

WORSTEAD PARISH COUNCIL



The following meeting will be held in the Queen Elizabeth Hall, Worstead:

Members are summoned and press and public are invited to the Worstead Parish Council Meeting to be held on **Tuesday 22nd March 2022 at 7.00pm** for the purpose of transacting the following business.

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 Chair, 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 resolve whether to approve the minutes of the Monthly Meeting held on Tuesday 22nd February 2022.**
- 5 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.
- 6 Planning: (Cllrs. Bacon and Barrett)**
 - a. To consider the following planning applications:
PF/22/0463 – Albert Bartlett Westwick, Station Road, Worstead, North Walsham, Norfolk, NR28 9RX - Installation of LPG mounded tank
RV/22/0641 - Barn Cottage, Station Road, Briggate, Worstead, North Walsham, Norfolk, NR28 9RD - Variation of condition 2 (approved plans) of planning permission PF/19/1432 (Conversion of barn to holiday accommodation) to allow amendment to design
 - b. To receive planning updates and decisions, if applicable
- 7 Leisure and Recreation: (Cllrs. Cole and Barrett).**
 - a. To receive general report
 - b. Update on play area fence
 - c. To update on 'The Queen's Platinum Jubilee Celebrations – 2-5 June 2022'
 - d. To update on sign at Fairstead
 - e. To discuss and agree any action on village anti-social behaviour
 - f. To consider village litter pick
- 8 Natural Environment: (Cllrs. Smith and Bond)**
 - a. To update on conservation schemes
- 9 Highways: (Cllrs. Bond and O'Hara)**
 - a. To receive SAM2 data
 - b. To receive update on Parish Partnership Schemes 2022/2023
- 10 Queen Elizabeth Hall: (Cllr. Ginn)**
 - a. To receive report
 - b. Village hall car park
 - i. Update on grant application
 - ii. To consider car park repairs
- 11 School: (Cllr. Barrett)**
 - a. To receive report

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12 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 & expenses Jan-Mar)	£880.99
HMRC (PAYE Jan-Mar)	£ 42.80
Queen Elizabeth Hall Worstead (hall hire)	£ 10.00
Norfolk Association of Local Councils (Annual subscription 22/23)	£240.35* to be agreed item c
- c. To consider annual subscription to Norfolk Association of Local Councils 2022/23
- d. To review and agree the following policies:
 - Standing Orders
 - Data Protection Policy
 - Privacy Statement
 - Information Audit
 - Retention of Documents Policy
- e. To review the asset register
- f. Financial Correspondence, if any, to be noted

13 Projects – to receive update reports:

- a. Defibrillator / cycle store at Worstead train station
- b. Briggate/Meeting Hill telephone box painting and use

14 To receive correspondence and agree response (if any):

General Correspondence
Cluster 10 Police Newsletter
NALC newsletters inc. Wellbeing
NNDC HM The Queen's Platinum Jubilee update
NHS free taxi to Covid vaccination sites
Highway Inspection Parish Visit April
NRF support to Community Resilience
Norwich Western Link project update
Parishioner email regarding Dilham & Worstead Roads (Worstead to Great Yarmouth Road A149)

15 Items for next agenda: Tuesday 26th April 2022

16 To consider excluding the public under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the public due to the confidential nature of the item to be discussed:

- a. Contract for Surveyors Allotment
- b. Personnel matters

Sarah Martin

Clerk on behalf of Worstead Parish Council

Dated: 17th March 2022