

Wortham & Burgate Parish Council

Minutes of the Meeting of Wortham & Burgate Parish Council
Held on Tuesday 28th July 2026 in Burgate Church Hall at 7.15pm

Councillors present: Stephen Beckett-Doyle, Jacky Bradley, Nick Castle, Alain Judd, Neil Kewley, Jenny Piper, Chris Williams & Susan Wright

In attendance: Clerk Jane Wright, District Councillor Warboys & Chair of Wortham Village Hall. Apologies received from County Councillor Bains.

Councillor Neve advised that she would be arriving late

1. **Chairs' welcome and to consider and approve apologies for absence** - Cllr Wright welcomed everyone to the meeting.
2. **To receive members' declarations of interest and requests for dispensation on agenda items**
- None
3. **To approve the draft minutes of previous Parish Council meetings:**
 - 3.1 Playing Field Committee Meeting held on 23rd June 2026 - approval proposed by Cllr Piper seconded by Cllr Kewley and approved unanimously as a true record with 3 abstentions (councillors who were not present at the meeting)
 - 3.2 Parish Council Meeting held on 23rd June 2026 - approval proposed by Cllr Castle, seconded by Cllr Piper and approved unanimously as a true record with 2 abstentions (councillors who were not present at the meeting)
4. **Public participation session to include District and County Councillors Reports**
 - 4.1 To receive residents' questions or comments - Cllr Wright gave an update to the Chair of the Village Hall on the progress of the proposed redevelopment of the Pavilion. The Pre Planning application has now been submitted and a decision should be made by 27th August. The architect has been asked to look into the costing of the project should it be approved. It was agreed that legal advice will have to be taken with respect to the restrictions within the deed of gift with respect to the purpose of the use of the land the village hall sits in before any redevelopment can take place.
Cllr Warboys said that he will look into funding options on the Parish Council's behalf.
The Open Day is scheduled for Saturday 1st August.
7.33pm Chair of Wortham village Hall left the meeting
7.33pm Cllr Judd left the meeting for a personal matter
 - 4.2 To receive reports from the District and County Councillors - Cllr Warboys gave a resume of his report that had been circulated to Councillors prior to the meeting. See Appendix 1

7.41pm Cllr Neve arrived at the meeting
7.45pm Cllr Warboys left the meeting
7.47pm Cllr Judd returned to the meeting
5. **To receive the Chair's Report** - Nothing to report, as everything will be covered elsewhere on the agenda.

2026/PC/29.....DRAFT.....

Chair, Wortham & Burgate Parish Council

Wortham & Burgate Parish Council

6. To receive the Clerk's Report and o/s actions from the last meeting (for information only) -

The completion letter has been received from PKF Littlejohn for the 2024/25 accounts. The 2025/26 have been submitted and awaiting review.

The repairs to the zip line are scheduled for Wednesday 5th August.

The Clerk will be attending a webinar on Wednesday 29th July for the N2T Community Fund

A phone call has been received from a concerned resident regarding the ponies on the common.

The caller was advised that this has been an ongoing situation with various authorities involved.

Contact has been made with UK Power Networks to chase up backdated Wayleave payments.

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 - The planning

application was circulated to councillors prior to the meeting. After discussing the application

it was proposed by Cllr Piper that the Parish Council has no objection to this application, seconded

Cllr Neve and approved unanimously.

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 - AWAITING DECISION

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 - AWAITING DECISION

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 - WITHDRAWN

7.5 - To receive an update - Oak Trees, Burgate - NO UPDATE

8. Member's consent to receive summons electronically - Councillors all completed their consent to receive summons electronically.

9. Wortham Pavilion Improvement update - Most of the update had been covered at minute reference 4.1. Cllr Castle to put together a questionnaire in readiness for the Open Day. Cllr Piper and Cllr Castle, together with Cllr Wright will all be available on Saturday 1st August.

10. To consider and discuss a Community Emergency Plan - Cllr Wright and the Clerk had a meeting with a representative from MSDC to discuss completing a Community Emergency Plan. There are lots of risks to consider and it was felt that a plan needs to be drawn up. The plan will need the help of not only the Parish Council and more people would need to be involved. Flyers left by MSDC will be made available at the Open Day and a draft plan will be put together in due course.

