**MINUTES OF A MEETING OF NARBOROUGH PARISH COUNCIL HELD ON MONDAY 6 NOVEMBER 2017 IN THE CHURCH CENTRE BEGINNING AT 7.30pm**

**Present:**

 **Mr D Williams JP Chairman**

 **Mr A Brinsdon Councillor**

 **Mr S Davey Councillor**

 **Mrs R Green Councillor**

 **Mr P Wilkinson Councillor & Breckland Councillor**

**Also In Attendance:**

 **Mr E Colman Norfolk County Councillor**

 **3 Members of the Public**

 **Mr D Burchell Clerk to the Council**

1. Apologies. Apologies were accepted from Councillor J Collins and Councillor M King.
2. Minutes of Meeting Held on 2 October 2017. The Minutes of the Meeting held on Monday 2 October 2017 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 11a to 11k under the Breckland Code of Conduct.
4. Public Participation:
	1. Public:

Condition of footpath from Skippers Meadow to Westfields – confirmed that present footpath is temporary and will be upgraded once development complete, but will still ask County Highways to examine.

Letter to Breckland Council Leader and CEO – have received holding email and expect formal reply by 17 November.

* 1. County Councillor:

Survey of mobile phone/data coverage in County – request information on poor coverage to be passed to Clerk.

Encouraging Social Workers to return to work in Norfolk.

Police Commissioner visiting Swaffham Town Hall on 16 November at 7pm – Parish Councillors invited to attend.

Direct Payment for Services Road Show at Dereham Town Football Club on 8 November at 6.30pm

* 1. District Councillor

Public Engagement events in King’s Lynn Town Hall:

Radiology – 27 November 3pm to 5pm

Future of GP Services – 27 November 6pm to 8.30pm

Working Group set up to investigate Air Quality problems in Swaffham

PCSOs in Breckland to be replaced by 14 Police Constables and 8 Sergeants.

1. Chairman’s Announcements. The Chairman thanked Councillor Wilkinson for his efforts regarding the Council’s articles in the Nar Valley News.
2. Denny’s Walk – 20mph Speed Restrictions. It was noted that the proposed Traffic Order introducing a 20mph speed limit along Denny’s Walk has been displayed for the regulatory time.
3. Budget 2018/19. It was unanimously resolved to set the Budget for the Financial Year 2018/19 at £13,514.00.
4. Precept 2018/19.
	1. It was noted that:
		1. The Council Tax Support grant had steadily decreased over the past 3 years and that for the year 2018/9 it will be only £449.00 and that it will be completely withdrawn for the year 2019/20.
		2. Due to housing development within the village the number of households supported by the Council will increase by approximately 100 over the next year.
		3. The Precept has remained at £13,500.00 for the past 4 years.
	2. After a brief discussion it was proposed by Councillor Davey, seconded by Councillor Wilkinson and unanimously resolved to increase the Precept for the year 2018/9 to £14,500.00.
5. Remembrance Day/ Remembrance Sunday.
	1. The Clerk confirmed the arrangements for Remembrance Day and Remembrance Sunday as follows:
		1. Saturday 11 November – meet at the airfield war memorial at 10.50am for wreath laying ceremony conducted by either Revd Canon Stuart Nairn or Revd Canon Alan Viller. A bugler may be in attendance but due to the absence of the standard bearer the West Acre & District Branch Royal British Legion standard will not be in attendance.
		2. Sunday 12 November – meet at All Saints Church at 10.50am. It was noted that the Royal British Legion ceremony will take place at Castle Acre.
	2. It was confirmed that the Chairman of the Parish council will be available to lay the wreaths on behalf of the citizens of Narborough at both ceremonies.
6. CPRE Meeting Dereham. It was unanimously resolved that the Chairman should represent the Council at the CPRE Housing and Local Plan meeting to be held at Dereham on 27 November.
7. Planning Applications:

3PL/2016/1084/F – Aggro Palace, Swaffham Road – undecided.

3PL/2017/0768/F – Willow Bank, Main Road – undecided.

3PL/2017/0869/F – Hill House, Narborough Road – undecided.

3PL/2017/0997/VAR – Persimmon Homes – undecided

3PL/2017/1001/VAR – Persimmon Homes – undecided.

3PL/2017/1021/VAR – Persimmon Homes – undecided.

3PL/2017/1046/O – land north of 1-4 Swaffham Road – undecided.

3PL/2017/1106/F – S & P Motors, Main Road – addition of first floor to workshop – permission granted.

3PL/2017/1107/VAR – S & P Motors, Main Road – variation to condition 16 to 3PL/2013/0973/F – to allow demolition of part of existing workshop – permission granted.

3PL/2017/1115/O – Land off Meadow Road – undecided.

3PL/2017/1116/Hou – 1 Church Farm Barns – conversion of garage to sitting room – permission granted.

