

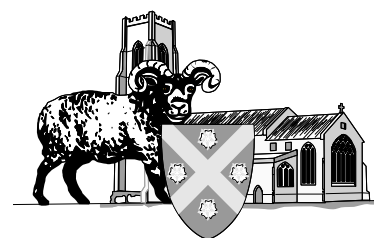
Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall Tuesday 6th September 2016 at 7.30pm

Present: Simon Cole (Chair), Ron Barrett, Sue Harris, Maire Smith, Polly McGill, Kelle O'Hara.

Also in attendance: County Councillor John Timewell, Handyman and 1 members of the public.

Clerk: Mrs. Sarah Martin.

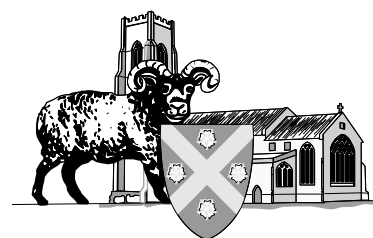
		ACTION BY:
1:	Public Participation	
1.1	PCSO Rob King was unable to attend the meeting, but his report was read out: Crimes for the period 19/07/16 to 06/09/16 – 2 crimes in total: Burglary OTD & Fraud.	
1.2	Handyman – had been questioned regarding the phone boxes and explained that they were still to be finished. He reported the speed signs at the school are covered by overgrowth. The notice board at Meeting Hill has fallen down. Dog bins overflowing after dog show at the weekend. Blue van parked on road towards Lyngate. Chairman confirmed these points had already been highlighted prior to the meeting and will be looked into.	SC/ Clerk
2:	Apologies of Absence	
	Apologies were received from Parish Councillors Bond and Millar (Personal) and District Councillor Williams (prior commitments).	
3:	Approval of the minutes of the meeting held on 19 July 2016.	
	The minutes were proposed as a correct record without amendment by Cllr. Barrett and seconded by Cllr. Smith. They were duly signed by the Chairman. A copy of the approved minutes will be uploaded to the Parish Council website.	Clerk
4:	Members' declarations of interest in items on the agenda	
	A declaration was made by Cllr. Barrett. For the planning item PF/16/0578 – Laburnam Cottage.	
5:	Update on Councillor Vacancy	
	An email had been received from NNDC to explain that the Parish Councils' electorate of 743 with 9 Councillors is already at the upper end of the NALC guidelines (7 Councillors for up to 900 electorates), and therefore will not proceed with a Community Governance Review which is a lengthy and costly process. A vote was therefore taken regarding the two applicants and the resolution was to offer the vacant Councillor position to Jake Allen. Clerk to contact both applicants with the decisions.	SC/ Clerk
6:	Progress on items not on the agenda from the above meeting	
	The speed signs are due to be relocated as a period of 8 weeks has passed. Concerns were raised over pedestrians walking on the road near to Hadfield Garden Centre and the speed of traffic; however this is not within the Parish of Worstead, therefore Clerk to contact North Walsham Council to raise these concerns.	Clerk



7:	FINANCES:																
7.1	Statement of Account – Cllr. Barrett proposed to accept these as a true record, seconded by Cllr. Harris, all present agreed.																
7.2	<p>Payment of accounts – The Council resolved to approve the following payments:</p> <table border="0"> <tr> <td>MAZARS – External Audit fee</td> <td>(inc. VAT £40.00)</td> <td>£240.00</td> </tr> <tr> <td>Playsafe Limited Play Equipment Annual inspection fee</td> <td>(inc. VAT £18.90)</td> <td>£113.40</td> </tr> <tr> <td>Sarah Martin (Salary July-September (£463.85 and expenses £19.50)</td> <td></td> <td>£483.35</td> </tr> <tr> <td>HMRC PAYE (Sarah Martin July-September)</td> <td></td> <td>£116.20</td> </tr> <tr> <td>SR Print September newsletter</td> <td></td> <td>£158.00</td> </tr> </table>	MAZARS – External Audit fee	(inc. VAT £40.00)	£240.00	Playsafe Limited Play Equipment Annual inspection fee	(inc. VAT £18.90)	£113.40	Sarah Martin (Salary July-September (£463.85 and expenses £19.50)		£483.35	HMRC PAYE (Sarah Martin July-September)		£116.20	SR Print September newsletter		£158.00	
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7.3	Norfolk ALC Local Council Award Scheme event – It was resolved not to attend this event at this time.																
7.4	Transfer of monies – The Council resolved to approve the following transfer: To transfer £7,000.00 to Business rate tracker account, form duly signed																
7.5	<p>The Financial correspondence was available for councillors to read.</p> <ul style="list-style-type: none"> Mazars External Audit – Completion of Audit Barclays Bank Signatory update letter The Pensions Regulator - Update 																
8:	Planning: (Cllrs. Harris, Barrett and Millar)																
8.1	<p>New applications – comments to be sent to NNDC <u>PF/16/0578 - Laburnam Cottage, Back Street, Worstead, North Walsham, NR28 9RN:</u> Ground floor & first floor extension to the rear & side of the property <i>This planning application had been received and had a response date prior to the meeting, already with an extension, therefore it had been passed to a subcommittee to comment on and submit a decision.</i> Resolution: To object to the application as it stands. The PC does not object to the extension of the flat roof in principle, and would prefer this design to the pitched roof as it is in more keeping with the current design, and will not overshadow the neighbouring dwellings. The timber cladding suggested for the extension may not be the most appropriate material choice for the immediate conservation setting surrounding the dwelling, and in keeping with the current building design.</p>																
8.2	Applications received after agenda: None																
8.3	Results of applications considered by Worstead Parish Council:																
1.	<u>PF/16/0420 – Longacre, Station Road, Worstead, North Walsham, NR28 9RX</u> – Erection of front/side extension– PERMIT																
2.	<u>C/1/2016/1017 (16/0371) – Highway verge/field access, Withergate Lane, Worstead, Norfolk, NR28 9SE</u> – Construction of a sewerage pumping station and upgrade to existing access: Anglian Water – A Richardson – GRANT PLANNING																
9:	Leisure and Recreation: (Cllrs. Bond, Cole and Barrett).																
9.1 & 2	Progress report on fitness equipment: The report for the play area inspection was received and there are only two areas of risk highlighted (as previous) – swing gym equipment and the possible wear of the swing chain attachment on the small swings, which are both to be looked into.	<p>RB</p> <p>SC</p>															



