

WORSTEAD PARISH COUNCIL

Worstead Parish Council, Sarah Martin. Email: clerk.worsteadpc@gmail.com Tel: (01692) 535775
 Website: www.worsteadparishcouncil.norfolkparishes.gov.uk



Minutes of Worstead Annual Parish Council meeting held at Queen Elizabeth Hall Tuesday 14th May 2019 at 7.30pm

Present: S. Cole (Chair), R. Barrett, A. Bond, J. Allen, S. Harris, S. Ginn, A. Millar, K. O'Hara and M. Smith (co-opted)

Also in attendance: 2 members of the public

Clerk: Mrs. Sarah Martin.

<p>1:</p> <p>2:</p> <p>3:</p> <p>4:</p> <p>5:</p> <p>6:</p> <p>7:</p> <p>8:</p> <p>9:</p>	<p>Simon Cole opened the meeting and welcomed all to the Annual Parish Council Meeting.</p> <p>To elect the Chairman for the coming year Cllr. Simon Cole was nominated as Chairman by Cllr. Harris; this was seconded by Cllr. O'Hara. With no further nominations, all agreed to elect Cllr Cole to serve as Chairman for the coming twelve months. Cllr Cole signed the Declaration of Acceptance and thanked Councillors for their support.</p> <p>To elect the Vice-Chairman for the coming year Cllr. Cole invited nominations for the office of Vice-Chairman. Cllr. Barrett was nominated by Cllr. Bond and seconded by Cllr. Ginn. With no further nominations, all agreed to elect Cllr. Barret to serve as Vice-Chairman for the coming twelve months.</p> <p>Open forum for Public Participation: an opportunity to hear from members of the public It was reported the zip line at the play area is in need of the tension tightening, and there are some broken slabs at the preschool.</p> <p>To consider co-option of a Councillor for the vacancy arising from the election process Following the election, there was one vacancy on the Council, which was advertised. There was one application. It was voted on to co-opt Maire Smith onto the Parish Council; all agreed. Maire duly signed the Acceptance of Office form and joined the meeting.</p> <p>District / County Councillor: County Councillor - Apologies were received from John Timewell, County Councillor. District Councillor - Saul Penfold had informed he will be late to the meeting. Chairman Cole agreed to receive the report later in the meeting.</p> <p>Apologies of Absence: There were no apologies of absence. Cllr. O'Hara stated she had to leave the meeting early.</p> <p>To resolve whether to approve the minutes of the monthly meeting held on 23rd April 2019: The minutes were proposed as a correct record without amendment by R. Barrett and seconded by A. Millar; all Cllrs. agreed. They were duly signed by the Chairman.</p> <p>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) The minutes had been circulated; and were agreed as a true record.</p> <p>Members' declarations of interest in items on the agenda and any requests for dispensation: Jake Allen and Andy Millar declared an interest in planning items PF/19/0654 and LA/19/0655 – Item 12.</p> <p>Cllr. O'Hara left the meeting at 7.43pm (personal commitments)</p>	<p>ACTION BY:</p> <p>RB SG</p>
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10:	<p>Election of Working Groups The following was agreed by all: Finance – Ron Barrett Planning – Sue Harris, Ron Barrett and Andy Millar Leisure and Recreation - Jake Allen, Simon Cole and Ron Barrett Highways - Ady Bond and Kelle O’Hara Q E Hall – Steve Ginn School Representative – Ron Barrett</p>					
11:	<p>Finances:</p> <p>a To consider approval of Statement of Account and Bank Reconciliation - There were no questions raised; all agreed to accept these.</p> <p>b To consider the following invoices and resolve whether to make payments for:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">NALC - WordPress Website Training Invoice (Transparency grant received)</td> <td style="text-align: right; width: 20%;">£55.00</td> </tr> <tr> <td>S & C Moore Farming Ltd. – Internal Audit 2018/19 (inc. VAT £7.50)</td> <td style="text-align: right;">£45.00</td> </tr> </table> <p>District Councillor Saul Penfold joined the meeting at 7.51pm</p> <p>c To receive Internal Auditors report: The Internal Auditor’s report was circulated to Councillors prior to the meeting. An observation had been made by the Internal Auditor regarding the 2018/19 budget not balancing, however the Clerk reported this had been rectified for the 19/20 budget.</p> <p>d To approve Certification of Exemption: This was approved and signed by the Chair and Clerk/RFO.</p> <p>e To approve the Annual Governance Statement in the 2018-19 Annual Return: The Chairman read out all of the statements in the Annual Governance section of the Annual Return requiring Councillors to respond to each statement. The Council RESOLVED to approve the Annual Governance Statement. The Chairman and the Clerk/RFO signed the AGAR on behalf of the Council.</p> <p>f To approve the Statement of Accounts in the 2018-19 Annual Return: The Accounting Statement had been circulated to Councillors prior to the meeting. The Council RESOLVED to approve the Statement of Accounts. The Chairman and the Clerk/RFO signed the AGAR on behalf of the Council.</p> <p>g To consider village hall office hire: An alternative location for storage had been sourced. It was agreed not to continue with the hire of the office.</p> <p>h Update on Parish Council website: The Clerk asked for comments on the new website which is live. It was suggested a Parish Boundary map and the newsletter to be published on the site.</p> <p>i To consider and resolve Insurance renewal: Four quotes were considered. A preference was stated by all; however, it was agreed to make a final decision via email, subject to confirmation regarding two points on the renewal.</p> <p>j To consider training: Clerk had circulated current training courses offered by NALC and NPTS. It was discussed whether to have full Council training and possibly to share with another PC to share costs. Clerk to investigate costs/options.</p> <p>k Financial Correspondence: None</p> <p>Standing Orders suspended by Chairman Cole to allow District Councillor Saul Penfold to present his report (8.16pm). Congratulations also given to the District Councillor by the PC on re-election.</p>	NALC - WordPress Website Training Invoice (Transparency grant received)	£55.00	S & C Moore Farming Ltd. – Internal Audit 2018/19 (inc. VAT £7.50)	£45.00	
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5:	<p>District Councillor Saul Penfold reported that at NNDC the number of Councillors has decreased from 48 to 40 following boundary changes at the election in May 2019. There is</p>					

