

# WORSTEAD PARISH COUNCIL

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



## Minutes of Worstead Annual Parish Council virtual meeting held on Tuesday 26<sup>th</sup> May 2020 at 7.00pm

Present: S. Cole (Chair), R. Barrett, A. Millar, K. O'Hara, B. Eagleton, M. Smith, S. Ginn and A. Bond (19.12).

Also in attendance: 2 members of the public

Clerk: Mrs. Sarah Martin.

		<b>ACTION BY:</b>
1:	<b>Election of Chair</b> Cllr. Simon Cole was nominated as Chairman by Cllr. Barrett; this was seconded by Cllr. Smith. With no further nominations, all agreed to elect Cllr. Cole to serve as Chairman for the coming twelve months. Cllr. Cole will sign the Declaration of Acceptance and thanked all Councillors for their support.	
2:	<b>Election of Vice Chair</b> Cllr. Cole invited nominations for the office of Vice-Chairman. Cllr. Barrett was nominated by Cllr. Cole and seconded by Cllr. Ginn. With no further nominations, all agreed to elect Cllr. Barrett to serve as Vice-Chairman for the coming twelve months.	
3:	<b>Open forum for Public Participation: an opportunity to hear from members of the public:</b> None	
4:	<b>District / County Councillor:</b> <b>District Councillor</b> – Saul Penfold congratulated Cllrs. Cole and Barrett for their reappointment. It was reported the District Council is currently working on its COVID-19 recovery plan and town centre social distancing report. The number of local coordination centres have been stepped down from 10 to 4. NNDC has been administering business grants on behalf of the Government and Cllr. Penfold has also been receiving enquiries from self-employed residents from Worstead. Cromer Pier is hoping to reopen on 1st June and non-essential businesses by mid-June or early July. There are concerns about the number of people who may now travel to the coast due to the relaxed lockdown measures; some public toilets and car parks are being reopened. Property services are putting in social distancing signage in such areas. Worstead School is still open for keyworker children and hopes to have year 6's return on 8th June; along with transition days planned to take place for new pupils. An update regarding the wall at the White Lady Public House was given - the conservation officer had confirmed the old wall was not able to be salvaged and the new wall has a requirement for a random use of flints, an illustration of what the wall will look like has previously been circulated. Cllr Penfold will ask NNDC Officers for an update on its tree planting scheme and how the Parish can participate.  <b>County Councillor</b> – John Timewell (joined 7.09pm) reported the temporary morgue which was set up at Scottow Business Park has not been used. Many self-employed businesses at the park are under pressure as they have not been able to get grant support. Weavers Way Bridleway is being resurfaced and widened for pedestrians and cyclists. All staff at County Hall are currently working from home.	
5:	<b>Apologies of Absence:</b> Apologies were received from Cllr. Harris (personal).	
6:	<b>To resolve whether to approve the minutes of the monthly meeting held on 25<sup>th</sup> February 2020:</b> The minutes were proposed as a correct record without amendment by Cllr. Barrett and seconded by Cllr. Ginn; all Cllrs. agreed. These will be duly signed by the Chairman.	

# WORSTEAD PARISH COUNCIL

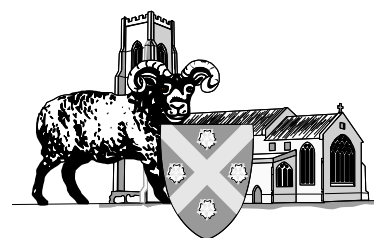
Worstead Parish Council, Sarah Martin. Email: [clerk.worsteadpc@gmail.com](mailto:clerk.worsteadpc@gmail.com) Tel: (01692) 535775  
 Website: [www.worsteadparishcouncil.norfolkparishes.gov.uk](http://www.worsteadparishcouncil.norfolkparishes.gov.uk)



