



Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall on Tuesday 16th May 2023 at 7.00pm.

Present: J. Bacon (Chair), R. Barrett, S. Cole, A. Abel, M. Annison, J. Gubbins, M. Smith (19.05)
and K. O'Hara (19.08)

Clerk: Mrs. Sarah Martin

Members of the public: District/County Cllr. S 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 **Election of Chair**

Cllr. John Bacon was nominated as Chairman by Cllr. Barrett; this was seconded by Cllr. Annison. With no further nominations, all AGREED to elect Cllr. Bacon to serve as Chairman for the coming twelve months. Cllr. Bacon signed the Declaration of Acceptance and thanked all Councillors for their support.

2 **Election of Vice Chair**

Cllr. Bacon invited nominations for the office of Vice-Chairman. Cllr. Barrett was nominated by Cllr. Annison and seconded by Cllr. Gubbins. With no further nominations, all agreed to elect Cllr. Barrett to serve as Vice-Chairman for the coming twelve months.

3 **To consider approval of apologies, if applicable.**

Apologies were received and approved from A Bond (personal).

4 **To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant**

It was AGREED to accept A. Bond's declaration at or before the next meeting, all other declarations had been duly signed

5 **Open forum for Public Participation: an opportunity to hear from members of the public**

None.

6 **To receive any declarations of interest in items on the agenda and any requests for dispensation:**

Cllr. Annison declared an interest in item 14 PF/23/0971 as own application.

7 **To approve the minutes of the meeting held on Tuesday 25th April 2023.**

The minutes were proposed as a correct record without amendment by Cllr. R. Barrett and seconded by Cllr. S Gubbins - all Cllrs. present AGREED. They were duly signed by the Chair.

8 **To reconfirm eligibility and to consider re-adopting the General Power of Competence**

It was noted that the Council still met the eligibility criteria, and it was AGREED to re-adopt the General Power of Competence.

9 **District / County Councillor report**

District/County Councillor Saul Penfold thanked all who voted for their support in being re-elected as District Councillor. The Liberal Democrat's retained the District Council and first AGM being held tomorrow.

At NCC there is change of leadership. A motion is being requested to ask Government for further funding on Highways. A Green motion was put forward, including an apology, for the amount of money spent so far on the Northern Distributor Route, however this was defeated.

The County Deal full consultation results are available on the NCC website.

There is a consultation open regarding Mayton Woods recycling centre proposed closure – details on NCC website. Closes 26th June 2023.



Within Worstead the markers along the new trod on Honing Road should be installed this week. Cllr. Penfold has a list of names who would be interested in joining a Speedwatch group. Re: Item 14b (CL/23/0925) – Cllr. Penfold has received a number of objections locally including the site not being secure. The PC should submit comments to the planning department for consideration. Cllr. Smith raised an issue on Sandy Hills involving soil being dumped on site and concerns over motorbikes – Cllr. Penfold will investigate this with NNDC.

Cllr. Penfold left the meeting 19:46

10 To receive reports (if any):

- a. **Planning (including notified updates & decisions)** report noted.
- b. **Leisure & Recreation (inc. QE Hall)** it was noted the BVCG will no longer cut and rake the Churchyard conservation area – Clerk investigating other options.
- c. **Highways & Infrastructure (inc. SAM2)** report noted. Clerk to invite MP Duncan Baker to next PC meeting.
- d. **School Report** report noted.

11 Working Groups

- a. **To consider and agree Working Groups and members; and Community Representatives**

The following working groups and members were AGREED:

Leisure & Recreation – Cllrs. Barrett, Cole and Abel

Administration & Finance – Cllrs. Annison and Gubbins

Highways & Infrastructure – Cllrs. Bond and Bacon

It was AGREED planning and natural environment will be full council, not working groups.

Cllr. Barrett to be school representative.

Clerk to enquire if a representative is required for the village hall committee.

