

Wortham & Burgate Parish Council

Minutes of the Meeting of Wortham & Burgate Parish Council
held on Tuesday 3rd February 2026 in Wortham Pavilion at 7.15pm

Councillors present: Susan Wright, Nick Castle, Jacky Bradley, Jenny Piper, Chris Williams, Stephen Beckett-Doyle, Kirsty Neve
In attendance: DC Cllr Warboys
Apologies: Michelle Canty

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

Cllr Wright welcomed everyone to the meeting, and apologies received from Cllr Canty were approved unanimously. Apologies were noted from Cllr Fleming and the Parish Clerk. Cllr Castle agreed to take the minutes in the absence of the Clerk.

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

2.1 Parish Council Meeting held on 25th November 2025 – approval proposed by Cllr Piper, seconded by Cllr Williams and approved unanimously.

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

5.1 To receive residents' questions or comments – None.

5.2 To receive reports from the District and County Councillors – CC Cllr Fleming's report can be found as Appendix 1. DC Cllr Warboys's report can be found as Appendix 2. DC Cllr Warboys highlighted some specific areas in his report specifically social housing and Mid Suffolk District Council's approval of 1.8m in funding over the next three years for Biodiversity and Nature Recovery. Cllr Wright thanked DC Warboys for his recent support of funds to relocate the kitchen in the pavilion.

6. To reconvene the meeting

7. To receive the Chair's report – Cllr Wright informed the council that the Parish Clerk, Jane Challis had resigned and would be working her notice period until the 26th February, Cllr Wright has accepted her resignation, we will be working with Jane over the next few weeks to facilitate a handover. Cllr Castle has written a Job Description for a new Clerk and has a meeting lined up with our previous Clerk who has showed an interest to return to the role.

8. To receive the Clerk's report & o/s actions from the last meeting (For information only) – None as not present.

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

Cllr Wright proposed that we moved these forward to the meeting on the 17th February to give the planning committee time to look through the new application, seconded by Cllr Castle and approved unanimously.

9.1 To consider – DC/26/00187 – Householder Application – Alterations to existing garage to form new annex and erection of new cart lodge. Oak Wood house, Long Green, Wortham, IP22 RD.

9.2 To receive an update – DC/25/04756 – Householder Application – Proposed ground floor shower room extension. Beehive Cottage, The Ling, Wortham, IP22 1ST.

9.3 To receive an update – DC/25/04757 – Application for Listed Building Consent – Proposed ground floor shower room extension. Beehive Cottage, The Ling, Wortham, IP22 1ST.

9.4 To receive an update – DC/25/03103 - Application under S73a for Removal or Variation of a Condition following grant of Planning Permission DC/18/01083 dated 07/07/18 Town and Country Planning Act 1990 (as amended) Conversion of outbuilding and erection of extension to create annexed accommodation – to vary Condition 4 (Occupation Restriction) to allow for the use of the residential annexe as a holiday let when not required as an annexe. New Waters Farm, Bury Road, Wortham, IP22 1QH.

9.5 To receive an update – DC/25/03257 – Planning Application – Construction of ground mounted solar panel arrays and associated infrastructure which will have the ability to export 49.9MW (AC) electricity. Construction of new vehicular access (EIA Development). Land at Stone Cottages, Bury Road, Botesdale, IP22 1QH.

10 National Grid Norwich to Tilbury – invitation from Planning Inspectorate to preliminary meeting and notification of hearings

Information on these meetings was distributed by the Clerk directly to Councillors should they wish to attend.

11 EN0110019 EcoPower Suffolk Solar Project EIA Scoping Notification

This has been forwarded to all Councillors by the Clerk.

12 Wortham Pavilion Improvements, including schedule of works received from CK Architectural Services

Cllr Wright shared the schedule with the council and informed the council that the first visit was scheduled for the 11th February at the pavilion, the expense has previously been approved.

To consider a quote from Allum Electricals to replace all the lighting both inside and outside of the pavilion with LED lighting and to conduct a full electrical assessment of the building. The cost of £2640.00 + VAT was proposed by Cllr Williams, seconded by Cllr Piper and approved unanimously.

To consider a quote from S Frost to replace the faulty shower heads and valves. The cost of £3219.43 +VAT was proposed by Cllr Williams, seconded by Cllr Judd and approved unanimously.

