

WORSTEAD PARISH COUNCIL



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 21st May 2024 at 7.00pm** for the purpose of transacting the following business.

AGENDA FOR PARISH COUNCIL MEETING

- 1 Election of Chair**
- 2 Election of Vice Chair**
- 3 To consider approval of apologies, if applicable.**
- 4 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).
- 5 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.
- 6 To approve the minutes of the meeting held on Tuesday 23rd April 2024.**
- 7 District / County Councillor report**
- 8 Working Groups**
 - a. To consider and agree Working Groups and members; and Community Representatives
- 9 Highways**
 - a. To receive Highways & Infrastructure report (inc. SAM2 data)
 - b. To receive update on Plug in EV system at village hall
 - c. Honing Road trod
 - i. To receive update on project
 - ii. To consider and agree quotes for works
 - d. To consider and agree actions regarding damaged village gateway Honing Road
- 10 Leisure and Recreation:**
 - a. To receive Leisure & Recreation report (inc. play area inspections)
 - b. To discuss and consider request to hire playing field
- 11 Planning:**
 - a. To receive planning report (including notified updates & decisions)
 - b. To consider a comment to the following planning application:
PF/24/0903 - Brambles, Tucks Road, Bengate, Worstead, North Walsham, Norfolk, NR28 9LU - Demolition of conservatory and erection of single storey side/rear extension
 - c. To consider comments to planning applications received after the agenda published
- 12 Finances and Administration:**
 - a. To approve Statement of Account and Bank Reconciliation
 - b. To note receipts received:
NNDC - 1st Instalment of Precept 24/25 £4,700.00
VAT reclaim 2023/24 £ 763.07

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- c. To agree payments:

Clear Insurance Management Ltd (Insurance renewal 1/6/24 to 31/05/25 – 3 rd year of deal)	£ 542.13
Catherine Moore (Internal Audit 2023/24)	£ 100.00
North Norfolk District Council (Premises Licence)	£ 70.00
Norfolk Association of Local Councils (.gov.uk domain)	£ 14.40
- d. To receive Internal Auditors report
- e. To approve Certification of Exemption
- f. To approve the Annual Governance Statement in the 2023-24 Annual Return
- g. To approve the Statement of Accounts in the 2023-24 Annual Return
- h. To consider subscription to Community Action Norfolk

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

- General Correspondence
- NALC newsletters
- Grit Bin Audit - North Area
- C23 Police Priority Setting Meeting Monday 20th May 6:30pm at the Phoenix Building, 12 Market Place, North Walsham

14 Items for next agenda: Tuesday 9th July 2024 – Parish Council Meeting

15 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 actions
 - ii. To consider instructing legal advice on lease

Sarah Martin

Clerk on behalf of Worstead Parish Council

Dated: 16th May 2024