Wortham & Burgate Parish Council

- 11. To consider, discuss and agree to Cheque Signatory/Mandate changes** - The current cheque signatories are out of date. It was proposed that the changes be made and that the new signatories be Cllr Castle, Cllr Piper and Cllr Wright - unanimously agreed. **Clerk to contact HSBC to make changes.**
- 12. To consider, discuss and agree to Nest as a Pension Provider** - Cllr Castle proposed that Nest be set up as the Parish Council's Pension Provider and that the Clerk be registered, seconded Cllr Williams and approved unanimously. **Clerk to liaise with Cllr Castle to complete the necessary update with the Pension Regulator and Nest.**
- 13. To consider, discuss and agree Commons Clearance and General Village Upkeep** - The area near the Mellis junction has now been cut. Cllr Wright suggested that a schedule be drawn up for a period of 18 months for the upkeep of this area and others around the village. Cllr Piper proposed, seconded Cllr Castle and approved unanimously with 1 abstention. **Clerk to liaise with Cllr Wright to draw up a schedule of work**
- 14. To consider, discuss and agree quotes for Tree Work required** - 2 quotes have been received to carry out tree work on the common. It was proposed by Cllr Castle that the quote from Magpie Tree & Fencing be accepted, seconded by Cllr Williams and approved unanimously. **Clerk to contact Magpie Tree & Fencing**

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 26 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

Wortham & Burgate Parish Council

15.2.8	MSDC	Dog & Litter bins	2000039984	£618.00
15.2.9	Garwoods of Suffolk	Pollard Willow 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 due to GDPR
15.2.18	HMRC	Salaries	July	Not itemised due to GDPR
15.2.19	HMRC	Salaries	August	Not itemised due to GDPR
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.

15.2.21	J Wright	Pre Planning Application Fee - MSDC	PAA860285493	£84.00
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15.2.22	MSDC	Annual Play Inspection Fee 2026	2000040055	£78.64
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Income & Expenditure Reconciliation was presented and signed by the Chair.

Overtime payments to the Clerk had been authorised by the Chair prior to the meeting.

It was proposed by Cllr Williams that all payments be approved en bloc, seconded by Cllr Williams and approved unanimously.

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

16.1 Playing Field Committee - The Clerk has received an email asking for a Facility Audit from the Suffolk Football Association as it was thought Wortham had hosted a female affiliated game in the 25/26 season. The contact for Palgrave Wanderers was unaware of one and as were any Councillors. **Clerk to advise Suffolk FA**

16.2 Commons Committee - covered elsewhere on the agenda

16.3 Finance Representative - nothing to report

16.4 Employment Committee - meeting to be arranged

16.5 Planning Committee - meeting to be arranged as new Planning Application received prior to this meeting

16.6 Redevelopment of the Pavilion Working Group - nothing to report from the working group and redevelopment covered elsewhere on the agenda

16.7 VHMC - nothing to report

16.8 Rights of Way - The footbridge near Mellis Common and Putney Hall Farm is damaged and cordoned off. **Clerk to make enquiries to find out when repair will be carried out by SCC.** A footpath leading to Burgate is overgrown. **Clerk to liaise with Cllr Neve to ascertain the footpath number and then report to MSDC**

16.9 Councillors - Cllr Neve asked if any enquiries have been made about arranging a traffic survey along Long Green. The clerk advised that a fee is payable of between £435 and £485 plus VAT. Cllr Kewley asked if a survey could also be carried out along Church Road due to traffic travelling at high speed.

Cllr Neve proposed that a survey be carried out, seconded Cllr Piper and unanimously agreed with 1 abstention. Clerk to liaise with Cllr Neve to determine the best position for the surveys to take place.

17. Correspondence Received - A resident near to the Primary School raised his concerns about the state of the track and was unhappy with the Parish Council's decision to put any repairs on hold.

A resident is very unhappy with the ponies being on the common and the owner of the ponies driving his vehicle on the common to gain access to them.

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

APPENDIX 1