

WORSTEAD PARISH COUNCIL

Worstead Parish Council, Sarah Martin, Spinners Cottage, 18A Honing Row, Worstead, NR28 9RH
 Email: clerk.worsteadpc@gmail.com Tel: (01692) 535775
 Website: www.worsteadpc.norfolkparishes.gov.uk



Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall Tuesday 23rd May 2017 at 7.30pm

Present: Simon Cole (Chair), Sue Harris, A. Millar, Polly McGill, Ady Bond, Jake Allen, Maire Smith and Kelle O'Hara.

Also in attendance: Handyman & District Councillor John Timewell

Clerk: Mrs. Sarah Martin.

		ACTION BY:
1:	<p>Election of Chairman: S. Cole opened the meeting and invited nominations for Chairman. S. Cole was nominated by M. Smith; seconded by S. Harris, all present agreed. There were no other nominations. Resolution: Mr. Cole was elected to serve as Chairman for the coming twelve months. He signed the Chairman's Declaration of Office witnessed by the Clerk.</p>	
2:	<p>Election of Vice Chair (Voluntary): Chairman Cole invited nominations for Vice Chair. Chairman Cole nominated R. Barrett; seconded by M. Smith. R. Barrett who was not present at the meeting had previously confirmed he would be happy to stand as Vice Chair if there were no other nominations.</p>	
3:	<p>Election of Subcommittees: Resolution: PLANNING: Cllrs. Harris, Barrett, and Millar. LEISURE & RECREATION: Cllrs. Cole, Barrett and Allen. HIGHWAYS: Cllrs. Bond and O'Hara. QUEEN ELIZABETH HALL Representative: Cllrs. McGill WORSTEAD C.O.E. SCHOOL Representative:</p>	
4:	<p>Public Participation: Handyman reported that a student had tidied and planted flowers outside the QE Hall as part of a school/community project, and although thanked verbally, suggested a letter of thanks be sent to his school. Martin will tidy the triangle outside the village hall. Clerk to speak to contractor to see if this area could be included in the regular cuts.</p> <p>PCSO Rob King did not attend the meeting. The crime statistics newsletter had been distributed. On the police website, only statistics up to March were available. S. Cole read out a reply from Peter Davison regarding the location of crimes on the map.</p>	Clerk Clerk
5:	<p>District Councillor Williams did not attend the meeting and no report received.</p> <p><i>County Councillor Timewell's informed the Clerk he would be late to the meeting, therefore his report is after item 15.</i></p>	
6:	<p>Apologies of Absence: Ron Barrett sent his apologies, which were accepted.</p>	
7:	<p>Approval of the minutes of the meeting held on 25th April 2017: The minutes were proposed as a correct record without amendment by Cllr. A. Bond and seconded by Cllr. J. Allen, all Cllrs. Agreed. They were duly signed by the Chairman. A copy of the approved minutes will be uploaded to the Parish Council website.</p>	
8:	<p>Members' declarations of interest in items on the agenda: Sue Harris declared an interest in Item 10.1 Planning application PF/17/0704</p>	

