None.

20. Correspondence Received – Further emails have been copied to the Clerk, regarding a resident’s complaint to MSDC about campervans parking on the Ling. There are no further updates from MSDC regarding this yet.

21. To receive items for the next agenda – no new items.

22. The next meeting will be held on 23rd July 2024, at 7:30pm in Burgate Church Hall.

Meeting Close – 9:01pm

2024/PC/35.....

Chair, Wortham & Burgate Parish Council

