

# 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 22<sup>nd</sup> May 2018 at 7.30pm

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

Also in attendance: 9 members of the public

Clerk: Mrs. Sarah Martin.

<p>1:</p> <p>2:</p> <p>3:</p> <p>4:</p>	<p>S. Cole stood down as Chairman, and Vice Chairman R. Barrett invited nominations for Chairman for the coming year.</p> <p><b>Election of Chairman:</b>                  Ron Barrett nominated and proposed S. Cole; seconded by S. Harris, all agreed. With no further nominations, Simon Cole accepted the position as Chairman for the coming year and duly signed the Declaration of Office; witnessed by the Clerk.</p> <p><b>Election of Vice Chairman (Voluntary):</b>                  Chairman Cole invited nominations for Vice Chairman. Ron Barrett was nominated and proposed by S. Cole; seconded by A. Bond, all agreed. Ron Barrett accepted the position of Vice Chairman for the coming year.</p> <p><b>Election of Subcommittees:</b>  <b>Resolution:</b>  <b>PLANNING:</b> Cllrs. Harris, Barrett, and Millar.  <b>LEISURE &amp; RECREATION:</b> Cllrs. Cole, Barrett and Allen.  <b>HIGHWAYS:</b> Cllrs. Bond and O'Hara.  <b>QUEEN ELIZABETH HALL Representative:</b> defer until June meeting  <b>WORSTEAD C.O.E. SCHOOL Representative:</b> defer until June meeting</p> <p><b>Public Participation:</b></p> <p>A member of the public spoke about his planning application and invited questions regarding it. Concerns were raised regarding the size of the building as a holiday let within a conservation area, also the height of the build detracting from the mediaeval look of the village, and the overdevelopment of the site. The applicant stated the existing wall is unstable, which was discussed and would be supported to repair/replace. It was stated that the business needs holiday lets to survive, however Chairman Cole explained that the application must be considered on the planning and not the business. It was highlighted a further planning application had previously been approved in the centre of the grounds. It was reminded that planning objections must be on planning reasons.</p> <p>The works at the train station was mentioned and the project, led by Cllr. Millar, is progressing well.</p> <p>Handyman had received comments on the height of the verges around the Parish. Cllr. Bond explained that NCC have a program of works for these cuts. Cllr. Cole informed that hedges are the responsibility of the land owners.</p> <p>Pot holes in the village hall car park were mentioned, and hedges within the car park and around the playing field soon in need of trimming.</p> <p>The Chairman for the Queen Elizabeth Hall spoke regarding the proposed firework event to be held on the playing field later in the year, by an independent event organiser. The PC and QE Hall need to consider fundraising at this event and how this can help local community groups. The hall will have the bar open and looking into food stalls.</p> <p>The electricity box at the top of the playing field was discussed and will be isolated.</p> <p>The village hall committee is happy for the sheltered seating to be installed outside the QE Hall.</p>	<p><b>ACTION BY:</b></p> <p>Clerk</p>
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5:	<p>There is a plan in place for QE Hall bookings to be available online to avoid cross over of bookings with the hall and the field and plans for a new village hall website.</p> <p><b>District / County Councillor:</b></p> <p>County Councillor John Timewell and District Councillor Saul Penfold sent apologies as unable to attend the meeting; however, a report from Cllr. Penfold was read out mentioning Norfolk Day and National Blue Flag Beach Awards along the coastline.</p> <p>Public participation closed at 20.19</p>	
6:	<p><b>Apologies of Absence:</b> Apologies were received and accepted by K O'Hara and A. Millar.</p>	
7:	<p><b>To resolve whether to approve the minutes of the Monthly Meeting held on 24<sup>th</sup> April 2018:</b> The minutes were proposed as a correct record without amendment by M. Smith and seconded by R. Barrett; all Cllrs. agreed. They were duly signed by the Chairman.</p>	
8:	<p><b>Members' declarations of interest in items on the agenda:</b> S. Cole declared an interest in planning application PF/18/0875 (<i>Item 10a</i>).</p> <p>6 members of the public left the meeting at 20.19</p>	
9:	<p><b>Finances:</b></p> <p>a Statement of Account – There were no questions raised. All agreed to accept these.</p> <p>b Payment of Accounts - The Council <b>resolved</b> to approve the following payments: NALC Annual Subscription 2018-19 £222.48 S &amp; C Moore Farming Ltd. (Internal Audit 2017/18 £37.50 + £7.50 VAT) £ 45.00 <i>Chairman Cole added an additional item to the payments list to allow the grant to be claimed for the sheltered seating – all agreed:</i> Simon Cole – reimburse expenses for seating installation £244.00</p> <p>c To consider and resolve the Insurance renewal <b>Resolution:</b> agreed to accept BHIB insurance renewal for 1 year £344.74</p> <p>d To consider quotes for village hall car park repairs Three quotes were considered. <b>Resolution:</b> To appoint Tree Hopper to carry out the works Clerk investigate grants for future improvements including tarmac to the entrance of the hall</p> <p>e Internal Audit Report - The Councillors acknowledged the Internal Audit report.</p> <p>f Annual Governance Statement - The Council resolved to approve the Certificate of Exemption – this was duly signed. The Chairman read out all 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.</p> <p>g 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.</p> <p>h Financial Correspondence: NNDC 1st Inst Precept/Grant (£4355.00 inc. grant £240.00)</p>	Clerk
10:	<p><b>Planning:</b> (Cllrs. Harris, Barrett and Millar)</p> <p>a To receive new applications and make comment: <b>PF/18/0264</b> - 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 &amp; relocation of existing visitor parking <b>Resolution: OBJECT</b> – due to overdevelopment within the Conservation area and</p>	

