**MINUTES OF AN ANNUAL MEETING OF NARBOROUGH PARISH COUNCIL HELD ON WEDNESDAY 9 MAY IN THE CHURCH CENTRE BEGINNING AT 7.30pm**

**Present:**

 **Mr P Wilkinson Chairman& Breckland Councillor**

 **Mr S Davey Councillor**

 **Mr M King Councillor**

 **Mr D Williams JP Councillor**

**Also in Attendance:**

 **3 Members of the Public**

 **Mr D Burchell Clerk to the Council**

1. Election of Chairman. It was proposed by Councillor Davey, seconded by Councillor Williams and unanimously resolved that Councillor Peter Wilkinson be elected Chairman of Narborough Parish Council for the year 2018/19.
2. Apologies. Apologies were received from Councillor J Collins and Norfolk County Councillor E Colman.
3. Minutes of Meeting Held on 4 April 2018. The Minutes of the Meeting held on Wednesday 4 April 2018 were unanimously approved and signed as a true and accurate record of the Meeting.
4. Declarations of Other Registrable Interests. Councillor Wilkinson declared Other Registrable Interests in Items 18a to 18k.

**Standing Orders were suspended at 7.33pm**

Public Participation:

Members of the Public:

Enquired as to when the sewerage pump at Skippers Meadow will be brought on line – the Clerk will contact Persimmon Homes for an expected date.

Advised that the street lights outside Nos 8 and 17 Westfields are out. Clerk will take reporting action.

Enquired what S106 contributions can be expected from the proposed 40 dwelling development to the south of Skippers Meadow and whether the proposed highways works will be completed prior to any work commencing if planning permission is granted – advised that it is expected that highways work would be completed prior to any work starting on the development.

District. The draft Breckland Local Plan has been through the Inspectorate and will be available for examination in the near future.

County:

£1.25m received to further develop work to support children to safely live at home with their families.

Public consultation launched in response to calls for a Norwich Western Link.

**Standing Orders Reinstated at 7.48pm**

1. Chairman’s Announcements. The Chairman thanked Councillor Williams for his positive and sympathetic tenure as Chairman for 2017/18 which involved him having to lead the Council when dealing with a number of difficult and contentious matters.
2. Election Of Vice-Chairman:
	1. It was noted that Councillor Collins had agreed to take on the mantle of Vice-Chairman if so asked.
	2. It was proposed by Councillor Williams, seconded by Councillor Davey and unanimously resolved to elect Councillor J Collins as Vice-Chairman of Narborough Parish Council for the year 2018/19.
3. Councillors’ Posts:
	1. It was noted that:
		1. Due to his position on the Breckland Planning Committee Councillor Wilkinson could not be a member of the Parish Council Planning Committee.
		2. Councillor Davey was willing to join the Planning Committee.
		3. The Clerk had agreed to take on the post of Web Host Liaison Officer.
		4. All other posts would be retained by the present incumbents.
	2. A list of posts held by Councillors is at Annex A to these Minutes.
4. Annual Governance Statement. It was unanimously agreed that the Annual Governance Statement approved at the meeting held on 4 April 2018 be signed by Councillor Williams.
5. Certificate of Exemption:
	1. The Clerk explained that because the Councils’ gross income and gross expenditure for the Financial Year ending 31 March 2018 were less than £25,000 the Council could be exempt from external audit.
	2. It was proposed by Councillor Williams, seconded by Councillor Davey and unanimously resolved that the Chairman sign the Certificate of Exemption from external audit for the Financial Year ending 31 March 2018.
6. Approval of Accounts for the Financial Year Ending 31 March 2018. It was proposed by Councillor Williams, seconded by Councillor Davey and unanimously resolved that the Council, approve the accounts for Narborough Parish Council for the Financial Year ending 31 March 2018.
7. Approval of the Accounting Statement for the Financial Year Ending 31 March 2018. It was proposed by Councillor Williams, seconded by Councillor Davey and unanimously resolved the Council approve the Accounting Statement for Narborough Parish Council for the Financial Year ending 31 March 2018.
8. Overhanging Tree - 30 Old Vicarage Park:
	1. It was noted that the following quotations had been received from CGM Group (East Anglia) Ltd to resolve the problem of the tree overhanging 30 Old Vicarage Park from the Extended Churchyard:
		1. Option 1 – Reduce tree by 3-4 m to allow light into 30 OVP and reduce wind sail – All arisings to be removed from site - £480.00 + VAT
		2. Option 2 – Fell to ground level and poison stump. Wood to remain on site in manageable pieces. All other arisings to be removed from site - £640.00 + VAT.
	2. It was proposed by Councillor Williams, seconded by Councillor Davey and unanimously resolved to accept option 2 at a cost of £640.00 +VAT.
9. Barclays Bank Closure:
	1. It was noted that the Swaffham Branch of Barclays is due for closure on 21 July 2018.
	2. After a brief discussion it was proposed by Councillor Williams, seconded by Councillor King and unanimously resolved that the Clerk investigate the possibility of transferring the Parish Council bank account to the Swaffham Branch of the TSB.
	3. The Clerk will report his findings to the next meeting.
10. Lights along School Alley:
	1. It was noted that a request has been received from Narborough Primary School for financial help with the replacement of 3 badly corroded lantern head fittings along School Alley with low energy LED light fittings at a cost of £1568.70 + VAT.
	2. After a brief discussion in which it was agreed that as the lights along School Alley are of equal benefit to pupils attending the school and residents of the village it was proposed by Councillor Davey, seconded by Councillor Wilkinson and unanimously resolved to pay up to £940.00 towards the installation of 3 low energy LED light fittings along School Alley.
11. Neighbourhood Plan:
	1. Councillor Williams presented a view of the Swanton Morley Neighbourhood Plan and it was noted that:
		1. The plan covers the period 2017 to 2037.
		2. It is at the Inspection Stage and there has been some conflict with Breckland Council over some aspects of the plan.
		3. The plan designates the neighbourhood area.