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<p>9: 9.1 9.2 9.3 9.4 9.5 9.6 9.7</p> <p>10: 10.1 10.2 10.3</p> <p>11: 11.1 11.2</p> <p>12: 12.1 12.2</p> <p>13:</p>	<p>Finances: Statement of Account – Cllr. M. Smith proposed to accept these as a true record, seconded by Cllr. P. McGill, all present agreed. The underspend for the project was due to the Trod payments included in the 2016/17 financial year. Payment of Accounts - The Council resolved to approve the following payments: Aon UK Ltd. – Council Insurance Renewal (01/06/17-31/05/18) £390.28 NALC subscription 2017/2018 £188.56 Renosteel Construction Ltd. – Skier repairs (£128.21 + £25.64 VAT) £153.85 Ron Barrett re-imburse Robin Hazlett Plaque (£20.79 + £4.16 VAT) £ 24.95 Internal Audit – The Councillors acknowledged the Internal Audit report. There were no recommendations to action. Annual Governance Statement - The Chairman read out all of the statements in the Annual Governance section of the Annual Return requiring Councillors to respond to each statement. The Council resolved to approve the Annual Governance Statement. Annual Accounting Statement - The Chairman read out the Accounting Statement. It was resolved by the Council to approve the Annual Return’s Accounting Statement. The Chairman and the Clerk/RFO signed the Annual Return on behalf of the Council. Safeguarding Policy – It was agreed to adopt the Safeguarding Policy which had been circulated. Financial Correspondence was available for all to read: Remittance Advice NNDC 1st Instalment Precept £ 4,332.00 (£4074.00 + Grant £258.00) Transparency Grant £349.99 received for laptop</p> <p>Planning: (Cllrs. Harris, Barrett and Millar) To receive new applications and make comment: PF/17/0704 – The Manse Cottage, Meeting Hill Road, Meeting Hill, Worstead, NR28 9LR – Single Storey Rear Extension Resolution: It was resolved to respond via email to the application as come Councillors were unable to view the plans online. To receive new applications and make comment to application received after issuing agenda: PF/17/0760 - Westacre, Tucks Road, Bengate, Worstead, North Walsham, NR28 9LU - Erection of outbuilding for stables/garage/games room and workshop to replace existing outbuildings Resolution: It was resolved to respond via email to the application as come Councillors were unable to view the plans online. To receive Decision Notices of applications: NONE</p> <p>Leisure and Recreation: (Cllrs. Bond, Cole and Barrett). Play Equipment Report: The skier has had a report of loose nuts, but this is being looked into. The annual play area inspection by RoSPA, due to take place in June. Progress report on ‘Footsteps on the sands of time: A History of Worstead. A meeting is to be arranged. Poster put up at the train station.</p> <p>Highways: (Cllrs. Bond and O’Hara). Progress report Trod – Honing Road. No further update at present. Waiting to hear from NCC with a start date for the project. Barnards Road HGV issues – The HGV signs should be installed within the next 6 weeks.</p> <p>Queen Elizabeth Hall: (Cllr. McGill). The PC has not been invited to any further meetings, therefore no report. The PC has concerns that there has been no communication. Clerk to send a letter asking for an update regarding officio and what is happening.</p>	<p>RB</p> <p>SC</p> <p>Clerk</p>
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<p>14: 14.1</p>	<p>Reports, if any, to be raised for consideration and resolved if necessary: Graveyard extension progress report – The gates are still to be installed, S. Cole to follow up.</p>	<p>SC</p>
<p>14.2</p>	<p>J. Allen and R. Barrett have moved the memorial bench back to the graveyard. Train Station/Bittern Line – A. Miller reported the vandalism at the Station, which has been reported to the police and Anglia Railways. Discussions were had preventing further incidents, especially if successful for the grant monies to improve the Station. Roger Hopkinson (Station Adopter) is talking with Anglia regarding CCTV, and is waiting for feedback.</p>	
<p>15:</p>	<p>Matters for discussion (for information only) - Next Door has been set up for the PC, and P. McGill and A. Millar are looking to set up Facebook for the PC. Van parked at entrance to footpath – S. Cole to investigate Old Dairy Barn Building works – can an update be requested</p> <p>Standing Orders suspended for County Councillor report (8.40pm):</p> <p>Cllr. Timewell was congratulated on his re-election. Cllr. Timewell reported that not much is going on at present, much has been suspended until after the election. The decision making process is at a standstill. The HGV signs at Barnards Road should be up anytime now.</p> <p>Standing orders resumed 8.45pm.</p>	<p>PM/AM SC Clerk</p>
<p>16:</p>	<p>Items for next agenda 27th June 2017: Pond at School (AM), Wild Flowers on Bank Meeting Hill (MS), Solarcentury Grant</p>	
<p>17:</p>	<p>Correspondence (for information only): Local Government Boundary Commission (circulated) Clerks & Councils Direct Wickstead Playgrounds Leaflet Hags Play Equipment Norfolk Playing Fields Association – Summer Party Invite QE Hall Contract (circulated to Cllr's)</p> <p>Sent by email: Draft minutes incl. public participation Agenda Statement of Account General emails : Norfolk ALC Newsletter Planning application notifications</p> <p>For and on behalf of Worstead Parish Council</p> <p><i>Sarah Martin</i> Sarah Martin, Clerk</p>	<p>Dated: 12th June 2017</p>

Meeting closed at 20.52