12 Highways

- a. **To consider a Community Speedwatch Group**

This community initiative was supported by the PC. District Cllr. Penfold to be asked to share his contacts for parishioners who expressed interest in joining this scheme.

13 Leisure and Recreation

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

Clerk updated on advice received from NNDC tree officer. It was discussed a tree survey is needed in first instance. It was AGREED for the Clerk to obtain quotes.

- b. **To consider play area repairs**

The seat has been removed temporarily from the zip wire. A quote to replace one post on the zip line frame has initially been given as £1500. It was discussed and agreed to await the RoSPA inspection before proceeding with this replacement in case further works required.

14 Planning:

- a. To consider the following planning application

Cllr, Annison abstained from this item.

PF/23/0971 - Lyngate House, Honing Road, Lyngate, Worstead, North Walsham, Norfolk, NR28 9RG - Demolition of side extension to dwelling and erection new side extension with rooms in roof; erection of three bay detached garage with domestic store in roof space

Comment: No Objection or comment.

- b. To consider the following Lawful Development Certificate (LDC):

CL/23/0925 - Field Known As Chapmeek Meadow , Orpley Lane, Meeting Hill, North Walsham, Worstead, NR28 9LS - Certificate of Lawful Development for the use of existing field as outdoor exercise area for dogs

Comment: to submit concerns including safety of site, length of time field has been in use for this purpose, insurance, dog bins, highways access, change from agricultural land.

It was noted Cllr Penfold's comment in PP re parishioners concerns and local objections.

WORSTEAD PARISH COUNCIL



PC is not satisfied this lawful development certificate is adequate and to request consideration of a full planning application to be submitted.

15 Finances and Administration:

a. To approve Statement of Account and Bank Reconciliation

These were AGREED by all.

b. To note receipts received:

It was noted the NNDC 1st Instalment of Precept 23/24 received £4,477.00

c. To agree the following payments:

Norfolk Association of Local Councils (Annual subscription) £ 316.42

Catherine Moore (Internal Audit 2022/23) £ 60.00

Salhouse Parish Council (Kings Coronation sign) £ 4.99

Community Heartbeat Trust (replacement bulb for cabinet (inc. VAT £1.60) £ 15.54

All payments AGREED.

d. To receive Internal Auditors report

The Internal Auditor's report was circulated to Councillors prior to the meeting.

Recommendation and observation noted.

e. To approve the Annual Governance Statement in the 2022-23 Annual Return

All of the statements in the Annual Governance section of the Annual Return requiring

Councillors to respond to each statement were AGREED. The Council **RESOLVED** to

approve the Annual Governance Statement. The Chairman and the Clerk/RFO signed the

AGAR on behalf of the Council.

f. To approve the Statement of Accounts in the 2022-23 Annual Return

The Accounting Statement had been circulated to Councillors prior to the meeting. The

Council **RESOLVED** to approve the Statement of Accounts. The Chairman and the

Clerk/RFO signed the AGAR on behalf of the Council.

g. To receive update on bank account

Clerk updated regarding recent communications with Barclays regarding the 'Historical Bank Account' changes. Terms of the account will remain the same. The process of applying for online banking is continuing with clerk to have view only access and two signatories to set up and agree payments.

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

- o General Correspondence
- o NALC newsletters
- o Parish Presentation - NCC EV Proposals (23rd May 2023)
- o The Woodyard | Worstead Park | Public Consultation | Tuesday 23rd May 6.30pm

It was noted the consecrating of the graveyard by the Bishop on Tuesday 23rd May at 9.30am – Cllr Cole to represent the PC.

17 Items for next agenda: Tuesday 20th June 2023 – Parish Council Meeting

To note change of date of next PC meeting.

Churchyard conservation update.

18 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 had sent communication to NCC regarding the draft contract, a response has been received that the legal team are investigating; therefore awaiting a response.

ii. To consider and agree legal support

Postpone until a response has been received from NCC.

Meeting closed: 20:54