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b	<p>against policies EN4 and EN8.  <b>PF/18/0875</b> - Pear Tree Bungalow, Station Road, Briggate, Worstead, North Walsham, NR28 9RD - Erection of wall to boundary  <b>Resolution: No Objection</b>                  To receive new applications and make comment to application received after issuing                  Agenda: None</p>	
11:	<p><b>Leisure and Recreation:</b> (Cllrs. Bond, Cole and Barrett).</p>	
a	<p>Play equipment report:                  Weekly inspections have been carried out – no issues highlighted. The Annual Play Area Inspection is due to take place in June. Liability signage has been ordered.                  Clerk to report overflowing dog bin to NNDC.</p>	Clerk
b	<p>Progress report on 'Footsteps on the sands of time: A History of Worstead':                  It was agreed to move this item to the Worstead Village Amenities Trust agenda for future discussion.</p>	
c	<p>'Gateway to the Village' Grantscape, including Bittern Line update:                  There was a working party last Sunday to put up bird and bat boxes and planting at the Station. The project is progressing well and aims to be completed in time for Norfolk Day (27<sup>th</sup> July).</p>	
d	<p>'Sheltered Seating' Grantscape:                  A date was agreed for installing the benches – Saturday 16<sup>th</sup> June at 9.00am. Two to be installed at village hall. Clerk to follow up the boundary enquiry at Meeting Hill/Orpley Lane and apply for licence to place the street furniture if Highways land.                  To look further into placing a bench within the Churchyard.</p>	Clerk SC/RB
e	<p>To consider quotes noticeboards – Meeting Hill, Ruin Road, Train Station:                  It was resolved to order a 5 x 2 A4 sheet notice board for the village square, and a 3 x 2 A4 sheet notice board for the train station from AA Joinery.                  Clerk to apply for licence from Highways to place the notice board in the square and contact Greater Anglia regarding the train station board relocation.                  A notice board has been obtained for installation at Meeting Hill.</p>	Clerk Clerk JA/SC
f	<p>To discuss 'Churchyard Conservation Scheme':                  This item to be postponed until further information is obtained and a meeting held with the Reverend of the Church.</p>	SC/AM
12:	<p><b>Highways:</b> (Cllrs. Bond and O'Hara).                  No items raised.</p>	
13:	<p><b>Queen Elizabeth Hall:</b> (Cllr. McGill).                  It was discussed regarding issuing notice on the office hire at the hall – Clerk and S. Cole to discuss further.                  P. McGill reported the QE Hall AGM was held; no members of the public attended the meeting.                  New windows are to be installed within the next few weeks.</p>	Clerk/ SC
14:	<p>To consider and resolve General Data Protection Regulations:</p>	
a	<p>Appoint Data Protection Officer (DPO)</p>	
b	<p>Clerk was nominated and agreed by all. Job description to be amended</p>	Clerk
c	<p>Terms of Reference for Data Protection Committee</p>	
d	<p>Privacy Statement</p>	
e	<p>Privacy Policy</p>	
e	<p>Information Audit</p>	
15:	<p><b>Resolution:</b> Items b, c, d, and e all agreed without amendment.</p> <p>Reports, if any, to be raised for consideration and resolved if necessary:                  Graveyard extension progress report – Ongoing</p>	

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<p><b>16:</b></p>	<p>Phone boxes update – Ongoing.                  To consider possible uses of the phone boxes when finished.</p> <p>Matters for discussion (for information only):                  Overgrown hedges Woodview – J. Allen to investigate                  Bins at Graveyard overflowing – this is the responsibility of the Church, however Clerk to investigate                  Branches at Lyngate pond following conservation works to be cleared</p> <p><b>17:</b></p> <p>Items for next agenda <b>26<sup>th</sup> June 2018:</b></p> <p><b>18:</b></p> <p>Correspondence (for information only):                  Clerks &amp; Councils Direct                  NALC Newsletter                  Better Broadband for Norfolk Project - New Communications Cabinet for Worstead (ref BBfN North Walsham 27)</p> <p>Sent by email:                  Draft minutes                  Agenda                  Statement of Account                  General emails</p> <p>For and on behalf of Worstead Parish Council  <i>Sarah Martin</i>                  Sarah Martin, Clerk</p>	<p>All</p> <p>JA                  Clerk</p>
<p style="text-align: right;">Dated: 19<sup>th</sup> June 2018</p>		

Meeting closed at 21.28