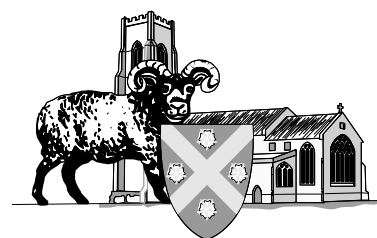


WORSTEAD PARISH COUNCIL

Worstead Parish Council, Sarah Martin. Email: clerk.worsteadpc@gmail.com Tel: (01692) 535775
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Minutes of Worstead Annual Parish Council meeting held at Queen Elizabeth Hall Tuesday 26th November 2019 at 7.30pm

Present: S. Cole (Chair), R. Barrett, S. Ginn, S. Harris and K. O'Hara.

Also in attendance: 3 members of the public

Clerk: Mrs. Sarah Martin.

		ACTION BY:
1:	<p>Open forum for Public Participation: an opportunity to hear from members of the public: It was mentioned the rubbish bin at the recreation is regularly emptied, however there is still an amount of broken glass being left in the youth shelter which is cleared as best as possible. It was suggested the police are made aware of this anti-social behaviour and signage is put up. The hedgerow within the village hall car park is encroaching and parking space being reduced. This is being investigated.</p>	Clerk/ RB
2:	<p>District / County Councillor: County Councillor – John Timewell reported there no updates to report from County, there was however a full Council meeting held yesterday. John asked for any issues with Highways to be reported to him to follow up.</p> <p>District Councillor – Saul Penfold</p> <ul style="list-style-type: none"> • Cllr. Penfold gave a brief update on the amended plans submitted for The White Lady planning application and reported that he would not be calling it into Committee for decision, and therefore the power to make the decision will remain with the case officer. <p><i>It was commented that the PC had not received a copy of the amended plans or case officer report and therefore cannot make any further comment on them or any of the conditions to be set. Cllr. Penfold said he would report this back to NNDC.</i></p> <ul style="list-style-type: none"> • Worstead School are keen to investigate further improvements to the pond and may look into funding for this project. • Regarding wooden posts at Meeting Hill, it is suggested 14 would be needed for the PP bid. <p>Cllrs. Penfold and Timewell left the meeting at 8.08pm</p>	
3:	<p>Apologies of Absence: Cllr. Bond and Cllr. Millar sent apologies to the meeting (personal).</p>	
4:	<p>To resolve whether to approve the minutes of the monthly meeting held on 22nd October 2019: The minutes were proposed as a correct record without amendment by R. Barrett and seconded by S. Ginn; all Cllrs. agreed. They were duly signed by the Chairman.</p>	
5:	<p>Members' declarations of interest in items on the agenda and any requests for dispensation: None</p>	
6:	<p>To consider Parish Council vacancy: The closing date for applications to fill the position by co-option is 29th November, therefore this will be considered at the January 2020 meeting. So far there has been one applicant.</p>	
7: a	<p>Finances: To consider approval of Statement of Account and Bank Reconciliation - There were no questions raised; all agreed to accept these.</p>	

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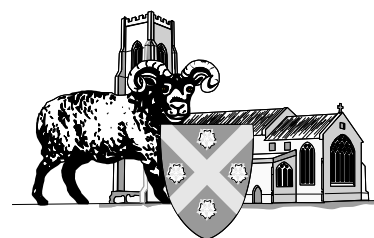
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b	To consider the following invoices and resolve whether to make payments for: Sarah Martin (Salary and Expenses Oct-Dec) inc. VAT £0.66 £621.71 HMRC (PAYE/NI) £ 99.40 Shane Mallett (November newsletter) £150.00 NNDC Election costs (2 May 2019) £182.24 Salhouse Parish Council (50% contribution Office 365/Antivirus software) £ 45.82 It was agreed to pay these invoices.	
c	To consider donations to:	
i.	Norfolk Citizens Advice It was agreed to donate £50.00	
ii.	North Norfolk Community Transport It was agreed to donate £50.00	
d	To consider quotes for maintenance for 2019 for: Playing Field Village Green Burial Ground Village sign Resolution: It was agreed to accept the quote from Garden Guardian for the playing field, village sign and green at school; and to accept quote from LM Marques for the graveyard maintenance for 2020.	
e	To consider hedge cutting quotes It was agreed to defer until the January meeting in order to obtain further clarification on the quotes received.	
f	To review and agree the Budget for 2020/21 Resolution: The budget figures had been previously circulated. They were reviewed and agreed.	
g	To consider and resolve to set the amount for precept Resolution: It was agreed to set the Precept at £8,311.00 which is a 1% increase on last year. The band D tax rate will be 26.21. Form to be sent to NNDC.	
h	To consider schedule for 2020 meetings and resolve whether to accept it The meeting dates were agreed, and to continue in the committee room. The dates will be advertised	Clerk
i	To discuss and agree appointment of Internal Auditor for 2020 It was agreed to remain with the current Internal Auditor for 2019/20 year end.	
j	Financial Correspondence: None	
8:	Planning: (Cllrs. Harris, Barrett and Millar)	
a	To receive new applications and make comment on applications not on this agenda PF/19/1589 - Meadow Way, Sandy Hills, Worstead, North Walsham, NR28 9LY - Single storey rear extension Resolution: No Objection or Comment	
b	To receive planning updates and decisions, if applicable PF/19/1464 - Deermead Cottage, Broad Road, Worstead, North Walsham, NR28 9RU - Single storey extension to side/rear - WITHDRAWN	Clerk/ AM
9:	Leisure and Recreation: (Cllrs. Cole and Barrett).	
a	Play equipment report - regular checks carried out. The matting around the mini-roundabout is to be replaced. There have been regular occurrences of broken glass in the youth shelter. This anti-social behaviour to be reported to the Police.	SC/RB
b	To discuss and consider replacement equipment It was agreed to defer this until the January meeting in order to investigate possible grant funding for a Basketball net and surfacing.	
c	Conservation Scheme's update There is no further update at present. Awaiting area behind the train station to be cut and cleared. It was suggested putting a note in the next Woven asking for 'conservation' volunteers to carry out tasks around the Parish.	
d	To discuss and consider rubbish bin at recreation ground It was agreed in principle to purchase a larger litter bin (up to £300) to replace the dog bin	

