**MINUTES OF A MEETING OF NARBOROUGH PARISH COUNCIL HELD ON MONDAY 6 JUNE 2016 IN THE CHURCH CENTRE BEGINNING AT 7.30pm**

**Present:**

 **Mr A Brinsdon Chairman**

 **Mr D Williams JP Vice-Chairman**

 **Mr J Collins Councillor**

 **Mr S Davey Councillor**

 **Mrs R Green Councillor**

**Mr M King Councillor**

**Mr P Wilkinson Councillor & Breckland Councillor**

**Also in Attendance:**

 **3 Members of the public**

 **Mr D Burchell Clerk to the Council**

1. Apologies. Apologies were accepted from Mr P Smyth, Norfolk County Councillor.
2. Minutes of Meeting Held on 4 May 2016. The Minutes of the Meeting held on Wednesday 4 May 2016 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 Interest in Items 14a to 14e inclusive.
4. Public Participation. It was unanimously resolved to suspend Standing Orders to allow the District Councillor and members of the public to address the Meeting.

**Standing Orders Suspended at 7.34pm**

**Standing Orders Reinstated at 7.45pm**

1. Chairman’s Announcements. There were no Chairman’s announcements.
2. Election of Vice-Chairman:
	1. It was proposed by Councillor Collins and seconded by Councillor King that Councillor Williams should be Vice-Chairman for the year 2016/17.
	2. It was resolved with one abstention that Councillor Williams would be the Vice-Chairman of Narborough Parish Council for the year 2016/17.
3. Allocation of Councillors’ Posts:
	1. It was noted that all Councillors were willing to continue in the post they held in the year 2015/16with the exception of Councillor King who wished, due to his ill health, to resign as Deputy Footpaths Officer and that Councillor Collins’ post as an Ex Officio member of the Planning Committee would be filled by Councillor Williams in his role as Vice-Chairman.
	2. It was agreed, after consultation with Councillor Davey, that there was no longer any requirement to have a Deputy Footpaths Officer.
	3. A list of the Councillors’ Posts for the year 2016/17 is at Annex A to these Minutes.
4. Village Maintenance Contract:
	1. It was noted that a formal quotation had not yet been received from Mr B Tucker for the Village Maintenance Contract.
	2. The Clerk confirmed that Mr Tucker was still interested in taking on the contract and would be available to carry out any urgent maintenance prior to the agreement of a formal contract.
5. Sport & Play For All:
	1. It was noted that:
	2. Mr D Burchell was in the process of forming a Steering Group to identify and prioritise the Sports, Keep Fit and Play equipment required for the village:
		1. At this stage cost would not be a consideration.
		2. To date he had 8 villagers committed to the Steering Group which included representatives from the Youth Club, Cricket club and Community centre Management Committee.
		3. Wicksteed Play would be attending the Village Fair with a keep fit equipment demonstration trailer.
	3. A further £43,000.00 would be available from S106 associated with the Chalk lane development and that there would be some flexibility as to how this money could be spent. The Parish Council would have to submit 5 costed schemes to Breckland for consideration.
	4. Any S106 monies were unlikely to be available before 2018.
	5. The Steering Group would be encouraging village organisations, groups and Individuals to fund raise as this would be essential to support any future grant funding applications.
6. Insurance Renewal:
	1. After a brief discussion:
		1. It was proposed by Councillor Collins that the Council renew Insurance with Zurich Municipal with a 3 year Long Term Agreement at an annual cost of £865.71 – there was no seconder.

