



Minutes of Worstead Annual Parish Council virtual meeting held on Tuesday 22nd June 2021 at 7.00pm

Present: R. Barrett (Chair), S. Ginn, A. Millar, A. Bond, K. O'Hara and John Bacon

Also in attendance: 6 members of the public (inc. District/County Councillor Saul Penfold)

Clerk: Mrs. Sarah Martin.

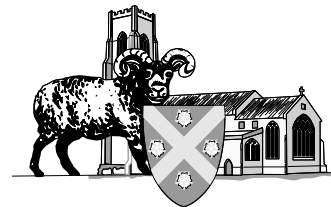
For the benefit of the public attending the meeting, all votes taken were by either a show of hands and/or a verbal response from each individual Councillor.

- 1 Open forum for Public Participation: an opportunity to hear from members of the public**
Two local landowners attended the meeting to give information and take any questions regarding a planning application submitted for a Lagoon (PF/21/0701). The applicants spoke about NNDC declaring its climate crisis and aim for zero climate. Discussions were had around the traffic movements within the village; odour from the lagoon (covered hexagonal locking system to be in place); access to/from the site (including improved splay and drainage); the timings of movements to and from the Lagoon; noise and infrastructure network around the fields.

5 members of public left 19.33.
- 2 District / County Councillor**
Saul Penfold reported on the Norwich Western Link project which has been passed; however NNDC is battling to make the environment impact lesser. The North Walsham West Consultation is open – although there are concerns from the town this will take some large vehicles and traffic away from the centre of the town. This is an indictive plan to generate comment.
North Walsham awarded funding for Heritage Action Zone to renew and revive the historic town centre.
North Norfolk District Council has launched its environmental charter – so far 20,000 trees have been planted and a further 40,000 planned.
Meeting Hill village sign is to be unveiled on 25th July 2021.

District/County Councillor Saul Penfold left 19.47.
- 3 To consider approval of apologies, if applicable.**
Apologies were received, and approved, from Simon Cole and Maire Smith (both personal). The Parish Council has received the resignation from Cllr Eagleton - Clerk has informed NNDC. The Chairman mentioned the recent loss of 2 former Parish Councillors Sue Harris and Lorraine Gray, both of whom contributed greatly to village life and the PC and were very much appreciated.
- 4 To resolve whether to approve the minutes of the Monthly Meeting held on Thursday 6th May 2021.**
The minutes were proposed as a correct record without amendment by Cllr. Ginn and seconded by Cllr. Bacon, all Cllrs. agreed. They were 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. Bacon, Barrett and Millar)**

 - a. To ratify the following planning application comments submitted between meetings: PF/21/1113 - Worstead - Larksleve Croft, Station Road, Briggate - Change of use of land from agricultural to garden/amenity land**
Resolution: No Objection
All AGREED.
 - b. To consider the following planning application: PF/21/0701 - Land North East Of Threeways, Obelisk Lane, Worstead, Norfolk - Formation of liquid organic fertiliser storage lagoon (capacity 9,000 cu. metres)**



Resolution: Following a Parish Council meeting held on 22nd June 2021 and further information received from the applicant please see the additional comment below: Worstead Parish Council wishes to amend its original comment to 'Holding Objection' subject to the conclusions of the NNDC Environmental Impact Report. The Parish Council can withdraw its previous concerns about the bridleway providing assurance that the two-way entrance/exit at the existing field access is adopted (with improvements) as stated in Highways conditions.

- c. To receive new applications and make comment on applications not on this agenda PF/21/1568** - 16 St Andrews Close Worstead Norfolk NR28 9SG - Single storey rear extension and alterations to attached garage to facilitate use as habitable space
Resolution: No Objection or Comment
- d. To receive planning updates and decisions, if applicable:**
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 – **REFUSE** Noted
PF/21/0956 - Earsdon, Withergate Road, Worstead, North Walsham, Norfolk, NR28 9SF - First floor side extension – **PERMIT** Noted

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

- a. To receive general report**
Awaiting Annual Inspection. Minor littering reported.
It was raised problems with dogs on playing field/play area. A sign has been placed in the noticeboard requesting dogs to be kept under control and not permitted within the play area. To be monitored.
- b. To consider quotes for fencing at playing field/Westwick Road**
A quote of £220 was AGREED providing the height is confirmed at a minimum of 1.5m.
- c. Playing Field Hire:**
- a. To review Field Hire Contract Form**
No comments at this time.
- b. To discuss and agree terms/hire charges for request received**
It was discussed arranging a meeting with Bacton Football Club and village hall to discuss terms.
- d. To consider Textile bank opportunity**
It was discussed and AGREED not to pursue this as the school has a textile bank for Community use.
- e. To receive update on annual play area inspection**
No notification that the inspection taken place has been received yet.

