



Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall on Tuesday 28th November 2023 at 7.00pm.

Present: J. Bacon (Chair), S. Cole, A. Abel, A. Bond, M. Annison and K. O'Hara.

Clerk: Mrs. Sarah Martin

Members of the public: 2.

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 J. Gubbins and M. Smith (both 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 17th October 2023.**
The minutes were proposed as a correct record without amendment by Cllr. A. Bond and seconded by Cllr. S. Cole - all Cllrs. present AGREED. They were duly signed by the Chair.
- 5 District / County Councillor report**
District/County Cllr. Saul Penfold reported from District on 3 local issues (dog exercising field in Orpley Lane, Sandy Hills soil dumping and land next to Briggate Mill) – further clarifications to be sought.
Local Plan up to 2036 is with the Inspectorate; and update on Nutrient Neutrality.
County Council – 12th December 2023 County Deal being considered at full meeting; village Highways meeting on 8th December 2023 to look at local issues; pledge of £2500 towards Honing Road trod improvements.

District/County Cllr. Saul Penfold left the meeting at 19:31.
- 6 Highways**
 - a. To receive Highways & Infrastructure report (inc. SAM2 data)**
Report noted. SAM2 device working and now cited at Woodview. Cllrs. Bacon and Bond to join highways meeting on 8th December 2023.
 - b. To update on a Community Speedwatch Group**
Awaiting Woven to advertise for further volunteers.
 - c. To update on Electric Vehicle charging points and agree any actions**
Site survey requested awaiting date to be arranged.
 - d. To agree bids for Parish Partnership Scheme 24/25**
It was agreed to submit a holding bid for further works to trod path on Honing Road – to be discussed at meeting with Highways Engineer. To be reviewed once options and costs received. Clerk has written to landowner regarding permissive trod path along Honing Road as an alternative option.
- 7 Leisure and Recreation:**
 - a. To receive Leisure & Recreation report (inc. play area inspections)**
Verbal report given – regular checks carried out; minor littering.
 - b. To consider and agree maintenance contract for 2024.**
Quotes were considered. It was proposed by Cllr. Bacon; seconded by Cllr. Abel to appoint Garden Guardian for 2024/25 for a 3 year contact at cost of £2,066.00 plus VAT for year one and increase in line with RPI for years two and three. This was AGREED by all.



8 Conservation:

- a. **To receive an update and agree any actions on Churchyard conservation**
Report sent to Church – to agree when area to be cut and speak to NNDC regarding adjusting cut area.
- b. **To discuss and consider Councils response to biodiversity legislation**
Clerk gave brief update and actions for Council were discussed. Further conservation evening to be arranged in new year and information to go into Woven newsletter.
- c. **To consider adoption of Biodiversity Policy**
Draft policy circulated. Cllrs to review and policy to be presented at January meeting for adoption.
- d. **To note NENCV works to Lyngate pond on 6th December 2023.**
Noted.

9 Planning:

- a. **To receive planning report (including notified updates & decisions)**
Planning report circulated- no further comments.
- b. **To consider comments to the following planning applications:**
PF/23/2394 - Holly Grove House, Honing Road, Lyngate, Worstead, North Walsham, Norfolk, NR28 9RQ - Conversion of outbuilding to ancillary living accommodation.
PC Comment – No Comment.

10 Finances and Administration:

- a. **To approve Statement of Account and Bank Reconciliation**
These were AGREED by all.
- b. **To agree payments:**

Sarah Martin Salary (Oct-Dec 23)	£1,104.70*
*noted backdated pay grade uplift 01/04/23	
HMRC (PAYE Oct-Dec 23)	£ 25.20
NNDC – Elections May 23	£ 52.82
All payments AGREED.	
- c. **To agree meeting dates for 2024**
Meeting dates AGREED. Clerk to book hall and publish.
- d. **To agree next issue of The Woven newsletter including advertising**
It was discussed allowing advertising within the Woven and agreed to seek interest within the next issue. Publishing dates for Woven 2024 set 3 times per year (early March, July and November).
- e. **To update on festival grant application**
The Parish Council was successful in its grant application for village heritage trail leaflets. AGREED to order.

11 Budget:

- a. **To review draft budget for 2024/25**
Draft budget circulated. Cllr. Annison talked through. No comments received.
Final budget and Precept to be agreed at January 2024 meeting.

12 To receive correspondence and agree action/response: all noted.

- General Correspondence
- NALC newsletters
- NCC Review of bus services – *to enquire if a service could be offered in Worstead.*
- Emergency temporary closure of Farm Road in the Parish of Worstead to facilitate burst water main repairs (REF NTRO7409)
- Governors Worstead School response re: Consultation for the federation of Worstead and The Belfry, Overstrand CE VA Primary Schools.

13 Items for next agenda: Tuesday 23rd January 2024 – Parish Council Meeting



- 14 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.

a. Contract for Surveyors Allotment

i. To receive update, and agree any actions

Cllr. Annison gave brief update on received correspondence. Waiting for NCC to confirm wording of lease for PC to agree.

Meeting closed: 21:12