

# WORSTEAD PARISH COUNCIL

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



## Minutes of Worstead Parish Council meeting held at Queen Elizabeth Hall Tuesday 27<sup>th</sup> February 2018 at 7.30pm

Present: S. Cole (Chair), R. Barrett, A. Bond, P. McGill, J. Allen, and S. Harris

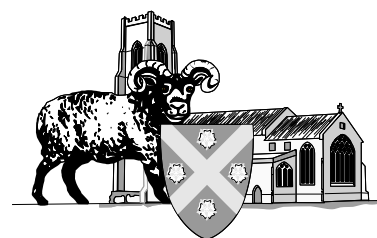
Also in attendance: 3 members of the public

Clerk: Mrs. Sarah Martin.

1:	<b>Public Participation:</b>	<b>ACTION BY:</b>
	<p>Handyman reported a skip had been organised for the Lyngate pond spoil to be disposed of and that he can arrange for this to be taken away again, now clearing up has been done.  <i>Chairman thanks those who helped with this project.</i>                      There have been reports of cars parking on the trod (footpath) at the school, however signs have been put up and a message in the school newsletter,                       Police report was read out: 1 x theft Westwick Road                       Ron Barrett spoke regarding Barnards Road and passed copies of letters from Norman Lamb to Clerk for filing, detailing Kiers acknowledgement of actions to prevent further damage to the verge at the junction of Barnards Road, and Highways intention to make adjustments to this junction.                       County Councillor Timewell spoke in response stating that the contractor has been written and spoken to and are looking to re-route, and currently considering options.                      Regarding signage, Cllr. Timewell has agreed to pay for signs out of his Highways Allowance in the new financial year; however, this has to go through the due process.                      Clerk suggested the new design signage be used showing pictures - this was taken on board.</p>	
2:	<p><b>District / County Councillor:</b></p> <p>County Councillor Timewell reported that Highways had been written to with regard to the hedges on Withergate Road encroaching into the road, causing problems with cars using the verges rather than scratching their cars, and asked the Clerk to also write to the property.                      The budget has been set and will be publicised soon. There is an extra allowance which can be used for charity donations.   <i>Chairman Cole welcomed the newly elected District Councillor – Saul Penfold.</i>                       District Councillor Penfold acknowledged the overwhelming response to the recent election. A full Council meeting was attended last Wednesday which was for budget setting, which was passed. There will be an increase in Council Tax.                      The leader of the Council resigned and was replaced by John Lee (Conservative).                      Some areas which will be looked at are potholes and better broadband.                      District Councillor is also the Chair of Governors at Worstead Primary School, and therefore this role should now improve links with the school.</p>	
3:	<p><b>Apologies of Absence:</b>                      A. Millar and K. O'Hara sent apologies for personal reasons, and M. Smith for personal reasons all which were all accepted.</p>	
4:	<p><b>To resolve whether to approve the minutes of the Monthly Meeting held on 23rd Janu 2018 and Planning Meeting on 13th February 2018:</b></p>	