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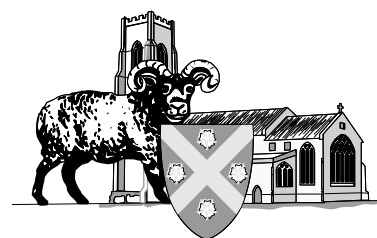
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e	(dog waste could still be placed it in) but use the current emptying schedule. Update on bicycle pod request at Worstead Station A meeting was had with Greater Anglia and Community Rail Norfolk/Bittern Line to look at options. There is an existing shelter in one of the station buildings and costs/grants are being investigated to open this up and install CCTV.	
f	Defibrillators update The PC was successful in obtaining a grant from the Worstead Festival of £1750 towards 2 defibrillators. Other grant funding and defibrillator options are being investigated.	Clerk
10: a	Highways: (Cllrs. Bond and O'Hara). To discuss and consider applications to Parish Partnership Scheme 20/21: It was agreed to submit bids for Meeting Hill wooden posts; Village gateway at Briggate and car park improvements at the village hall.	Clerk
11: a	Queen Elizabeth Hall (Cllr Ginn): To receive report – circulated prior to meeting. Included update on Trustees resignation, car park potholes ,obtaining funding, investigating installing toilets in bar area, and emergency blankets available for adverse weather conditions.	
b	To discuss and consider car park improvements – it was agreed to contact a local farmer to ask for help with an interim solution to fill the potholes whilst investigating a more sustainable solution.	Clerk
12: a	School: (Cllr. Barrett) To receive report – brief discussion had regarding ongoing proposals for conservation area and school pond.	
13: a	Reports, if any, to be raised for consideration and resolved if necessary: Graveyard extension progress report: It was suggested to arrange a meeting with Community Payback to see if they would be able to help with this project.	Clerk
b	Phone boxes update: Glass hoping to be replaced within the next couple of weeks, painting postponed until spring.	
14:	To discuss and agree responses to the following consultation's/motion: NCC - Council ward boundaries for Norfolk (13/01/19) NCC - Budget Consultation 2020/21 Council motion request re national community energy campaign It was agreed for Council ward boundaries to be postponed until the January meeting and individual responses to be submitted for the budget consultation and energy campaign.	
15:	To discuss "Operation Tower Bridge" Clerk circulated a report – it was agreed for all to bring ideas to the next meeting to discuss.	
16:	Matters for discussion (for information only): Clerk to put up the PC Christmas tree in the Church.	
17:	Items for next agenda 28th January 2020 Basketball net/surface To consider purchase of SAM2 data collection device	
18:	Correspondence (for information only): available to view General Correspondence Cluster 10 Newsletter Significant changes to local market day bus services Briefing note about forthcoming bus service changes Dec and Jan	

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	<p>Pocket Park Funding 2019 Mobile Library Poetry Competition</p> <p>For and on behalf of Worstead Parish Council <i>Sarah Martin</i> Sarah Martin, Clerk</p>	<p>Dated: 12th December 2019</p>
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.Meeting closed at 21.49