1. Correspondence:
	1. RAF Marham – Invitation for 15 Parishioners to, attend Senior Citizens’ Christmas Lunch on 6 December - Councillors to submit names to Clerk by 18 November.
	2. RAF Marham – Invitation for 3 Councillors to attend windshield tour of RAF Marham development site on 7 December – Councillors Williams and Wilkinson to attend and to pass required personal details to Clerk as soon as possible.
	3. Breckland Council – Notice of Brown Field Register.
2. Reports:
	1. Community Centre. Councillor Brinsdon advised the meeting that the required information has been passed to the Charity Commission to ensure information held by the Commission is correct and up to date.
	2. NALC. Councillor Wilkinson advised the meeting that NALC will be working closely with the Alzheimer’s Society and also that the Norfolk Branch proposal that there should be Mandatory Rate Relief on public toilets is being taken forward.
	3. General Data Protection Regulations. The Clerk and Councillor Collins had attend e a General Data Protection Regulations awareness training session at the Green Centre. It was evident that a considerable amount work will need to be carried out to ensure that the Council comply with the new regulations prior to their implementation in May 2018. It was noted that the new regulations will affect all voluntary organisations and clubs in the village.
3. Finance. The following invoices were unanimously approved for payment:
	1. D J Burchell – Clerk’s salary October - £282.69
	2. HMRC – PAYE October - £70.60.
	3. CGM Group (East Anglia) Ltd – Churchyard maintenance August/September - £348.00
	4. CGM Group (East Anglia) Ltd – Churchyard maintenance September - £174.00
	5. Queensbury Shelters – Installation of Bus Shelter on Marham Road - £3522.17.
	6. Viking – Diaries/Printer Cartridges and note book - £92.22.
	7. Narborough w Narford PCC – Centre Hire - £36.00
	8. Revd S Nairn – Poppy Wreaths - £45.00.
4. Village Matters:
	1. Web Site. Councillor Wilkinson pointed out that the Council web site is still not up to date – Councillor Brinsdon is still shown as Chairman and the last set of minutes shown on the site are for July.
	2. Eastbound Bus Shelter. Councillor Wilkinson noted that the eastbound bus shelter had once again been subject to minor vandalism. The Clerk confirmed that the damage had been repaired. There was a general discussion as to whether the Council should consider the installation of either dummy or real CCTV cameras to cover the bus shelters but it was unanimously agreed that considering the minor damage caused to date this would be an unjustifiable expense.
	3. Meeting Location. Councillor Brinsdon asked whether Councillors would consider relocating meetings to the Community Centre as access to the Florence Green Room for the disabled is easier than to the Church Centre. It was agreed to investigate costs, availability and suitability of the Florence Green Room and to discuss the matter at the next meeting.
	4. Living In Later Years (LILY). Councillor Williams advised that West Norfolk is a member of LILY which offers help to those of senior years who are struggling to live on their own. Norfolk County Councillor Colman advised that he had had very positive experience of the organisation. It was agreed that Councillor Williams arrange for a presentation from LILY with a view to the Council making use of the services of the organisation.
	5. Traffic Calming – Chalk Lane. It was noted that the S106 from the Skippers Meadow development for traffic calming measures along Chalk Lane have been released. Preferred measures are Vehicle Activated Sign, Gates, Village Name Board – the Clerk will enquire as to which of these measures will be possible within the S106 budget. Councillor Williams asked whether there is the possibility of having a Zebra Crossing installed in the vicinity of the Norman Gates – this had been previously refused by Highways - Norfolk County Councillor Colman said that it may be possible to achieve this through the Local Members Budget.
	6. Tree Overhanging 30 OVP. It was noted that the occupier of 30 OVP has complained about a tree overhanging his property from the churchyard. It was agreed that the Tree Survey should be consulted to ascertain the condition of the tree prior to taking any action.
	7. Eastfields Lights. The Clerk advised that the power supply problem to the street lights in Eastfields has been resolved.
	8. School Alley. It was noted that a report had been received concerning the fallen leaves along School Alley. The Clerk will liaise with the school to arrange for them to be cleared.
	9. Dog Exercising Area – Meadow Road. A number of complaints have been received regarding the Dog Exercise Area on Meadow Road. The complaints concern inconsiderate parking along Meadow Road by those using the exercise area and excess noise from dogs in the area in the early morning, especially on a Sunday. It was noted that a group of residents are considering raising a petition over the matter. Councillors was noted that the owners of the Exercise Area charge for the use and are therefore running a business from the area. Councillors were concerned that it was possible that planning permission should have been sought by the owners to carry out this business. Councillor Wilkinson agreed to speak with Capita to assess whether planning permission should have been sought.
5. Next Meeting. It was noted that the next meeting will be on Monday 4 December. Items for the agenda will include:
	1. Location of future meetings.
	2. Chalk Lane traffic calming measures.

**The Meeting Closed at 9.10pm**