

# WORSTEAD PARISH COUNCIL

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MINUTES OF THE MEETING OF WORSTEAD PARISH COUNCIL HELD ON TUESDAY  
26 JANUARY 2016 AT THE QUEEN ELIZABETH HALL WORSTEAD.

PRESENT: Cllrs. Cole (Chair), S. Henderson, S. Harris, R. Barrett, K. O'Hara, A. Bond and P. McGill.

APOLOGIES: 1 / NON-ATTENDANCE: 2: 1: M. Smith and A. Millar (Work Commitments)

ALSO PRESENT: 1 Member of the Public, District Cllr. Williams and County Cllr. Timewell

Clerk: Mrs. S. Martin.

16.001 001A	<u>TO CONSIDER ACCEPTANCE OF THE APOLOGIES:</u> The Cllrs. apologies were accepted.	<u>ACTION BY</u>
001B	<u>TO CONSIDER AND RESOLVE WHETHER TO APPROVE THE MINUTES OF THE MONTHLY MEETING HELD ON 24 NOVEMBER 2015:</u> Cllr. Harris proposed to accept the minutes as a true record, Cllr. Henderson seconded and all Cllrs. present agreed. <b>Resolution:</b> To accept the minutes as a true record; they were duly signed by Chairman Cole.	
001C	<u>TO MAKE DECLARATION OF INTEREST IN ITEMS ON THE AGENDA, if any:</u> None	
16.002	<u>MATTERS ARISING</u> from the minutes of the previous meeting: (for information only): <u>PF/15/1536 – Land at Wayside Farm, North Walsham, Norfolk, NR28 0JG –</u> Installation of 5MW solar farm with ancillary buildings, security fencing, CCTV, access tracks and landscaping - change of decision after previous meeting agreed via email.	
16.003  003A  003B	FINANCES:  TO CONSIDER APPROVAL OF STATEMENT OF ACCOUNT (M7): Cllr. Barrett proposed to accept these as a true record, seconded by Cllr. Bond. <b>Resolution:</b> The Statement of Account was accepted as a true record.  TO CONSIDER AND RESOLVE WHETHER TO MAKE PAYMENT TO: 1: The Garden Guardian: grass cutting during 2015 (Inc. VAT £259.00) £1,554.00 2: Renosteel Construction Ltd. - Installation play equipment (Inc. VAT £283.00) £1,698.00 3: Wicksteed Playgrounds – new Rota Web Climber (Inc. VAT £1292.97) £7,757.82 4: East Coast Nursery Ltd. (Proforma) – Domain name & hosting (Inc. VAT £10.00) £ 60.00 5: Sarah Martin (Salary October-December) £ 447.66 6: HMRC PAYE Sarah Martin (October-December) £ 112.20 7: Worstead Village Amenities Trust – Footprints Book Payment £ 74.62 <b>Resolution:</b> All payments except East Coast Nursery Ltd. were accepted for payment. The rejected invoice is to be looked further into, to determine exactly what these charges are for. To be added to the next agenda. <u>Additional Invoices/payment requests received after agenda published:</u> <b>All Cllrs. agreed to add to agenda</b> 8: NNDC – Election costs (Charges for uncontested Parish Election 7 <sup>th</sup> May 2015) £ 69.53 9: Reimburse Cllr. Harris from petty cash for Handyman Christmas gift, (estimated £25.00) <b>Resolution:</b> Both payments accepted	Clerk

