

Wortham & Burgate Parish Council

To all members of the Public

You are invited to attend a Parish Council meeting to be held on Tuesday 28th July 2026 at 7.15pm at Burgate Church Hall.

The Press are welcome to attend.

AGENDA

- 1. Chairs' welcome and to consider and approve apologies for absence**
- 2. To receive members' declarations of interest and requests for dispensation on agenda items**
- 3. To approve the draft minutes of previous Parish Council meetings:**
 - 3.1 Playing Field Committee Meeting held on 23rd June 2026
 - 3.2 Parish Council Meeting held on 23rd June 2026
- 4. Public participation session to include District and County Councillors Reports**
 - 4.1 To receive residents' questions or comments
 - 4.2 To receive reports from the District and County Councillors
- 5. To receive the Chair's Report**
- 6. To receive the Clerk's Report and o/s actions from the last meeting (for information only)**
- 7. To consider, agree and/or note new planning application:**
 - 7.1 - To consider Application for Planning Permission - DC/26/02626**

Proposal: Change of use of land to residential and erection of garage
Location: Keswick Lodge, Magpie Green, Wortham, Diss, Suffolk IP22 1RG
 - 7.2 - To receive an update for Application for Listed Building Consent - DC/26/01392**

Proposal: Retrospective application for a full roof replacement
Location: 2 Hilltop Cottage, Long Green, Wortham, Diss Suffolk IP22 1PW
 - 7.3 - To receive an update for Planning Permission - DC/26/01610**

Proposal: Householder Application - Erection of a two-storey rear extension, replacement porch and internal alterations
Location: Marsh Cottage, The Marsh, Wortham, Diss Suffolk IP22 1PN
 - 7.4 - To receive an update for Planning Permission - DC/26/01844**

Proposal: Full Planning Application (Retrospective) - Subdivision of four blocks of buildings to provide 7no. individual premises with the following changes of use: Unit 1B - Woodworking (B2), Unit 3A - Office (E(g)(i)), Unit 3B - Storage (B8), Unit 4 - Office (E(g)(i)) and associated alterations, Unit 5 - Metal Fabrications (B2), Unit 6 - Storage (B8) and Unit 7 - Storage (B8) with Office (E(g)(i))
Location: The Rookery, Bury Road, Wortham, Diss, Suffolk IP22 1RB
 - 7.5 - To receive an update - Oak Trees, Burgate**

8. Member's consent to receive summons electronically.

9. Wortham Pavilion Improvement update

10. To consider and discuss a Community Emergency Plan

11. To consider, discuss and agree to Cheque Signatory/Mandate changes

12. To consider, discuss and agree to Nest as a Pension Provider

13. To consider, discuss and agree Commons Clearance and General Village Upkeep

14. To consider, discuss and agree quotes for Tree Work required

15. Accounts

15.1 Account balances as of 20th July 2026

15.1.1	Current Account	£32181.35
15.1.2	Reserves Account	£76187.32
15.1.3	Commons Account	£10351.50

15.2 Account Payments

15.2.1	HMRC	Interest Payment	22/23	£103.39
15.2.2	HMRC	Interest Payment	23/24	£165.73
15.2.3	HMRC	Charge	25/26	£102.68
15.2.4	HMRC	J Challis	February Salary	£377.93
15.2.5	CK Architectural	Full Planning Application	1191398-0553	£1500.00
15.2.6	CK Architectural	Pre Application	1193420-0553	£540.00
15.2.7	Top Garden Services	June Grass Cutting	3908	£216.00
15.2.8	MSDC	Dog & Litter Bins	2000039984	£618.00
15.2.9	Garwoods of Suffolk	Pollard tree	1012	£480.00
15.2.10	Wortham Village Hall	Window Cleaning	192	£20.00
15.2.11	PKF Littlejohn	External Audit 24/25	SB20253364	£348.00
15.2.12	Safe & Sound	Mole Control	11973	£60.00
15.2.13	Wave	Water - Pavilion	16816145	£80.65
15.2.14	J Wright	Mileage Expenses	June/July	£48.75
15.2.15	J Wright	Office Expenses	June/July	£141.33
15.2.16	Admin Payments	Salaries	July	Not itemised due to GDPR
15.2.17	Admin Payments	Salaries	August	Not itemised

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15.2.18	HMRC	Salaries	July	Not itemised due to GDPR
15.2.19	HMRC	Salaries	August	TBA
15.2.20	HMRC	Interest Payment	25/26	£0.07

15.3 Direct Debit Payments

15.3.1	O2	Mobile Phone	£30.00
15.3.2	Eon Next	Electricity Pavilion	£69.08

15.4 Receipts

15.4.1	Interest	Reserves account	£80.07
15.4.2	Interest	Commons account	£10.88
15.4.3	Wortham Bowls Club	Rent 26/27	£60.00
15.4.4	HMRC	VAT Reclaim 1st April - 30th June 26	£3905.46

Additional payments/receipts received prior to the meeting.

16. To receive items from Committees/Working Groups/ Councillors (for information only)

- 16.1 Playing Field Committee
- 16.2 Commons Committee
- 16.3 Finance Representative
- 16.4 Employment Committee
- 16.5 Planning Committee
- 16.6 Redevelopment of the Pavilion Working Group
- 16.7 VHMC
- 16.8 Rights of Way
- 16.9 Councillors

17. Correspondence Received

18. To receive items for the next Agenda

19. Date and time of the next Meeting Tuesday 15th September 2026 at 7.15pm to be held in Burgate Church Hall

JWright

Jane Wright

Wortham & Burgate Parish Clerk/RFO

78 Pilgrims Way, Harleston, Norfolk IP20 9QG