7:	<b>Members' declarations of interest in items on the agenda and any requests for dispensation:</b> None												
8:	<p><b>Election of Working Groups</b>                  The following was agreed by all:                  Planning – Sue Harris, Ron Barrett and Andy Millar                  Leisure and Recreation - Simon Cole and Ron Barrett                  Highways - Ady Bond and Kelle O'Hara                  Q E Hall – Steve Ginn                  School Representative – Ron Barrett                  Defibrillators – Steve Ginn and Kelle O'Hara</p>												
9:	<p><b>Finances:</b></p>												
a	To consider approval of Statement of Account and Bank Reconciliation - There were no questions raised; all agreed to accept these.												
b	To confirm the following invoices which were agreed to be paid via email, 31st March 2020:												
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Sarah Martin – Salary and Expenses January to March 2020</td> <td style="text-align: right; padding-left: 20px;">£ 770.62</td> </tr> <tr> <td style="padding-left: 20px;">HMRC (Sarah Martin - January – March 2020)</td> <td style="text-align: right; padding-left: 20px;">£ 102.40</td> </tr> <tr> <td style="padding-left: 20px;">Community Heartbeat Trust (replacement battery/pads for defibrillator) (inc. VAT 50.00)</td> <td style="text-align: right; padding-left: 20px;">£ 300.00</td> </tr> <tr> <td style="padding-left: 20px;">Westcotec (SAM2 bluetooth and replacement battery) (inc. VAT 95.00)</td> <td style="text-align: right; padding-left: 20px;">£ 570.00</td> </tr> <tr> <td style="padding-left: 20px;">Norfolk Association of Local Councils (Subscription 20/21 renewal)</td> <td style="text-align: right; padding-left: 20px;">£ 234.37</td> </tr> <tr> <td style="padding-left: 20px;">Total Payments</td> <td style="text-align: right; padding-left: 20px;">£1977.39</td> </tr> </table>	Sarah Martin – Salary and Expenses January to March 2020	£ 770.62	HMRC (Sarah Martin - January – March 2020)	£ 102.40	Community Heartbeat Trust (replacement battery/pads for defibrillator) (inc. VAT 50.00)	£ 300.00	Westcotec (SAM2 bluetooth and replacement battery) (inc. VAT 95.00)	£ 570.00	Norfolk Association of Local Councils (Subscription 20/21 renewal)	£ 234.37	Total Payments	£1977.39
Sarah Martin – Salary and Expenses January to March 2020	£ 770.62												
HMRC (Sarah Martin - January – March 2020)	£ 102.40												
Community Heartbeat Trust (replacement battery/pads for defibrillator) (inc. VAT 50.00)	£ 300.00												
Westcotec (SAM2 bluetooth and replacement battery) (inc. VAT 95.00)	£ 570.00												
Norfolk Association of Local Councils (Subscription 20/21 renewal)	£ 234.37												
Total Payments	£1977.39												
c	To agree the following invoices:												
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Norfolk County Council PP Scheme 'Gateway to Briggate' 50% contribution</td> <td style="text-align: right; padding-left: 20px;">£500.00</td> </tr> <tr> <td style="padding-left: 20px;">CAS insurance for 2020/21</td> <td style="text-align: right; padding-left: 20px;">£293.93</td> </tr> <tr> <td style="padding-left: 20px;">NNDC Premises Licence</td> <td style="text-align: right; padding-left: 20px;">£ 70.00</td> </tr> <tr> <td style="padding-left: 20px;">Mrs C Moore (Internal Audit for 19/20) *</td> <td style="text-align: right; padding-left: 20px;">£ 40.00</td> </tr> </table> <p>*This invoice was agreed to be added for payment by the Chairman</p>	Norfolk County Council PP Scheme 'Gateway to Briggate' 50% contribution	£500.00	CAS insurance for 2020/21	£293.93	NNDC Premises Licence	£ 70.00	Mrs C Moore (Internal Audit for 19/20) *	£ 40.00				
Norfolk County Council PP Scheme 'Gateway to Briggate' 50% contribution	£500.00												
CAS insurance for 2020/21	£293.93												
NNDC Premises Licence	£ 70.00												
Mrs C Moore (Internal Audit for 19/20) *	£ 40.00												
d	To receive Internal Auditors report												
	The Internal Auditor's report was circulated to Councillors prior to the meeting. There were no issues raised.												
e	To approve Certification of Exemption												
	This was approved and signed by the Chair and Clerk/RFO.												
f	To approve the Annual Governance Statement in the 2019-20 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 <b>RESOLVED</b> to approve the Annual Governance Statement. The Chairman and the Clerk/RFO will sign the AGAR on behalf of the Council.												
g	To approve the Statement of Accounts in the 2019-20 Annual Return.												
	The Accounting Statement had been circulated to Councillors prior to the meeting. The Council <b>RESOLVED</b> to approve the Statement of Accounts. The Chairman and the Clerk/RFO will sign the AGAR on behalf of the Council.												
h	To review Financial Risk Management Policy												
	The policy was circulated prior to the meeting. It was AGREED by all to adopt this policy.												
i	To update on Clerks appraisal												
	It was suggested to hold the appraisal via Zoom as it was unclear when the meeting could be held in person.												
j	Financial Correspondence: none												
	Cllr. Timewell left the meeting at 19.40												
10:	<b>Planning:</b> (Cllrs. Harris, Barrett and Millar)												
a	To receive new applications and make comment on applications not on this agenda -None												
b	To receive planning updates and decisions, if applicable – None received												

