**MINUTES OF A VIRTUAL MEETING OF NARBOROUGH PARISH COUNCIL HELD ON MONDAY 3 AUGUST 2020**

**Present:**

 **Mr D Williams JP Chairman**

 **Ms J Bentley Councillor**

 **Mr J Collins Councillor**

 **Mr S Davey Councillor**

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

**Also In Attendance:**

 **Mr E Colman Norfolk County Councillor**

 **Mr D Burchell Retiring Clerk to The Council**

 **Mrs J Kerrison Newly Appointed Clerk to The Council**

**The Chairman advised that he proposed to transpose Items 4 and 5 for fluidity of the Meeting.**

1. Apologies. Apologies were received from Councillor R Green.
2. Minutes of Meeting Held on 6 July 2020. It was proposed by Councillor Davey, seconded by Councillor Bentley and unanimously resolved to approve the Minutes of the meeting held on Monday 6 July 2020.
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 8b.
	2. Councillor Wilkinson – Items 8a to 8c.
4. Replacement Clerk. The Chairman introduced Mrs Kerrison to the members of the Council as the new Clerk to the Parish Council; it was noted that:
	1. Mr Burchell and Mrs Kerrison are working towards completing the transfer of Council owned equipment, stationary and essential working documents within the next 7 to 10 days.
	2. Arrangements are in hand for all remaining equipment and documents to be stored in the upper office in Narborough Community Centre.
5. Community Defibrillator. It was noted that:
	1. The Clerk has not yet been able to make contact with the prospective new owners of the village store.
	2. The sum of £355.00 (contributions from local businesses, organisations and individuals) has been ring-fenced for the project.
6. Future Meetings:
	1. It was noted that:
		1. It is still recommended that local authority meetings should be held virtually, and that this is authorised until May 2021.
		2. All higher authorities in the County are continuing to meet virtually.
		3. Although the Community Centre Main hall was probably COVID 19 safe for a closed meeting the Council would be unable to control the number of members of the public attending any one meeting.
		4. Some members had reservations about the risk associated with holding face to face meetings.
		5. There still remained the possibility of a second wave of the virus over the winter months which could impact on the holding of face to face meetings.
	2. It was proposed by Councillor Davey, seconded by Councillor Bentley and unanimously resolved to continue with virtual meetings for the foreseeable future.
7. Co-Option of New Member.
	1. It was noted that:
		1. The resolution at Item 6 precluded the reintroduction of face to face meetings in the near future.
		2. There remains a sufficient number of councillors to enable a quorum for future meetings.
		3. Taking this into consideration the Proposal was withdrawn, however:
			1. It was further noted that there are two possible candidates for co-option and it was agreed that both candidates should be updated on the situation and that both should be requested to submit a written case for their co-option.
8. Planning Applications:
	1. 3PL/2020/0515/HOU – 42 Eastfields – single storey extension to rear of garage – Application approved.
	2. 3PL/2020/0588/F – Fedex, Swaffham Road – demolition and replacement of existing storage depot destroyed by fire – no objections.
	3. 3PL/2020/0801/F – Pentney Leisure and Bowls Club – Use of land for stationing of caravans:
		1. Concerns were expressed as to the number of new ‘homes’ this might bring into the village and as to whether this would be supportable.
		2. It was noted that the applicant has still not fully implemented many of the conditions associated with previous permissions; in particular the provision of screening along the side of the River Nar.
		3. It was also noted that it would appear that a considerable number of caravans are already remaining on site throughout the year.
		4. It was agreed that the Council could not make a decision on this matter until it has received assurance that the conditions associated with previous permissions have been implemented. The Clerk will write to the case officer to this effect.
9. Finance. The following invoices were unanimously approved for payment:
	1. D J Burchell – Clerk’s salary for July – £288.60
	2. HMRC – PAYE for July - £72.00.
	3. CGM Group (East Anglia) Ltd – Mow Churchyards, June - £348.00.
	4. D J Burchell - Clerk’s retirement gratuity - £1,022.00.
	5. Wicksteed Leisure Ltd – Provision and installation of cableway - £11,823.12
	6. CGM Group (East Anglia) Ltd – Tree works on Oak tree in Extended Churchyard - £240.00.
	7. PKF Littlejohn LLP – Audit Fee - £240.00
10. Village Matters:
	1. Aerodrome Memorial. Councillor Collins noted that additional works have been completed on the Aerodrome Memorial site. The Clerk confirmed that RAF Marham and BAE Systems are working towards having all work completed in time for a rededication ceremony on Wednesday 11 November. He noted that 2 replacenment information boards are nearly complete; one giving a potted history of the aerodrome and the other recording the names of the 41 individuals who lost their lives while serving at the aerodrome. In addition a flag pole will be installed on site. It was agreed that, subject to COVID 19 restrictions, the Council will host a small post ceremony reception at Narborough Sports & Social Club. The retiring Clerk has asked his point of contact, Mr Gary Walker, for a list of names of those involved in the restoration scheme to enable the Council to write a formal letter of thanks once the project is complete.
	2. Village Sign. Councillor Davey was pleased to receive confirmation that the replacement village sign at the western entrance to the village is now ready for installation; Councillor Colman advised that the delay had been caused by the fact that the first sign provided by the manufacturer had not been fit for purpose.
	3. Councillor Wilkinson. Confirmed that he has reported the burnt out car on Downham Drove to County and that he has replied to an email from a resident which expressed concern about the vehicle and the presence of plastic tunnel waste on the field immediately behind Swaffham Wood. He has also requested Breckland Council to arrange for the trees along the north side of Swaffham Road to be trimmed back and for the footway between Narborough Mill and Narside to be swept.
	4. Councillor Davey. Expressed concern that a sign on the eastern boundary of the Playing Field advising residents that they should not walk on the farmers field edge was by ‘Order of The Parish Council’. Mr Burchell advised that as far as he is aware the sign has been there since before he became Clerk some 20 years ago, he stated there is no record of when the sign was installed and on whose authority, but noted that the Parish Council would not have the authority to issue such a notice. It was agreed that the notice be removed and placed in storage.
	5. Councillor Bentley. Noted that the street light in Skippers Meadow has now been repaired by Persimmon Homes.
	6. Councillor Collins. Advised the meeting that due to his age he would probably offer his resignation from the Council at the May 2021 meeting.
	7. Playing Field Fencing. Councillor Williams asked that now the Cableway has been installed members consider providing additional fencing along the footway bordering the western edge of the Playing Field. Mr Burchell suggested that such a project might fall within the Parish Partnership and Councillor Colman agreed to check with County Hall whether this might be the case.
	8. AGAR 2020. It was noted that the results of the AGAR for 2020 have been received from the Auditor and there were no adverse comments.

* 1. Councillor Williams. Asked that the Council record their thanks to Mr Burchell for his diligence and hard work as Clerk to the Council over the past 20 years; his request received unanimous support.
1. Next Meeting. It was noted that the next Meeting will be on Monday 7 September.

**The Meeting Closed at 8.42pm**