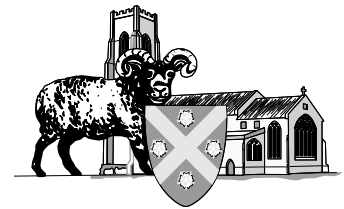


Minutes of Worstead Parish Council virtual meeting held on Tuesday 23rd February 2020 at 7.00pm

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

Also in attendance: 1 member of the public & District Councillor Saul Penfold **Clerk:** Mrs. Sarah Martin.

- 1 Open forum for Public Participation: an opportunity to hear from members of the public**
A member of the public spoke about a Worstead Community Orchard as an environmentally focused community project, highlighting the benefits including involving the community; improving local biodiversity and educating those interested in being involved.
Three options were suggested: centralised orchard; wildlife corridors; and native community woodland. It was raised that there are various organisations which would support this project and funding/free trees available. Potential sites were raised and suggested next steps put forward. It was discussed contacting the local landowners and scoping suggested sites.
Member of the public left 19.20.
- 2 District / County Councillor**
County Councillor John Timewell sent apologies to the meeting.
District Councillor Saul Penfold reported:
 - Budget setting at full District Council – proposing a freeze to NNDC element of Council Tax – this will not mean a reduction in services or schemes as there is a budget surplus.
 - Covid cases down 30% per week.
 - North Walsham community centre is now a vaccination hub, with the car park dedicated for this use.
 - Grants have still been made available to local groups.
- 3 To open the Council meeting and consider approval of apologies, if applicable.**
Cllr. Eagleton sent apologies (personal); these were approved by all.
- 4 To resolve whether to approve the minutes of the Monthly Meeting held on Tuesday 26th January 2021.**
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.
- 5 To receive any declarations of interest in items on the agenda and any requests for dispensation: None**
- 6 Planning: (Cllrs. Barrett and Millar)**
 - a. To consider the following planning application:**
PF/21/0041 - Deermead Cottage, Broad Road, Worstead, North Walsham, Norfolk, NR28 9RU - Single storey extension to side of dwelling
Resolution: No Objection or Comment
 - b. To receive new applications and make comment on applications not on this agenda - None**
 - c. To receive planning updates and decisions, if applicable:**
PF/20/2050 - Bengate Barn, Tucks Road, Bengate, Worstead, North Walsham, NR28 9LU - Erection of 1 no. non serviced holiday let in association with existing holiday business, change of use of part of land from paddock to amenity space for holiday let and installation of an air source heat pump - **APPROVED**
- 7 Leisure and Recreation: (Cllrs. Cole and Barrett).**
 - a. To receive general report**
Regular checks of equipment being carried out.



b. To receive update, discuss and consider Tree Planting Scheme

As discussed in Public Participation - Meeting to be arranged during April with NNDC regarding the Tree Planting Scheme offered and to investigate possible sites. The project would be carried out between October 2021 and March 2022.

c. To discuss and agree any actions regarding access point from playing field to Westwick Road

It was discussed obtaining quotes for fencing to close this gap for safety reasons.

d. To discuss parishioner email regarding a memorial within the Parish

It was discussed the Parish Council having a 'memorial wall' within the graveyard extension on Wthergate Road for plaques, however as this is not in place yet it was suggested that a temporary plaque be placed at a tree on the Fairstead outside Worstead School, which may then be moved onto this wall at a later date.

8 Conservation:

a. To update, and agree any actions, on conservation schemes

It was agreed to contact Bure Valley Conservation Group to request a cut/rake of the Churchyard during August (subject to restrictions).

b. To update on Lyngate pond clearing

It was agreed to postponing the removal of the tree branches and other pond clearing debris until safe to do so for wildlife and when current restrictions permit. Logs from fallen tree to be removed.

9 Highways: (Cllrs. Bond and O'Hara)

a. To receive SAM2 data

No data this month. SAM2 device being collected this week for quote to repair.

b. To receive update regarding speed limit in Briggate

A request had been submitted to Highways; however this scheme was not supported as it did not comply with Highway's criteria and Speed Management Policy and not considered cost effective.

10 Queen Elizabeth Hall: (Cllr. Ginn)

a. To receive report

The village hall committee has a new treasurer and secretary. The AGM is scheduled for April 2021. The hall is not permitted to reopen until 17th May 2021, as per current government guidelines. The car park is starting to see potholes reappear – only users of hall are Pre-school.

11 School: (Cllr. Barrett)

a. To receive report

The school newsletter was circulated. All children to return on 8th March 2021; the school is fully prepared for its reopening.

12 Finances and Administration:

a. To consider approval of Statement of Account and Bank Reconciliation

There were no questions raised; proposed to accept by Cllr. Barrett; seconded by Cllr. Bond - all agreed.

b. To consider the following invoices and resolve whether to make payments for:

No invoices presented for this meeting; however the following payments (donations) were agreed in Item g below:

Norfolk Citizens Advice	£50.00
North Norfolk Community Transport	£50.00

c. To agree a date for the Annual Parish Meeting

Following discussion regarding the date of current legislation to hold virtual meetings, it was agreed to hold a virtual Annual Parish Meeting on Tuesday 20th April 2021.



- d. **To agree date of next issue of Woven newsletter**
It was discussed and agreed to produce a Woven newsletter for distribution at the end March/early April, subject to availability of editor.
- e. **To review the following policies:**
- i. **Standing Orders**
The Standing Orders had been revised and was adopted.
 - ii. **Financial Regulations**
The Financial Regulations had been reviewed and was adopted.
 - iii. **Annual Review of the Effectiveness of Internal Control**
The Annual Review of the Effectiveness of Internal Control had been reviewed and was adopted.
 - iv. **Risk Management Policy**
The Risk Management Policy had been revised and was adopted.
- f. **To discuss and agree any actions and response to parishioner correspondence regarding Broadband in Withergate**
District Cllr Saul Penfold and County Councillor John Timewell have both investigated this on behalf of the parishioner – Cllr Penfold to follow this up. The PC discussed supporting the resident where it can and will continue to pressure the relevant authorities.
- g. **To consider donation requests from:**
- a. **Citizens Advice Bureau**
It was agreed to donate £50.00.
 - b. **North Norfolk Community Transport**
It was agreed to donate £50.00.
- h. **Financial Correspondence, if any, to be noted - None**

- 13 **Projects – to receive update reports and consider any actions arising:**
- a. **Graveyard extension project**
Ongoing – tree survey completed. Schedule of works to be produced. Clerk to look into dischargeable conditions application.
 - b. **Memorial bench installations:**
 - i. **Worstead Cemetery**
To be installed once restrictions allow.
 - ii. **Fairstead at School**
To be installed once restrictions allow.
 - c. **Train Station: Defibrillators and cycle store**
Community Rail Norfolk hope to commence the works on the cycle store and install the defibrillator within the next month.
 - d. **Bengate noticeboard**
To be installed once restrictions allow.
 - e. **Brigate telephone box**
Telephone box to be painted once restrictions allow.
 - f. **To update on village hall car park improvements**
Meeting to be arranged once restrictions allow.

- 14 **Matters for discussion (for information only)**
It was raised the large vehicle travelling down Barnards Road, which clearly states not suitable for HGV's. To monitor and note companies to contact to advise.

- 15 **Items for next agenda: 23rd March 2021 – no items were raised**

- 16 **To receive correspondence and agree response (if any):**
General Correspondence
Cluster 10 Police Newsletter
NALC newsletters inc. Wellbeing
CENSUS 2021

Meeting closed 20.46