8 Natural Environment: (Cllrs. Millar, Smith and Bond)

- a. To update, and agree any actions, on conservation schemes**
- i. To agree clearing around Lyngate Pond, including hire of skip**
It was AGREED for the North East Norfolk Conservation Group to carry out works on 15th July 2021 at Lyngate Pond and AGREED to hire a skip (8m³) for when all works completed to remove the debris.
- a. To update, discuss and consider Tree Planting Scheme, including Community Orchard**
- i. To receive update on meeting with NNDC**
A meeting is arranged for 10th July 2021 to discuss planting of succession trees in Churchyard (subject to permissions granted); specimen trees around Parish and look at proposed location for possible Community Orchard/wildlife area.

Cllr O'Hara left 20.13.

ii. To receive update on school green planning proposal

Cllr Millar met with a representative from the school regarding proposals for tree planting on Fairstead, forest school and pond. It was discussed a long term plan may be needed



and permission from Highways. To invite representative to July meeting to present further.

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

a. To receive SAM2 data

Data from when sited in Briggate presented. No significant issues. Devices to be relocated to Westwick Road and Sloy Road.

10 Queen Elizabeth Hall: (Cllr. Ginn)

a. To receive report

General update given. A grant has been obtained for £500 for sporting equipment.

11 School: (Cllr. Barrett)

a. To receive report

School newsletter circulated. Parish Council to present Ida Watts award to at end of term to 'pupil with the most positive attitude'.

12 Finances and Administration:

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

Proposed to be approved by Cllr. Bond; seconded by Cllr. Millar – all AGREED.

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

Sarah Martin (Salary & Expenses April/June)	£ 822.79
Catherine Moore Internal Audit (2020/21)	£ 40.00
Wicksteed Leisure Ltd. (play area maintenance) inc. VAT 12.85	£ 77.09
NNDC (Premises Licence)	£ 70.00
Worstead Village Amenities Trust (donation)	£1,000.00*

*see item 12 d

Resolution: All payments AGREED

c. To note receipts received: Noted

NNDC - 1st Instalment of Precept £4,220.00

d. To consider a donation to The Worstead Village Amenities Trust

It was AGREED to donate £1000 as per the Budget.

e. To receive Internal Auditors report

The Internal Auditor's report was circulated to Councillors prior to the meeting. Recommendation and observation to be actioned.

f. To approve Certification of Exemption

This was APPROVED by all and signed by the Chair and Clerk/RFO.

g. To approve the Annual Governance Statement in the 2021-21 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 **RESOLVED** to approve the Annual Governance Statement. The Chairman and the Clerk/RFO signed the AGAR on behalf of the Council.

h. To approve the Statement of Accounts in the 2021-21 Annual Return

The Accounting Statement had been circulated to Councillors prior to the meeting. The Council **RESOLVED** to approve the Statement of Accounts. The Chairman and the Clerk/RFO signed the AGAR on behalf of the Council.

i. To consider a Central document system

It was discussed this system worked well and to be continued.

j. To discuss and consider maintenance contracts process for Graveyard

It was AGREED that future maintenance for the graveyard (from 01/04/22) to be arranged directly by the Parochial Church Council (PCC) and or a donation towards this cost to be requested from the PC. The current contract in place up to 31st March 2021. Clerk to inform PCC.

k. Financial Correspondence, if any, to be noted

Barclays – changes to Terms and Conditions for business accounts – noted.



- 13 To discuss and consider Graveyard Extension project**
Following communications with the Chair and Parochial Church Council PCC it was reported that this project is now being overseen by the PCC as the land is owned by the Church and not the PC. Concerns were raised that the graveyard is almost full and the urgency for the extension to be commenced.
- 14 Consultation:**
To agree a response to North Norfolk Local Plan - Initial Consultation on North Walsham West
It was discussed for individuals to be encouraged to submit their own personal responses to this consultation, however for the PC to submit the following:
Whilst Worstead Parish Council understands the reasoning behind the North Walsham West plan, there are concerns of the significant increase in traffic along the B1150 North Walsham Road and at the junction of Swanton Abbott Road and Westwick Road where they are already difficult junctions to exit from.
Worstead Parish Council asks what actions are being taken to address this issue, and ensure safety, for example a speed reduction along the B1150, or improvements to the junction.
- 15 Projects – to receive update reports and consider any actions arising:**
- a. **Defibrillators** – ongoing awaiting installation by Greater Anglia.
 - b. **Bengate noticeboard** - ongoing – Action: Cllr. Cole
 - c. **Briggate telephone box** - ongoing – Action: Cllr. Cole
 - d. **To update on village hall car park improvements**
Cllrs. Bacon and Bond to produce a revised plan and obtain quote.
- 16 To receive correspondence and agree response (if any):** all noted.
General Correspondence
Cluster 10 Police Newsletter
NALC newsletters inc. Wellbeing
Norwich Western Link project update
Checking Your Defibrillator WebNos & Circuit Update
Vattenfall - Norfolk Projects' Community Benefit Fund
The Queen's Platinum Jubilee Beacons Guide (2nd June 2022)
- 17 Matters for discussion (for information only)**
Woven newsletter to be produced for July.
To investigate full Council training to coincide with new Councillor co-option.
Invitation from village hall to attend Charity Trustee training once arranged.
- 18 Items for next agenda:** 27th July 2021
To invite school representative to present proposals for Fairstead, pond and forest school areas.

Meeting closed 20.50