**MINUTES OF A VIRTUAL MEETING OF NARBOROUGH PARISH COUNCIL HELD ON MONDAY 7 SEPTEMBER 2020**

Present:

 Mr D Williams JP Chairman

 Ms J Bentley Councillor

 Mr J Collins Councillor

 Mr S Davey Councillor

Also In Attendance:

 Mrs J Kerrison Clerk to The Council

1. Apologies. Apologies were received from Councillor R Green, Councillor P Wilkinson (Breckland DC) and Councillor Ed Colman (Norfolk CC)
2. Minutes of Meeting Held on 3 August 2020. It was proposed by Councillor Williams, seconded by Councillor Collins and unanimously resolved to approve the Minutes of the meeting held on Monday 3 August 2020.
3. Declarations of Other Registrable Interests. There were no Declarations of Other Registrable Interests under the Breckland Code of Conduct:

Reports from Breckland District Council - Councillor Wilkinson – This was summarised by the clerk on behalf of Councillor Wilkinson and the full report will be sent separately to all councillors. It was noted that:

* + 1. Breckland District Council are still operating under Covid 19 regulations, council business and committee meetings still being held virtually.
		2. Breckland residents whom were identified as vulnerable during the Covid 19 pandemic, are still being contacted and supported if in need.
		3. The footpath on Swaffham road has been cleaned with over hanging trees cut back
		4. The burnt-out vehicle on Downham drove has been removed & the fly tipping of garden waste at the same location should have been removed
		5. Councillor Wilkinson has requested that the Narborough railway line walk hedges in the gateway are cut back for motorists exiting the car park.
		6. Road/Area to the rear of the community centre field has been swept

Reports from Norfolk County Council – Councillor Colman - no report received.

1. Community Defibrillator. It was noted that:
	1. The Clerk has not been able to make communicate with the prospective new owners of the village store but will continue to monitor and make contact as soon as the shop re-opens. **ACTION JK**
	2. The sum of £355.00 (contributions from local businesses, organisations and individuals) has been ring-fenced for the project.
2. Chalk Lane: The Chairman provided a summary of the meeting that took place on 20th August to discuss issues raised by a local resident in respect of the need for a road crossing on Chalk Lane and the speed of traffic. It was noted that:
	1. Enquiries would be made with Norfolk County Council Highways to relocate the SAM2 camera further down Chalk Lane past the entrance to Skippers Meadow. **ACTION Councillor Williams/JK**
	2. The Parish Council would support a proposal for a new road crossing when the location of the remaining new homes for the village has been decided.

* 1. There were some discussions regarding the detail of information obtained from the SAM2 unit and Councillor Bentley will contact Councillor Wilkinson to make enquiries and establish what data can be extracted. **ACTION Councillor Bentley**
1. Traffic Calming Policy: The speed of traffic travelling through the village was discussed. It was noted that:
	1. The Parish Council will investigate options to put measures into place to calm traffic speed. **ACTION Councillor Williams/JK**
2. Highways Road Closure in October. Notification has been received from Norfolk County Council of a planned road closure to Marham Road for Drainage works. (Ref PMA356) This will start on Monday 12th October for 6 weeks until Friday 20th November.
	1. Concerns were raised over access for Emergency vehicles and the impact on the local community. This will be discussed with Councillor Colman to highlight concerns and see if traffic lights to enable single file traffic was an option. **ACTION Councillor Williams/JK**
	2. It was noted that a private contractor appeared to be getting ready to carry out roadworks on behalf of Persimmon Homes at Skippers meadow.
	3. None of the Councillors were aware of this work being planned or how long it would take to complete. Concerns were raised about potential impact to traffic on Chalk Lane. Councillor Bentley will make immediate enquiries and if no news by Friday 11th September the Clerk would contact Persimmon homes. **ACTION Councillor Bentley/JK**
3. Planning Applications: No updates for any planning applications.
	1. 3PL/2020/0801/F – Pentney Leisure and Bowls Club – Use of land for stationing of caravans:
	2. 3PL/2020/0588/F – Fedex, Swaffham Road – demolition and replacement of existing storage depot destroyed by fire.
	3. 3PL/2020/0851/F – Storage Dept, Swaffham Road, PE32 1TB
4. Finance. The following invoices were unanimously approved for payment:

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| A | D J Burchell – retiring Clerk’s salary August | £288.60 |
| B | J M Kerrison – new Clerk’s salary August | £244.00 |
| C | HMRC – PAYE for August | £132.80(£72.00 + £60.80) |
| D | Westcotec - Invoice no. 11392Street Lighting maintenance April – June 2020 | £167.79 |
| E | CGM Group (East Anglia) Ltd – Invoice no.231930Grass cutting at both churchyards (30th June – 15th July) | £348.00 |
| F | BT Invoice for Narborough Parish Council Broadband & landline (this is a direct debit payment) | £234.80 |
| Additional Invoices not available when agenda prepared. |
| G | CGM Group (East Anglia) Ltd – Invoice no.232116Spray old Churchyard with Glyphosate | £36.00 |

1. Clerk Training and Equipment.
	1. The Clerk submitted a report detailing training offered from Norfolk Association of Local Councils (NALC) to support new clerks. This training will take place in October and costs £80 +VAT (£96). This training was approved and the invoice has been requested but not yet received.
	2. The current infrastructure to support the retiring clerk is being discontinued and new support is required for the new clerk. To maintain the current published landline, provide continuity for residents, stakeholders and suppliers, the landline number will move to a hosted telephone service. This offers increased flexibility and resilience. The cost is £12.50 per month with a one-off connection charge of £85. This is a 2-year contract. The total cost for the first year is £235 and £150 for the following year. This will be paid via Direct Debit.
	3. A new Broadband connection to facilitate providing services from the Clerk’s home is in the process of being organised. This will cost £27.99 per month with a connection fee of £20. This will be paid via Direct Debit.
	4. The total costs for both the hosted telephone service and broadband connection are £590 for the initial year and then £458.88 for the following year. This offers a saving to the council of £350 for year one and £474 for year two.
2. Village Matters:
	1. Railings leading to Westfield Road: Councillor Collins noted the railings leading to Westfield road are rocking. This was discussed and an investigation into repair work will be carried out.

**ACTION Councillor Davey**

* 1. Nar Valley Way Blocked: Councillor Davey advised for information the Nar Valley Way leading from River Close towards Marham is blocked with 2 fallen trees. Norfolk county council have contacted the landowners asking them to remove the trees.
	2. Glass on Marham Road: Councillor Williams advised there is glass on the road in Marham Road opposite Eastfield’s junction in the layby. **ACTION JK report to Breckland council.**
	3. Parish Council Policies: It was proposed by Councillor Collins, seconded by Councillor Bentley that all Parish Council policies would benefit from being reviewed and then published on the Parish Council website.
	4. Register of Electors: Councillors discussed and agreed to redact certain details from the Parish Council copy of the register of the electors.
1. Next Meeting. It was noted that the next Meeting will be on Monday 5 October at7:30pm.

**The Meeting Closed at 8.38pm**