



Minutes of Worstead Annual Parish Council virtual meeting held on Thursday 6th May 2021 at 7.00pm

Present: S, Cole (Chair), S. Ginn, A. Millar, A. Bond, M. Smith, K. O'Hara and John Bacon (7.05pm)

Also in attendance: None

Clerk: Mrs. Sarah Martin.

For the benefit of the public attending the meeting, all votes taken were by either a show of hands and/or a verbal response from each individual councillor.

- 1 Election of Chair**

Cllr. Simon Cole was nominated as Chairman by Cllr. Smith; 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 all Councillors for their support.
- 2 Election of Vice Chair**

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 Open forum for Public Participation: an opportunity to hear from members of the public**

None
- 4 District / County Councillor**

No District/County Councillor present.
- 5 To consider approval of apologies, if applicable.**

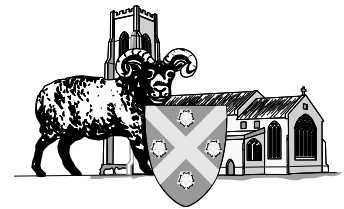
Apologies were received, and approved, from Bob Eagleton (personal) and Ron Barrett (personal).
- 6 To resolve whether to approve the minutes of the Monthly Meeting held on Tuesday 23rd March 2021.**

The minutes were proposed as a correct record without amendment by Cllr. Ginn and seconded by A. Millar, all Cllrs. agreed. They will be duly signed by the Chairman.
- 7 To receive any declarations of interest in items on the agenda and any requests for dispensation:**

None
- 8 Election of Working Groups**

The following were AGREED by all:
Planning – Cllrs. Bacon and Millar
Leisure and Recreation – Cllrs. Cole and Barrett
Natural Environment – Cllrs. Millar, Smith and Bond
Highways – Cllrs. Bond and O'Hara
Q E Hall – Cllr. Ginn
School Representative – Cllr. Barrett
- 9 Planning: (Cllrs. Bacon and Millar)**
 - a. To consider the following planning application:**

PO/21/0916 - Hoffnik House, Meeting Hill Road, Briggate, Worstead, North Walsham, Norfolk, NR28 9RB - Erection of detached chalet bungalow - outline with all matters reserved
Resolution: In principle no reason to Object, however, to raise concerns over access, traffic and safety. The Parish Council wishes to reserve judgement until further details are provided and reassurance regarding the access.



PF/21/0956 - Earsdon, Withergate Road, Worstead, North Walsham, Norfolk, NR28 9SF - First floor side extension

Resolution: The Parish Council would not have an objection to this application, subject to NNDC being satisfied/reassured of the following: The height/mass of the building will not intrude on neighbouring properties and effect privacy. If the extension is to extend the current B&B usage, to reassure that there is sufficient car parking for the property.

b. To receive new applications and make comment on applications not on this agenda - None

c. To receive planning updates and decisions, if applicable:

North Walsham: Boundary Pit, off Sandy Hills, Old Yarmouth Road, North Walsham, NR28 9JH: Extension of waste recycling site and associated development as permitted under application reference FUL/2020/0013 without compliance with conditions 1, 2, 3 and 9 to replace the existing scheme for lowering levels within the existing storage and processing yard.: Carl Bird Limited. **PERMITTED/APPROVED**

10 Leisure and Recreation: (Cllrs. Cole and Barrett).

a. To receive general report

Missing plank replaced on kicking wall. To enquire on signage for gym equipment.

Action: Cllr. Barrett.

b. To consider quotes for fencing at playing field/Westwick Road

No quotes yet received, to follow up. **Action: Clerk.**

c. To discuss and consider dogs on playing field, including training

It was discussed putting up signage to ask for dogs to be kept under control when on the field and to be kept out of children's play area.

It was AGREED to allow the dog training to continue for its 2 hour session once a week as deemed as a community activity, with a charge of £15 per hour. **Action: Clerk to contact trainer.** To remind the field is a public open space.

d. To note annual play area inspection notification

Noted to be carried out during June.

e. To update regarding 'Cloth Route'

AGREED to place copy of map in noticeboard for public.

f. To discuss and consider Church path

A request from the Parochial Church Council (PCC) had been received asking for some maintenance works to be carried out on the Church, however after investigation the responsibility of the path lies with NNDC, and therefore this request has been forwarded onto them.