* + 1. The plan delivers on 20 policy headings.
		2. Swanton Morley has received some help with shaping the plan from Breckland Council.
	1. Councillor Williams:
		1. Stated that after grant funding he would look towards minimum cost if we should wish to produce a Neighbourhood Plan.
		2. Stated he is willing to produce a draft list of Neighbourhood Plan policies for consideration at the next meeting.
	2. After a brief discussion it was proposed by Councillor Williams, seconded by Councillor Davey and resolved by a majority of 3 votes with one abstention to produce a Neighbourhood Plan subject to sufficient funding being available.
1. MUGA:
	1. It was noted that:
		1. A quotation has been received from Wicksteed Play for the installation of a MUGA at a cost of £27,735.00 Ex VAT.
		2. An application has been made to Breckland Council for the release of S106 monies to the value of £27,735.00.
	2. It was proposed by Councillor Davey, seconded by Councillor King and unanimously resolved to order a MUGA from Wicksteed Play at a cost of £27,735.00 Ex VAT subject to release of S106 money from Breckland Council to the value of £27,735.00.
2. Planning Applications:
	1. 3PL/2016/1084/HOU – Aggro Palace – 11/2 storey detached dwelling – Undecided.
	2. 3PL/2017/0768/F – Willow Bank, Main Road – Erection of 1 block of 3 terraced houses – Undecided.
	3. 3PL/2017/0869/F – Hill House, Narborough Road – Erection of single storey dwelling – withdrawn.
	4. 3PL/2017/0997/VAR – Persimmon Homes – variation on conditions C7, C9 and C14 on pp 3PL/2012/1096/O – undecided.
	5. 3PL/2017/1001/VAR – Persimmon Homes – variation on conditions C7, C9, C13 and C15 to pp 3PL/2015/0928F – Undecided.
	6. 3PL/2017/1046/O – Land north of Swaffham Road – 6 market sale building plots + 4 affordable homes – Undecided.
	7. 3PL/2017/1529/F – Shop/Post Office – sub-division to 2 dwellings while retaining retail area – Permission granted.
	8. 3PL/2018/0170/VAR – Persimmon Homes – removal of section of landscape buffer on northern boundary of plot 65 – permission refused.
	9. 3PL/2018/0154/VAR – Pentney Leisure & Bowls Club – land to be used for caravans to be occupied for residential purposes – Undecided.
	10. 3PL/2018/0242/HOU – 63 Westfields – construction of single storey extension to rear – Permission granted.
	11. 3PL/2015/1180/O – Land e west of Chalk lane – 40 dwellings – amended plans – No objections.
3. Correspondence. There was no correspondence to be brought before the Council.
4. Reports. There were no reports from Councillors on attended external meetings.
5. Finance. The following invoices were unanimously approved for payment:
	1. D J Burchell – Clerk’s salary for April - £288.60.
	2. HMRC – PAYE for April - £72.00.
	3. Zurich Municipal – Insurance for Year 2018/19 - £875.01.
	4. B Rayner – Honorarium Independent Internal Auditor - £60.00
	5. Viking – Printer cartridges and A4 note books - £124.13
	6. CGM group (East Anglia) Ltd – Churchyard maintenance April - £174.00
6. Village Matters:
	1. Flooding. The Clerk advised that he is waiting for an update from Highways regarding the flooding problems at the Eastfields lay-by and the junction of Denny’s walk and Marham Road.
	2. Unsafe Tree. The Clerk advised he has reported to Highways an unsafe tree on the northern edge of the Cross Roads Amenity Area.
	3. Pot Holes. It was noted that a number of pot holes still need to filled. The Clerk will walk the village and report any pot holes still requiring attention to Highways.
	4. Next Meeting. It was noted that the next meeting is on Monday 4June.

**The Meeting Closed at 9pm**

**ANNEX A TO MINUTES OF THE ANNUAL MEETING OF NARBOROUGH PARISH COUNCIL HELDON WEDNESDAY 9 MAY 2018 IN THE CHURCH VENTRE BEGINNIONG AT 7.3-0pm**

**COUNCILLOR POSTS**

Mr P Wilkinson Chairman

 Swaffham SNAP Representative

 Internal Auditor

 Nar Valley News Correspondent

Mr J Collins Vice-Chairman

 Planning Committee

 Sport & Play For All Representative

Mr S Davey Councillor

 Public Footpaths Officer

 Planning Committee

Mrs R Green Councillor

 Planning Committee

Mr M King Councillor

 Planning Committee

 Deputy Swaffham SNAP Representative

Mr D Williams JP Councillor

 Council Iceni Partnership Representative

Mr D Burchell Clerk to the Council

 Responsible Financial Officer

 Web Host Liaison Officer

Mr B Rayner kindly fills the post of Independent Internal Auditor.