

# WORSTEAD PARISH COUNCIL



**Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall held on Tuesday 24<sup>th</sup> May 2022 at 7.00pm**

**Present:** S. Cole, R. Barrett, J. Bacon, M. Annison and K. O'Hara.

**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.

**Cllr. Cole stood down as Chair.**

**1 Election of Chair**

Cllr. John Bacon was nominated as Chair by Cllr. Cole; this was seconded by Cllr. Barrett. With no further nominations, all AGREED to elect Cllr. Bacon to serve as Chair for the coming twelve months. Cllr. Bacon signed the Declaration of Acceptance and thanked all Councillors for their support. Thanks were also given to Cllr. Cole for all of his commitment to the PC as his role as Chair for many years.

**2 Election of Vice Chair**

Cllr. Bacon invited nominations for the office of Vice-Chair. Cllr. Barrett was nominated by Cllr. Cole and seconded by Cllr. Annison. With no further nominations, all agreed to elect Cllr. Barrett to serve as Vice-Chair for the coming twelve months.

**3 To consider Co-Option of Parish Councillor**

Janeeta Carlos-Lawrence briefly introduced herself to the Council. A vote was taken where it was unanimously AGREED to co-opt Janeeta Carlos-Lawrence as a Parish Councillor for Worstead. The declaration of office was signed, and Janeeta Carlos-Lawrence joined the meeting.

**4 Open forum for Public Participation: an opportunity to hear from members of the public**  
None

**5 District / County Councillor**

District/County Councillor Saul Penfold reported on:

NNDC: Mammoth Marathon held on 15<sup>th</sup> May 2022; NNDC approved the 'Quality & Life Strategy; RAF Neatishead is now an academy of robotics; Meeting Hill highways works are near completion, with further surface dressing during July. There is a street party planned in Meeting Hill on 5<sup>th</sup> June to celebrate the Queens Platinum Jubilee, with a road closure on Orpley Lane.

NCC: Levelling up; free school meals package now in place for May half term and summer holidays. There was a full Council meeting on 20<sup>th</sup> May 2022, a acclimate emergency motion was proposed, but voted down.

**6 To consider approval of apologies, if applicable.**

Apologies were received and accepted from Cllrs. Bond, Ginn and Smith (all personal).

**7 To approve the minutes of the meeting held on Tuesday 26<sup>th</sup> April 2022.**

The minutes were proposed as a correct record without amendment by Cllr. Barrett and seconded by A. Cole - all Cllrs. AGREED. They were duly signed by the Chair.

**8 To receive any declarations of interest in items on the agenda and any requests for dispensation:**

None



## 9 Election of Working Groups

The following working groups were AGREED:

Planning – Cllrs. Barrett, Cole and Bacon

Leisure & Recreation (to inc. QE Hall) – Cllrs. Barrett, Cole, Ginn and Carlos-Lawrence

It was discussed considering further working groups at the June meeting and Terms of Reference.

## 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

**Comment:** It was AGREED no further comments to be submitted.

### b. To discuss and agree any comment regarding the music licence application for The Woodyard, Worstead Estate

It was noted the response from NNDC regarding the licence, and no comment from the  
PC required.

### c. To receive planning updates and decisions

Update circulated – no further comments.

## 11 Leisure and Recreation: (Cllrs. Cole and Barrett)

### a. To receive general report

A brief update was given by Cllr. Barret reporting some littering within the play area; to  
investigate reducing the height of the shrubbery at entrance to playing field as advised  
by the Police to help reduce anti-social behaviour and repairs to skier.

### b. Update on play area fence

The fencing has been installed around the play area – signage to be placed advising of  
no dogs, closing gate and funding by Festival. To be investigated a soft-close  
mechanism for the gate. It was discussed and agreed that weed treatment will be  
needed around the fence edge periodically.

Cllr. Penfold left the meeting at 20.00

### c. To update on sign at Fairstead

The newly designed sign is in the process of being printed - then sign to be re-instated.

### d. To note notification of play area inspection in June

Noted.

## 12 Natural Environment:

### a. To receive update on conservation schemes

The Bure Valley Conservation group works have been postponed to August 2023.

The North-East Norfolk Conservation Volunteers (NENCV) are scheduled to do works to  
Lyngate pond during August 2022.

## 13 Highways:

### a. To receive SAM2 data

Data collected from Withergate Road between 21<sup>st</sup> April and 20<sup>th</sup> May 2022 had been  
circulated.

### a. To agree and finalise Parish Partnership Scheme 22/23 details for trod path and verge improvements along Honing Road.

A meeting had been held with the Highways Engineer to look at the feasibility of the trod  
path along Honing Road. It was proposed to extend phase 1 as far as possible (approx.  
opposite Lyngate House), and then for verge improvements (lowering and levelling) to  
be carried out to Lynhead Cottage (phase 2).



Cllr. Penfold had pledged a further £1500 towards this project. Along with the NCC funding via the Parish Partnership Scheme, the full project cost (phase 1 & 2) for the PC will be £4900.84.

It was proposed to proceed with this project by Cllr. Cole; seconded by Cllr. Bacon and AGREED by all.

## 14 Queen Elizabeth Hall: (Cllr. Ginn)

### a. To receive report

It was noted internet is now installed at the hall.

### b. To receive update on village hall car park improvements

The car parks works are due to commence on 15<sup>th</sup> June 2022.

### c. To agree playing field hire arrangements with QE Hall

It was discussed for the village hall management committee to take over the bookings of the playing field. This was AGREED by all. A final agreement is to be written up.

## 15 School: (Cllr. Barrett)

### a. To receive report

The most recent school newsletter had been circulated.

## 16 Finances and Administration:

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

This was proposed to be approved by Cllr. Barrett; seconded by Cllr. Cole and AGREED by all.

### 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) *see item 13a	£4900.84
All payments were AGREED.	

### c. To note receipts received: NNDC - 1st Instalment of Precept

Noted. £4,346.50

### d. To receive Internal Auditors report

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

### e. To approve Certification of Exemption

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

### f. To approve the Annual Governance Statement in the 2021-22 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.

### g. To approve the Statement of Accounts in the 2021-22 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.

### h. To agree insurance

Quotes had been requested however due to the significant increase in premiums it was AGREED to delegate authority to the Clerk to agree the insurance.

### i. To review the asset register

In conjunction with the insurance, it was AGREED to delegate authority to the Clerk to review the asset register. Cllr. Annison to assist.

### j. To review bank signatories

It was AGREED to remain with the current 3 signatories, but to look into online banking.

### k. To review and agree Health and Safety policy

The policy was AGREED as presented. To be reviewed annually.

# WORSTEAD PARISH COUNCIL



## I. To agree Council training

It was AGREED to arrange full council training in September.

### 17 Projects – to receive update reports:

#### a. Briggate/Meeting Hill telephone box painting and use

Due to be completed by the end of summer.

### 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)

To be postponed to June meeting.

### 19 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

Textile bank opportunity

### 20 Items for next agenda: Tuesday 28<sup>th</sup> June 2022

To look at platinum commemoration tree/rose bush.

Update on recycling centre.

Meeting closed 21.07