11 Conservation:

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

Following communication from North East Norfolk Conservation Volunteers (NENCV) it was AGREED to allow further works to be carried out on Lyngate Pond on 14th July 2021. It was discussed investigating a skip for early July – to be considered at June meeting.

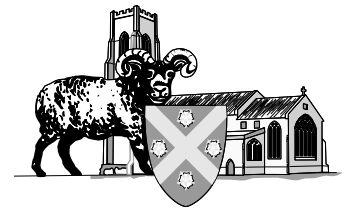
Worstead Primary School submitted a request to plant trees/bushes on the Fairstead.

Cllr. Millar to arrange a meeting to discuss further, however this is Highway's land and permission would need to be granted from them prior to any planting. It was commented the Fairstead should be 'open space'.

a. To update, discuss and consider Tree Planting Scheme, including Community Orchard

Cllr. Millar met with local landowner and discussed a proposal for a 'Community Orchard'. A potential site was put forward; however a meeting is needed with NNDC Tree Officer to see if this complies with the Tree Scheme offered.

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

a. To receive SAM2 data

SAM2 data circulated – no comments. Device to be relocated to Briggate.

13 Queen Elizabeth Hall: (Cllr. Ginn)

a. To receive report

Brief report presented including reopening plans for 17th May 2021 adhering to Government guidelines. Some users will be returning at this time and offering community activities.

14 School: (Cllr. Barrett)

a. To receive report

School newsletter circulated.

15 Finances and Administration:

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

There were no questions raised; all AGREED to accept these.

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

Norfolk County Council PP Scheme 'Gateway to Worstead' 50% contribution	£ 510.00
Norfolk County Council PP Scheme 'Meeting Hill Kerbing' 50% contribution	£2,787.96
Community Action Suffolk (Insurance for 2020/21)	£ 293.93
Norfolk Association of Local Councils (Annual Subscription 2001/22)	£ 234.37
Shane Mallett (Woven Newsletter April 2021)	£ 150.00
Worstead Farms (Rent Playing Field 2021/22)	£ 1.00**
North Norfolk District Council (Details of Reserved Conditions)	£ 116.00

It was AGREED to pay these invoices.

** agreed for Clerk to pay and claim back via expenses

c. To note receipts received: Noted

NNDC 1st Instalment of Precept 2021/22 £4,220.00

NCC remittance surveyor's allotment £3500.00

d. To consider a Central document system

To look into 'drop box' or Google drive' as options. To consider further at June meeting.

Cllr. Ginn left the meeting at 20.45

e. To review and consider the following policies:

Lone Worker Policy – approved by all.

Complaints Policy – approved by all.

Freedom of Information – approved by all.

f. Financial Correspondence, if any, to be noted - None

16 To discuss and consider Graveyard Extension project

Cllr. Cole had a meeting with the Parochial Church Council (PCC) where it was discussed them taking over this project and competing the extension. Further update at June meeting.

17 Projects – to receive update reports and consider any actions arising:

a. Memorial bench installations:

i. **Worstead Cemetery** – this bench has now been installed.

b. **Defibrillators** – Still awaiting installation of defibrillator at train station to be completed by Community Rail Norfolk at same time as cycle store works.

c. **Bengate noticeboard** – It was suggested investigating the costs to have a timber noticeboard instead of the metal one to be more in keeping. **Action: Cllr Cole to obtain a quote.**

d. **Briggate telephone box** - Project ongoing

e. **To update on village hall car park improvements** – a meeting is arranged with a contractor for 18th May 2021. Further update at June meeting.

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- 18 Matters for discussion (for information only)**
Increased fly tipping at Sandy Hills
Church Fabric Trust considered bringing under the PC.
- 19 Items for next agenda: 22nd June 2021**
This meeting will be held in the Queen Elizabeth Hall.
- 20 To receive correspondence and agree response (if any):** Noted
General Correspondence
Cluster 10 Police Newsletter
NALC newsletters inc. Wellbeing
Invite to NALC General Meeting - 20th May 2021
Norfolk Strategic Flooding Alliance Meeting update
Vattenfall - Norfolk Projects' Community Benefit Fund

Meeting closed 20.58