



Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall held on Tuesday 22nd March 2022 at 7.00pm

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

Also in attendance: Saul Penfold (District/County Councillor)

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**
None.
- 2 District / County Councillor**
District and County Councillor Saul Penfold gave the following update:
A member briefing has been issued regarding the Ukraine crisis and how the County and District can help including housing refugees. There has been a good response from both County and District offering homes (210 places in 120 homes).
The Norwich Western Link update includes some environmental issues, but further information on timescales and budgets should be known in June.
NNDC passed its Carbon Net Zero Strategy on 9th February 2022, and also passed its 'motion on the ocean sustainable development strategy.
There had been an issue with the emergency full closure of all roads into Worstead, which the Parish was not made aware of, however this is to be looked at in future and re-evaluated not to close all roads unnecessarily.
Good news regarding the successful Parishes Parish Partnership bids for the trod along Honing Road. There is member funding being put towards this project.
North Walsham Library is holding "The Good Hour2 on Tuesday mornings for adults,
- 3 To consider approval of apologies, if applicable.**
Apologies were received and approved from Cllrs. O'Hara and Smith (both personal).
- 4 To resolve whether to approve the minutes of the Monthly Meeting held on Tuesday 22nd February 2022.**
The minutes were proposed as a correct record without amendment by Cllr. Barrett and seconded by Cllr. Bond, all Cllr's. agreed. They were duly signed by the Chair.
- 5 To receive any declarations of interest in items on the agenda and any requests for dispensation:** None
- 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
Comment: No Objection
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
Comment: No Objection
 - b. **To receive planning updates and decisions, if applicable**
Circulated – no further comment.

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

- a. **To receive general report**
Some littering occurring on recreation ground – to be monitored.
Skier to be removed – AGREED to be sold for scrap if unable to be repaired.
- b. **Update on play area fence**
Following an increase of prices it was AGREED to pay the difference in price.
- c. **To update on 'The Queen's Platinum Jubilee Celebrations – 2-5 June 2022'**
The Queen Elizabeth Hall is arranging a 'picnic in the park' on Saturday 4th June 2022 2-5pm, with local music.
- d. **To update on sign at Fairstead**
Cllr. Barrett updated that the school would run a competition to redesign the Fairstead sign. The sign will then be repaired and reinstated.
- e. **To discuss and agree any action on village anti-social behaviour**
Vandalism to the telephone box on Front Street was witnessed and has been reported to BT and the Police. Article to go in Woven to make Parish aware of recent antisocial behaviour and vandalism.
- f. **To consider village litter pick**
Provisional date – weekend of Saturday 30th April and Sunday 1st May 2022 – TBC once equipment from NNDC confirmed.

8 Natural Environment: (Cllrs. Smith and Bond)

- a. **To update on conservation schemes**
Debris around Lyngate pond has been cleared.

County/District Cllr. Saul Penfold left 19.39

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

- a. **To receive SAM2 data**
Data circulated from Station Road. Devices now located on Honing Road.
- b. **To receive update on Parish Partnership Schemes 2022/2023**
The bids for the trod path (Section 1 & 2) were both successful. Awaiting final costs from Highways for section 2 before proceeding.

10 Queen Elizabeth Hall: (Cllr. Ginn)

- a. **To receive report**
Brief report given.
- b. **Village hall car park**
 - i. **Update on grant application**
Grant to NNDC has been submitted. To be considered on 30th March – to update at April meeting.
 - ii. **To consider car park repairs**
It was AGREED to ask a local contractor to scrape the surface of the car park to remove potholes.

11 School: (Cllr. Barrett)

- a. **To receive report**
School newsletter circulated for information.

12 Finances and Administration:

- a. **To consider approval of Statement of Account and Bank Reconciliation**
Proposed to be accepted by Cllr. Barrett; seconded by Cllr. Bond - AGREED by all with a show of hands.
- 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* agreed at item c

AGREED to approve all payments.

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DRAFT until AGREED at meeting following



c. **To consider annual subscription to Norfolk Association of Local Councils 2022/23**
AGREED to subscribe for 2022/23.

d. **To review and agree the following policies:**

Standing Orders

Data Protection Policy

Privacy Statement

Information Audit

Retention of Documents Policy

Each policy was AGREED to be approved with no amendments

e. **To review the asset register**

The Asset register was reviewed. Cllr. Annison to investigate further replacement costs/depreciation values.

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

13 **Projects – to receive update reports:**

a. **Defibrillator / cycle store at Worstead train station**

Works should be starting imminently.

b. **Brigate/Meeting Hill telephone box painting and use**

No progress.

14 **To receive correspondence and agree response (if any):** All noted.

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)

– *It was discussed arranging meeting with local farms and businesses to address some of the issues and continue a communication ongoing.* **Action:** Cllrs. Bacon and Annison

15 **Items for next agenda: Tuesday 26th April 2022**

Trees on recreation ground.

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:**

This was RESOLVED by all.

a. **Contract for Surveyors Allotment**

A meeting had been held regarding the lease renewal of the Worstead HWRC and Former Salt Store. Awaiting a Heads of Terms to be received to review.

b. **Personnel matters**

It was noted the 1.75% increase from 1 April 2021 - backdated in the March salary payment. Following the Clerks appraisal it was proposed a two increment pay increase effective from 1st April 2022. This was AGREED by all.

Meeting closed 20.41