

Minutes of Wormegay Parish Council

Annual Meeting of the Parish Council agenda (Draft)

Tuesday 30th September 2025 at 7:00 pm at Wormegay Mission Room

Parish Councillors Present: Cllr Andrew McAdam – Chair, Cllr David Davenport and Cllr David Parker – Clerk/RFO – R Shaw and 2 members of the public were present.
Apologies for absence - Cllr Michael Chopping, BC J Moriarty
BC P Devulapalli -not present, no apology received.

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 20 Welcome from the Chair and to receive Apologies for Absence.

(LGA 1972 s 85(1))

The Chair welcomed everyone to the meeting. Apologies for Absence from Cllr Chopping and BC Moriarty

25. W 21

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

None Made.

25. W 22

To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday 29th July 2025 (in accordance with standing order 12a)

The minutes of the meeting held on 29th July be signed as a true copy.

Proposed Cllr DD – Seconded Cllr DP – All Approved – The minutes were signed by the Chair.

25. W 23

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

The Chair read out a summery from the meeting he had attended regarding the Devolution process currently underway.

25. W 24

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

None at this time, but the Chair invited the public to raise questions as the meeting progressed.

Signed _____

Dated _____

25. W 25**Items to note:**

Clerk has completed ICCM Cemetery Legal Compliance Training in July.

Banking access has been obtained, and all outstanding payments have been made to date.

Request to correct and remove persons from Bank unauthorised has been raised by Clerk. (07-08-25) – **Items Noted.**

Agenda Items**25. W 26 To discuss 2026/27 Budget preparation– Clerk to present initial findings to all.**

Clerk presented the Quarterly to Budget sheet and the Initial draft budget to council.

It was then introduced that the council need to create a financial committee – it was agreed to put this in place at the beginning of the next meeting. Council resolved to complete this task.

25. W 27 To discuss obtaining tree survey for trees with TPO's – All

The Clerk produced an update on the TPO and stated that work had been done to create a map on the website for the trees covered by the TPO in the village. The Clerk then advised the council that these trees needed to be identified as to the ones under the responsibility of the council and organise quotes for surveys to be carried out.

This was **Proposed by Cllr AM - Seconded by Cllr DD – All Agreed**

Two contractors were suggested by members of the public.

It was also brought up that a TPO had been applied for in 2021 regarding an oak tree in Bardolph Way – Clerk to research and re-apply if required.

25. W 28 To receive update on Bio-Diversity – All

This Item was moved to the next meeting agenda.

25. W 29 To receive update – Highways – report on roadworks carried out – Chair

There was an update on the works carried out on Wormegay Road regarding light resurfacing where the lorries park up on occasion, The barriers had been replaced by the bridge, although not like for like and this had been escalated to Highways to see if we can change the outcome. Hedges along Wormegay Road need to be cut – Clerk has reported to Highways Department. Also mentioned were the School Warning lights on the road that should have been removed – Highways to be contacted – **Clerk to Action**

25. W 30 To discuss obtaining insurance valuation on War Memorial and to organise cleaning – All

The Clerk presented a document relating to the cleaning of the War Memorial from Heritage England. It was agreed to get a quote for cleaning and also an up-to-date insurance valuation – **Clerk to Action**

Signed _____

Dated _____

25. W 31 To receive update on Cemetery – The Missing details in the Parish Burial Book – Chair

The Chair discussed that the burial books had not been completed correctly previously and that work was underway to rectify this. The EROB book, purchased in the early 1980's had never been used. The Cemetery is an ongoing project with much to do. – Church reopened on 16th May 1982.

25. W 32 To receive update on the clearing out the dead trees at the Parish Cemetery – Chair

This work had been carried out FOC by a parishioner and only a few logs remain to be removed. The Council wishes to thank him for his hard work and support.

25. W 33 To Discuss - Hedgehog Signs – Chair

The Chair asked the previous member of public that requested the signs to come back to a future meeting with a little more information for the council to discuss.

25. W 34 To provide update on Cil grants – Clerk

See report provide by the clerk – Appendix 1

25. W 35 To discuss Remembrance Day Service -All

It was resolved by council to purchase a wreath under S137 for the war memorial on remembrance Sunday. The Council also booked the mission room for refreshments to be provided by a community group after the laying of the wreath.- **Clerk to Action**

25. W 36 Planning Consultations

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

25/01258/F – Retrospective – Change of use of land and buildings to two holiday lets at Holy Cross Federation School - Wormegay

Notices of Decision by Borough Council and County Council

None

Signed _____

Dated _____

Accounts & Finance including:

25. W 37 To Note Balance of Accounts on 1st September 2025

25. W 38 To consider/review the payments for September 2025

25. W 39 To Note: money received -

25. W 40 To Note – Insurance for 2025-26 has been renewed at a cost of £703.26

See attached Finance Report.

