



## **NARBOROUGH PARISH COUNCIL**

### **Draft Minutes of a Virtual Meeting held on Monday 7<sup>th</sup> December 2020 7.30pm**

Parish Councillors: Councillors David Williams JP (Chairman), Peter Wilkinson (Breckland District Councillor), John Collins, Steve Davey, Judith Bentley

Additional attendees: Councillor Ed Coleman (Norfolk County Council), Robert Hayes, Sharon Sweet (Clerk)

#### **Item 1 To receive apologies for absence**

None received.

#### **Item 2 To receive declarations of interests in items on the agenda and any requests for dispensation**

Cllr Peter Wilkinson declared an interest in item 10, as Vice Chairman of Breckland District Planning Committee.

#### **Item 3 To approve and sign the minutes of the virtual meeting held 2nd November 2020**

Having been circulated previously, the minutes were approved.

#### **Item 4 To approve the co-option of a new councillor onto the council**

Robert Hayes applied for one of the two parish councillor vacancies. All Councillors agreed to the co-option of Mr Hayes. The Council **RESOLVED** to co-opt Mr Hayes onto the Council. The Clerk had previously emailed Robert a copy of the declaration of acceptance of office which was signed in view of the clerk and would scanned and emailed back to the Clerk after the meeting. The Chairman welcomed Robert to the Council.

The Chairman advised there was another person interested in the remaining vacancy and he should hear from them in the next few days.

#### **Item 5 To receive reports from District and County Councillors**

The Council received a report from Ed Coleman Norfolk County Councillor.

Cllr Coleman confirmed Norfolk County Council's (NCC) decision to close and sell Holt Hall with immediate effect. The 75-acre site has been used as an outdoor learning site for many years. Cllr Coleman reported Holt Hall has a £270000 yearly deficit, projected maintenance costs of £600000 over the next 5-10 years. Less than 10% of schools in the county use the facility each year.

The NCC winter support service is now open, running alongside district councils support, providing financial hardship support for families across the county. Support is available for food, utility bills, day-to-day living costs and essentials, including food vouchers for the school holidays. Cllr Coleman reported NCC are working with Norfolk Community Foundation to target this support to the people who need it the most. The telephone number to apply for support is 0344 8008020.

NCC are working closely with relevant district councils and DEFRA regarding the recent avian flu outbreak. From next week stricter measures come into force, commercial and domestic birds must be kept indoors to stop the spread. The overriding message is the risk to human health is incredibly low.

Peter Wilkinson Breckland District Councillor reported there was no additional news from Breckland District Council this month. Cllr Wilkinson did confirm Breckland DC are continuing with their second round of discretionary grants to businesses affected by the pandemic, these will continue into the new year.

## **Item 6      Public participation**

No emails had been received from members of the public to join in the meeting.

## **Item 7      To report on progress on items from the last meeting:**

### **A. Switching of bank accounts from Barclays to Unity Trust**

Cllr Williams, Wilkinson and Davey all confirmed they now have log on details for the new Unity Trust online banking.

The Clerk reported Unity Trust had tried to action a current account transfer using the Current Account Switch Service, this had not been successful due to the Barclays account still showing the retired Clerk Mr Burchell as the key contact. Until the Barclays accounts are transferred into the name and address of the new Clerk a current account transfer cannot be carried out. The clerk has raised changing the key point of contact details as a complaint with Barclays, as this matter dates back to August 2020.

Action – the clerk will continue to pursue the transfer of key contact details with Barclays. Once received the clerk will be able to proceed with the current account switch to Unity Trust. The saving account with Barclays will need to be closed separately.

### **B. SAM2 (Mobile Speed Awareness Message)**

Cllr Wilkinson confirmed he had received the new battery for the SAM2. Cllr Wilkinson also reported back on Cllr Bentley's enquiry from the previous meeting regarding collecting data from the SAM2. Cllr Wilkinson confirmed he had spoken to a Clerk of a different parish who have a Community Speed Watch team. They do collect the data via a Bluetooth connection, this would cost £350 to purchase. However, the data is for the Community Speed Watch team's information only and not passed onto the police who do not collect such data. The Council agreed not to pursue data collection any further at this time, but this could be revisited at a later date if necessary. Proposed Cllr Davey, seconded Cllr Collins.

### **C. Community Defibrillator**

The Chairman reported the project is ongoing, the £335 raised from donations towards the costs remains ringfenced and it should be possible to apply to Norfolk Community Foundation for a grant for the Defibrillator. The Chairman advised the Council ongoing maintenance costs of the defibrillator will need to be considered.

