

# Wormegay Parish Council

## Meeting of the Parish Council Agenda

**Date of Notice:** Tuesday, 22<sup>nd</sup> July 2025

**Date of Meeting:** Tuesday 29<sup>th</sup> July 2025

**Time and Place:** 7:00 pm at Wormegay Church Mission Room, Saxon Way,  
Wormegay, King's Lynn PE33 0SU

**Councillors are summoned to attend, and the public is given notice of a Meeting  
of the Full Wormegay Parish Council  
for the purpose of transacting the business set out in the attached agenda.**

Members of the public and press are welcome to attend this Parish Council meeting.

*Signed: Rob Shaw PSLCC, Clerk & RFO to Wormegay Parish Council*

*To comply with GDPR, meeting papers are supplied to Councillors via email.  
Documents that are of a sensitive or confidential nature may not be available to members of the  
public.*

\*Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act  
1960, s1 unless the presence is prejudicial to the public interest (s. 2).

### **BUSINESS TO BE TRANSACTED.**

In accordance with LGA 1972, schedule 12 10(2) (b) which states that business must be specified.

**25. W 01 Welcome from the Chair and to receive Apologies for Absence.**  
(LGA 1972 s 85(1))

**25. W 02**

**To Receive Declarations of Interest in Items on the Agenda and consider any requests for dispensation. (Localism Act 2011 s 31 s33)**

**25. W 03**

**To Receive Reports from County Councillors and Borough Councillors. (5 minutes each)**

**25. W 04**

**Open Forum for Public Participation: an opportunity to hear from members of the public. (10 minutes only in total)**

**25. W 05**

**To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday 27<sup>th</sup> May 2025 (in accordance with standing order 12a)**

**25. W 06**

**Items to note: Wormegay Parish Council have a new website; a new contact number and the Councillors and Clerk have new email addresses to comply with Data and Digital Procedures - Assertion 10 within the Annual Governance Audit Review with the external audit process for small councils.**

**[www.wormegayparishcouncil.uk](http://www.wormegayparishcouncil.uk) – 01553 405673 – All emails are available to view on the website.**

## Agenda Items

**25. W 07** To Resolve to update and adopt the following policies :

Standing Orders – Updated

Code of Conduct – Updated

Financial Regulations - Updated

Subject Access Policy - Updated

Publication Scheme – Updated

PC Meeting Protocol – New

Complaints Procedure – New

Data Protection Policy – Updated

ICO Data Controller Certificate – Acknowledge

Lone Working Policy -New

Equality Policy – New

Grant Awarding policy – New

Planning Policy for Smaller Councils – Updated

IT Policy – New

Transparency Code - Acknowledge

General Privacy, Website and Social Media Policy – Updated and New

Record Management - New

**25. W 08** To Decide on the new notice board for the cemetery – utilising the outstanding CIL grant.

**25. W.09** To provide an update on the Cemetery.

**25. W 10** To Allow Clerk to gather insurance quotes in time for renewal due 30<sup>th</sup> September and allow dispensation for the council to agree best quote before next Full PC meeting.

### **25.W.11 - Planning Consultations**

New Planning Application Consultations received from the Borough Council/NCC.

**NONE**

Notices of Decision by Borough Council and County Council

**25/00265/F Wormegay E: 564682 N: 311364**

Change of use of land and buildings to two holiday lets.

Holy Cross Federation School Wormegay, Church of England Primary, Castle Road, Wormegay  
KINGS LYNN, Norfolk, PE33 0RN

**Application Withdrawn 12 June 2025**

### **Accounts & Finance including:**

**25. W 12** To Note Balance of Accounts on 1st July 2025

**25. W 13** To consider/review the payments for May , June and July 2025

**25. W 14** To Note: money received -

**25. W 15** To Note -Update for the Unity Trust Bank Account.

*Invoices due for payment but received after the publication of the agenda may be considered.*

**25. W 16** To resolve to move into a closed session, on the grounds of confidentiality in accordance with The Public Bodies Admission to Meetings Act 1960, s.1(2) - To accept - To discuss

**25. W 17** To receive Items for the next meeting agenda by Noon  
**Monday 22<sup>nd</sup> September 2025.**

**25. W 18** To confirm the date of the next meeting of the Parish Council scheduled for

**Tuesday 30<sup>th</sup> September 2025 at 7:00 pm  
at the Wormegay Church Mission Rooms.**

**25. W19** Close of meeting:-

Any business to be considered at a Parish Council meeting must be delivered to the clerk for inclusion in accordance with Standing Order 9b. Please use the "Agenda Item Request Form" and include as much information as possible, including any proposal.