To consider a quote from S Frost to replace all the sanitary ware in toilets, it was discussed that these were now 25years old. The cost of £4127.57 + VAT was proposed by Cllr Castle, seconded by Cllr Piper and approved unanimously.

13 Wortham Post Office Track

Cllr Bradley has visited Waterfield's who were waiting for our go-ahead on the type of surfacing we required, this has been confirmed and they plan to start around March. Cllr Bradley will continue to liaise with them directly and once we have more of a confirmed date we need to liaise with the Post Office.

14 Quotations for cutting of the common and capital works

These were discussed and moved forward to the agenda for the 17th of February, we really need an approximate total figure instead of an hourly rate to approve the expenditure.

15 Wortham Primary School Working Group Update

No real progress as we don't have the final land ownership boundaries, Cllr Bradley mentioned that she does and will bring to the meeting on 17th February.

16 Village Maintenance Committee update and approval of expenditure

Work previously agreed on the Bus shelter on Mellis Road has been completed, no further expenditure to be approved at this time.

17 Budget 2026/27.

Prepared by the Clerk and shared with councillors prior to the meeting. Proposed by Cllr Williams, seconded by Cllr Piper and approved unanimously

18 Precept Request

Cllr Williams proposed the Precept be rounded to £22100, seconded by Cllr Piper and approved unanimously.

19 Accounts:**19.1 Account Balances as of 29th November 2026**

19.1.1	Current Account	£58,659.45
19.1.2	Reserves Account	£75,689.10
19.1.3	Commons Account	£10,283.80

19.2 Account Payments

19.2.1	Safe & Sound inv. 11508	Mole control December	£60.00
19.2.2	Safe & Sound inv. 11453	Mole control November	£60.00
19.2.3	February admin	J. Challis and N. Hinton salaries (incl. holiday pay)	£1,709.14
19.2.4	CK Architectural Midlands Ltd	Architect work for Pavilion improvements	£1,440.00
19.2.5	January admin	J. Challis and N. Hinton salaries	£802.70
19.2.6	J. Challis expenses	Printer ink & mileage	£92.74
19.2.7	T. Kerry inv 64	Clearing pathways	£480.00
19.2.8	Wortham Village Hall	Pavilion window cleaning Aug	£20.00
19.2.9	S. Frost inv 892	Repairs to bus shelter on Mellis Road	£654.50
19.2.10	S. Frost inv 891	Pavilion repairs (urinal)	£60.00

19.3 Direct Debit Payments

19.3.1	HSBC	Bank charges Nov & Dec	16.00
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19.4 Receipts

19.4.1	MSDC	Locality award for Wortham Pavilion kitchen relocation	£3,335.00
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Cllr Wright suggested that these should be approved as a block except for the February wages as it's too early in the month to approve these and these should be moved to the meeting on 17th February for approval. Cllr Piper proposed approval on this basis, seconded by Cllr Bradley and approved unanimously.

20 To receive and discuss items from Committees / Working Groups

20.1 Playing Field Committee – Now short of two members

20.2 Commons Committee – nothing to report.

20.3 Finance Representative – – Some work to be done including external audit

20.4 Employment Committee – Nothing to report not covered in the main agenda.

20.5 Planning Committee – Next meeting before the Parish Meeting on the 17th of February

20.6 Redevelopment of the Pavilion Working Group – Nothing to report not covered in the main agenda.

20.7 Village Maintenance Committee – Nothing to report not covered in the main agenda

20.8 VHMC – Have been invited to join us for a meeting, probably around March

20.9 – Rights of Way – – A need to recruit a keen walker to cover the rights of way in Wortham, potential that we advertise this on the PC's Facebook page when this is back up and running.

20.10 Councillors – Cllr Bradley, Parish Litter pick will be in March once the weather has improved a bit. Cllr Wright, clearing of old signs left by the road side will be looked at at the same time as the litter pick. No other business raised.

20 Correspondence Received – all covered elsewhere on the agenda.

21 To receive items for the next agenda – as per the agenda, including litter pick.

22 The next meeting will be held on 17th February 2026, at 7:15pm in Wortham Pavilion.

Meeting Close –