**MINUTES OF A ‘VIRTUAL’ MEETING OF NARBOROUGH PARISH COUNCIL HELD ON MONDAY 6 JULY 2020 BEGINNING AT 7.30pm**

**Present:**

**Mr D Williams JP Chairman**

**Ms J Bentley Councillor**

**Mr S Davey Councillor**

**Mr P Wilkinson Vice-Chairman & Breckland Councillor**

**Also In Attendance:**

**Mr E Colman Norfolk County Councillor**

1. Apologies. Apologies were received from Councillor J Collins and Councillor R Green.
2. Minutes of meeting held on 1 June 2020. It was proposed by Councillor Davey, seconded by Councillor Wilkinson and unanimously resolved to approve the Minutes of the Meeting held on Monday 1 June 2020 as a true and accurate record of the Meeting.
3. Declarations of Other Registrable Interests. The following Declarations of Other Registrable Interests were made under the Breckland Code of Conduct:
   1. Councillor Williams – Item 7 and Item 8.
   2. Councillor Wilkinson – Items 7, 8 and 9.
4. Cableway. It was noted that:
   1. The cableway has been installed and is awaiting installation of the soft-land safety surface. This is scheduled for completion on Tuesday 7 July, prior to it being made available for use on Wednesday 8 July.

* 1. Due to COVID 19 there is a delay on the decision regarding the Council’s match funding application.

1. Football Pitch. It was noted that:
   1. Due to the impact of COVID 19 the resurfacing of the football pitch has been delayed until April 2021.
   2. The S106 money allocated to the scheme will remain in a Reserve Account for use in the 2021/22 Financial Year.
2. Keep Fit Area & MUGA. It was noted that:
   1. The Keep-fit area, MUGA and the Community Centre Children’s Play Area were all reopened on 4 July.
   2. Arrangements are in place for all areas to be regularly safety checked and all equipment to be regularly sanitised.
3. Community Defibrillator:
   1. It was noted that:
      1. Purchase of a defibrillator was delayed due to the closure of the Village Store.
      2. The Village Store is due for reopening in the near future.
      3. Money donated towards the Defibrillator Scheme is being held in a Reserve Account.
   2. After a brief discussion it was unanimously resolved to approach the new owners to see if they would be willing to allow the Community Defibrillator to be located at the Store.
4. Future Meetings:
   1. It was noted that:
      1. Councils are authorised to hold ‘virtual’ meetings until May 2021.
      2. Members would prefer to resume face to face meetings at the earliest opportunity.
      3. The only location that could safely host face to face meetings under social distancing rules is the Main Hall at the Community Centre.
   2. It was unanimously resolved to approach the Community Centre Management Committee with a view, to future Council Meetings being held in the Community Centre Main Hall.
   3. The Clerk will write to the Revd Canon S Nairn explaining the situation and thanking him for providing a place for the Council to meet over the past 16 years.
5. Planning Application. 3PL/2020/0515/HOU – 42 Eastfields – single storey extension to rear of garage – No objections.
6. Finance. It was proposed by Councillor Davey, Seconded by Councillor Wilkinson and unanimously resolved to approve the following invoices for payment:
   1. D J Burchell – Clerk’s Salary for June - £288.60
   2. HMRC – PAYE for June - £72.00
   3. CGM Group (East Anglia) Ltd - Spray Extended Churchyard, May - £36.00
   4. CGM Group (East Anglia) Ltd – Spray Closed Churchyard, May - £36.00
   5. Communicorp – Renewal of Membership - £75.00
   6. CGM Group (East Anglia) Ltd – Mow Churchyards, May - £348.00
   7. CGM Group (East Anglia) Ltd – Mow Churchyards, June - £348.00
   8. Viking – Office Supplies - £174.52
7. Village Matters:
   1. Councillor Williams. Councillor Williams asked that the following statement be recorded in the Minutes:
      1. I refer to the Narborough Parish council meeting held on 2 September 2019, when there was public session to discuss a planning application on land off Meadow Road (Ref: 3PL/2019/0831/F). I would like to apologise for the tone of my comments and any words that I used that caused offence, it was not my intention to cause upset. When I made the comments I considered that I was making them as an individual and not as a Parish Councillor.
   2. Councillor Wilkinson. Noted that the Nar Valley News is resuming publication with the August 2020 edition.
   3. Councillor Davey:
      1. Advised that he had reported the presence of travellers at the northern end of Downham Drove to the police and that the travellers have now moved on.
      2. Advised that he had reported the burnt out car located at the northern end of Downham Drove, noting that this was not related to the travellers’ presence, to Breckland Council, but was disappointed that the vehicle is awaiting removal.
      3. Asked when the ‘Narborough’ sign is going to be installed at the western entrance to the village. Councillor Colman confirmed that the sign has been manufactured and agreed to hasten installation.
   4. Co-option of Member. It was agreed to resume the co-option process with a view to having a new member join once face to face meetings are resumed.
   5. Replacement Clerk:
      1. It was noted that:
         1. The Clerk has served an additional 4 months over his proposed retirement date to support the Council over the COVID 19 crisis.
         2. The Clerk has, for health reasons, had to offer his resignation from all the other community organisations where he is a committee member.
      2. It was agreed that the Council resume the process of recruiting a new Clerk to the Council:
         1. The Clerk will contact the present applicants to ascertain whether they are still interested in taking up the post.
         2. Interviews will be arranged with Councillors Williams, Davey and Bentley sitting on the interview panel.
8. Next Meeting. The next meeting will be held on 3 August and will continue to be a ‘Virtual’ meeting.

**The Meeting Closed at 8.10pm**