**MINUTES OF A VIRTUAL MEETING OF NARBOROUGH PARISH COUNCIL HELD ON MONDAY 5 OCTOBER 2020**

Present:

Mr D Williams JP Chairman

Mr P Wilkinson Vice Chairman & Breckland DC Cllr

Ms J Bentley Councillor

Mr S Davey Councillor

Cllr E Colman Norfolk CC

Also In Attendance:

Mrs J Kerrison Clerk to The Council

1. Apologies. Apologies were received from Councillor R Green & Councillor J Collins
2. Minutes of Meeting Held on 7 September 2020. It was proposed by Councillor Davey, seconded by Councillor Bentley and unanimously resolved to approve the Minutes of the meeting held on Monday 7 September 2020.
3. Declarations of Other Registrable Interests. The following Declarations of Other Registrable Interest were made under the Breckland Code of Conduct:
   1. Councillor Wilkinson – Items 8a - 8b
4. Unity Trust Online Bank – A report was made to the Councillors outlining the benefits of moving the current bank account to an online account. There was a presentation made by Helen Carrier, Clerk to Denver Parish Council.
   1. It was proposed by Councillor Wilkinson, seconded by Councillor Davey and unanimously resolved to move both the accounts held with Barclays Bank to online accounts at Unity Trust Bank with the existing approved signatories as authorisers for any payments.
5. Community Defibrillator. It was noted that:
   1. The Village store opened last week. The clerk will contact the new owners to discuss the possibility of them agreeing to the defibrillator to be externally mounted with all associated running costs being accepted by the shop. **ACTION JK**
   2. The sum of £355.00 (contributions from local businesses, organisations and individuals) has been ring-fenced for the project.
6. Highways Road Closure in October. The planned road closure to Marham Road for Drainage works. (Ref PMA356) that will start on Monday 12th October for 6 weeks until Friday 20th November was discussed.
   1. Councillor Colman from Norfolk County Council advised he has raised the concerns of impact on the local community and access for emergency vehicles with Highways and County Council. There was discussion around the lack of notification given to residents that will be directly affected and issues with the school bus route. Councillor Colman will provide an update as soon as he receives some news.
   2. The current works at Skippers Meadow was also discussed and it was suggested that any residents wishing to lodge complaints should be advised to do this directly via the Norfolk County Council website.
7. IT Upgrade report including Microsoft 365. A report was provided outlining the options to upgrade current IT hardware and applications. The benefits of moving to a laptop with Microsoft 365 and MS Teams was agreed to be the most efficient use of resources.
   1. It was proposed by Councillor Davey, seconded by Councillor Bentley for the Clerk to purchase a laptop and case for under £700 and access MS Teams at a maximum of £10 per month for the parish council to use to facilitate future Parish Council meetings and enable the public to attend.
8. Planning Applications:
   1. New Application 3PL/2020/`1019/F – Lower Farm, Lower Farm Road, Chalk Lane, PE32 1JB – New agricultural building for the drying and storage of combinable crops - no objections.
   2. Receive updates on other applications. 3PL/2020/0851/F Storage Depot, Swaffham Road, PE32 1TB – has been updated by Breckland District Council to Permission granted.

1. Finance – to approve the following invoices for payment and any invoices received after the distribution of this agenda.

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| A | J M Kerrison –Clerk’s salary September | £244.00 |
| B | HMRC – PAYE for September | ££60.80 |
| C | CGM Group – Invoice no.232655  Spray extended Churchyard | £36.00 |
| D | CGM Group – Invoice 233076  Grass cutting at old and new Churchyards | £348.00 |
| E | NALC  Introductory Training for Clerk – October 2020 | £96.00 |
| F | Viking Office Supplies  Invoice 956801 suspension files  Invoice 933924 Ink Cartridges  Invoice 942834 Filing cabinet | £22.79  £29.98  £95.99 |

1. Briefing from County & District Councillors
   1. County Councillor

**Transfer to secondary school Applications Open -** The transfer to secondary school admission round is now open and closes on 31 October 2020. If your child is in their last year at a primary or junior school, you must apply for a place in Year 7 at a secondary school.

Applications can be made through the Norfolk County Council Website.