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	<p>The minutes of the meeting on 23<sup>rd</sup> January 2018 were proposed as a correct record without amendment by R. Barrett and seconded by J. Allen; all Cllrs. agreed. The minutes of the planning meeting on 13<sup>th</sup> February 2018 were proposed as a correct record without amendment by A. Bond and seconded by P. McGill; 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>	
5:	<p><b>Members' declarations of interest in items on the agenda:</b> None</p>	
6:	<p><b>Finances:</b></p>	
6.1	<p>Statement of Account – R. Barrett proposed to accept these as a true record, seconded by A. Bond, all present agreed. There were no questions raised.</p>	
6.2	<p>Payment of Accounts - The Council resolved to approve the following payment:                  Sarah Martin (Expenses Paper (£5.00 Inc. VAT 83p, and Stamps £6.72) £ 11.72                  Andy Miller (reimburse Station project) £ 227.69                  It was also agreed to pay an invoice for equipment for play equipment repairs:                  Wicksteed Leisure Ltd. (£16.20 + £3.26 VAT) £ 19.56</p>	
6.3	<p>To consider quote for village hall car park repairs:                  One quote had been received for £1284 + VAT.  <b>Resolution:</b> to obtain 2 further quotes as per the Financial Regulations</p>	
6.4	<p>To consider quotes for playing field fence:</p>	
6.5	<p>No quotes have been received yet – to be postponed</p>	SC
6.6	<p>To appoint internal auditor for 2017/2018:  <b>Resolution:</b> to appoint Catherine Moore</p>	
6.6	<p>Transparency Grant Application:  <b>Resolution:</b> It had been agreed to submit this grant application for computer software and training costs.</p>	
6.7	<p>Financial Correspondence was available for all to read:                  Remittance NCC re rent. Recycling Centre £3,500.00</p>	
7:	<p><b>Planning:</b> (Cllrs. Harris, Barrett and Millar)</p>	
7.1	<p>To receive new applications and make comment: <b>None</b></p>	
7.2	<p>To receive new applications and make comment to application received after issuing Agenda:  <b>PF/18/0327 – Benefield House, Swanns Yard, Worstead, North Walsham, NR28 9RP –</b>                  Erection of single storey rear extension  <b>Resolution:</b> No Objection or Comment</p>	
7.3	<p>To receive Decision Notices of applications: <b>None</b></p>	Clerk
8:	<p><b>Leisure and Recreation:</b> (Cllrs. Bond, Cole and Barrett).</p>	
8.1	<p>Play equipment report / play area signage:                  Matting and cap on roundabout has been repaired (<i>Invoice presented and agreed to pay £19.56 to Wicksteed</i>). Gym equipment sign has been put up. Electrical cabinet secured.</p>	
8.2	<p>Progress report on 'Footsteps on the sands of time: A History of Worstead'. The author and illustrator have agreed to sign copies – to be arranged.                  The book has been advertised on the North Walsham Community Archive Facebook page.                  Scarborough Hill have agreed to sell some books. A meeting is still to be arranged.                  Posters to be printed for Church and White Lady Pub.</p>	RB
	<p>Suggestion to be considered - given as a 'welcome pack' to new residents within the Parish</p>	SC
8.3	<p>'Gateway to the Village' Grantscape – A meeting was had with a local artist, and brought about some really good ideas, and had communications with the School to get them involved. The project would like the Heritage Trail poster to be included – suggestion to include a reference to the 'Footprints' book and PC website                  An artist had also been approached for artwork, which he will sell for the PC to get printed.</p>	SC/RB

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8.4	Suggestion to coincide the finished project with "Norfolk Day" – Friday 27 <sup>th</sup> July 2018 (day before Worstead Festival) 'Sheltered Seating' Grantscape – location of benches still to be agreed; including within Meeting Hill – Cllr. Penfold volunteered to investigate with Cllr. Smith. Cement to be purchased.	AM/PM MS RB/SC SC/JA
8.5	Noticeboards – postpone until March meeting, to received further quote information	SC/JA
8.6	Pond at School – The ownership of the pond has been established as Highways. Clerk to contact Highways with recommendations from TCV group.	Clerk
<b>9:</b>	<b>Highways:</b> (Cllrs. Bond and O'Hara).	
9.1	School Trod Report – damage to the footpath. Signs have been put up and a notice in the school newsletter to request cars not to park on the path. Clerk to speak to Highways for possible repairs and options.	Clerk
9.2	Highway Verges - Sloley Road – Discussions were had regarding an anonymous letter received from a parishioner raising the issue of damaged verges on the Worstead/Sloley boarder. It was agreed that the PC had no influence and that Highways would not be able to act upon it.	
<b>10:</b>	<b>Queen Elizabeth Hall:</b> (Cllr. McGill). Next meeting scheduled for 5ht March 2018. It was suggested the village hall asks via the Woven for volunteers to help with catering for events. A Community café is being run every 6 weeks in conjunction with the school – this will be open to all.	Clerk
<b>11:</b>	Update regarding General Data Protection Regulations – Awaiting further advice.	Clerk
<b>12:</b>	Reports, if any, to be raised for consideration and resolved if necessary:	
12.1	Graveyard extension progress report – Ongoing	
12.2	Phone boxes update – No further progress at present. A further offer for cleaning the phone boxes had been received form a parishioner.	Clerk
<b>13:</b>	Matters for discussion (for information only): Litter Pick to be postponed until Saturday 24 <sup>th</sup> March 2018, and a litter pick arranged in Meeting Hill on Sunday 25 <sup>th</sup> March 2018. Clerk to speak to NNDC to arrange.	Clerk
<b>14:</b>	Items for next agenda <b>27<sup>th</sup> March 2018:</b>	
<b>15:</b>	Correspondence (for information only): Clerks & Councils Direct NALC Newsletter A Vision for Norfolk in 2021 Police Cluster 10 Newsletter Norfolk Vanguard Full Consultation Report Eastlaw – GDPR Subscription Services Parishioner regarding Sloley Road Sent by email: Draft minutes incl. public participation Agenda Statement of Account General emails	
	For and on behalf of Worstead Parish Council <i>Sarah Martin</i> Sarah Martin, Clerk	
		Dated: 8 <sup>th</sup> March 2018

Meeting closed at 20.45