Action – the Clerk to contact retired clerk David Burchell for more information on how far he had progressed the project. The Chairman will speak to the owner of the shop regarding the defibrillator possibly being connected to the outside of the building.

#### D. Remembrance Day

The Chairman and Cllr Davey represented the Council on Remembrance Day laying wreaths in remembrance.

#### E. Overhanging hedging on public footpath at Narborough Hall boundary

The clerk confirmed they had written to Narborough Hall requesting the overhanging hedge on the path along the main road which is on their boundary is cut back.

### **Item 8 To discuss BT Broadband contract installed at previous clerk's home**

The Chairman reported the previous clerk, Mrs Kerrison, has spoken to BT who have confirmed to cancel the contract early for the landline installed by Narborough PC will cost £200.10 (as at 4 Dec 2020). Mrs Kerrison also advised to close the account requires 30 days notice. It was **RESOLVED** to cancel the BT contract installed at Mrs Kerrison's property with immediate effect and pay the final bill of £200.10. Proposed Cllr Davey, seconded Cllr J Collins

Action – the Clerk to email Mrs Kerrison and ask her to cancel the BT contact this week.

### **Item 9 To receive correspondence**

The Clerk read an email received from Safe Neighbourhood Action Panel regarding a change of structure to SNAP that would make them more independent, in a similar way to the scheme in operation in Thetford. The Clerk will forward the email to Cllr Wilkinson who is involved with the local SNAP.

### **Item 10 Planning applications:**

- A. to discuss new planning application, reference number [3PL/2020/1300/F](#) - Willowbank, Main Road. Change of use from former allotments to parking area or present van hire business

The Council discussed the planning application, all Councillors agreed access to a site on this corner would be extremely dangerous. The national speed limit reduces to the village speed limit just before this corner and, over the years, there have been numerous serious accidents near this corner.

The Councillors also note the site is next to the River Nar and the Site of Special Scientific Interest (SSSI). Drainage from the site and potential contaminates, such as petrol or oil, from vehicles stored there have the potential to filter through directly into the river affecting local brown trout and the SSSI.

The Council **RESOLVED** to **OBJECT** to this application on the grounds of the environmental impact on the River Nar & Site of Special Scientific Interest and access to the site.

- B. to receive the results of ongoing applications

The Clerk reported there were no updates for ongoing applications.

### **Item 11 To agree training courses for the new clerk and co-opted councillor**

Due to the appointment of a new parish clerk and co-option of Cllr Hayes the Council considered the following training courses:

Role of the Clerk, January 2021, total cost £80 +VAT.

Being an Effective Councillor, February 2021, total cost £60 +VAT

It was agreed the Clerk should book and attend the January course, proposed Cllr Wilkinson, seconded Cllr Bentley. The Chairman asked Cllr Hayes to wait to book onto his course, it was felt it would be beneficial if he could attend the course together with the second prospective new Councillor in February. Cllr Hayes agreed to wait until next month to book onto the Being an Effective Councillor course.

Action – clerk to book the Role of the Clerk course with the Norfolk Association of Local Councils.

**Item 12 To consider a standardised application form and induction information for future co-opted councillors**

Having been circulated previously, the Council agreed to the Clerk using a standardised application form and induction information for any future co-options. Proposed Cllr Williams, seconded Cllr Bentley

**Item 13 To consider purchasing 'The Clerks Manual 2019' from the Society of Local Council Clerks (SLCC)**

The Chairman asked the Clerk to seek advice on her training course in January on the most appropriate book for her role. The Clerk agreed and will report back to the Council at the February 2021 meeting.

**Item 14 To consider temporary additional working hours for the clerk to encompass training and mentoring requirements**

The Council recognised it was difficult for the new Clerk to complete the usual business of the Parish Council while learning the role and attending training. The Clerk confirmed she is keeping timesheets and using a phone app to record her work for the Council. The Council agreed to the Clerk working additional hours over her contracted 30 hours per month while she was training. This must not exceed £500 per month (approximately 49 hours per month) without prior consent.

**Item 15 Finance**

*Councillor Ed Coleman left the meeting at this point at 8.28pm*

A. To commence discussions regarding the budget for 2021/22

The Chairman presented the budget prepared by the previous Clerk. He highlighted 2 areas where expenditure was higher than in previous years. Salary expenditure was higher due to the handover period for both new Clerks during 2020. In the handover period the Council had both the outgoing and new clerk working together to ensure a smooth handover for a month. Secondly, the purchase of new IT equipment, namely a laptop had not been budgeted for. There were no further comments on the budget. