

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 21st March 2023 at 7.00pm** for the purpose of transacting the following business.

AGENDA FOR PARISH COUNCIL 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 To consider approval of apologies, if applicable.**
- 3 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.
- 4 To approve the minutes of the meeting held on Tuesday 28th February 2023.**
- 5 Co-option for Parish Councillor vacancy**
- 6 To receive reports (if any):**
 - a. Planning (including notified updates & decisions)
 - b. Leisure & Recreation (inc. QE Hall)
 - c. Highways & Infrastructure (inc. SAM2)
 - d. School Report
- 7 District / County Councillor report**
- 8 Leisure and Recreation**
 - a. To update on Kings Coronation event and agree any actions
 - b. To receive update on, and consider any actions, re: playing field hedge
 - c. To update on Parish Open Day event
 - d. To confirm responsibility of village hall car park
- 9 Planning:**
 - a. To consider the following planning applications:
- 10 Highways & Infrastructure:**
 - a. To consider and agree new Bluetooth device for SAM2 (£289.40 + VAT)
 - b. To receive Parish Partnership update
 - i. To sign acceptance of award
 - ii. To agree payment £1500.00 (50% PC contribution)
- 11 Finances and Administration:**
 - b. To approve Statement of Account and Bank Reconciliation
 - c. To agree the following payments:

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|---|---------|
| Sarah Martin Salary & Expenses (Jan-Mar 2023) | £962.79 |
| HMRC PAYE | £ 32.80 |
| Queen Elizabeth Hall (meeting room hire) | £230.00 |
 - d. To consider annual subscription to Norfolk Association of Local Council for 2023/24
 - e. To confirm date of Annual Parish Meeting
 - f. To discuss Woven newsletter future

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- g. To review and agree the following policies:
 - i. Financial Regulations
 - ii. Internal Controls
 - iii. Risk Management
 - iv. Donations policy
 - v. Standing Orders
 - vi. Data Protection Policy
 - vii. Privacy Statement
 - viii. Information Audit
 - ix. Retention of Documents Policy

12 To receive correspondence and agree action/response (if any):

General Correspondence
NALC newsletters
Free Carbon Literacy Training Event
Latest News from Duncan Baker MP
NCC Adult Learning - a request
Funding for Electric Vehicle Charging Points in Norfolk

13 Items for next agenda: Tuesday 25th April 2023

14 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

Sarah Martin

Clerk on behalf of Worstead Parish Council

Dated: 16th March 2023