

# Wortham & Burgate Parish Council

Minutes of the Annual Meeting of Wortham & Burgate Parish Council  
held on Tuesday 21<sup>st</sup> May 2024 in Wortham Village Hall at 7.30pm

Councillors present: Jacky Bradley, Nick Castle, Susan Wright, Chris Williams, Carl Baker, Alain Judd, and Jenny Piper.

In attendance: J. Challis – Parish Clerk, DC Cllr Rowland Warboys,

**1. To elect a Chair of the Parish Council 2024/25**

Cllr Williams proposed Cllr Bradley, who indicated she was willing to stand. Seconded by Cllr J Piper and approved unanimously with 1 abstention (Cllr Bradley).

Cllr Bradley signed a Declaration of Acceptance of Office which was witnessed by the Clerk.

**2. To elect a Vice Chair of the Parish Council 2024/25**

Cllr Williams proposed Cllr Castle who indicated he was willing to stand. Seconded by Cllr Baker and approved unanimously with 1 abstention (Cllr Baker).

Cllr Castle signed a Declaration of Acceptance of Office.

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

Cllr Bradley welcomed everyone to the meeting, and apologies received from Cllr Grocott, Cllr Thornton, Cllr Leeds and Cllr E Piper were approved unanimously.

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

4.1 Parish Council Meeting held on Tuesday 23<sup>rd</sup> April 2024 – Agenda item 18.9: Cllr Williams said he did not recall the agreement to call a Parish Meeting to discuss National Grid's Norwich to Tilbury consultation. Approval proposed by Cllr Castle, seconded by Cllr J. Piper and approved unanimously with 1 abstention (Cllr Williams).

4.2 Planning Committee Meeting held on 16<sup>th</sup> April 2024 – Approval proposed by Cllr Wright, seconded by Cllr Williams and approved unanimously with 2 abstentions (Cllrs who were not present at the meeting).

**5. To record declarations of Interest from members in any item to be discussed – None.**

**6. To consider dispensations from members in any item to be discussed – None.**

**7. To adjourn the meeting for public participation - 7:45pm**

**7.1 To receive residents' questions or comments - none**

**7.2 To receive reports from District & County Councillors –**

CC Cllr Fleming's report can be found at the end of the minutes; Appendix 1.

DC Cllr Warboys read through his report, a copy of which can be found at the end of the minutes; Appendix 2.

Cllr Bradley thanked DC Cllr Warboys.

**8. To reconvene the meeting – 7:55pm**

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**9. To receive the Chairman’s report** – all covered elsewhere on the agenda.

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

- A Parish Meeting to discuss National Grid’s Norwich to Tilbury Consultation has been called for 28<sup>th</sup> May 2024 starting at 7pm in Wortham Village Hall. CC Cllr Richard Rout, Graham Gunby National Infrastructure Planning Manager Growth, Highways & Infrastructure SCC, Bron Curtis MSDC Principal Planning Officer, CC Cllr Fleming and DC Cllr Warboys have confirmed their attendance.
- Gislingham Pylons Awareness Walk is being held on 2<sup>nd</sup> June at 4pm.
- BMSDC Supplementary Planning Documents Consultation 15<sup>th</sup> May to 19<sup>th</sup> June 2024 – full details sent to councillors.
- A property was broken into on Long Green last week and reports state that jewellery was stolen. In the event of a crime, you can call the Police on 101, or online: <https://www.suffolk.police.uk/contact/af/contact-us-beta/contact-us/>  
In the event of an emergency always dial 999.

**11. Members’ consent to receive summons electronically**

All councillors signed their written consent to receive summons electronically.

**12. LGA Model Councillor Code of Conduct**

Cllr Wright proposed readopting the LGA Model Councillor Code of Conduct. Seconded by Cllr Castle and approved unanimously.

**ACTION – Clerk to update and publish.**

**13. To confirm members of committees and working groups**

Deferred to next meeting.

**14. National Grid Norwich to Tilbury Consultation**

After discussing, it was agreed to confirm the PC’s response at the next meeting, with more councillors present.

**15. Flooding and drainage issues on Long Green update**

No further issues reported.

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

**16.1** To consider – DC/24/01862 – Full Planning Application – Construction of open-sided agricultural building. West End Farm, The common, Mellis, Eye, IP23 8EF.

**16.2** To consider – DC/24/01862 – Full Planning Application – Construction of open-sided agricultural building. West End Farm, The common, Mellis, Eye, IP23 8EF.

No comment against both applications proposed by Cllr Wright, seconded by Cllr Williams, and approved unanimously.

**16.3 To receive an update on Oak Trees Burgate** – MSDC have advised that a site visit was recently undertaken which confirmed the situation remains unchanged. They are progressing their application for an injunction, but there is no time table for when that may happen.

**16.4 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 – **AWAITING DECISION.**

**16.5 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.**

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**16.6 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**

**16.7 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**

**16.8 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 – **AWAITING DECISION**

#### **17. Common Land outside Wortham Primary School; school parking and access track**

Cllr Wright and Cllr Castle presented the plan provided by Joshua White Suffolk Highways, to Mrs Clarke the Head of School, and are waiting for feedback to be sent to the Clerk. During the meeting Cllr Wright was advised that of 80 families attending the school, at least 50% live outside of Wortham.

