

WORSTEAD PARISH COUNCIL



Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall on Tuesday 21st March 2023 at 7.00pm.

Present: J. Bacon (Chair), R. Barrett, S. Cole, M. Annison, M. Smith and K. O'Hara (19.12)*

Clerk: Mrs. Sarah Martin

Members of the public: 2 (inc. Cllr Penfold)

For the benefit of the public 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 **To consider approval of apologies, if applicable.**
Apologies were received and approved from J. Gubbins and A. Bond (both personal).
 - 3 **To receive any declarations of interest in items on the agenda and any requests for dispensation:** None.
 - 4 **To approve the minutes of the meeting held on Tuesday 28th February 2023.**
The minutes were proposed as a correct record without amendment by Cllr. M Annison and seconded by Cllr. Cole - all Cllrs. present AGREED. They were duly signed by the Chair.
 - 5 **Co-option for Parish Councillor vacancy**
Anthony Abel was invited to briefly introduce himself to the Council and state his interest in becoming a Worstead Parish Councillor. Anthony Abel was elected unanimously by a show of hands to become a Parish Councillor for Worstead. The declaration of office was signed, and Anthony Abel joined the meeting.
 - 6 **To receive reports (if any):** all reports were noted.
 - a. **Planning (including notified updates & decisions)**
 - b. **Leisure & Recreation (inc. QE Hall)**
 - c. **Highways & Infrastructure (inc. SAM2)** – it was noted the correspondence from Highways regarding the PC enquiry of chicanes in the Parish – these were not supported
 - d. **School Report**
- *Cllr. O'Hara joined the meeting 19.12
- 7 **District / County Councillor report**
Cllr. Penfold reported it is now officially the pre-election period ahead of the elections being held on May 4th, 2023. NCC have their final meeting on 28th March – 2 motions to be voted on - rights of rivers and free school meals.
NNDC – update given on Homes for Ukraine and Heritage Action Zone in North Walsham.
A feasibility study has been carried out around junction/mini roundabout near Paston college, although no funds to complete the recommended works at present.
NNDC has submitted their Local Plan to government to be signed up to 2036.
It was raised to Cllr. Penfold the verges being cut by large vehicles with no accountability.

Cllr. Penfold left the meeting 19.35.
 - 8 **Leisure and Recreation**
 - a. **To update on Kings Coronation event and agree any actions**
It was discussed the event being held Sunday 7th May 1-6pm on the playing field, hall will be open.
 - b. **To receive update on, and consider any actions, re: playing field hedge**
Advice received from 2 contractors was to fell all the conifer trees. There is no budget reserved for this project in the new financial year. Cllr. Bacon to clarify quote received. To arrange a meeting with adjacent landowner and advise Festival committee of works needed and concerns.



c. To update on Parish Open Day event

Village hall not available on original suggested date, therefore it was AGREED this event would be held prior to the Kings Coronation event on 7th May – 12-1pm.

ACTIONS: Clerk/Cllr. Bacon

d. To confirm responsibility of village hall car park

Following a meeting with village hall trustees and looking at a map in the Charity's governing document, it was confirmed and AGREED the car park is the responsibility of the village hall Charity.

9 Planning:

- a. To consider the following planning applications:** None.

10 Highways & Infrastructure:

- a. To consider and agree new Bluetooth device for SAM2 (£289.40 + VAT)**

It was AGREED to purchase this.

- b. To receive Parish Partnership update**

- i. To sign acceptance of award**

It was AGREED to sign the acceptance form.

ACTION: Clerk to confirm amount of NCC member funding and PC contribution.

- ii. To agree payment £1500.00 (50% PC contribution)**

AGREED - Clerk to confirm amount of NCC member funding and PC contribution and arrange payment.

11 Finances and Administration:

- a. To approve Statement of Account and Bank Reconciliation**

These were AGREED by all.

ACTION: Cllr. Annison and Clerk to review layout of documents.

- b. To agree the following payments:**

Sarah Martin Salary & Expenses (Jan-Mar 2023) £962.79

HMRC PAYE £ 32.80

Queen Elizabeth Hall (meeting room hire) £230.00

All payments were AGREED.

It was AGREED for a cheque to be raised following confirmation of the PP scheme costs.

- c. To consider annual subscription to Norfolk Association of Local Council for 2023/24**

It was AGREED to subscribe to NALC for 23/24, including the website.

- d. To confirm date of Annual Parish Meeting**

It was AGREED to hold the Annual Parish Meeting on Tuesday 18th April 2023, 7pm.

- e. To discuss Woven newsletter future**

It was AGREED for Cllr. Bacon to take on the production and editorial for the next issue of the Woven. This was following an increase in costs by the current designer which the PC has no budget.

Thanks were given to the editor for all their hard work on the Woven newsletters.

- f. To review and agree the following policies:**

- a) Financial Regulations
- b) Internal Controls
- c) Risk Management
- d) Donations policy
- e) Standing Orders
- f) Data Protection Policy
- g) Privacy Statement
- h) Information Audit
- i) Retention of Documents Policy

The review of policies was postponed until the April meeting.

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

General Correspondence

NALC newsletters

WORSTEAD PARISH COUNCIL



Free Carbon Literacy Training Event
Latest News from Duncan Baker MP
NCC Adult Learning - a request

Funding for Electric Vehicle Charging Points in Norfolk – *an expression of interest was submitted awaiting further information.*

13 Items for next agenda: Tuesday 25th April 2023

Defibrillator
Policy review
Parish event update

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:

This resolution was AGREED; however there were no member of the public present.

a. Contract for Surveyors Allotment

Cllr. Annison updated that quotes from solicitors to review the lease were being obtained for consideration.

It was AGREED to invoice the additional proposed amount and the new year's lease amount.

Meeting closed: 21.11