

## WORMEGAY PARISH COUNCIL MEETING MINUTES

The meeting of Wormegay Parish Council took place on **Tuesday 23rd May 2023 at 7.00pm at the Wormegay Mission Room**

Present: Pete Sneesby, Nick Malby, Dawn Payne, Michael Chopping, Pallavi Devulapalli *Clerk*: Jo Panrucker and 9 Parishioners

### MINUTES

- 1. To elect the chairman - chairman to sign the declaration of acceptance of office**
  - a. Pete Sneesby: Elected as Chair of Parish Council
- 2. To elect the vice-chairman**
  - a. Nick Malby: Elected as vice
- 3. To consider accepting apologies for absence**
  - a. Jim Moriarty
- 4. To receive declarations of interest and requests for items on the Agenda**
  - a. NA
- 5. To consider any declarations of acceptance of office that have not been received and to decide whether to grant an extension or declare the seat vacant**
  - a. All acceptances received
- 6. To consider the process for the co-option of councillors for the vacancies arising from the election process (3 vacancies)**
  - a. Request from the Chair to the parish that if they are aware of anyone wanting to join the council please do approach one of the Cllrs
  - b. **Action: Clerk** to post vacancy on the noticeboard and website
- 7. To consider bank signatories**
  - a. **Action: Clerk** Cllr Chopping to be added as a signatory
- 8. To consider the councils standing orders**
  - a. Approved
- 9. To consider and agree the councils code of conduct**
  - a. **Action: Cllrs** to review and agree June meeting
- 10. To consider and agree the councils risk assessment document**
  - a. **Action: Cllrs** to review and agree June meeting

## **11. To receive the Chairman's, Borough Councilors and Clerks Reports**

- a. Borough Councilors Report (Cllr Devulapalli)
  - i. Is a member of the Environment and Communities Panel and Planning Committee. Can be reached on  
[cllr.pallavi.devulapalli@west-norfolk.gov.uk](mailto:cllr.pallavi.devulapalli@west-norfolk.gov.uk) / 07833 531378
- b. Chairman's Report
  - i. There are opportunities to play a role and represent the needs of the village. If you have an interest in being involved please speak up and consider joining the council
- c. Clerks Report
  - i. CILs grant of £734.40
    1. Intentions is that this is for infrastructure improvement projects, and propose aiming to apply for the grant process opening in July.  
**Action Clerk:** Share process with Cllr Malby so can be considered for Mission Room Project
  - ii. Tree preservation requested for two additional trees in Wormegay as per previous meeting, also chasing on Bardolf's oak
  - iii. Proposals for noticeboards (see document Notice Board Options & Costs)
    1. Chair to follow-up with Nick about whether they want to support the village for noticeboards and also the village sign. Potentially approach A G Pearce
    2. **Action: Clerk** to send proposal to Elaine for the Mission Room, Clerk summerize options and cost for Cllrd. Budget £1,500
    3. Minuted that the neighborhood and community group to have a key to the new noticeboards
  - iv. Change in library services from July: new dates on the website, arriving at 9.50am and departing 10.10am
  - v. Temporary event notice Glenkindie Stoke Road 3rd June
    1. **Action: Clerk** to query road safety controls that will be put in place

## **12. To approve minutes of last meetings 28th March 2023**

- a. Approved

## **13. To receive reports from last meeting**

- a. Chair: still the intention of the Parish to provide a secure flag pole
- b. **Action: Clerk** to get quotes from flag pole for Cllrs to review. Check planning permission requirements

## **14. Planning for Annual Parish Meeting: 30th May 2023. Who will chair, who should be invited, confirming location & timing**

- a. Cllr Sneesby to chair, borough cllrs invites, clerk to attend

- b. To attend, neighborhood watch, Church, Fuel Allotments, Over 60's (Dorian Chapman - Trudy to pass on), village hall committee (Clerk to follow-up - with Tracey). 7pm at the Mission Room.

## 15. Health and Safety Topics

- a. N/A

## 16. Planning topics

- a. [Ref. No: 23/00683/F Castle Dene Subdivision: Deadline to comment, 7 June](#)
  - i. Council decision: votes in support on current application: 4. **Action Clerk:** submit council decision
- b. [Ref. No: 23/00057/HEDGE Hedgerow Removal Notice: No Objection](#)
- c. [Ref. No: 22/02086/FM Installation of solar farm: Awaiting Decision](#)
- d. Ref. No: 22/02082/CM Construction of vacuum sewage pumping station: Awaiting Decision
- e. [Ref. No:22/01333/FM/ Erection of Cold Store & Change of Use: Awaiting Decision](#)

## 17. Highways

- a. Potholes which have been reported and their references:
  - i. Saxon Way: ENQ900232583
  - ii. The Bungalow, Castle Road: ENQ900232584
  - iii. Balvenie, Castle Road; ENQ900232585
  - iv. Action: Cllr Chopping to become Parish highways representative and check restrictions on HGV in the village, potentially attend SNAP meeting. Clerk to connect to Andy Wallace. Clerk to send summary of highways to borough cllrs for support on the pothole issues and the lorries which are using the village as cut-through, also for highways to check the status of signs in the village as some have been damaged

## 18. To consider the financial report for this meeting and approval of cheques.

### Financial statement £25,340.76 as of 28 April 2023:

- a. Cheques for approval:
  - i. Grass cutting, invoices #11,#12, #13, #14: £374
  - ii. Clerk salary: £235.20
  - iii. D. Payne: coronation picnic claim against grant: £175.51
  - iv. Grant refund: £200Approved

## 19. Review grant application from Diana New for rose bushes: £90

- a. Approved: Action Cllr Chopping to follow-up with Diane, also check whether there is an intention to have a plaque - Approved

## 20. To receive feedback/queries from the Parishioners

- a. Thanks to the Parish Council for applying for and supplying the grant for the coronation, the event was very well received
- b. Is it ok for parishioners to clean the signs? Yes
- c. Clerk has 30 speed signs for bins if anyone wants one

**21. To receive items for the next Agenda**

- a. AGAR

**22. To agree the date and time of the next parish council meeting, proposed 27th June 2023. Agreed**

draft