

# Minutes of Wormegay Parish Council

Annual Meeting of the Parish Council agenda (Draft)

Tuesday 29<sup>th</sup> July 2025 at 7:00 pm at Wormegay Mission Room

Parish Councillors Present: Cllr Andrew McAdam – Chair, Cllr Michael Chopping, Cllr David Davenport and Cllr David Parker – Clerk/RFO – R Shaw – BC J Moriarty and BC P Devulapalli (7.10 pm) and 5 members of the public were present.

Business to be transacted in accordance with Local Government Act 1972, Sch 12, 10(2) (b)

## **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))**

The Chair welcomed everyone – There were no apologies – BC Devulapalli arrived at 7.10 pm

### **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)**

A possible declaration of interest regarding public comments was raised by Cllr Chopping – But it did not resolve to be needed.

### **25. W 03**

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

BC Moriarty commented that he had sent round some information regarding Devolution meetings. He handed the councillors the leaflet regarding “Future Norfolk”. There was then discussion between

BC Moriarty and BC Devulapalli regarding the Guild Hall refurbishment that had been given the go ahead in King’s Lynn. There was a conversation regarding the vote for a Mayor in May 2026 and there will then in the future be a vote on single or multiple unitary councils within the Norfolk / Suffolk areas. Cllr McAdam asked if the meetings were for Public or councils in the first instance and mentioned that he had heard that NCC was in a lot of debt to the tune of 838 million.

BC Moriarty stated that the changes would result in a reduction of department numbers, which in itself have an impact on the area and possibly local Parish Councils.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**25. W 04****Open Forum for Public Participation: an opportunity to hear from members of the public.  
(10 minutes only in total)**

A member of the public stated that the Neighbourhood Watch Group had been looking into signage regarding Cold Caller, this had not gone ahead for varying reasons.

It was then requested that the Parish Council look into providing and installing “Please Drive Carefully through our village” signs on to the village gates to aid in awareness and in an attempt to reduce the speed of some drivers.

This was then discussed and a decision to help aid the safety of the villagers was a worth while investment. The Parish Council has a little infrastructure fund to clear this year as part of Cil allocation from BCKLWN and it was requested to BC Moriarty to see if this is something that could be used.

The item was Proposed Cllr AM – Seconded – Cllr MC – All Agreed – Clerk to action the quotes for the sign.

**25. W 05****To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday 27th May 2025  
(in accordance with standing order 12a)**

The minutes of the meeting held on 27<sup>th</sup> of May 2025 be signed as a true copy.

**Proposed Cllr AM – Seconded Cllr MC – All Approved** – The minutes were signed by the Chair.

**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. The new Website is [Wormegayparishcouncil.uk](http://Wormegayparishcouncil.uk), and the new contact number is 01553 405673

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## 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

All policies were read by the councillors as these had been uploaded to the new website prior to the meeting to allow them to be updated or adopted by the Parish Council.

This action to resolve was **Proposed by Cllr MC – Seconded by Cllr AM – All Agreed**

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

It was noted to the Parish Council that there was an amount of money available to them by way of an CIL allocation and it needed to be spent by October this year.

It was discussed and decided that a new notice board to stand in the Cemetery would be purchased as the funds can only be spent on infrastructure. Three quotes were supplied by the clerk and a new board design was chosen. **Proposed MC – Seconded AM and All Agreed – Clerk to action** the purchase of the new notice board and associated materials for installation.

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

No Update this month – The Clerk has booked and is about to undertake Compliance Training for the Cemetery.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

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

## **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**

**Accounts & Finance including:**

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

Unity Trust Bank – Current Account	<b>24,282.17</b>
Unity Trust Bank – Savings Account	<b>0.00</b>
<b>Total</b>	<b>24,282.17</b>

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

### **Payments for July 2025 Authorisation**

<b>Payee</b>	<b>Goods/Services</b>	<b>VAT</b>	<b>TOTAL</b>	<b>DD/EP electronic payment /direct debit</b>	<b>Supplier/Service</b>
Mrs D Dann	84.80	0.00	<b>84.80</b>	EP	D Dann - Internal Audit Charge for 2024-25 - Inv 2512 -
Norfolk PTS	114.03	0.00	<b>114.03</b>	EP	Norfolk PTS - Annual Subscription - Inv 21454 -
Norfolk ALC	121.44	0.00	<b>121.44</b>	EP	Norfolk ALC -Annual Subscription - Inv 2463 -
Clerk Expenses	768.20	153.65	<b>921.85</b>	EP	Website Hosting, Domain and Laptop Purchase -
Clerk Expenses	157.92	31.58	<b>189.50</b>	EP	Cllr Email Set up - Renews June 26 -
Clerk Expenses	48.06	0.00	<b>48.06</b>	EP	Clerks Mileage x 3 meetings - (May & June)
Clerk Expenses	30.00	0.00	<b>30.00</b>	EP	Clerks WFH Allowence - (May & June)
Norfolk PTS	200.00	40.00	<b>240.00</b>	EP	Recruitment Assistance - Inv 21619 -
Clerk Expenses	145.00	29.00	<b>174.00</b>	EP	Clerks - Cemetery Training Booked with SLCC for July.
BCKLWN	659.10	131.82	<b>790.92</b>	EP	BCKLWN - Waste Invoice from April - Missed - Inv BC110305229
Signed _____					Dated _____
<b>TOTAL</b>	<b>2,328.55</b>	<b>386.05</b>	<b>2,714.60</b>		

**25. W 14** To Note: income received -**none**

**25. W 15** To Note -Update for the Unity Trust Bank Account. The Unity Bank had been slow and not very helpful in the addition of the new Clerk and an extra signatory to the account. This has taken approx. 9 Weeks but is now in place. Once all outstanding payments have been made, then the hierarchy of the account will be dealt with, and another additional signatory will be added.

*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 – Nothing for this meeting.

**25. W 17** To receive Items for the next meeting agenda by Noon.

**Monday 22nd September 2025.**

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

**Tuesday 30th September 2025 at 7:00 pm  
at the Wormegay Church Mission Room.**

**25. W19** Close of meeting:- 19:48 (7.48 pm)

Signed \_\_\_\_\_

Dated \_\_\_\_\_