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	<p>a full Council meeting tomorrow to appoint Committee and Cabinet Members. Cllr. Penfold has been asked to become the Chairman for The Big Society Panel Grant Fund, which he will accept. He also reported that NNDC has become the first council in Norfolk to declare a Climate Emergency.</p> <p>Standing Orders resumed 8.24pm</p>	
12:	<p>Planning: (Cllrs. Harris, Barrett and Millar)</p> <p>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) <i>This application resubmitted with amended description</i> Resolution: No Objection or Comment – make observation regarding gate in bridleway. Cllrs. Allen and Millar abstained from discussion and commenting on the following two planning applications: 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 Resolution: To Object – same principle objections as per application PF/18/0264 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 Resolution: To Object – same principle objections as per application PF/18/0264</p> <p>b To receive planning updates and decisions: None</p> <p>c To discuss and agree a response to - Consultation on Draft Design Guide, Landscape Character Assessment & Landscape Sensitivity Assessment Supplementary Planning Documents</p> <p>d It was agreed to email comments to the Clerk for collation and submitting.</p> <p>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’ It was agreed to email comments to the Clerk for collation and submitting.</p>	
13:	<p>Leisure and Recreation: (Cllrs. Cole, Allen and Barrett).</p> <p>a Play equipment report: Regular checks/reports being carried out. RoSPA to make recommendations regarding the slide and grass after the annual inspection. Ron Barrett presented some options of new gym equipment which could replace the skier, which is unable to be repaired, although could maybe be sold/scrapped. Annual Inspection is due during June.</p> <p>b Bittern Line/Train Station update: The “Worstead Station” signs have been put back up on the station canopy. This is the final part of the station project. Thanks to all who helped with this project which was funded though grant monies.</p> <p>c To update on ‘Churchyard Conservation Scheme’: Norfolk Wildlife Trust have been contacted ask them to visit to see the progress. The area will need cutting July/August time, however Andy Millar walked around the area today and reported it is doing well.</p> <p>d To consider parishioner request re: conservation scheme on green outside school: This has been discussed by the Governors of the School. It was agreed to set up a meeting with the School and PC to discuss further.</p> <p>e To discuss and consider school sign repairs: Quotes for repairs were presented. The concrete repair post and steel post were dismissed. There were concerns of replacing the whole oak post in that it may rot again, therefore is was decided to look into a steel socket.</p> <p>f To discuss and consider Pre School request for forest school area on playing field</p>	<p>RB/AM</p> <p>Clerk</p>

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<p>14: a b</p> <p>15: a b</p> <p>16: a b</p> <p>17:</p> <p>18:</p> <p>19:</p>	<p>Ady Bond and the Clerk met with the Preschool to find out more detail, however it was discussed that a more specific request including the size and plans for it is required. It was suggested the Preschool liaise with Worstead Primary School to use their existing Forest School area.</p> <p>Highways: (Cllrs. Bond and O'Hara). To update regarding the noticeboard at Meeting Hill: Simon Cole to circulate some dates to install.</p> <p>To update and agree schedule for locations of SAM2 devices: A six week schedule was agreed to rotate the SAM2 devices, which are currently located in Briggate.</p> <p>Queen Elizabeth Hall (Cllr Ginn): To receive report: A meeting is being held with CAN (Community Action Norfolk) on 10th June 2019 for advice on grants/fundraising. Damage/repairs to paving slabs is being investigated. There was damage to hall floor following the recent beer festival event – to speak to organiser. It has been agreed to install air source heating not ground source.</p> <p>To discuss and consider car park improvements: It was discussed the improvement to disable access to the village hall, however drainage needs consideration. One quote has been received – Clerk to obtain two further quotes and investigate grant funding.</p> <p>Reports, if any, to be raised for consideration and resolved if necessary: Graveyard extension progress report – No further progress. Church investigating removing the bins which are costly and introducing a composter. Cllr. Millar has started a tree survey at the Cemetery. A meeting is to be arranged to look at the next step.</p> <p>Phone boxes update – Ongoing</p> <p>Matters for discussion (for information only): A new resident at Sandy Hills raised the question of having a place name sign.</p> <p>Items for next agenda 25th June 2019: Defibrillator at the train station.</p> <p>Correspondence (for information only): General correspondence Nominations for our new Norfolk ALC Executive (following May elections)</p> <p>For and on behalf of Worstead Parish Council <i>Sarah Martin</i> Sarah Martin, Clerk</p>	<p>SC</p> <p>AB/RB</p> <p>Clerk</p> <p>SC</p> <p>SC/AM Clerk</p> <p>Dated: 22nd May 2019</p>
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