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

25. W 41 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 to discuss at this meeting,

25. W 42 To receive Items for the next meeting agenda by Noon Monday 18th November 2025.

25. W 43 To confirm the date of the next meeting of the Parish Council scheduled for

Tuesday 25th November 2025 at 7:00 pm at the Wormegay Church Mission Room

25. W 44 Close of meeting:- 8.32

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.

Signed _____

Dated _____

Appendix. 1

Parish Council Clerk's Report**Subject:** Community Infrastructure Levy (CIL) – Remaining Funds for Financial Year 2025/26**Date of Meeting:** 30/09/2025**Prepared by:** Rob Shaw PSLCC - Parish Clerk to Wormegay Parish Council**1. Purpose of Report**

To update Members on the Community Infrastructure Levy (CIL) funds received by the Parish Council and to confirm the amounts remaining for allocation/spending within the current financial year.

2. Background

The Community Infrastructure Levy is a charge collected by the Local Planning Authority from developers to support local infrastructure improvements arising from new development. A proportion of this levy is passed to the Parish Council to be spent on projects that benefit the community, in accordance with Regulation 59C of the CIL Regulations.

Parish Councils are required to:

- Spend CIL funds within **5 years** of receipt.
- Use the funds on projects that support the development of the area (e.g., infrastructure, community facilities, green spaces, transport, etc.).
- Report annually to the Local Planning Authority on receipts and expenditure.

3. Financial Position

The table below summarises the CIL funds held and allocated as at **30/09/2025**:

Description	Amount (£)
Opening Balance (brought forward)	£734.40
CIL Receipts 2025/26 to date	£805.40
Total Available Funds	£0.00
Funds Allocated/Committed to Projects	£0.00
Remaining Unallocated Balance	£0.00

Signed _____

Dated _____

4. Financial Position

The table below summarises the CIL funds spent in **2025**:

Description	Amount (£)
CIL Receipts 2025/26 to date	£805.40
CIL Purchase – Noticeboard for Cemetery	£636.98 + VAT
New Village Signs – “Please Drive Carefully”	£168.42 + VAT

5. Considerations for Future Allocation / Grants

Members are invited to consider potential projects or priorities for the remaining balance. Eligible expenditure could include (examples):

- Improvements to village halls or community centres
 - Footpath or cycle path enhancements
 - Play area equipment or open space improvements
 - Traffic calming or road safety measures
 - Sustainable transport or climate-resilience projects
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6. Recommendations

That the Parish Council:

1. Notes the current CIL balance of **£0.00**
 2. Reviews and agrees priorities for the possible application of funds before the next round of CIL grants – Potentially in January 2026.
 3. Ensures that any allocations are recorded in the CIL Annual Report to the Local Planning Authority.
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Prepared by:

Rob Shaw
Parish Clerk

Signed _____

Dated _____

Financial Report for September

25 W 36 – Balance of Accounts as of 1st September 2025 -

Current Account - £13,855.10

Instant Saver Account - £ 5000.00

Balance of accounts as of 30th September 2025-

Current Account - £8033.75

Instant Saver Account - £15,000

25 W 37 – To Consider the payments for **September 2025**

Payments for September 2025 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Clerks Exp	163.01	26.80	189.81	EP	Clerk Expenses for August - Paid 03/09/25
Clerks Hours	253.09	0.00	253.09	EP	Clerks Hours - August - Paid 03/09/25
HMRC	376.69	0.00	376.69	EP	HMRC - Month 5 - Paid 22/09/2025
Clear Council Insurance	703.26	0.00	703.26	EP	Clear Council Insurance 2025-26 - Inv LCO02362 - Paid 26/09/2025
Clerks Exp	68.51	7.50	76.01	EP	Clerks Expenses for September -
Clerks Hours	494.64	0.00	494.64	EP	Clerks Hours for September -
TOTAL	2,059.20	34.30	2,093.50		

25 W 38 – To Note any Money Received –

15/09/25 2nd instalment of Precept - £5701.50

Signed _____

Dated _____