

Minutes of Wormegay Parish Council

Annual Meeting of the Parish Council agenda

Tuesday 27th May 2025 at 7:00 pm at Wormegay Mission Hall

Parish Councillors Present: Cllr Andrew McAdam – Chair, Cllr Michael Chopping, Cllr David Davenport and Cllr David Parker – New Clerk/RFO – R Shaw, and 6 members of the public were present.
Business to be transacted in accordance with Local Government Act 1972, Sch 12, 10(2) (b)

25.AM01 To elect the chairman – chair to sign the declaration of acceptance of office.

The nomination for Cllr Andrew McAdam to be re-elected as Chairman.

Proposed by **Cllr D Davenport** and Seconded by **Cllr D Parker – Cllr Chopping** Abstained – Andrew McAdam accepted the nomination and signed the declaration of Office

25.AM02 To elect the vice-chair – vice-chair to sign the declaration of acceptance of office.

It was decided not to provide a nomination for the Vice Chairman position at this time.

25.AM03 Administrative and Governance Matters – To Approve and appoint the New Parish Clerk / RFO – All Greed and Mr Rob Shaw was approved as the new Clerk/ RFO.

25.AM04/5 Welcome from the Chair and Apologies for Absence (LGA 1972 s 85(1))

Apologies for absence were received from CC Moriarty and BC Devulapalli

25.AM06 To receive declarations of interest in items on the agenda and consider any requests for dispensation. (Localism Act 2011 s21 s33)

None declared

25.AM07 To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday, 22nd April 2025. (in accordance with standing orders 12a)

The minutes of the meeting held on Tuesday, 22nd April 2025 be signed as a true copy.

Approved by **Cllr Parker** – Seconded by **Cllr Chopping**. Approved by all.

The minutes were signed by the Chair.

25. AM 08 To Receive Reports from County Councillor, Borough Councillor and the Public. (5 minutes each)

There was no report from Cllr Moriarty due to absence. Cllr Devulapalli sent her report, which was read out by Cllr Chopping. See Appendix 1. Public had no input this time.

Accounts & Finance including:

Signed _____

Dated _____

25.AM 09 To Note Balance of Accounts on 1st May 2025

Unity Trust Bank Current Account	10646.72
Unity Trust Bank Savings Account	0
Lloyds Account	13647.45
Total	24294.17

25.AM 09 a - To consider/review the payments for May 2025 –

Outstanding payments for NALC, NPTS and the internal auditor will be held until Unity Bank has the correct signatories.

25. AM 09 b - To consider and approve the statement of accounts – **All Approved**

25. AM 09 c -To approve Section 1 of the Annual Governance and Accountability Return 2024/25, the Annual Governance Statement (part of the external audit document) – **Document was read out, completed and approved by all councillors.**

25. AM 09 d - To approve Section 2 of the Annual Governance and Accountability Return 2024/25 – the Accounting Statements - **Document was read out, completed and approved by all councillors.**

Signed by the Chairman and the Clerk

25. AM 09 e - To note Exercise of Public Rights - **Document was read out, completed and approved by all councillors. Signed by the Chairman and the Clerk– Clerk to publish on website and notice board.**

25. AM 09 f - To Review Bank Signatories – Council reviewed – New Clerk – R Shaw to be added to the Unity Bank and For Cllr David Davenport to be added as a signatory.

Proposed – Cllr McAdam – Seconded – Cllr Chopping – All Approved

25. AM 09 g - To Note For the 2025/26 financial year, the Section 137 expenditure limit for parish and town councils in England is £11.10 per elector. This limit is determined by the percentage rise in the Retail Price Index between September 2023 and September 2024, as outlined in Schedule 12B of the Local Government Act 1972.

(as Dec 2024 – Electorate is 407 x £11.10 = £4517.70)

Signed _____

Dated _____

25. AM 10 -Planning Consultations

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

NONE

Notices of Decision by Borough Council and County Council

NONE

25. AM 11a – Updates – Speeding – SAM2 – Cllr Chopping presented the download from the SAM2 camera and discussed its findings. Information will be collated and sent to the Norfolk Police Speed Team – Next SNAP meeting in July

25. AM 11b – Update on Footpath and Hedges – Cllr McAdam stated that the footpath had been cleared, and the hedges are soon to be done as soon as the nesting season is over.

25. AM 11c – Agree Biodiversity Plan and Policy – Cllr Chopping introduced the plan to all and showed the work he had done with feedback from the public into the requirements the council will work towards over the next 5 years. This was supported by a member of the public who has worked with Wildlife and has strong connections within this remit – The member of the public was happy to help going forward.

Items discussed also included: Bird and Bat Boxes – Fundraising, conversations to be had with the Grass cutting contractor, Notice and publications to be delivered to residents. Hedge Hog Safety signs.

25. AM 11d. The Chairman updated on the Cemetery, and the work is ongoing

25. AM -Additions from the New Clerk

To Confirm Meeting dates for the remainder of the year.

The dates were confirmed as not changed as below:

June – **No Meeting**

July 29th

August – **No Meeting**

September 30th

October – **No Meeting**

November 25th

December – **No Meeting**

To discuss policies that were out of date and missing from the website.

These are to be updated and reviewed again in July's meeting

Standing Orders –

Code of Conduct –

Financial Regulations –

Reserve's Policy – To Review January (After Budget)

A policy list was referred to, and this is what we will strive to achieve before the next meeting.

Signed _____

Dated _____

Website Analysis - It was brought to the council's attention that the website was not fit for purpose, and access has been lost. A New Website will be built by the Clerk. This was agreed. New Authority email addresses will also be imposed due to the Practitioners Guide – Assertion 10 – Digital and Data.

It was also discussed that the Parish Clerk will purchase a new Laptop for the Parish Council as the previous one also has access issues. The budget for this was agreed in January 2025, but the quotes are a little out of date.

**25. AM 12 - To receive Items for the next meeting agenda
by 12 Noon on Monday, 21st July 2025.**

**25. AM 13 - To confirm the date of the next meeting of the Parish Council, scheduled for
Tuesday 29th July 2025 at 7:00 pm at the Wormegay Mission Hall**

25. AM 14 Close of meeting:- 8.47 pm

Signed _____

Dated _____

Appendix 1_

Dr / Cllr Pallavi Devulapalli Report for May 2025 Meeting

The council is now entering its third year under the administration of the independent group. So far, this has proved to be a successful partnership of individuals, all united with a common goal of representing their constituents and doing the best that they can for the borough.

One item I would specifically like to bring to the attention of the council is the launch of the garden wildlife competition.

It is now alive on the council website

https://www.west-norfolk.gov.uk/info/20244/biodiversity_net_gain/1183/garden_wildlife_competition_2025

and I would be delighted if you could encourage all of your parishioners to participate.

The parish with the most number of entries gets to win a prize, plus there is an individual prize for one lucky winner, apart from winners for the most wildlife-friendly Garden in each category.

Private gardens form a large part of the borough's land and having more wildlife friendly planting in them could go a long way towards improving habitats for our precious insects, butterflies' birds, bats and hedgehogs.

There are paper forms as well as posters available for people who cannot use the web links.

If you need any paper entry forms or posters, please let me know and I will drop them off after Thursday next week.

Dr / Cllr Pallavi Devulapalli

Airfield Ward

BCKL&WN

Signed _____

Dated _____