**MINUTES OF A MEETING OF NARBOROUGH PARISH COUNCIL HELD ON MONDAY 5 MARCH 2018 IN THE CHURCH CENTRE BEGINNING AT 7.30pm**

**Present:**

 **Mr D Williams JP Chairman**

 **Mr A Brinsdon Councillor**

**Mr J Collins Councillor**

 **Mr S Davey Councillor**

 **Mr M King Councillor**

 **Mr P Wilkinson Councillor & Breckland Councillor**

**Also in Attendance:**

 **4 Members of the Public**

 **Mr D Burchell Clerk to the Council**

1. Apologies. Apologies were accepted from Councillor R Green and Norfolk County Councillor E Coleman.
2. Minutes of Meeting Held on 5 February 2018. The Minutes of the Meeting held on Monday 5 February 2018 were unanimously approved and signed as a true and accurate record of the Meeting.
3. Declarations of Other Registrable Interests. Councillor Wilkinson declared Other Registrable Interests in Items 12a to 12j in accordance with the Breckland Code of conduct.
4. Public Participation.

**Standing Orders suspended at 7.32pm**:

Members of the Public:

Council web site not up to date.

Planting of inappropriate trees in the buffer zone between Skippers Meadow and Westfields.

General discussion regarding the effectiveness, appropriateness of the recently installed speed humps along Denny’s Walk.

General discussion regarding the effectiveness of drainage associated with speed humps at junction of Denny’s Walk and Marham Road.

General discussion regarding whether Parish Council should be advised of any road works affecting residents.

District Councillor:

Breckland Council tax to raise by £4.95 for Band D properties.

Nar Valley Way being cleared following recent high winds and installation of new finger sign.

**Standing Orders reinstated at 8.15pm**

1. Chairman’s Announcements. There were no Chairman’s announcements.
2. Breckland/Capita/ Persimmon Homes Letter. It was noted that due to unforeseen circumstances the letter to the Leader and the CEO of Breckland Council has not yet been drafted for the Council’s approval.
3. Restrictive Housing Policy. It was agreed that:
	1. Some form of restrictive housing policy is needed to limit development in the village.
	2. The production of the Neighbourhood Plan could prove potentially expensive.
	3. The Chairman contact the Leaders of Swanton Morley and Yaxham Councils, which have both recently produced Neighbourhood Plans, for guidance.
4. Chalk Lane Traffic Calming Measures. It was noted that the Council’s preferred traffic calming measures associated with the S106 for the Persimmon Homes development on Chalk Lane are being priced by the Highways technical team.
5. Damage to East bound Bus Shelter:
	1. It was noted that:
		1. A letter had been received from a resident admitting to and offering to pay for the damage sustained to the east bound bus shelter on 20 February 2018.
		2. A quotation of £168.65 has been received for the repairs to the bus shelter from TT Garden and Domestic Services.
		3. There may be additional costs if there any unforeseen internal repairs required.

