

WORSTEAD PARISH COUNCIL

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

PRESENT: Cllrs. Cole (Chair), R. Barrett, S. Henderson, A. Millar, S. Harris, M. Smith, K. O'Hara, A. Bond.

APOLOGIES: 1 / NON-ATTENDANCE: 2: 1: P. McGill (Personal), R. King (PCSO) 2: District Cllr. Williams & County Cllr. Timewell

ALSO PRESENT: 1 Member of the Public

Clerk: Mrs. S. Martin.

16.013 013A	<u>TO CONSIDER ACCEPTANCE OF THE APOLOGIES:</u> The Cllrs. apology was accepted.	<u>ACTION BY</u>
013B	<u>TO CONSIDER AND RESOLVE WHETHER TO APPROVE THE MINUTES OF THE MONTHLY MEETING HELD ON 23 FEBRUARY 2016:</u> Cllr. Bond proposed to accept the minutes as a true record, Cllr. Harris seconded and all Cllrs. present agreed. Resolution: To accept the minutes as a true record; they were duly signed by Chairman Cole.	
013C	<u>TO MAKE DECLARATION OF INTEREST IN ITEMS ON THE AGENDA, if any:</u> None	
16.014	<u>MATTERS ARISING</u> from the minutes of the previous meeting: (for information only): None	
16.015	FINANCES:	
015A	<u>TO CONSIDER APPROVAL OF STATEMENT OF ACCOUNT (M9):</u> Cllr. Barrett proposed to accept these as a true record, seconded by Cllr. Henderson. Resolution: The Statement of Account was accepted as a true record.	
015B	<u>TO CONSIDER AND RESOLVE WHETHER TO MAKE PAYMENT TO:</u> 1: SR Print: November newsletter £ 158.00 2: Julie King – End of Year Finance & Transparency Training for Clerk £ 25.00 3: Sarah Martin (Salary January-March) £ 447.86 4: HMRC PAYE Sarah Martin (January-March) £ 112.00 Resolution: all invoices were accepted for payment.	
015C	<u>TO CONSIDER AND RESOLVE WHETHER TO TRANSFER £500.00 FROM BUSINESS RATE TRACKER TO AVOID OVERDRAFT CHARGES.</u> Resolution: The transfer was agreed to and duly signed.	
015	<u>TO CONSIDER AND RESOLVE WHETHER TO MAKE A DONATION TO THE FOLLOWING, AND SET AMOUNTS:</u> D Stalham & Smallburgh First Responders E Norfolk Citizens Advice Bureau (NCAB) F Helimedi – Magpas Air Ambulance Resolution: It was agreed to keep the donation at £150.00, the same as the previous year for the NCAB, but to decline a donation at this time to Stalham & Smallburgh First Responders and Helimedi. Clerk to send letters.	Clerk

