



## Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall held on Tuesday 14<sup>th</sup> September 2021 at 7.30pm

**Present:** S. Cole (Chair), R. Barrett, S. Ginn, A. Bond, J. Bacon and A. Millar.

**Also in attendance:** 4 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**  
A member of the public spoke regarding trading their food van within the village square on Friday evenings commencing 1<sup>st</sup> October for a trial period (member of public left 19.33pm).  
A representative from Worstead Primary School attended to receive an update on the school and community planting scheme, and to raise the school's concerns regarding vehicle speed along Honing Road. Cllr. Millar commented that the tree planting proposals need long term thoughts including consideration to insurances, liabilities, maintenance and residents' opinions.  
A local farmer spoke regarding schemes Worstead Estate is looking into including existing footpaths and introducing connecting permissive paths to link further Worstead to its hamlets and the train station; also additional environmental planting. The aim is to improve safety and become more environmentally friendly. It was asked if the PC would consider contributing to the cost of the additional signage which would be required. Further information to be placed in Woven newsletter inviting comments.

2 members of public left
- 2 District / County Councillor**  
Cllr. Penfold reported for the District Council that no further update received on the Lagoon planning application. Still nothing further heard regarding the planning condition of the 'swans' neck' on the White Lady wall.  
There is a Green Build event online 1-12 November 2021– details on the District Councils website. For Norfolk County Council (NCC) it was noted that the Parish Partnership will support bids for SAM2's and the Councils strategy for electric vehicles.  
NCC has offered and accepted its first group of Afghanistan refugees.  
The Social care budget has received a welcome boost, however, is still not enough.  
The Meeting Hill sign is now installed.
- 3 To consider approval of apologies, if applicable.**  
Apologies were received and approved from M. Smith and K. Ohara (both personal).
- 4 To consider any applicants for co-option of Parish Councillor vacancy**  
No applications have been received, therefore, to postpone until October meeting.
- 5 To resolve whether to approve the minutes of the Monthly Meeting held on Tuesday 27<sup>th</sup> July 2021.**  
The minutes were proposed as a correct record without amendment by Cllr. Barrett and seconded by Cllr. Bacon, all Cllr's. agreed. They were duly signed by the Chair.
- 6 To receive any declarations of interest in items on the agenda and any requests for dispensation:**  
None.



- 7 Planning: (Cllrs. Bacon, Barrett and Millar)**
- a. To consider the following planning application:**
    - PF/21/2209** - 22 St Andrews Close, Worstead, Norfolk, NR28 9SG - Raising of roof over garage to provide additional first floor accommodation  
**Resolution:** No Objection or comment.
    - PF/21/2262** - The Grange, Yarmouth Road, Worstead, Norfolk, NR28 9LX - Conversion of outbuilding to garden room  
**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:** None.
- 8 Leisure and Recreation: (Cllrs. Cole and Barrett).**
- a. To receive general report**  
Brief report received, currently no littering issues.
  - b. To receive update on Playing Field Hire request (Bacton Football Club)**  
Clerk to contact the football club with offer and conditions.
  - c. To receive update on play area repairs, and consider/agree quotes**  
Although no immediate repairs needed, some enquiries have been made to swing seat replacements.  
  
Cllr. Penfold left 20.47
  - d. To update on installation of recreation ground fence**  
The fence has been installed in the corner of the playing field.
  - e. To discuss and consider Public and Parish Permissive Pathway Partnership, including funding of required signage of the permissive routes**  
As reported in public participation. The cost of signage to be investigated further.
- 9 Natural Environment: (Cllrs. Millar, Smith and Bond)**
- a. To update, and agree any actions, on conservation schemes**  
The branches have been cleared from around Lyngate pond following pond conservation works and grass cutting removed following Churchyard conservation works. Thanks to be passed on to the kind donation of the skip.
  - b. To update, discuss and consider Tree Planting Scheme, including Community Orchard**
    - i. To receive update**
    - ii. To receive update on school green planting proposal**  
Items i and ii - As discussed in public participation – **Action:** Cllr. Millar to work with school representative to start an application and prepare the next steps.
  - c. To consider hedge cutting along Ruin Road**  
To investigate quotes for works - **Action:** Clerk.
- 10 Highways: (Cllrs. Bond and O’Hara)**
- a. To receive SAM2 data**  
Data circulated from 22/07/21 to 01/09/21 located on Honing Road as cars head out of the village.
  - b. Invitation to bid for Parish Partnership 2022/23**  
To obtain costs for trod on Honing Road and enquire if footpath signs are part of the scheme.



**c. To consider request to trade in village square**

It was discussed the Parish Council has no jurisdiction for permitting trading on the Highway. The member of the public was advised to contact NNDC to check correct licences.

**11 Queen Elizabeth Hall: (Cllr. Ginn)**

**a. To receive report**

Brief update given on activities at the hall.

**12 School: (Cllr. Barrett)**

**a. To receive report**

School newsletter circulated .

**13 Finances and Administration:**

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

Proposed to be approved by Cllr. Barrett; seconded by Cllr. Bacon – all AGREED.

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

Sarah Martin (Salary and Expenses July-Sept)	£821.59
HMRC (PAYE July to Sept)	£ 30.80
Bure Valley Conservation Group – donation Churchyard clearing	£175.00
L M Marques (playing field fence)	£220.00

**Resolution:** All payments AGREED

**c. To consider a donation to North Norfolk Conservation Group**

It was proposed by Cllr. Bond; seconded by Cllr. Ginn and agreed by all for a donation of £100 to be given.

**d. Donation request received from Church for Graveyard extension project**

The PC is not permitted to donate to the Church for this project.

**e. To consider appointing Internal Auditor for 2021/22**

It was AGREED to appoint Catherine Moore for 2021/22 and review for the following year.

**f. To note NALC Share Certificate**

Noted.

**g. To note Information Commissioners Office Registration Certificate**

Noted.

**h. Financial Correspondence, if any, to be noted**

None.

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

**a. Defibrillators**

Defibrillator at the train station should be installed within the next few weeks.

**b. Bengate noticeboard**

Installed.

**c. Briggate telephone box**

The door has been reinstated and the phone box painted. To ask parishioners via The Woven newsletter for suggestions for its use.

**d. To update on village hall car park improvements**

Scale drawing to be submitted to contractor and to request updated quote.

**15 Consultations:**

**a. NNDC Consultation - Statement of Gambling Licensing Policy 2022-2025**

It was AGREED – no comments.

**b. NNDC Consultation - Statement of Licensing Policy and Guidance 2021-2026**

It was AGREED – no comments.

# WORSTEAD PARISH COUNCIL



- 16 To receive correspondence and agree response (if any):** All noted.  
General Correspondence  
Cluster 10 Police Newsletter  
NALC newsletters inc. Wellbeing  
NNDC – Grant funding  
Invitation to Norfolk County Council Highways seminar – Wednesday 15<sup>th</sup> September 4pm – Clerk to attend.  
NNDC Climate Change Animation  
Flooding Leaflet and Norfolk Flooding Hotline on 0344 800 8013  
Broads Authority - Adoption of Residential Moorings Guide  
August Update from the North Norfolk town and Parish Forum (NNTPF)
- 17 Matters for discussion (for information only)**  
It was raised comments received regarding trail bikes on private land – landowner to be informed.
- 18 Items for next agenda:** 26<sup>th</sup> October 2021  
Play area fencing.  
Pop up campsite on recreation ground.

Meeting closed 21.28