

WORSTEAD PARISH COUNCIL



Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall
on Tuesday 23rd April 2024 at 7.00pm.

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

Clerk: Mrs. Sarah Martin

Members of the public: District/County Cllr. Saul Penfold (19:08)

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. Bond and Gubbins (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 26th March 2024.

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

5 District / County Councillor report

District/County Cllr. Saul Penfold reported at County there had been no full Council meetings since the last PC meeting.

NNDC have an AGM on 7th May 2024; Cllr. Penfold was invited on a tour around Norwich Castle – the medieval gate to open late summer along with keep and new access. The enforcement officer still involved in Briggate gate removal issues.

Cllr. Penfold left meeting at 19:53

6 Highways

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

Report circulated. The cost to repair the SAM2 was discussed, however a bid for a new device will be submitted in the next round of the Parish Partnership scheme therefore, not to proceed with the repair.

Dog bins to be installed on Vicarage Road and Bengate.

Dog fouling waste near school reported to NNDC who will monitor.

Awaiting a response regarding the crossroads signage and bus stops on A149 crossroads from Highways.

Cllr. Penfold to speak with Highways regarding funding pedestrian signage for Westwick Road.

b. To receive an update on the Honing Road trod path

Cllrs. Bacon and Bond met with landowner and contractor who will produce a detailed quote to be agreed by PC. It is hoped works can be carried out in June 2024.

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

No further update. Village Hall awaiting a response from their insurers.

d. To consider request to place a memorial plaque on village bench

It was AGREED a plaque may be placed on the existing bench in the village square, however, would need confirmation of size and wording and bench to be cleaned.

7 Leisure and Recreation:

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

Regular inspections carried out – no further update.

b. To note annual play area inspection notification

Noted - inspection booked for June 2024.



8 Conservation:

a. To receive an update on Churchyard conservation

Report circulated - actions agreed to inform Church Wardens and cancel NENCV's. NNDC confirmed responsibility for the Churchyard maintenance and conservation area is part of their Churchyard Conservation Scheme so will carry out a cut and clear annually around September.

9 Planning:

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

Planning report circulated - planning decisions received noted.

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

Year End accounts and bank reconciliation presented as at 31st March 2024
- AGREED by all.

b. To agree payments:

Glasdon - dog bin (inc. VAT £25.64)	£ 153.82
Norfolk Association of Local Councils (website fee)	£ 70.00
Norfolk Association of Local Councils (annual subscription 24/25)	£ 259.44
Worstead Parochial Church Council (Graveyard maintenance 2024)	£1000.00
Worstead Estates (playing field rent 2024/25)	£ 1.00*

* this invoice added for payment after agenda published.

All payments AGREED.

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

- General Correspondence
- NALC newsletters
- Norwich Western Link Update
- Reminder - Broads Authority - notice of two consultations
- Volunteering opportunities with the National Trust
- Norfolk Offshore Wind Zone - Project update

12 Items for next agenda: Tuesday 28th May 2024 – Annual Parish Council Meeting

It was noted the Village Hall AGM being held on 30th April 2024.

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

A report had been circulated from Cllr. Gubbins.

NCC have proposed some amendments to the lease (rent area and fee) and therefore PC to request a full copy of the proposed lease and area for consideration.

It was discussed the PC requesting site access to look at the areas and proposed changes before arranging a meeting with NCC to discuss further.

Meeting closed: 20:26