

# WORSTEAD PARISH COUNCIL



**Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall on Tuesday 26<sup>th</sup> September 2023 at 7.00pm.**

**Present:** J. Bacon (Chair), M. Annison, A. Abel, M. Smith, A. Bond, J. Gubbins and K. O'Hara (19:05).

**Clerk:** Mrs. Sarah Martin

**Members of the public:** 1 plus 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 S. Cole (personal).
- 2 Open forum for Public Participation: an opportunity to hear from members of the public**  
A member of the public spoke about a meeting arranged by MP Duncan Baker on Friday 28<sup>th</sup> September 2023 in North Walsham. It was mentioned some SAM2 devices which record vehicle information; however the Clerk has investigated these, and they are currently not supported in Norfolk. The Chair reported that Speedwatch is the only enforcement available to the PC at this time.
- 3 To receive any declarations of interest in items on the agenda and any requests for dispensation:** None.
- 4 To consider election of Vice Chair**  
Ron Barrett, Vice Chair, has resigned from the PC after many years on the PC - thanks were given for his hard work and support given.  
It was AGREED to postpone electing a Vice Chair until the next meeting.
- 5 To approve the minutes of the meeting held on Tuesday 25<sup>th</sup> July 2023.**  
The minutes were proposed as a correct record without amendment by Cllr. A. Abel and seconded by Cllr. J. Gubbins - all Cllrs. present AGREED. They were duly signed by the Chair.
- 6 District / County Councillor report**  
District/County Councillor Saul Penfold reported on the District Councils full meeting held last week – the Council supports Blakeney regarding trying to keep the GP surgery open; and aim to help keep sustainable communities; Heritage Action Zone in North Walsham nearly complete; the Cedars (old town hall) to open soon; works still in progress on 'The Lokes'.  
County Council – at full meeting a motion was made for costal defence and to lobby the Government for more funding.  
A meeting has been arranged with the Highways Engineer to look at resurfacing at the village crossroads and safety issues in this location; also Yarmouth Road and Orpley Lane speed limits and low hanging branches at Westwick crossroads.  
The Local Plan is currently with the Planning Inspectorate.  
Cllr Penfold attended the Vattenfall presentation, which although does not directly effect Worstead there may be some community funding available to the Parish to apply for.  
No further update in the backfilling at Sandy Hills which was reported to NNDC – Cllr. Penfold to follow up and report at next meeting.  
  
Cllr. Penfold left the meeting at 19.28
- 7 To receive reports (if any):**
  - a. Planning (including notified updates & decisions)** – report circulated and noted.
  - b. Leisure & Recreation (inc. QE Hall)** – Cllrs. Cole and Bacon to take over the weekly play area inspections and reports.
  - c. Highways & Infrastructure (inc. SAM2)** – report circulated and noted. SAM2 data and 20mph Road Traffic Orders shared.



## 8 Highways

### a. To update on a Community Speedwatch Group

Meeting arranged with Special Officers from Speedwatch to received further information on setting up a community group.

### b. To update on Electric Vehicle charging points and agree any actions

It was AGREED for the PC to investigate this further initially and request a survey be carried out, however if the village hall is the preferred location to hand this over to the Trustees to follow through as land not the responsibility of the PC.

### c. To receive update and agree actions re: Briggate Mill

Cllr Bacon and District Councillor Penfold met with at Briggate resident to understand the land at Briggate issues being raised. The parishioner was advised to seek land registry initially. As this is a civil issue and not PC responsibility it was AGREED no further action from the PC.

### d. To receive traffic analysis and agree any actions

Cllr Bacon shared a traffic survey he carried out in the village square for one morning for information only.

### e. To consider email re: 'Connect your community to the Slow Ways national walking network

This was discussed; however AGREED the PC is not interested and therefore no further action.

### f. To consider bids for Parish Partnership Scheme 24/25

It was discussed requesting Highways to review the 2<sup>nd</sup> phase of the trod path along Honing Road for further improvements as the 2<sup>nd</sup> section of lowering the verge has not achieved what it was described as doing.

## 9 Leisure and Recreation:

### a. To consider refurbishment of the two seats on the green outside the school

Cllrs. Bacon and Cole to investigate.

## 10 Conservation:

### a. To receive an update and agree any actions on Churchyard conservation

A meeting is arranged with Norfolk Wildlife Trust on 4<sup>th</sup> October 2023. Advice to be sought on grass cutting of the area.

### b. To discuss and agree any actions on a village conservation group

A parishioner , Worstead Estates and North East Norfolk Conservation Volunteers to give a talk on ways for people to improve nature conservation and biodiversity in their own gardens - Friday 20<sup>th</sup> October at 7pm in the village hall – open to all,

## 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

**PC comment:** No Objection or Comment.

**PF/23/1826** - Ivy Cottage, 38 Honing Row, Worstead, North Walsham, Norfolk, NR28 9RH - Demolition of shed and erection of single-storey side extension

**PC comment:** No Comment.

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

**PC comment:** No Comment.

(voted seven agreed no comment; one objection on grounds of losing an entrance).



**b. To ratify the following planning applications received between meetings:**

Both planning comments ratified.

**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**

These were AGREED by all.

**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

Payments were AGREED by all.

**c. To receive conclusion of external audit**

The conclusion of the External Audit was noted.

**d. To review and agree bank signatories**

It was proposed by Cllr. Annison; seconded by Cllr. Gubbins and AGREED by all to remove Ron Barrett and add John Bacon as signatory. Once set up to arrange online banking.

**e. To consider a donation to the North East Norfolk Conservation Group**

It was AGREED a donation of £50.

**f. To discuss and consider quote for further publications of village trail leaflets**

It was AGREED to review the leaflet for approval at the next meeting.

**g. To consider a grant application to the Worstead Festival (closing date 30<sup>th</sup> September 2023)**

It was AGREED to apply for grant funding for the village trail leaflets. Cllr. Bacon to submit application.

**h. To discuss and agree change of October meeting date**

It was AGREED to bring the date of the next meeting forward to Tuesday 17<sup>th</sup> October 2023.

## 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)

Due to short notice of Q&A session, no Councillors were able to attend. Clerk to request copies of minutes taken at the sessions and ask the following questions:

What is the arrangement for the Head/Deputy Head?

What evidence is there that it has worked so far?

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

- 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 17<sup>th</sup> October 2023 – Parish Council Meeting



**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:**

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 report. Still waiting for a resolution on 3 points: rent paid; liability and legal costs review.

Cllr. Gubbins to draft a letter in response to recent correspondence received regarding RAAC.

Meeting closed: 21:18