**County Council announced as Digital Council of the Year -** Norfolk County Council has been announced the winner of ‘Digital council of the year’ at the Connected Britain awards. Norfolk County Council have worked hard to make Norfolk a prime destination for those looking to use technology to innovate and grow their business, and winning this award shows how far we have already come. It’s the result of a lot of hard work, and I want to congratulate our IMT team and other colleagues at Norfolk County Council and our partners across the region who have helped to make this happen.

**Have Your Say on new proposals for new division boundaries in Norfolk**

New boundaries are being proposed by the Local Government Boundary Commission for England (LGBCE) for electoral divisions in Norfolk County Council.

The Local Government Boundary Commission wants to hear what residents and local organisations think about the proposals. A ten-week consultation on the proposals will run until 23 November 2020.  The Commission is holding this review to make sure councillors will represent about the same number of electors, and that division arrangements will help the council work effectively.

The Commission has published proposals for changes to Norfolk County Council. It is proposing that there should continue to be 84 divisions and one councillor per division. However, most existing division boundaries will change.

You can access the consultation via this link <https://consultation.lgbce.org.uk/node/18494>

* 1. District Councillor

**Breckland Council members have voted to accept £380,000 in national funding to support the protection and enhancement of Swaffham's historic high street and Market Place.**

Councillors approved the acceptance of the match-funding from Historic England and gave the green light to the programme which will see Swaffham High Street become one of the country's new High Streets Heritage Action Zones (HSHAZ). The money will go towards a £697,900 package of measures to assist the economic recovery of the retail and service sector in the town over the next four years and will be delivered by Breckland Council alongside its partners, including Swaffham Town Council.

**Virtual committee meetings -** A number of Breckland Council committee meetings continue to be held via videoconference and made accessible to members of the public through online video streams. Live video feed will enable people to observe the meeting's debates and the decisions being made. Streaming meetings is in-line with Government-granted powers to allow local authorities to hold meetings using video conferencing, rather than holding meetings in public which is the usual requirement.

1. Village Matters
   1. Speeding on the Chalk Lane. Councillor Davey advised that many vehicles are now speeding on Chalk Lane and ignore the SAM2. More detailed data is required to help support any action in this area.

**ACTION - Clerk to establish what data can be gathered**.

* 1. Councillor Wilkinson pointed out that the local community have advised they would like to start a Community Speed watch campaign.
  2. Narborough Hall Hedge. Councillor Wilkinson advised the hedge at Narborough Hall has overgrown and is restricting access on the path. The clerk will write to the owners requesting they cut it back. **ACTION** **JK**.
  3. Kick Wall. Councillor Wilkinson declared an interest in this item. It was noted the Kick Wall that was provided by the Parish Council for community use approximately 9 years ago has started to deteriorate. It was proposed by Councillor Davey, seconded by Councillor Bentley to dismantle and the wood, if suitable can be recycled to make benches for community use to provide a quiet place for contemplation
  4. Policies and Analysis. Councillor Williams proposed starting a process of reviewing policies, PEST, SWOT and contingency planning for the parish council starting in January 2021. This was seconded by Councillor Bentley.
  5. Non-Attendance of Councillor – the non-attendance of councillors was discussed as this has triggered an automatic disqualification. This was discussed and Councillor Williams proposed, seconded by Councillor Davey that while this was regrettable the parish council now need to look at following procedure and advertise this position as a casual vacancy.
  6. It was noted the current vacancy that is available for co-option has been on hold during the COVID pandemic. It was proposed by Councillor Davey, seconded by Councillor Bentley that the parish council will seek to fill this position so that 2 new councillors can start at the same time and train together.
  7. 11th November 2020 Remembrance Day. It was noted the planned ceremony for 11th November to commemorate the Aerodrome Memorial is still planned as it is outside. The parish council would like to thank members of RAF Marham and BAE Systems for work to re-instate the memorial and it was proposed by Councillor Davey, seconded by Councillor Bentley to provide refreshments within COVID regulations at the community centre hall using funding provided by Voluntary Norfolk.
  8. To thank the former clerk for services to the community it was proposed by Councillor Wilkinson, seconded by Councillor Bentley to spend £50 on a suitable gift.

**Meeting ended at 20:53pm**