Present: Mr D Williams JP Chairman

 Ms J Bentley Councillor

 Mr J Collins Councillor

 Mr S Davey Councillor

 Mrs J Kerrison Clerk to The Council

1. Apologies. Apologies were received from Councillor Ed Colman (Norfolk CC)
2. Minutes of Meeting Held on 7 October 2020. It was proposed by Councillor Williams, seconded by Councillor Davey, and unanimously resolved to approve the Minutes of the meeting held on Monday 7 October 2020.
3. Declarations of Other Registrable Interests. Under the Breckland Code of Conduct the following declarations were made:
	1. Item 11a) Planning application – Cllr Peter Wilkinson
4. Unity Trust Bank: It was noted that:
	1. The new current and savings accounts are both “live” and all three of the approved signatories have been approved.
	2. The old current account has not been switched due to an issue however this will be resolved ASAP by the clerk.
	3. The old “savings” account cannot be switch electronically and this needs to be actioned by one of the approved signatories so it can be moved to the Unity account.

1. IT Report including Microsoft 365: It was noted that:
	1. The new laptop and bag have been purchased as agreed at the last meeting. The cost was £698.40
	2. MS 365 including Teams has been obtained for Parish Council use at a cost of £9.40 per month +VAT (£11.28). This will be paid via DD.
	3. The hard drive is being used for back up purposes monthly.
2. SAM2: An update on the current SAM2 cameras was provided by Councillor Wilkinson. It was noted that:
	1. New batteries and download cables may be required.
	2. Councillor Wilkinson will be attending some virtual training to help manage the SAM2 cameras.
	3. It was agreed Cllr Wilkinson would purchase an additional battery for the Sam2 at £80+ VAT, if this was required.
3. 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. This will be done as soon as the COVID restrictions have been lifted. **ACTION Councillor Williams/Clerk**
4. Remembrance Services 8th & 9th November 2020: There was a discussion around the arrangements for these services following the recent government announcement of a further lockdown starting on Thursday 5th November. It was proposed by Councillor Williams and seconded by Councillor Wilkinson and unanimously agreed that:
	1. The planned rededication of the Narborough Aerodrome memorial would be postponed to next year.
	2. The Chairman would represent the parish council and lay wreaths at both the church and aerodrome to commemorate the lives lost.
5. Standing Orders & Code of Conduct: The updated documents were discussed. It was agreed that:
	1. The documents were adopted with planned reviews in 4 years.
	Proposed Councillor Williams, Seconded Councillor Bentley and unanimously agreed.
6. Parish Councillor Vacancies. An update on the 2 vacancies was provided by the clerk. It was noted that:
	1. The Casual Vacancy currently advertised ends the 14-day notice period on 3 November. After this the parish council can co-opt a new parish councillor.
	2. The current vacancy for co-option is still vacant as this was postponed being filled due to COVID restrictions.
	3. The parish council will seek to appoint into both vacancies after 3 November. **ACTION: Clerk to contact both candidates prior to the next meeting.**
7. Planning Applications:
	1. 3PL/2020/0851/F – Storage Dept, Swaffham Road, PE32 1TB. Updated on Breckland DC website as approved
8. Finance. The following invoices were approved for payment:

12A & 12B – Proposed to approve by Councillor Davey, seconded by Councillor Wilkinson

12C, D, E – Proposed to approve by Councillor Collins, seconded by Councillor Bentley.

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| A | J M Kerrison –Clerk’s salary October*\*This sum is to correct an error from September payroll caused as unable to access PAYE on old computer.**Salary was paid as £244.00 however this should have been £243.80. This month’s salary has been amended to £243.60 instead of £243.80 to correct the 20p error* | £243.60\* |
| B | HMRC – PAYE for October*\*This sum is to correct an error from September payroll caused as unable to access PAYE on old computer.**PAYE was paid as £60.80 however this should have been £61.00. This month’s PAYE has been amended to £61.20 instead of £61.00 to correct the 20p error* | £61.20\* |
| C | CGM Group – Invoice 234004Grass cutting at old and new Churchyards | £348.00 |
| D | Westcotec – Invoice 11610Street Lighting Maintenance, July – September 2020 | £167.79 |
| E | RBL Poppy Appeal – see email “invoice”2 x Poppy Wreaths8th & 9th November ceremonies | £40.00 |

1. Briefing from County & District Councillors.
	1. Report from Breckland District Council - Councillor Wilkinson
		1. Breckland District Council are still operating under Covid 19 regulations, council business and committee meetings still being held virtually.
		2. Breckland residents that were identified as vulnerable during the initial phase of the Covid 19 pandemic will be contacted by the Community Support hub to ensure they are aware of support that is available and how to access.
		3. A Hardship fund is available via Breckland District Council to provide a one-off payment for those in receipt of Council Tax discount. This will happen automatically; residents will not need to apply.
	2. Reports from Norfolk County Council – Councillor Colman.
		1. Norfolk County Council must now plan for the ‘triple whammy’ impacts of rising budget pressures, uncertainty over Government funding, and the financial challenges associated with COVID-19.
		2. I would like to encourage everyone to have their say on our budget proposals and our plans to tackle the financial issues we face which have been made even more difficult by the Covid-19 situation.
		3. Consultation on the Council’s proposed share of Council Tax and its savings proposals will take place up until 14 December, at [**www.norfolk.gov.uk/budget.**](https://www.norfolk.gov.uk/what-we-do-and-how-we-work/our-budget-and-council-tax/our-budget/setting-next-years-budget)
2. Village Matters:
	1. Skippers Meadow Roadworks: Councillor Collins advised the single lane access roadworks are ongoing. In addition, lamp posts are being installed on the footpath which is causing additional disruption. This was discussed and it was agreed to contact Persimmon Homes expressing disappointment and asking for timescale for completed works. **ACTION Councillor Wilkinson**
	2. Narborough Hall: Councillor Wilkinson advised the hedge and trees are completely blocking the footpath. It was agreed the clerk would contact the owners and politely ask them to remove the overhanging vegetation. **ACTION Clerk**
	3. Road works on Chalk Lane: Councillor Davey advised there have been some issues and comments on social media regarding Ambulances being allowed through the roadworks. This was discussed as there have been incidents of Ambulances being allowed through during working hours but no provision during evenings and weekends.

* 1. Clerk Resignation: Councillor Williams advised the clerk had resigned due to other work commitments. The notice period is 1 week however the clerk has offered to stay for 1 month to enable a handover if required. The councillors thanked the clerk and will investigate options to replace ASAP.
1. Next Meeting. It was noted that the next Meeting will be on Monday 7 December at 7:30pm.

**The Meeting Closed at 8.56 pm**