

# WORSTEAD PARISH COUNCIL



Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall on Tuesday 26<sup>th</sup> March 2024 at 7.00pm.

**Present:** J. Bacon (Chair), S. Cole, A. Bond, A. Abel, J. Gubbins, K. O'Hara (19.02) and D. Adams (19.04)

**Clerk:** Mrs. Sarah Martin

**Members of the public:** 1

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 Cllrs. Smith and Annison (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 27<sup>th</sup> February 2024.**

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

**5 District / County Councillor report**

District/County Cllr. Saul Penfold reported on the NCC full council meeting held; Norwich Western Link update inc. bats/Natural England; North Walsham redesign of mini roundabout at Grammar School Road during 2024/25.

NNDC - net zero 2030; tree planting scheme finished; Reef leisure centre solar car port now supplying 100% energy.

No further update on North Walsham housing development.

Parishioners still unhappy with Briggate Mill land and enforcement issues – however this is a civil matter.

Briggate hamlet sign still ongoing.

Meeting Hill litter pick was successful.

**6 Highways**

**a. To receive Highways & Infrastructure report (inc. SAM2 data)**

Data from Meeting Hill, as entering hamlet, 28<sup>th</sup> February through to 24<sup>th</sup> March 2024 circulated.

Clerk has chased Highways for date when gateway will be installed on Withergate Road and roundels on Withergate/Westwick Road.

**b. Parish Partnership bid 2024/24 (Honing Road trod path)**

**i. To receive update on bid**

Confirmation of successful bid received.

**ii. To agree to proceed with project and pay funds to NCC**

PC to arrange works and present invoice to NCC for 50% contribution to be reimbursed.

Cllr. Bacon to meet with landowner to confirm details and quotes to be obtained.

PP form signed and to be returned to NCC.

**c. To receive update on Plug in EV system at village hall**

Cllr. Bond gave a brief update. QE Hall awaiting information from their insurers. If proceeding would not be installed until after the festival (end of July 2024).

**d. Dog bins**

**i. To receive update**

Permission has been received that dog bins at Briggate and end of BR15 (Vicarage Road) may be installed.

**ii. To agree installation and purchase of additional bin/post**

# WORSTEAD PARISH COUNCIL



It was AGREED to purchase one further dog bin and arrange weekly collection once installed.

**e. To discuss and agree any actions regarding crossing point on A149 Briggate / Worstead crossroads**

Clerk to contact Highways to see if any crossing signage can be placed or improvements can be made.

Cllr. Penfold left meeting at 19:46

**7 Leisure and Recreation:**

**a. To receive Leisure & Recreation report (inc. play area inspections)**

Regular inspections carried out – minimal litter.

Worstead village litter pick on 23<sup>rd</sup> March 2024 was attended by 10 volunteers and collected 20 large bags.

**8 Conservation:**

**a. To receive an update on Churchyard conservation**

Cllr. Bond, clerk and Churchwardens met with NNDC who believe Worstead Churchyard is under their Churchyard conservation scheme and therefore their responsibility to cut and clear the area. The conservation area will remain the current size but will have edge along wall cut and a path cut through the area for people to walk.

Clerk has requested signage from NWT.

**b. To discuss correspondence regarding village pond at school**

Correspondence received from NCC Highways confirms the pond is under their ownership and therefore their responsibility. To share this with the Environment Agency. No more actions required for the PC.

**9 Planning:**

**a. To receive planning report (including notified updates & decisions)**

Report circulated – no further comments.

**b. To consider comments to planning applications received after the agenda published**

None.

**10 Finances and Administration:**

**a. To approve Statement of Account and Bank Reconciliation**

AGREED by all.

**b. To agree payments:**

Sarah Martin (salary & expenses Jan-Mar 24)	£1048.45
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HMRC (PAYE Jan-Mar 24)	£ 12.80
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Barnwell Print Ltd. (Woven newsletters)	£ 180.00
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QE Hall – room hire 2023/2024	£ 250.00
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Century Printing – Village trail leaflets	£ 30.00
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All payments AGREED.

**c. To consider and agree subscription to Norfolk ALC or NPTS for 2024/25**

It was AGREED to subscribe for annual support and website with NALC for 2024/25 (£329.44)

**d. To consider joining parish cluster**

Invitation for Councillors within surrounding area - it was discussed this may be useful for Cllrs. to attend if available when meetings arranged.

**e. Policies for review:**

i. Data Protection Policy

ii. Privacy Statement

iii. Information Audit

iv. Retention of Documents Policy

All policies AGREED as presented.

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

# WORSTEAD PARISH COUNCIL



- General Correspondence
- NALC newsletters
- NNDC bin collection day change
- CPRE invitation to Flood Management Conference
- Norwich Western Link Project Update
- NCC bus information
- NNDC Bin Collection Day Changes in North Norfolk
- Rural business awards

**12** **Items for next agenda:** Tuesday 23<sup>rd</sup> April 2024 – Parish Council Meeting  
Cllr. Bacon to speak with local farmers regarding large vehicles reversing in the village square for safety concerns.

**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 – however, no members of the public present.

**a. Contract for Surveyors Allotment**

**i. To receive update, and agree any actions**

Cllr. Gubbins updated the Council on correspondence received from NCC regarding 'other decisions' they are considering.

Backdated rent has been requested.

It was discussed for consideration at a later date a Section 25 notice being issued.

**b. Personnel Matters**

Clerks' appraisal noted and AGREED.

It was AGREED a two scale salary increase effective 1<sup>st</sup> April 2024.

It was AGREED an increase to the working at home allowance.

Telephones to be investigated further.

Meeting closed: 20:42