



You are invited to the MONTHLY MEETING of Worstead Parish Council to be held in the Queen Elizabeth Hall on **Tuesday 14th May 2019 at 7.30pm** for the purpose of transacting the following business.

AGENDA FOR MONTHLY MEETING

- 1 To elect the Chairman for the coming year
- 2 To elect the Vice-Chairman for the coming year
- 3 Open forum for Public Participation: an opportunity to hear from members of the public
- 4 To consider co-optation of a councillor for the vacancy arising from the election process
- 5 District / County Councillor
- 6 To open the Council meeting and consider acceptance of apologies, if applicable.
- 7 To resolve whether to approve the minutes of the Monthly Meeting held on 23rd April 2019.
- 8 To review the Annual Parish Meeting minutes held on 16th April 2019 for accuracy (to be approved at the next Annual Parish Meeting in April/May 2020)
- 9 To receive any declarations of interest in items on the agenda and any requests for dispensation
- 10 Election of Working Groups
- 11 Finances and Administration:
 - a. To consider approval of Statement of Account and Bank Reconciliation
 - b. To consider the following invoices and resolve whether to make payments for:
NALC WordPress Training Invoice *(Transparency grant received)* £55.00
 - c. To receive Internal Auditors report
 - d. To approve Certification of Exemption
 - e. To approve the Annual Governance Statement in the 2018-19 Annual Return
 - f. To approve the Statement of Accounts in the 2018-19 Annual Return.
 - g. To consider village hall office hire
 - h. Update on Parish Council website
 - i. To consider and resolve Insurance renewal
 - j. To consider training
 - k. Financial Correspondence: None
- 12 Planning:
 - a. To receive new applications and make comment:
PF/19/0567 - The Coach House, Withergate Road, Worstead, NORTH WALSHAM, NR28 9SE - Conversion of outbuilding to holiday let / annexe at ground floor and domestic studio at first floor (Retrospective) – **(amended description)**
PF/19/0654 - The White Lady, Front Street, Worstead, North Walsham, NR28 9RW - Erection of single storey building for use as a holiday unit, demolition and reconstruction of boundary wall & relocation of existing visitor parking
LA/19/0655 - The White Lady, Front Street, Worstead, North Walsham, NR28 9RW - Works to facilitate erection of single storey building for use as a self-contained holiday unit, demolition and partial reconstruction of boundary wall
 - b. To receive planning updates and decisions : None
 - c. To discuss and agree a response to - Consultation on Draft Design Guide, Landscape Character Assessment & Landscape Sensitivity Assessment Supplementary Planning Documents
 - d. To discuss and agree a response to - Consultation on First Draft Local Plan (Under Regulation 18), Supporting Documents, & Call for Sites in 'Small Growth Villages'
- 13 Leisure and Recreation:
 - a. Play equipment report
 - b. Bittern Line/Train Station update
 - c. To receive update report on the 'Churchyard Conservation Scheme'

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- d. To consider parishioner request re: conservation scheme on green outside school
- e. To discuss and consider school sign repairs
- f. To discuss and consider Pre School request for forest school area on playing field

14 Highways:

- a. To update regarding the noticeboard at Meeting Hill
- b. To update and agree schedule for locations of SAM2 devices

15 Queen Elizabeth Hall:

- a. To receive report
- b. To discuss and consider car park improvements

16 Reports to be raised for consideration and resolved if necessary:

- a. Graveyard extension progress report.
- b. Phone boxes update

17 Matters for discussion (for information only)

18 Items for next agenda: **25th June 2019**

19 To receive correspondence and agree response (if any):
Nominations for our new Norfolk ALC Executive (following May elections)

Sarah Martin – Clerk on behalf of Worstead Parish Council

Sarah Martin

Dated: 8th May 2019