9.3	New play equipment – Cllr. Cole is looking into a spring to reinstall the motorbike. Cllr. Barrett to look into possible new play equipment and to bring to the next meeting for discussion.	RB
9.4	Progress report on ‘Footsteps on the sands of time: A History of Worstead. – 17 books were sold at the festival raising £148. Waterstones have agreed to take 10 books to sell.	
9.5	Gate on playing field lock broken and gate near allotment: A temporary chain has been placed on the gate at the playing field to secure it, whilst repairs are being looked into. The gate at the allotment is still to be investigated.	SC
10:	Highways: (Cllrs. Bond and O’Hara).	
10.1	Follow up on workgroup to paint 3 adopted telephone kiosks: Station, Briggate, and Meeting Hill - the phone boxes have all been prepared ready to paint, but it was identified that the red paint supplied for use contained lead and until further investigation cannot be used. SC to investigate further. An alternative paint could cost £62.70 for a 2lt tin, which would paint one phone box.	SC
10.2	Pathway near school – this is still ongoing. Cllr. Bond is going to submit a proposal to Norfolk CC regarding the Parish Partnership scheme and the possibility of some form of footpath or trod on the bend of the road near the school. Also, a meeting to be arranged with Highways to discuss the options available and the request cutting hedgerows around the signs as they cannot be clearly seen.	
10.3	Public Footpath – Honing Row field – Cllr Barrett to investigate further, however it is believed the field has now been ploughed, and the issue resolved.	RB
10.4	Withergate Road – flooding update – an email had been circulated to Cllrs. from Highways stating the flooding issues have been looked into and consultations taken place with the Solar Farm, but it is still being monitored.	
10.5	Parking signs in village – It was agreed that the sign will be moved slightly to aim better at where the parking is, and a sign to be placed on the Heritage notice board.	SC/RB
11:	Queen Elizabeth Hall: (Cllr. McGill). Cllr. McGill to attend the next meeting which is due to be held on 13 th September 2016.	
12:	<u>Reports, if any, to be raised for consideration and resolved if necessary:</u>	
12.1	Graveyard extension progress report – no further progress at present	SC
12.2	Train Station/Bittern Line – Ted Gadsden has been contacted and a request made to the Station Adopter to update the PC after the next Bittern Line meeting on 7 th September 2016.	AM
13:	District / County Councillor : District Cllr. Williams was unable to attend the meeting, but sent the following report: 1. The planning application for Laburnum Cottage will now be going to the Development Committee for decision rather than delegated to officer decision. 2. The proposed joint working /shared senior management arrangements with Great Yarmouth council is being reconsidered. A recommendation to Council later this month will suggest joint working should continue, but that the senior management team should not be shared between the two councils. This is to allow NNDC to focus on its business strategy to meet the financial challenges ahead.	



	<p>County Cllr. Timewell reported Devolution is going through, and hopes to provide a full update at the next meeting. The NDR is progressing and not far off schedule.</p>	
14:	Matters for discussion (for information only)	
14.1	An email had been received from a parishioner regarding fly tipping on Westwick Road, and the speed signs covered by overgrowth near to the school (already reported to Highways).	
14.2	The sign at the corner of the church had an arm broken, but this has been repaired and reinstated in order to preserve the sign as it is.	
15:	Items for next agenda: Play area update and drain at church cross roads.	
16:	Correspondence (for information only):	
16.1	Clerks & Councils Direct	
16.2	Norman Lamb Village Tour – Poster put up	
16.3	Local Government Boundary Commission (copy emailed)	
16.4	Hags 2016 play equipment brochure	
16.5	J. Parkers Wholesale Catalogue	
16.6	Sent by email: Draft minutes incl. public participation Agenda Statement of Account General emails	
	<p>For and on behalf of Worstead Parish Council</p> <p><i>Sarah Martin</i> Sarah Martin, Clerk</p>	<p>Dated: 19th September 2016</p>

Meeting closed at 20.53