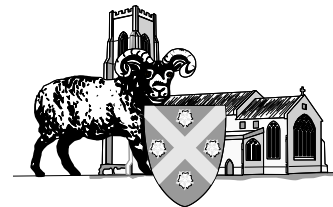


WORSTEAD PARISH COUNCIL



The following meeting will be held virtually:

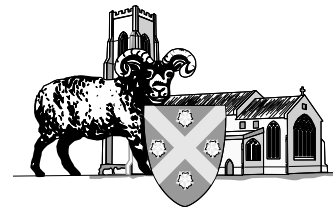
Members are summoned and press and public are invited to the Worstead Parish Council Meeting to be held on **Tuesday 23rd March 2021 at 7.00pm** for the purpose of transacting the following business.

If you would like to join the meeting, please contact the Clerk and a direct link will be emailed to you, alternatively joining instructions at the bottom of the agenda.

AGENDA FOR MONTHLY MEETING

- 1 Open forum for Public Participation: an opportunity to hear from members of the public**
To receive questions and representations from members of the public relating to local issues. (In line with WPC's standing orders, public participation shall not exceed fifteen minutes unless directed by the Chairman, and each member of the public may speak for a maximum of three minutes).
- 2 District / County Councillor**
- 3 To consider approval of apologies, if applicable.**
- 4 To consider co-option of Parish Councillor**
- 5 To resolve whether to approve the minutes of the Monthly Meeting held on Tuesday 23rd February 2021.**
- 6 To receive any declarations of interest in items on the agenda and any requests for dispensation:**
Members are reminded to declare personal and/or pecuniary interests in any items on the agenda in accordance with WPC's Code of Conduct. The Council is asked to consider any requests for dispensation.
- 7 Planning: (Cllrs. Barrett and Millar)**
 - a. To ratify decisions on the following planning applications with comments requested prior to this meeting:
PF/21/0510 - Wensley Manor, Sandy Hills, Worstead, North Walsham, Norfolk, NR28 9LY - Single storey side extension
 - b. To consider the following planning application:
PF/21/0496 Old White Horse, Station Road, Briggate, Worstead, North Walsham, Norfolk, NR28 9QY - Conversion and extension of outbuilding to form two bedroom holiday let
 - c. To receive new applications and make comment on applications not on this agenda
 - d. To receive planning updates and decisions, if applicable:
- 8 Leisure and Recreation: (Cllrs. Cole and Barrett).**
 - a. To receive general report
 - b. To update, discuss and consider Tree Planting Scheme, including Community Orchard
 - c. To consider quotes for fencing at playing field/Westwick Road
 - d. To consider litter picking
- 9 Conservation:**
 - a. To update, and agree any actions, on conservation schemes
- 10 Highways: (Cllrs. Bond and O'Hara)**
 - a. To receive SAM2 data
 - b. To receive update regarding Parish Partnership Schemes for 2021/22
 - c. To discuss HGV traffic within Parish, and consider any actions arising
- 11 Queen Elizabeth Hall: (Cllr. Ginn)**
 - a. To receive report

WORSTEAD PARISH COUNCIL



- 12 School: (Cllr. Barrett)**
a. To receive report
- 13 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:

Sarah Martin (Salary Jan-March 21)	£706.53
HMRC	£144.40
Ashley Ads (village signage - £30.00 + VAT, inc delivery)	£ 36.00
Westcotec (repair of SAM2 speed device - £379.50 + VAT)	£455.40 TBC
 - c. To review and consider the following policies:
 - i. The review of the Data Protection Policy
 - ii. The review of the Privacy Statement
 - iii. The review of the Information Audit
 - iv. The adoption of a Retention of Documents Policy
 - d. To consider subscription renewal to NALC or NPTS
 - e. To discuss and consider amendment of April/May meeting date
 - f. Financial Correspondence, if any, to be noted
- 14 To discuss and consider Graveyard Extension project**
- 15 Projects – to receive update reports and consider any actions arising:**
- a. Memorial bench installations:
 - i. Worstead Cemetery
 - ii. Fairstead at School
 - b. Defibrillators
 - c. Bengate noticeboard
 - d. Briggate telephone box
 - e. To update on village hall car park improvements
- 16 Matters for discussion (for information only)**
- 17 Items for next agenda: TBC**
- 18 To receive correspondence and agree response (if any):**
General Correspondence
Cluster 10 Police Newsletter
NALC newsletters inc. Wellbeing
Norwich Western Link project update

Sarah Martin

Clerk on behalf of Worstead Parish Council

Dated: 18th March 2021

Join Zoom Meeting

<https://us02web.zoom.us/j/81924638648?pwd=bHdpZEk1QjRZTGhqYkk2V3poU3pFQT09>

Meeting ID: 819 2463 8648

Passcode: 270930