Cllr Wright said that Cllr Leeds has shared the plan with residents who are overall supportive. Concerns raised were regarding the narrowing of the entrance and whether this will create an issue for delivery trucks, and the common area becoming a playground. Cllr Wright also reported that the common area appears to have been eroded by at least 3 feet, from being used as a parking area. Cllr Bradley will obtain updated quotations for the track.

**ACTION – Cllr Bradley as above.**

#### **18. Village Maintenance Working Group update and approval of expenditure**

Cllr Wright reported that the group is due to hold a meeting to confirm a list of works. Cllr Wright proposed ring fencing £4,000.00 from the PC reserves for this. Seconded by Cllr J Piper and approved unanimously. The Clerk will draw up draft Terms of Reference for approval.

When considering work to clear the pathways etc, Cllr Baker suggested that there is an overgrown area, which if cleared, may be suitable as a parking area to address the school parking issues. It is part of the old Mellis Road and is accessed just after the bus shelter as you turn from the A143 onto Mellis Road. It was agreed for the Clerk to speak to Joshua White at Suffolk Highways to see if this is an option that can be pursued.

**ACTION – Clerk as above.**

#### **19. Redevelopment of the Pavilion Working Group update**

Cllr Baker has made contact with a recommended local architect, and has arranged an initial meeting with them next week. Cllr Wright proposed approving expenditure up to £1,000.00 for charges relating to the initial meeting with the architect. Seconded by Cllr Baker and approved unanimously.

Cllr Wright suggested that Wymondham Rugby club is a good example to look at for ideas.

**ACTION – Cllr Baker to meet with architect as above.**

#### **20. Wayleave agreements**

County Broadband have confirmed that there are actually five areas, and not three, on land owned by the PC which they would like to conduct works in. They have forwarded full details, including payment amounts, with agreements to be signed and returned if approved by the PC. The work is due to be completed by the end of the year, and there will be a total one-off payment of £3,086.40 to the PC.

Approval proposed by Cllr Wright, seconded by Cllr Castle and approved unanimously.

**ACTION – Clerk to sign and return wayleave agreements, and arrange for payment to be made to the PC.**

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**21. Accounts:**

**21.1 Account Balances as of 16<sup>th</sup> May 2024**

21.1.1	Current Account	£60,592.29
21.1.2	Reserves Account	£73,527.00
21.1.3	Commons Account	£9,990.04

**21.2 Account Payments**

21.2.1	Jane Challis	May Salary	511.05
21.2.2	HMRC	May NIC payment	127.77
21.2.3	Niki Hinton	May Salary	101.60
21.2.4	Safe & Sound 10015	Mole control April	60.00
21.2.5	Wortham Village Hall	PC Meeting April 2024, inv 005	22.00
21.2.6	MSDC	Annual Play Inspection inv. 2009032	63.78
21.2.7	Magpie Tree & Fencing	Work to trees on Common inv. 1089	1,800.00

**21.3 Direct Debit Payments**

16.3.1	HSBC	Bank charges May	8.00
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**Additional payments:**

21.2.8	Jane Challis	Expenses – copy paper/mileage	9.50
21.2.8	Jane Challis	Expenses – mileage	13.32

Approval of all payments en bloc was proposed by Cllr Williams; seconded by Cllr Baker, and approved unanimously.

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

**22.1 Playing Field Committee** – A meeting will be held on 29<sup>th</sup> May 2024 at 6:30pm in the pavilion.

**22.2 Commons Committee** – nothing to report.

**22.3 Finance Representative** - nothing to report.

**22.4 Employment Committee** – nothing to report.

**22.5 Planning Committee** – nothing further 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** – Cllr J Piper said a VHMC meeting is due to be held on Thursday (23<sup>rd</sup> May 2024).

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**22.8 Rights of Way** – nothing to report.

**22.9 Councillors –**

Cllr Wright asked if there is an update as to when the 30mph extension on the Mellis Road will be completed.

**ACTION – Clerk to speak to Highways.**

Cllr Castle has ordered a new key for the filing cabinet in the pavilion, as the original cannot be found. Once opened the contents will be sorted through and the items which need to be kept will be archived to Ipswich. The cabinet is very large and cumbersome, so disposal options will be looked at.

9:00pm Cllr Judd left the meeting

**23. Correspondence Received** – The Trust Estates Manager of All Saints School Trust has requested that the hedge in front of the school be looked at, as it is now significantly overgrown and blocking the arches.

**ACTION – Clerk to speak to Highways as the hedge is on their land and their responsibility.**

**24. To consider training requests** – SALC have arranged four online planning webinars being hosted by Birketts on 4<sup>th</sup>, 12<sup>th</sup>, 17<sup>th</sup>, and 26<sup>th</sup> June 2024. Each webinar costs £35 and is per PC, not per delegate. Members of the Planning Committee and the Clerk would like to attend. Approval to book all four webinars at a total cost of £140.00 plus VAT proposed by Cllr Wright, seconded by Cllr Castle and approved unanimously.

**ACTION – Clerk as above**

**25. To receive items for the next agenda** – no new items.

**26. The next meeting will be held on 18<sup>th</sup> June 2024, at 7:30pm in Burgate Church Hall.**

**Meeting Close** – 9:09pm



