



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 25<sup>th</sup> April 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 21<sup>st</sup> March 2023.**
- 5 District / County Councillor report**
- 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
  - e. Kings Coronation Event
  - f. Parish Open Day Event
- 7 Leisure and Recreation**
  - a. To receive update on, and consider any actions, re: playing field hedge
- 8 Planning:**
  - a. To consider the following planning applications:  
**PF/23/0661** - Homely Cottage, Low Street, Sloley, Norwich, Norfolk, NR12 8HD - Two storey side extension (part replacement) and single storey rear extension to dwelling
- 9 Finances and Administration:**
  - a. To approve Statement of Account and Bank Reconciliation
  - b. To agree councillor to carry out quarterly review of finances
  - c. To agree the following payments:

Westcotec (SAM2 bluetooth) (inc. VAT £57.88)	£347.28
Barnwell Print Ltd. (Woven April)	£148.00
Norfolk Association of Local Councils (Annual subscription)	£ TBC
Norfolk County Council (PP scheme gateway/roundels)	£750.00
  - d. To consider donation towards graveyard maintenance
  - e. To agree full Council training

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- f. To review and agree/adopt 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
  - x. Playground Risk Management Policy
  - xi. Child Protection Policy/Safeguarding Policy
  - xii. Risk Assessments :
    - Party in the Park
    - Worstead Playpark

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

General Correspondence  
NALC newsletters  
Worstead village hall AGM invite  
Notification of play area inspection in June  
Correspondence re speeding Honing Road  
Correspondence regarding building works in Briggate

**11 Items for next agenda: Tuesday 16<sup>th</sup> May 2023 – Annual Parish Council Meeting**

**12 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
  - i. To receive update
  - ii. To consider and agree legal support

*Sarah Martin*

Clerk on behalf of Worstead Parish Council

Dated: 20<sup>th</sup> April 2023