

WORSTEAD PARISH COUNCIL



**Minutes of Worstead Annual Parish Council meeting held at Queen Elizabeth Hall
on Tuesday 21st May 2024 at 7.00pm.**

Present: S. Cole (Chair), A. Bond, A. Abel, M. Annison and D. Adams (19:11).

Clerk: Mrs. Sarah Martin

Members of the public: None

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 Election of Chair

Cllr. John Bacon was nominated as Chair by Cllr. Annison; this was seconded by Cllr. Bond. With no further nominations, all AGREED to elect Cllr. Bacon to serve as Chair for the coming twelve months. Cllr. Bacon to sign the Declaration of Acceptance.

2 Election of Vice Chair

Cllr. Bacon invited nominations for the office of Vice-Chair. Cllr. Cole was nominated by Cllr. Annison and seconded by Cllr. Bond. With no further nominations, all agreed to elect Cllr. Cole to serve as Vice-Chair for the coming twelve months.

3 To consider approval of apologies, if applicable.

Apologies were received and approved from Cllrs. Bacon, Gubbins, O'Hara and Smith (all personal).

4 Open forum for Public Participation: an opportunity to hear from members of the public None.

5 To receive any declarations of interest in items on the agenda and any requests for dispensation: None.

6 To approve the minutes of the meeting held on Tuesday 23rd April 2024.

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

7 District / County Councillor report

Cllr. Penfold sent apologies to the meeting. No report received.

8 Working Groups

a. To consider and agree Working Groups and members; and Community Representatives

The following working groups and members were AGREED:

Leisure & Recreation – Cllrs. Cole & Bacon

Finance & Administration – Cllrs. Gubbins and Annison

Highways & Infrastructure – Cllr. Bond

Village Hall representative – Cllr. Abel

9 Highways

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

SAM2 report circulated for data collected on Westwick Road as vehicles enter the village 23rd April to 16th May 2024. This data was shared with Police who have already visited this location and carried out some speed checks and have advised they will be in touch with the safety camera team to carry out some enforcement within this area.

Dog bin installed on Withergate Road. Dog bin to be installed at Briggate in next couple of weeks.



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

It was reported that the village hall is progressing this project to install EV chargers within their car park. It was discussed an agenda item for the next meeting for the PC to consider a donation towards the increased insurance costs for the hall once installed.

c. Honing Road trod

i. To receive update on project

Cllr. Bond reported on site meeting held.

ii. To consider and agree quotes for works

No quotes had been received by the Council for consideration.

It was AGREED as per Financial Regulations to obtain 3 quotes for this project for the PC to consider before proceeding.

d. To consider and agree actions regarding damaged village gateway Honing Road

Gateway on Honing Road reported damaged. It was AGREED to request from Highways for PC to purchase and install wooden posts if permitted, otherwise AGREED to purchase a replacement post from supplier. Agreed not to claim on insurance due to excess and increased premium.

10 Leisure and Recreation:

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

Regular inspections carried out. Rospa annual inspection due June 2024.

Clerk to speak with grass cutting contractor to remind of 3m strip to be left uncut in front of Leylandii trees.

b. To discuss and consider request to hire playing field

It was AGREED to arrange a meeting with football club and village hall to discuss further, however supported in principle.

11 Planning:

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

Report circulated – no further comments.

Clerk to request an update from NNDC on outstanding planning applications.

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

PC Comment: No objection or comment.

c. To consider comments to planning applications received after the agenda published
None.

12 Finances and Administration:

a. To approve Statement of Account and Bank Reconciliation

AGREED by all.

b. To note receipts received:

NNDC - 1st Instalment of Precept 24/25	£4,700.00
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VAT reclaim 2023/24	£ 763.07
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All receipts noted.

c. To agree payments:

Clear Insurance Management Ltd (Insurance renewal 1/6/24 to 31/05/25 – 3 rd year of deal)	£ 542.13
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Catherine Moore (Internal Audit 2023/24)	£ 100.00
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North Norfolk District Council (Premises Licence)	£ 70.00
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Norfolk Association of Local Councils (.gov.uk domain)	£ 14.40
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Community Action Norfolk (Silver subscription)	£ 50.00*
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*as agreed at item 12h.

All payments AGREED.

d. To receive Internal Auditors report

The Internal Auditor's report was circulated to Councillors prior to the meeting.

No recommendations or actions raised.



e. To approve Certification of Exemption

This was APPROVED by all and signed by the Chair and Clerk/RFO.

f. To approve the Annual Governance Statement in the 2023-24 Annual Return

Each statement in the Annual Governance section of the Annual Return was read out and Councillors responded. The Council RESOLVED to APPROVE the Annual Governance Statement. The Chair and the Clerk/RFO signed the AGAR on behalf of the Council.

g. To approve the Statement of Accounts in the 2023-24 Annual Return

The Accounting Statement had been circulated to Councillors prior to the meeting. The Council RESOLVED to APPROVE the Statement of Accounts. The Chair and the Clerk/RFO signed the AGAR on behalf of the Council.

h. To consider subscription to Community Action Norfolk

It was AGREED to subscribe to Silver annual membership £50.

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

- General Correspondence
- NALC newsletters
- Grit Bin Audit - North Area – *clerk to respond*
- 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

- Village hall donation request
- Trod path quotes

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:

This resolution was AGREED – however, no members of the public present.

a. Contract for Surveyors Allotment

i. To receive update and agree actions

A report had been shared advising revised lease received for PC consideration and approved conditions following PC challenges.

ii. To consider instructing legal advice on lease

It was AGREED to seek legal advice (up to £1000) prior to PC signing lease. Delegated authority wavs given to Cllr. Gubbins and Clerk to obtain 3 quotes for legal support and proceed.

Meeting closed: 20:17