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015F (cont.)	<p>FINANCES: (cont.) External Audit for Smaller Authorities – To discuss the new arrangements for audit and to agree whether to stay opted in to the sector-led body called the Smaller Authority Audit Appointments Ltd. Resolution: It was agreed to remain opted in at this time.</p>	
015G	<p>Financial Correspondence: NNDC – Reminder Notices for Business rates for Cemetery 2010-2015 + Invoice for 2016/2017 (£653.40) – Small Business Rate Relief Applied for A letter had been received after the agenda had been published to confirm small business rate relief had been granted, leaving just one payment outstanding of £137.74 for 2010/2011. However, Clerk to find up paperwork to prove WPC does not own the land in question before paying. The Pensions Regulator – Staging Date letter Barclays – Changes to Savings Account letter MAZARS – Notice of Audit of Accounts for Year ended 31st March 2016</p>	Clerk/SC /SHe
16.016 016A	<p>SUBCOMMITTEES: Planning: (Cllrs. Harris, Barrett, Henderson and Millar):</p>	
A1	<p>TO CONSIDER AND RESOLVE TO MAKE RECOMMENDATION FOR PLANNING APPLICATIONS: 1 <u>PF/16/0201 – 9 North View, Honing Road, Lyngate, Worstead</u> – Erection of single storey extension to rear of dwelling. Resolution: To have no objection or comment</p>	Clerk
A2	<p>2 <u>PF/16/0269 – Land at Frogs Loke, North Walsham</u> – Variation of condition 2 to agree revised layout plans and details, condition 5 to agree revised CCTV equipment details, condition 6 to agree external colour of billings and condition 13 to permit revised lighting to planning permission ref: PF15/0938 Land at Frogs Loke, North Walsham. Resolution: To have no objection or comment</p>	Clerk
A3	<p>TO CONSIDER AND RESOLVE WHICH RECOMMENDATIONS TO SUBMIT FOR PLANNING APPLICATIONS RECEIVED AFTER ISSUING OF AGENDA, if any: None</p>	
A4	<p>NOTICE DECISION FROM NNDC (PERMIT): None</p>	
016B B1	<p>Leisure and Recreation: (Cllrs. Bond, Cole and Barrett) Progress report on fitness equipment: Cllrs. Barrett and Henderson to look at reinstating the fitness equipment on 26/03/16. A plaque is still to be ordered to commemorate Robin Hazlett, and location of this to be decided upon.</p>	
B2	<p>Progress report on 'Footprints on the sands of time': A History of Worstead. A meeting was held on 21/03/16. Monies received for sales of the book to date are in excess of £1300. It is planned to relaunch the book at the Worstead Festival this year, and it is being looked into selling the book on Amazon and/or eBay. Also, to look at advertising the book more directly on the Parish website and put posters up in the churches and other venues.</p>	Clerk/SC /RB
016C C1	<p>Highways: (Cllrs. Bond and O'Hara). PROGRESS REPORT ON OLD YARMOUTH ROAD: Highways have not sent any further updates. It is to be reported to Highways that a sump was put in by NNDC, and is not a manhole as originally suggested. This is thought to be on WPC land, but should fall under Highways.</p>	Clerk

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(cont.)	<p>SUBCOMMITTEES cont.:</p> <p>Further items to report to Highways include Orpley Lane ditches flooding and road dipping, footpath on way to railway station becoming overgrown and follow up ownership of land on Sandy Lane and potholes.</p>	Clerk
C2	<p>Withergate Road sewerage system to be installed 2016/2017, letter received</p> <p>Resolution: No action to be taken</p>	
016D D1	<p>Queen Elizabeth Hall: (Cllrs. Harris and Smith).</p> <p>The QE Hall is looking to hold a farmers market/Fun day on 4th June to generate income for the hall, and would require the hire of the playing field. Request further detailed information regarding size and expected no. of visitors/parking etc.</p>	Clerk
16.017	<p><u>PROGRESS REPORTS / CONSIDERATION/RESOLUTION OF ISSUES RAISED FROM THE FOLLOWING:</u></p>	
017A	<p><u>Graveyard extension and WWI + II Memorial:</u></p> <p>The gates are planned to be installed in the near future. Cllr. Henderson will speak with contractor to follow up the steel posts for the gateposts.</p>	She
017B	<p><u>Worstead Train Station canopy progress report:</u></p> <p>Suggestion to amend this to 'Bittern Line' not WTS canopy. The dates for the meetings (next 28/4/16 @ 10.30am) are not convenient, Cllr. Millar to speak with the Bittern Line to follow this up, and to amend the record of "Station Adopter".</p> <p>The station itself is becoming untidy and the condition of the building becoming run down.</p>	AM
16.018A	<p><u>MATTERS FOR DISCUSSION: (for information only):</u></p> <p>Domain name 'worstead.co.uk' – it was resolved to cancel this domain name as it is not used by WPC and costs £60 annually. It has been suggested to keep this "parked" for a year so that no-one can take the name.</p> <p>Annual Parish meeting to be held on Tuesday 19th April at 7.30pm.</p>	SC
B	<p>ITEMS FOR THE NEXT AGENDA: 26th April 2016:</p> <ul style="list-style-type: none"> - Fitness equipment - Progress Report on graveyard extension - Flooding on Old Yarmouth Road - Litter picking date to be set - Phone box painting - New noticeboard for Parish (next to village sign) 	

Meeting finished at 20.35