



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 24th May 2022 at 7.00pm** for the purpose of transacting the following business.

AGENDA FOR ANNUAL PARISH COUNCIL MEETING

- 1 **Election of Chair**
- 2 **Election of Vice Chair**
- 3 **To consider Co-Option of Parish Councillor**
- 4 **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).
- 5 **District / County Councillor**
- 6 **To consider approval of apologies, if applicable.**
- 7 **To approve the minutes of the meeting held on Tuesday 26th April 2022.**
- 8 **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.
- 9 **Election of Working Groups**
- 10 **Planning: (Cllrs. Bacon and Barrett)**
 - a. To consider the following planning applications:
Re-consultation PF/21/3476 - The Stable Block , Worstead Park, Worstead, NR28 9RT - Demolition of agricultural building attached to the rear elevation of the Stable Block; conversion and refurbishment of the Stable Block to restaurant and bar at ground floor with guest 6 bedrooms at first floor; construction of single storey extension for a kitchen facility at rear; refurbishment of derelict sheds and renovation of greenhouse; general landscape works and additional car parking
 - b. To discuss and agree any comment regarding the music licence application for The Woodyard, Worstead Estate
 - c. To receive planning updates and decisions
- 11 **Leisure and Recreation: (Cllrs. Cole and Barrett)**
 - a. To receive general report
 - b. Update on play area fence
 - c. To update on sign at Fairstead
 - d. To note notification of play area inspection in June
- 12 **Natural Environment: (Cllrs. Smith and Bond)**
 - a. To receive update on conservation schemes
- 13 **Highways: (Cllrs. Bond and O'Hara)**
 - a. To receive SAM2 data
 - b. To agree and finalise Parish Partnership Scheme 22/23 details for trod path and verge improvements along Honing Road.

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- 14 Queen Elizabeth Hall: (Cllr. Ginn)**
- a. To receive report
 - b. To receive update on village hall car park improvements
 - c. To agree playing field hire arrangements with QE Hall
- 15 School: (Cllr. Barrett)**
- a. To receive report
- 16 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:

Ashley Ads - Fairstead sign printing (inc. VAT £6.00)	£ 36.00
Mrs C Moore – Internal Audit 2021-22	£ 50.00
Mr Shane Mallett (Woven newsletter May 2022)	£180.00
Norfolk County Council (Parish Partnership Scheme 2022/23)	£ TBC
 - c. To note receipts received: NNDC - 1st Instalment of Precept £4,346.50.
 - d. To receive Internal Auditors report
 - e. To approve Certification of Exemption
 - f. To approve the Annual Governance Statement in the 2021-22 Annual Return
 - g. To approve the Statement of Accounts in the 2021-22 Annual Return
 - h. To agree insurance
 - i. To review the asset register
 - j. To review bank signatories
 - k. To review and agree Health and Safety policy
 - l. To agree Council training
- 17 Projects – to receive update reports:**
- a. Briggate/Meeting Hill telephone box painting and use
- 18 Consultation - to consider a response to:**
The Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, 2022 (Closing date Monday 11h July 2022)
- 19 To receive correspondence and agree response (if any):**
General Correspondence
Cluster 10 Police Newsletter
NALC newsletters inc. Wellbeing
Norwich Western Link project update
Textile bank opportunity
- 20 Items for next agenda: Tuesday 28th June 2022**

Sarah Martin

Clerk on behalf of Worstead Parish Council

Dated: 19th May 2022