



Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall on Tuesday 25th April 2023 at 7.00pm.

Present: J. Bacon (Chair), R. Barrett, A. Bond, S. Cole, A. Abel, J. Gubbins and K. O'Hara (19.08)

Clerk: Mrs. Sarah Martin

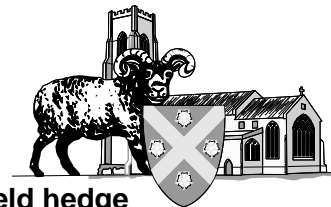
Members of the public: 2 (inc. Cllr Penfold 19.14)

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**
A member of the public spoke about the Coach House planning application which has been caught up in Nutrient Neutrality. A one way system has been working on the way in, however not on way out. Highways have agreed a traffic route - a new planning application may have to be submitted. There is a public consultation event being held at The Woodyard, Worstead Park on Tuesday 23rd May, 6.30pm to consult with local residents about plans to improve access to the site – all welcome.
- 2 To consider approval of apologies, if applicable.**
Apologies were received and approved from M. Annison and M. Smith (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 21st March 2023.**
The minutes were proposed as a correct record without amendment by Cllr. R. Barrett and seconded by Cllr. S Cole - all Cllrs. present AGREED. They were duly signed by the Chair.
- 5 District / County Councillor report**
District/County Councillor Saul Penfold reported that both NNDC and NCC are quiet at the moment. There have been some changes at County Hall with a new leader Kay Mason-Billig. In the local area Cllr. Penfold has spoken with the police regarding the road safety issues and speed check will be carried out. Some members of the public have expressed an interest in joining a speedwatch team. The new trod on Honing Road has been completed - posts and signage still to be installed on the first section and the second section to settle.
- 6 To receive reports (if any):**
 - a. Planning (including notified updates & decisions)** report noted.
 - b. Leisure & Recreation (inc. QE Hall)** Defibrillators were discussed – weekly checks must be carried out. Some repairs to play equipment are needed. Temporarily the seat of the zip wire to be removed until one of the posts is replaced (approx. cost £1500). It was discussed waiting until the Rospa Inspection in June to see if any other issues raised.
 - c. Highways & Infrastructure (inc. SAM2)** Speed checks by the police are due to be carried out within the Parish. It was noted the trod path has been installed; awaiting reflector posts and signage.

District/County Cllr. Penfold left the meeting 19.56
 - d. School Report** noted
 - e. Kings Coronation Event** Sunday 7th May – may move inside village hall; weather dependant.
 - f. Parish Open Day Event** postponed until Summer.

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7 Leisure and Recreation

a. To receive update on, and consider any actions, re: playing field hedge

Following a meeting on site with landowner and representatives from the PC it had been suggested installing a stock fence and planting a new hedge line and creating a footpath. Clerk mentioned previously a fence was installed to prevent members of the public exiting and crossing the road at this point as deemed unsafe. It was AGREED to obtain quotes for a survey of the leylandii hedge and all trees on the recreation ground. **ACTION:** JB/SC/Clerk

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
Comment: No comment

9 Finances and Administration:

a. To approve Statement of Account and Bank Reconciliation

These were AGREED by all.

b. To agree councillor to carry out quarterly review of finances

It was AGREED for Cllr. Gubbins to take this role on.

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

*Invoice not received - defer to next agenda

d. To consider donation towards graveyard maintenance

It was AGREED to donate £700 as per the budget. £300 had not been spent from last donation.

e. To agree full Council training

This was AGREED for after the elections - Clerk to investigate dates.

f. To review and agree/adopt the following policies:

All policies were approved as presented (*see additional notes for minor amendments*)

- i. Financial Regulations
- ii. Internal Controls
- iii. Risk Management
- iv. Donations policy
- v. Standing Orders – *duplicate line to be removed 3j*
- vi. Data Protection Policy
- vii. Privacy Statement
- viii. Information Audit
- ix. Retention of Documents Policy
- x. Playground Risk Management Policy – *remove line re DBS checks as n/a*
- xi. Child Protection Policy/Safeguarding Policy – *the Child Protection Policy was adopted; the Safeguarding Policy was not adopted.*
- xii. Risk Assessments :
 - Party in the Park
 - Worstead Playpark

District/County Cllr. Penfold returned to the meeting 20.27

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

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

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One member of the public left the meeting 20.40

The Chair suspended Standing Orders to allow District/County Cllr. Saul Penfold to speak.

District/County Cllr. Saul Penfold spoke about planning application RV/22/2473 Removal/Variation of Condition re music on the island at the Woodyard, Worstead Park.

District/County Cllr. Penfold left the meeting 20.42

- 11 Items for next agenda:** Tuesday 16th May 2023 – Annual Parish Council Meeting
Cllr. Abel raised the Parish Plan; however it had previously been agreed on Open Day would be a better option.
No new items raised at this time.
- 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:**
This resolution was AGREED; all members of the public had already left the meeting.
- a. Contract for Surveyors Allotment**
 - i. To receive update**

Cllr. Gubbins presented an update. It was AGREED to send an email to NCC laying out the PC's comments on the lease; amendments, including the payment of backdated rent.
 - ii. To consider and agree legal support**

It was AGREED for the lease to be reviewed by an independent solicitor; however it will be requested for NCC to pay the PC's legal fees. Await NCC's response.

Meeting closed: 20:52