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003C (Cont.)	TO CONSIDER AND RESOLVE WHETHER TO TRANSFER £8,000.00 FROM BUSINESS RATE TRACKER TO AVOID OVERDRAFT CHARGES. <b>Resolution:</b> The transfer was agreed to and duly signed.	
003D	Allow Clerk to withdraw £100.00 for petty cash. <b>Resolution:</b> Withdrawal agreed	
003E	Request for Clerk – End of year Finance Course <b>Resolution:</b> Request granted – Clerk to book course	Clerk
003F	Request from Clerk to apply for grant to purchase computer equipment to comply with Transparency Code <b>Resolution:</b> Request agreed. Clerk to complete form and circulate prior to submitting	Clerk
16.004	<b><u>SUBCOMMITTEES:</u></b>	
004A	<b>Planning:</b> (Cllrs. Harris, Barrett, Henderson and Millar):	
A1	<b><u>TO CONSIDER AND RESOLVE TO MAKE RECOMMENDATION FOR PLANNING APPLICATIONS:</u></b> None	
A2	<b><u>TO CONSIDER AND RESOLVE WHICH RECOMMENDATIONS TO SUBMIT FOR PLANNING APPLICATIONS RECEIVED AFTER ISSUING OF AGENDA, if any.</u></b> 1 <u>PF/16/0041 – Sunnyside, Dilham Road, Worstead</u> - Erection of single-storey extension to side of dwelling and detached garage <b>Resolution:</b> To have no objection or comment	Clerk
A3	<b><u>NOTICE DECISION FROM NNDC (PERMIT):</u></b> 1: <u>PF/15/1262 – Bunns Farm, Withergate Road, Worstead</u> – Alterations to cart barn to form 2 dwellings (Revised scheme) 2: <u>PF/15/1600 – Westview Cottage, Withergate Road, Worstead, North Walsham</u> – Erection of front, side and rear extensions and alterations to existing barn/garage 3: <u>PF/15/1568 – Oakley House, Meeting Hill Road, Meeting Hill</u> – Conversion of gig house to residential dwelling	
004B B1	<b>Leisure and Recreation:</b> (Cllrs. Bond, Cole and Barrett) 1: <u>Progress report on relocation of fitness equipment:</u> The new play equipment has now been installed, and the fitness equipment has been moved, although this still needs the fixtures to be reinstated and a 1m fence put around the equipment for H&S to avoid injury. The total cost for the equipment was £7879.85 before VAT, funded by the festival and Robin Hazlett monies. A good deal was given by Renosteel, which was half the cost of a quote obtained by Wickstead. Clerk to look into a course for Cllrs. to attend a course to become an inspector for the play equipment 2: <u>Progress report on 'Footprints on the sands of time': A History of Worstead.</u> Books are selling slowly. A meeting still to be arranged to discuss future book promotions. However, a letter has been received praising the book. This will be scanned and sent to Cllrs and Peter Brice.	She  Clerk/RB  SC

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16.004 (cont.)	<p>SUBCOMMITTEE cont.:</p> <p><u>3: Victory Housing/Allotment Management proposal (emails sent 05/11/15 &amp; 12/01.16)</u> The proposal was discussed after receiving all the information from Victory Housing, however it was agreed that this would not be beneficial to the PC. The cost to the PC would be £20 + VAT per year, and rents per plot are £12 per year. There would be increased work maintaining the area around the allotments. Clerk to contact Victory Housing with this decision and to suggest they contact the allotment holders directly, with the view of forming an allotment society.</p>	Clerk
C1	<p><b>Highways:</b> (Cllrs. Bond and O'Hara). <u>PROGRESS REPORT ON TROD:</u> The grants offered by NCC expired 15/12/15. The PC has previously received grants for speed signs which are in place close to the school. It was agreed that the TROD would be postponed until the next set of grants become available.</p>	
C2	<p><u>PROGRESS REPORT ON OLD YARMOUTH ROAD:</u> A meeting was held with Highways on 22/01/16 where it was reported that the culvert under the road could possibly be blocked, however the most likely cause was the drains and the blocked ditches on the agricultural land adjacent to the road. A draft letter was read out and amended, and to be sent to the land owner to address.</p>	Clerk
D1	<p><b>Queen Elizabeth Hall:</b> (Cllrs. Harris and Smith). A meeting has been held. The floor has been sanded and varnished, however there are still plans to lower the ceiling and replace the gas heaters. Cleaning costs are higher than the funds received by the festival. Further fundraising and painting party to be arranged.</p>	
16.005	<p><u>PROGRESS REPORTS / CONSIDERATION/RESOLUTION OF ISSUES RAISED FROM THE FOLLOWING:</u></p>	
005A	<p><u>Graveyard extension and WWI + II Memorial:</u> The extension is no further at present, and the gates are not in place yet. The PC has been contacted by the valuation office to report that the land is rateable to the PC, even though the land is owned by the Church. This could be backdated to 2010, but awaiting further contact. Cllr. Henderson to look into this further.</p>	SC/She  She
005B	<p><u>Worstead Train Station canopy progress report:</u> Cllr Millar was unable to attend the last meeting, apologies were sent and the minutes and next meeting date have been requested. No response has still been received yet from the letter sent to Abellio.</p>	
16.006A	<p><u>MATTERS FOR DISCUSSION: (for information only):</u> Large lorries driving through village and turning in the square Request for permissive footpaths in the village Max Carter close – cars parking on grass, churning up mud. Clerk to report to Victory Housing</p>	JT  Clerk
B	<p><b>ITEMS FOR THE NEXT AGENDA: 23<sup>rd</sup> February 2016:</b> - Fitness equipment - Progress Report on graveyard extension - Flooding on Old Yarmouth Road - Affordable Housing</p>	

Meeting finished at 20.57