

# Worham & Burgate Parish Council

## To all members of the Council

You are duly summoned to attend the Annual Parish Council meeting of Worham & Burgate Parish Council to be held on **Tuesday 19th May 2026 at 7.15pm in Worham Pavilion.**

The Public and Press are welcome to attend.

## AGENDA

- 1. To elect a Chair of the Parish Council for 2026/2027**
- 2. To elect a Vice Chair of the Parish Council for 2026/2027**
- 3. Chair's welcome and to consider and approve apologies for absence**
- 4. To approve the draft minutes of previous Parish Council meetings:**
  - 4.1 Parish Meeting 21st April 2026
  - 4.2 Parish Council Meeting 21st April 2026
  - 4.3 Playing Field Committee Meeting 11th May 2026
  - 4.4 Commons Committee Meeting 11th May 2026
- 5. To receive Declarations of Interest from members on agenda items**
- 6. To consider requests for dispensations from members on agenda items**
- 7. To appoint the Committees/Sub Committees/Working Groups**
- 8. Public participation session to include District and County Councillors Reports**
  - 8.1 To receive residents' questions or comments
  - 8.2 To receive reports from the District and County Councillors
- 9. To receive the Chair's Report**
- 10. To receive the Clerk's Report and o/s actions from the last meeting (for information only)**
- 11. To consider, agree and/or note new planning application:**
  - 11.1 - To consider Application for Planning Permission - DC/26/01585**

Proposal: Householder Application - Demolition of existing garage and erection of single storey side & rear extensions. Amendments to existing fenestration.  
Location: Sunnyview, Long Green, Worham, Diss Suffolk IP22 1RD
  - 11.2 - To consider Application 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, Worham, Diss, Suffolk IP22 1RB
  - 11.3 - To receive an update DC/26/00187 - Householder Application - Alterations to existing garage to form a new annex and erection of a new cart lodge. Oak Wood House, Long Green, Worham IP22 IP22 1RD - GRANTED**

**11.4 - 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 - **AWAITING DECISION**

**11.5 - To receive an update** - Oak Trees, Burgate - **NO UPDATE**

**12. Wortham Pavilion Improvement update**

**13. Wortham Primary School Working Group update**

**14. To consider the repairs to Playground Equipment**

**15. To consider Electricity Supplier for the Pavilion**

**16. Internet installation at Pavilion update**

**17. Annual Accounts for 2025/2026**

- 17.1 To receive the Internal Audit Report for the 2025/2026 Accounts from Trevor Brown
- 17.2 To appoint an Internal Auditor for 2026/2027
- 17.3 To approve AGAR (Annual Governance Accountability Review) Section 1, Section 1 'No Responses' and Section 2 for 2025/2026
- 17.4 To approve the Accounts 2025/2026
- 17.5 To approve Asset Register 2025/26

**18. Policy Review and Approval**

- Standing Orders\*
- Financial Regulations\*
- Terms of Reference (Amalgamed Version)
- IT Policy
- Data Protection (GDPR) Policy
- Retention of Data and Documents Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme

**19. Accounts**

19.1 Account balances as of 13/05/2026

19.1.1	Current Account	£37716.53
19.1.2	Reserves Account	£76024.60
19.1.3	Commons Account	£10329.39

19.2 Account Payments

19.2.1	Safe & Sound	Mole Control	11816	£60.00
19.2.2	Pear Space	<a href="https://www.gov.uk">.gov.uk</a> domain registration/renewal	INV-PS0089	£90.00
19.2.3	Trevor Brown	Internal Audit	2024/2025	£329.70
19.2.4	121 Computer Services	Computer Security (July 2024 invoice)	45701	£69.98

19.2.5	Admin Payments	Not itemised due to GDPR	May Salaries	£1665.05
19.2.6	J E Wright	Expenses	April/May	£149.13
19.2.7	T G Askew	Planings for Village Hall Track	54049	£732.00
19.2.8	Wortham Village Hall	Window Cleaning Pavilion	172	£40.00
19.2.9	Pear Space	Accessibility Report for website	INV-PS0101	£70.00

### 19.3 Direct Debit Payments

19.3.1	EON	Electricity Pavilion	£TBA
19.3.2	O2	Mobile Phone	£24.24

### 19.4 Receipts

19.4.1	Interest	Commons Account	£10.86
19.4.2	Interest	Reserves Account	£79.90
19.4.3	County Broadband	Wayleaves	£2320.50

Additional payments/receipts received prior to the meeting.

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

- 20.1 Playing Field Committee
- 20.2 Commons Committee
- 20.3 Finance Representative
- 20.4 Employment Committee
- 20.5 Planning Committee
- 20.6 Redevelopment of the Pavilion Working Group
- 20.7 Village Maintenance Committee
- 20.8 VHMC
- 20.9 Rights of Way
- 20.10 Councillors

## 21. Correspondence Received

## 22. To receive items for the next Agenda

## 23. Date and time of the next Meeting Tuesday 23rd June at 7.15pm to be held in Burgate Church Hall

*J Wright*

Jane Wright

Parish Clerk/RFO

78 Pilgrims Way, Harleston, Norfolk IP20 9QG