* + 1. It was proposed by Councillor Williams and seconded by Councillor King that the council renew Insurance with Zurich Municipal with a 5 year Long Term Agreement at an annual cost of £823.91.
	1. It was resolved, with one abstention, that the Council renew its insurance with Zurich Municipal on a 5 year Long Term Agreement at an annual cost of £823.91.
1. Street Light – Swaffham Road:
	1. It was noted that the probable cost of installing a street light in the vicinity of 8 Swaffham Road would be in the region of £1,400.00.
	2. It was proposed by Councillor Williams and seconded by Councillor Green that the Council cost the installation of a street light in the vicinity of 8 Swaffham Road.
	3. It was unanimously resolved to cost the installation of a street light in the vicinity of 8 Swaffham Road.
2. Public Lighting – Chalk Lane Development:
	1. It was noted that:
		1. It was proposed to install 9 street lights in the Chalk lane Development.
		2. None of the proposed lights would impinge on the Westfields dwellings bordering the development.
		3. All lights would have LED fittings.
		4. There was an option for the lights to either switch off at midnight or to switch to 50% light output during the small hours.
	2. It was unanimously resolved to accept the proposed lighting plan for the Chalk Lane development with the option of the lights dimming down to 50% in the small hours.
3. Churchyard Maintenance Contract:
	1. It was noted that the Churchyard maintenance contract was due for renewal in 2017.
	2. It was agreed that the present contractor, The CGM Group (East Anglia) Ltd, had provided a very high standard of maintenance over the past 3 years.
	3. It was proposed by Councillor Williams, seconded by Councillor Green and unanimously resolved that The CGM Group (East Anglia) Ltd be asked to provide a quotation for a 3 year contract for the maintenance of the Closed and Extended Churchyards for the period 2017 to 2019 inclusive.
4. Planning Applications:
	1. 3PL/2015/1180/O – Outline application for 40 new dwellings at Chalk Lane – undecided.
	2. 3PL/2015/1192/O – outline application for retail buildings at Chalk Lane – undecided.
	3. 3PL/2016/005/VAR – The Cabin, Swaffham Road – removal of condition 3 on 3PL/2010/0979/F to general residential C3 use – undecided.
	4. 3PL/2016/0328/VAR – Chalk Farm Clay grounds – Increase number of stands from 8 to 14 – approved.
	5. 3PL/2016/0458/HOU – River croft, River Close – extension to bungalow including attached garage – undecided.
	6. 3PL/2016/1663/HOU – The Forge, Main Road – erection rear two bay cartlodge and log store, widen access and alter end elevation of house - It was agreed to address this new application to avoid having to request an extension for comments to 15 July – No objections.
5. Correspondence:
	1. NCC – Invitation to attend Devolution briefing at County Hall on 22 June – Councillor Brinsdon to represent Council (Councillor Williams to attend if Councillor Brinsdon not available).
	2. NCC – Information on Parish Partnership for 2017.
6. Reports:
	1. Community Centre. Councillor Brinsdon advised the Meeting that a meeting had been arranged for the Management committee to receive pro bono advice regarding the proposed Heads of Terms Agreement associated with the retail site.
7. Finance. It was proposed by Councillor King, seconded by Councillor Collins and unanimously resolved that the following invoices be approved for payment:
	1. D J Burchell – Clerk’s salary for May - £280.00
	2. HMRC – PAYE for May - £69.80.
	3. Norfolk Parish Training & Support – Chairmanship training - £70.00
	4. The CGM Group (East Anglia) Ltd – Churchyard maintenance - £329.66
	5. Zurich Municipal – Insurance renewal - £823.91
	6. Narborough w Narford PCC – Centre Hire - £36.00
	7. CommuniCorp – Local Councils Update subs renewal - £75.00
8. Village Matters:
	1. Chalk Lane – Speeding. Several concerns had been expressed regarding speeding traffic along Chalk Lane. It was noted that some traffic calming measures had been included in the original Chalk lane development proposals but that no confirmation had been received as to which measures, if any, would be incorporated. The Clerk would write to NCC Highways and Breckland Planning to ascertain if any progress had been made.
	2. Mobile Post Office. Councillor Collins noted that the mobile post office had not been in attendance last Friday. If the mobile post office failed to materialise this week the Clerk would enquire as to what the situation is regarding its attendance.
	3. School Alley. Councillor Wilkinson asked if the school had received any concerns regarding the possibility of children running out into Denny’s Walk at the end of the School Alley; he had received some enquiries about the possibility of installing a barrier at the end of the alley. He also enquired whether fellow members thought it appropriate to ask the School to contribute towards the maintenance of the alley as it is now used regularly as the pupils’ entrance. Councillor Green advised that the use of the alley may not continue after September. The Clerk advised that he had asked the school secretary whether there had been any concerns expressed regarding children running out into Denny’s Walk and had been advised that none had been received. He also pointed out that the installation of a barrier might be a project that could be achieved under the parish partnership Scheme. It was agreed to write to the Head Teacher to request the school monitor the situation and to ask if they would consider contributing to the maintenance costs.
	4. Bus Shelters. Councillor Wilkinson advised that there had been some more minor damage to the bus shelters. Councillor Williams suggested that if this persisted the Council should consider requesting Breckland install their mobile CCTV cameras to cover the bus shelters for a period of 6 months or more.
	5. Denny’s Walk Development. It was noted that work on the Denny’s Walk development is due to commence of 15 August.
	6. Road Surfaces. There were still concerns regarding the road surfaces in the village but it was noted that work on them is due to take place this summer. The Clerk had reported the pot holes at the Ship Inn junction and in Meadow Close and the obscured sign at the Narford Road junction with the A47(T).
	7. Street Naming. Some concerns were expressed regarding the naming of the Chalk lane development. It was understood that it was Breckland policy to consult parish and town councils before naming new developments. The Clerk would try to get confirmation as to current policy and he would advise Breckland that the Council’s preferred name for the development is Sandy Close which is the historical name of the field on which the development stands.
9. Next Meeting. It was noted that the next meeting is on Wednesday 13 July.

**The Meeting Closed at 8.45pm**

**ANNEX A TO MINUTES OF A MEETING OF NARBOROUGH PARISH COUNCIL HELD ON MONDAY 6 JUNE 2016 IN THE CHURCH CENTRE BEGINNING AT 7.30pm**

**POSTS HELD BY PARISH COUNCILLORS, THE CLERK AND MEMBERS OF THE PUBLIC AS OF 6 JUNE 2016**

 **Mr Alan Brinsdon Chairman**

 **Planning Committee (Ex Officio)**

**Mr David Williams JP Vice-Chairman**

 **Planning committee (Ex Officio)**

 **Council Iceni Partnership Rep**

**Mr John Collins Councillor**

 **Nar Valley News Correspondent**

 **Web Host Liaison Officer**

 **Sport & Play For All Representative**

**Mr Steven Davey Councillor**

 **Public Footpaths Officer**

**Mrs Ruth Green Councillor**

 **Planning Committee**

**Mr Maurice King Councillor**

 **Planning Committee**

 **Deputy Swaffham SNAP Representative**

**Mr Peter Wilkinson Councillor**

 **Swaffham SNAP Representative**

 **Internal Auditor**

 **Breckland Councillor**

**Mr David Burchell Clerk to The Council**

 **Responsible Financial Officer**

**Mr Brian Rayner kindly fills the post of Independent Internal Auditor.**

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