

# WORSTEAD PARISH COUNCIL



Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall  
on Tuesday 23<sup>rd</sup> August 2022 at 7.00pm

**Present:** J. Bacon (Chair), R. Barrett, M. Annison, A. Bond, J. Carlos-Lawrence, S. Ginn  
and M. Smith (7.02pm).

**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**  
No public present
- 2 District / County Councillor report**  
Cllr. Saul Penfold sent apologies to the meeting.
- 3 To consider approval of apologies, if applicable.**  
Apologies were received and approved from K. O'Hara (personal).
- 4 To approve the minutes of the meeting held on Tuesday 26<sup>th</sup> July 2022.**  
The minutes were proposed as a correct record without amendment by Cllr. Bond and seconded by Cllr. Ginn - all Cllrs. 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 To receive reports (if any):** Reports had been circulated prior to the meeting. Additional comments below.
  - a. Finance**
  - b. Planning (including notified updates & decisions)**
  - c. Leisure & Recreation (inc. QE Hall)**
  - d. Natural Environment** – North East Norfolk Conservation Volunteers are attending the Lyngate pond on 14<sup>th</sup> September 2022.
  - e. Highways & Infrastructure (inc. SAM2)** – to speak to Westcotec regarding Bluetooth device connection issues.
- 7 Leisure and Recreation**
  - a. To discuss and agree any actions on Information for the Elderly including community transport**  
Norfolk Community Transport confirmed they are not planning to cease their service in Worstead. An article and timetable have been received for publication in the next issue of the Woven.
  - b. To discuss investigation of a community shop**  
Discussions had to whether this should be investigated further and gage community support.  
**Action:** Cllr. Bacon to speak with existing community shops within the area to seek advice on how these are set up and run.
- 8 Highways & Infrastructure:**
  - a. To consider Parish Partnership bids for 2023/24**  
It was discussed investigating roundels and further gateways with the Highways Engineer to see if supported. **Action:** Cllr. Bond.
  - b. To consider installation of dog bin in Bengate**  
It was discussed the PC has a dog bin which could be sited at this location, however to confirm the contribution costs with NNDC.

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## 9 Finances and Administration:

### a. To approve Statement of Account and Bank Reconciliation

These were AGREED by all.

It was noted there were two invoices received after the agenda had been published – to be paid and ratified at September meeting.

### b. To consider long term strategic approach to the benefits of funding from and working with Worstead Festival, to include grant applications

It was AGREED to investigate a 5 year plan for the Parish to assist with budgeting and therefore with future grant applications.

It was discussed arranging a meeting with the Worstead Festival trustees to discuss future plans and funding. **Action:** Cllr. Annison.

It was suggested to submit a grant application to the festival towards the cost of an obelisk to commemorate the Queens Jubilee. **Action:** Cllrs. Smith and Carlos-Lawrence..

### c. To consider option to opt out of the SAA central external auditor appointment arrangements

It was AGREED not to opt out.

### d. To appoint internal auditor for 2022/23

It was AGREED to appoint Catherine Moore as Internal Auditor for 2022/23.

## 10 Consultation - to consider a response to:

**Norwich Western Link project** – It was AGREED not to submit a PC response, however parishioner comments encouraged to be submitted independently.

## 11 To receive correspondence and agree response (if any): All noted.

General Correspondence

NALC newsletters

NCC Your views on the future of our mobile library service (consultation closes 14<sup>th</sup> September 2022)  
– it was AGREED to submit a general comment from the PC to strongly support the retention of the mobile library in Worstead as one of the few services the Parish has.

## 12 Items for next agenda: Tuesday 27<sup>th</sup> September 2022

To discuss playing field hedge

Festival grant application

## 13 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 resolution was AGREED, however there were no members of the public present at the meeting.

### a. Contract for Surveyors Allotment

Meeting closed 20.27