# WORSTEAD PARISH COUNCIL

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



c	<p>To discuss and agree a response to an initial enquiry regarding the Traffic Reduction Plan, Worstead Estate, Liquid Fertiliser Lagoon.</p> <p>Discussions were had regarding the proposed location being next to a public right of way and thus its safety element; the exit junction will become a crossroads at an already busy junction; further confirmation of the frequency of its use would be required; the visibility under the railway bridge for the exiting vehicles – although many of these issues would be addressed by Highways as a statutory consultee if the application was submitted. It proposes no increased traffic to residents of Withergate; no traffic through village and it has stated there would be no smell.</p> <p>It was discussed that, without prejudice, if the above discussed issues were fully addressed and modified in the plan (including the public right of way and access issues) it would be likely that the PC would consider supporting.</p>	
<p><b>11:</b> a</p> <p>b</p> <p>c</p> <p>d</p>	<p><b>Leisure and Recreation:</b> (Cllrs. Cole and Barrett).</p> <p>Play equipment report – following Government guidance due to the COVID-19 pandemic the play area was closed on 23<sup>rd</sup> March 2020 and will remain closed until advice from the Government is received to reopen it to the public. Regular checks of the play area have been carried out during this time, and some repairs to the matting around the mini roundabout have been completed. The annual RoSPA inspection is still scheduled for June 2020.</p> <p>Drug use on the recreation ground has been reported to the Police and is being monitored.</p> <p>To update on new noticeboard</p> <p>The insurance claim was successful following the vandalism of the one in Bengate, and the new notice board has been ordered.</p> <p>To update on defibrillators.</p> <p>Awaiting confirmation of electricity supply in telephone box in Meeting Hill from Community Heartbeat Trust.</p> <p>To discuss Community Payback scheme and agree signing of contract</p> <p>It was agreed to sign the form for works within the Parish and to review at time of the works.</p>	Clerk
<p><b>12:</b> a</p>	<p><b>Highways:</b> (Cllrs. Bond and O’Hara).</p> <p>To receive SAM2 data</p> <p>Data collected from the device placed on Honing Road between 26<sup>th</sup> March and 22<sup>nd</sup> April was circulated. Data will continue to be collected and monitored. The SAM2 devices will be moved to Briggate.</p>	AB
<p><b>13:</b> a</p> <p>b</p>	<p><b>Queen Elizabeth Hall</b> (Cllr Ginn):</p> <p>To receive report – report was circulated. Preschool re-opening on 1<sup>st</sup> June with all relevant risk assessment carried out and in place.</p> <p>Car park liability signage to be installed.</p> <p>To update on village hall car park improvements</p> <p>The temporary filling of the potholes has been carried out. The PP bid for resurfacing of the front of the car park was successful. A meeting is to be arranged with the contractor and village hall committee to confirm details. The Clerk will submit a bid to the Big Society Grant towards this project, however during this current situation this scheme has been suspended. It was also suggested to approach the pre-school for a contribution as main users of the hall/car park. At the next meeting to agree the PC contribution.</p>	SC
<p><b>14:</b></p>	<p><b>School:</b> (Cllr. Barrett)</p> <p>To receive report – nothing to report. Clerk has asked School for a nomination of a pupil for the Ida Watts Award.</p>	Clerk

# WORSTEAD PARISH COUNCIL

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



<p><b>15:</b> a</p>	<p>Reports, if any, to be raised for consideration and resolved if necessary:                  Good Neighbour Scheme – it was discussed postponing this until a later date.</p>	
<p><b>16:</b></p>	<p>Matters for discussion (for information only):                  The Churchyard wildflower scheme is looking good. Clerk to follow up with the Bure Valley Conservation Group as to if we are scheduled in for a cut in the summer.                  Highways verge cutting is scheduled to commence soon; however, it has been commented the number of plants that have been discovered in verges whilst people are taking their daily exercise.</p>	<p>Clerk</p>
<p><b>17:</b></p>	<p>Items for next agenda <b>23<sup>rd</sup> June 2020</b> –                  To receive update in Churchyard conservation scheme.                  To receive update on village hall progression.                  Community Orchard - to invite Parishioner to present suggestion.</p>	
<p><b>18:</b></p>	<p>Correspondence (for information only): available to view – noted.                  General Correspondence                  Cluster 10 Newsletter                  NALC Newsletters                  Important update on Norfolk electoral review – consultations temporarily paused                  Norwich Western Link update - government backing secured</p>	
<p>For and on behalf of Worstead Parish Council  <i>Sarah Martin</i>                  Sarah Martin, Clerk</p>		<p>Dated: 10<sup>th</sup> June 2020</p>

.Meeting closed at 20.16