* 1. It was unanimously resolved that:
		1. The quotation of £168.25 for the repairs to the east bound bus shelter be accepted
		2. TT Garden and Domestic Services be instructed to invoice the resident directly for £168.25 once repairs are complete.
		3. TT Garden and Domestic Services be instructed to invoice the Parish Council for any additional unforeseen internal repairs the damaged area of the eastbound bus shelter.
		4. The Clerk to write to the resident explaining the Council’s decision and thanking them for their honesty.
1. MUGA. It was noted that:
	1. The planning application for the installation of a MUGA on the Playing Field has been submitted to Breckland Council.
	2. An application for the release of the S106 monies from the Persimmon Homes development has been submitted to Breckland Council to cover the cost of the installation of a MUGA and seven items of keep fit equipment.
2. General Data Protection Regulations (GDPR). It was noted that the Clerk has received the Local Councils Tool Kit for the implementation of the GDPR on 28 May 2018.
3. Planning Applications:
	1. 3PL/2016/1084/HOU – Aggro Palace – 11/2 storey detached - dwelling - Undecided.
	2. 3PL/2017/0768/F – Willow Bank – 1 block of 3 terraced houses - Undecided.
	3. 3PL/2107/0869/F – Hill House – Single storey dwelling – Undecided.
	4. 3PL/2017/0997/Var – Persimmon Homes – variation on conditions C7, C9 and C14 on pp 3PL/2012/1093/O – Undecided.
	5. 3PL/2017/1001/Var – Persimmon Homes – variation on C7, C9, C13 and C15 on pp3PL/2105/0928/F – Undecided.
	6. 3PL/2017/1046/O – Land to north of Swaffham Road – 6 market sale building plats and 4 affordable homes –noted that officer is recommending approval to Planning Committee – Chairman to attend meeting on 12 March to submit Council’s objections.
	7. 3PL/2017/1581/F – S & P Graphics – 12 containers on land used as garden – permission granted but conditions imposed regarding screening from neighbouring properties.
	8. 3PL/2017/1529/F – Shop/Post Office - sub-division top 2 dwellings while retaining retail area – Undecided.
	9. 3PL/2017/1605/HOU – The Forge – reconstruction of lean-to side extension and construction of single storey rear extension – Permission granted.
	10. 3PL/2018/0107/Var – Persimmon Homes – removal of section of landscape buffer on northern boundary of plot 65 – Council to object – covenant on landscape buffer, landscape buffer is a condition of planning permission, and removal of landscape buffer on this plot will set precedent for removal of landscape buffer on other plots – our District Councillor indicated that he will probably support the application at district level the application in support of the house holder.
4. Correspondence. There was no correspondence to be brought before the meeting.
5. Reports. There were no reports to be brought before the meeting.
6. Finance. The following invoices were unanimously approved for payment:
	1. D J Burchell – Clerk’s salary February - £282.69.
	2. HMRC – PAYE February - £70.60.
	3. Narborough Community Centre – contribution to installation of steps at eastern entrance to Playing Fields - £600.00
	4. Narborough w Narford PCC – Centre hire Jan, Feb and March - £36.00
	5. TT Garden and Domestic Services – removal of leaves from School Alley - £90.00
	6. TT Garden and Domestic Services – repair to bus shelter – upright pillar, guttering and downpipe - £97.85.
	7. Norfolk ALC – 3 x attendance at Spring Conference - £165.00.
7. Village Matters:
	1. Drainage at Denny’s Walk/Marham Road Junction. Clerk to obtain confirmation that action to improve drainage in this area is scheduled for 2018/19 by Highways.
	2. Drainage at Marham Road/southern Eastfields Junction. It was noted that drainage at the Marham Road/southern Eastfields junction and outside 20 Eastfields is still very poor. Clerk to request highways investigate.
	3. Tree planting in landscape buffer. Noted that what is considered an inappropriate tree has been planted in the landscape buffer to rear of 15 Westfields. Clerk to ask Persimmon Homes to replace with shrub.
	4. Traffic calming measures – Chalk Lane. The Chairman of the Community Centre Management Committee advised that highways have insisted that as part of the proposed development to the south of Skippers Meadow a traffic island be installed on Chalk Lane to the south of the Community Centre entrance to facilitate safe pedestrian crossing from the estate to the Community Centre. Full details will be included in the Outline Plan.
	5. Tree Overhanging 30 Old Vicarage Park. It was noted that a quotation for the removal of the tree overhanging 30 OVP from the extended churchyard should be received shortly.
	6. Fly Tipping – Meadow Road. It was noted that there has been fly tipping on Meadow Road adjacent to the Anglia Water facility. The Clerk will advise Breckland Council.
	7. Pot Holes. A number of potholes have been reported following the recent snows. The Clerk will identify those that are within the measurements identified for admissibility for repair by Highways and then take reporting action.
8. Next Meeting. It was noted that the next meeting is on Wednesday 4 April and that it will be preceded by the Village Meeting which will begin at 7pm. It was greed that a regular future agenda item should be ‘Housing Developments’.

**The meeting closed at 10.15pm**