



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 26<sup>th</sup> September 2023 at 7.00pm** for the purpose of transacting the following business.

## AGENDA FOR PARISH COUNCIL MEETING

- 1 To consider approval of apologies, if applicable.**
- 2 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).
- 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 consider election of Vice Chair**
- 5 To approve the minutes of the meeting held on Tuesday 25<sup>th</sup> July 2023.**
- 6 District / County Councillor report**
- 7 To receive reports (if any):**
  - a. Planning (including notified updates & decisions)
  - b. Leisure & Recreation (inc. QE Hall)
  - c. Highways & Infrastructure (inc. SAM2)
- 8 Highways**
  - a. To update on a Community Speedwatch Group
  - b. To update on Electric Vehicle charging points and agree any actions
  - c. To receive update and agree actions re: Briggate Mill
  - d. To receive traffic analysis and agree any actions
  - e. To consider email re: 'Connect your community to the Slow Ways national walking network'
  - f. To consider bids for Parish Partnership Scheme 24/25
- 9 Leisure and Recreation:**
  - a. To consider refurbishment of the two seats on the green outside the school
- 10 Conservation:**
  - a. To receive an update and agree any actions on Churchyard conservation
  - b. To discuss and agree any actions on a village conservation group
- 11 Planning:**
  - a. To consider comments to the following planning applications:  
**PF/23/1808** - Swan Cottage, Tucks Road, Bengate, Worstead, North Walsham, Norfolk, NR28 9LU - Single storey rear extension to dwelling; external alterations  
**PF/23/1826** - Ivy Cottage, 38 Honing Row, Worstead, North Walsham, Norfolk, NR28 9RH - Demolition of shed and erection of single-storey side extension  
**PF/23/1939** The Woodyard, Worstead Park, Sloley Road, Worstead, North Walsham, Norfolk, NR28 9RS - Change of use of The Woodyard and Lake Island from wedding venue

# WORSTEAD PARISH COUNCIL



to use for weddings and other events/functions (maximum of two per week); information of access road to the Worstead/Dilham road with closure of eastern access to vehicles

- b. To ratify the following planning applications received between meetings:  
**PF/23/1701** - Cherrytree Cottage, Orpley Lane, Meeting Hill, Worstead, North Walsham, NR28 9LS - Demolition of single-storey side extension and erection of single/two-storey side and rear extensions  
**PC comment:** No Objection or comment  
**PF/23/1658** - 18 Honing Row, Worstead, North Walsham, Norfolk, NR28 9RH - Single story rear extension to dwelling including removal of existing conservatory/porch and the replacement of flat roof with pitched roof to existing extension  
**PC comment:** No Objection or comment

## 12 Finances and Administration:

- a. To approve Statement of Account and Bank Reconciliation  
b. To agree the following payments:
- |   |         |
|---|---------|
| Sarah Martin - Salary and Expenses (July-Sept 23)         | £984.73 |
| PFK Littlejohn (External Audit 22/23) (inc. VAT £42.00)   | £252.00 |
| Barnwell Print (Woven Newsletters)                        | £155.00 |
| NNDC (dog/litter bin emptying 2023/24) (inc. VAT £115.96) | £695.76 |
- c. To receive conclusion of external audit  
d. To review and agree bank signatories  
e. To consider a donation to the North East Norfolk Conservation Group  
f. To discuss and consider quote for further publications of village trail leaflets  
g. To consider a grant application to the Worstead Festival (closing date 30<sup>th</sup> September 2023)  
h. To discuss and agree change of October meeting date

## 13 Consultations:

To consider a response to the following:

- a. Consultation for the federation of Worstead and The Belfry, Overstrand CE VA Primary Schools (closes Friday 3<sup>rd</sup> November 2023, 3pm)

## 14 To receive correspondence and agree action/response (if any):

- General Correspondence
- NALC newsletters
- MP Duncan Baker Public Meeting on Speeding – Friday 29<sup>th</sup> September 2023 19:00 to 21:00 at North Walsham High School
- Take action against local flooding with CPRE Norfolk
- Norfolk ALC Autumn Conference & AGM - Wednesday - 4 October 2023 - The Nest, Norwich

## 15 Items for next agenda: Tuesday 24<sup>th</sup> October 2023 – Parish Council Meeting - TBC

## 16 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, and agree any actions

*Sarah Martin*

Clerk on behalf of Worstead Parish Council

Dated: 21<sup>st</sup> September 2023