

WORSTEAD PARISH COUNCIL



Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall on Tuesday 20th June 2023 at 7.00pm.

Present: J. Bacon (Chair), R. Barrett, A. Bond, S. Cole, A. Abel and J. Gubbins.

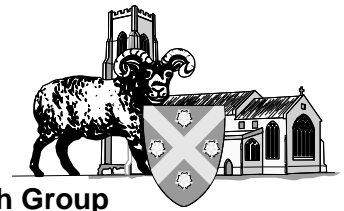
Clerk: Mrs. Sarah Martin

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 To consider approval of apologies, if applicable.**
Apologies were received and approved from M. Annison, K. O'Hara and M. Smith (all personal).
- 2 Open forum for Public Participation: an opportunity to hear from members of the public**
None.
- 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 16th May 2023.**
The minutes were proposed as a correct record without amendment by Cllr. R. Barrett and seconded by Cllr. J Gubbins - all Cllrs. present AGREED. They were duly signed by the Chair.
- 5 District / County Councillor report**
Cllr. Penfold reported:
The County Deal consultation received 1200 responses which equated to 1% of the population of Norfolk.
At NNDC there is a new Corporate Plan being developed for the next 4 years – this is due to go to full Council in July. There is a Green Agenda inc. affordable housing; lobby for 2nd home Council Tax monies to remain in the District; push on villages re digital connectivity (inc. Withergate); community connectors.
There are 2 new bin lorries being manufactured for November for the District.
Locally, no update yet on Chapmeek Meadow. A site visit is being arranged for Sandy Hills following the reports last month.
Bin collections are often still late and few missed collections.
North Walsham Heritage Action Scheme is progressing well; however a few issues round the kerbing.
Cllr. Penfold will speak with Highways re the village square crossroad and the condition of the surface.
Cllr. Penfold to share names of the 8 volunteers for a Community Speedwatch group.
A question was asked regarding dog barking issues – Cllr Penfold stated that these should be reported to environmental health at NNDC.

Cllr. Penfold left the meeting at 19.35
- 6 To receive reports (if any):**
 - a. Planning (including notified updates & decisions)**
Cllr. Bacon gave a brief update on the public consultation meeting held at The Woodyard.
 - b. Leisure & Recreation (inc. QE Hall)**
Report noted.
 - c. Highways & Infrastructure (inc. SAM2)**
Report circulated. It was noted the Chip van is no longer trading in the village square.
 - d. School Report**
Report circulated – it was noted the car park works being investigated by the school had been held up.



7 Highways

a. To update and agree any actions on a Community Speedwatch Group

It was discussed the PC is supportive of this initiative. Clerk to contact parishioners who have already expressed an interest in joining this initiative and to include information in next Woven.

b. To discuss Electric Vehicle charging points and agree any actions

It was AGREED to investigate this further and request a site survey. Cllr. Bacon to discuss with QE Hall Chair to gauge their interest/support.

8 Leisure and Recreation

a. To consider and agree playing field hedge survey contractor

It was proposed by Cllr. Cole; seconded by Cllr. Bond and AGREED by all to appoint Ravenscroft to carry out a tree survey.

b. To receive RoSPA annual play area inspection report and agree any actions

Report not received yet. It was AGREED to replace at least one post on the zipwire, and any further works recommended by the contractor as soon as possible. AGREED to also purchase 6 printed visi-vests for play area inspections (and SAM2 use).

c. To update and agree any actions on Churchyard conservation

Following the conservation group unable to cut the area this year it was discussed meeting with the Church to discuss options and obtaining a quote from a local contractor to cut, rake and clear the area as a one off - mid/end August.

d. To discuss and agree any actions on a Community Information event

It was discussed provisionally holding this event on 9th September 2023 – Clerk to check availability with QE Hall and community groups who may be interested. To advertise in Woven.

9 Planning:

a. To consider comments to the following planning applications:

PF/23/1167 - 2 St Andrews Close, Worstead, North Walsham, Norfolk, NR28 9SG - Single storey rear and side extension

Comment: No Objection

b. To consider any further comments to:

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

PF/21/3476 - The Stable Block, Worstead Park, Worstead, NR28 9RT - Demolition of agricultural building attached to the rear elevation of the Stable Block; conversion and refurbishment of the Stable Block to restaurant and bar at ground floor with guest 6 bedrooms at first floor; construction of single storey extension for a kitchen facility at rear; refurbishment of derelict sheds and renovation of greenhouse; general landscape works and additional car parking

Comment: No further comments.

10 Finances and Administration:

a. To approve Statement of Account and Bank Reconciliation

These were AGREED by all.

b. To agree the following payments:

Sarah Martin (salary & expenses Apr/June 2023) (inc. VAT £3.67)	£1,017.91
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Wicksteed Leisure Ltd (cap for roundabout) (inc. VAT £4.00)	£ 23.99
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BHIB Ltd. (Insurance renewal 1/6/23 to 31/05/23 – 2 nd year of deal)	£ 532.32
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These were AGREED by all.

c. To note payment of playing field hire 2023/24 (£1.00) paid & claimed via Clerks expenses

Noted.

d. To consider appointment of Internal Auditor for 2023/24

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It was AGREED to appoint Catherine Moore as IA for 23/24 at a cost of €120

e. To receive update on bank account

The PC bank account is still in process of 'historic account' transfer. Still ongoing is signatories applying for online banking.

f. To discuss and agree next issue Woven newsletter

It was discussed an issue being distributed mid-August. Clerk to contact groups for articles.

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

General Correspondence

NALC newsletters

Webinar - '20 minute Towns in Rural Areas' – Thursday 29th June 2023 – 10-12

Highway Inspection Parish Visit – from 10th July 2023

June News from Duncan Baker MP

Vattenfall's upcoming Community Benefit Fund

Changes to the Mobile Library Service

Your Community Action Norfolk update

Submission of North Norfolk Local Plan for Independent Examination

12 Items for next agenda: Tuesday 25th July 2023 – Parish Council Meeting

Duncan Baker attending meeting

13 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, and agree any actions

Cllr. Gubbins gave a brief update as to where the contract is up to. It was agreed arranging a meeting to discuss legal fee costs and cleanup of the site.

ii. To consider and agree legal support

To be considered following the meeting.

Meeting closed: 20:34