



You are invited the MONTHLY MEETING of Worstead Parish Council to be held in the Queen Elizabeth Hall's Club Room on **TUESDAY 22nd May at 7.30pm** for the purpose of transacting the following business. If you are unable to attend, please ring the Clerk on (01692) 535775.

AGENDA FOR MONTHLY MEETING

- 1 Election of Chairman
- 2 Election of Vice Chairman (Voluntary)
- 3 Election of Subcommittees
- 4 Open forum for Public Participation: an opportunity to hear from members of the public, and receive police report
- 5 District / County Councillor
- 6 To consider acceptance of apologies, if applicable.
- 7 To resolve whether to approve the minutes of the Monthly Meeting held on 24th April 2018.
- 8 To receive any declarations of interest in items on the agenda and any requests for dispensation
- 9 Finances and Administration:
 - a. To consider approval of Statement of Account and Bank Reconciliation (via email)
 - b. To consider the following invoices and resolve whether to make payments for:

NALC Annual Subscription 2018-19	£222.48
S & C Moore Farming Ltd. (Internal Audit 2017/18 £37.50 + £7.50 VAT)	£ 45.00
 - c. To consider and resolve Insurance renewal
 - d. To consider quotes for village hall car park repairs
 - e. Internal Audit Report
 - f. Annual Governance Statement
 - g. Annual Accounting Statement
 - h. Financial Correspondence:
NNDC 1st Inst Precept/Grant (£4355.00 inc. grant £240.00)
- 10 Planning: (Cllrs. Harris, Barrett and Millar)
 - a. To receive new applications and make comment:
PF/18/0264 - The White Lady, Front Street, Worstead, North Walsham, NR28 9RW - Erection of single storey building for use as a holiday unit, demolition and reconstruction of garden wall & relocation of existing visitor parking
PF/18/0875 - Pear Tree Bungalow, Station Road, Briggate, Worstead, North Walsham, NR28 9RD - Erection of wall to boundary
 - b. To receive new applications and make comment to application received after issuing agenda
- 11 Leisure and Recreation: (Cllrs. Bond, Cole and Barrett).
 - a. Play equipment report
 - b. Progress report on 'Footsteps on the sands of time: A History of Worstead'.
 - c. 'Gateway to the Village' Grantscape, including Bittern Line update
 - d. 'Sheltered Seating' Grantscape
 - e. To consider quotes noticeboards – Meeting Hill, Ruin Road, Train Station
 - f. To discuss 'Churchyard Conservation Scheme'
- 12 Highways: (Cllrs. Bond and O'Hara).
- 13 Queen Elizabeth Hall: (Cllr. McGill).
- 14 To consider and resolve General Data Protection Regulations
 - a. Appoint Data Protection Officer (DPO)
 - b. Terms of Reference for Data Protection Committee

WORSTEAD PARISH COUNCIL

- c. Privacy Statement
- d. Privacy Policy
- e. Information Audit

- 15 Reports, if any, to be raised for consideration and resolved if necessary:
- a. Graveyard extension progress report.
 - b. Phone boxes update
- 16 Matters for discussion (for information only)
- 17 Items for next agenda: **26th June 2018**
- 18 Correspondence (for information only):
- Clerks & Councils Direct
 - NALC Newsletter
 - Better Broadband for Norfolk Project - New Communications Cabinet for Worstead (ref BBfN North Walsham 27)
 - Sent by email:
 - Draft minutes incl. public participation
 - Agenda
 - Statement of Account
 - General emails

For and on behalf of Worstead Parish Council

Sarah Martin

Sarah Martin, Clerk

Dated: 17th May 2018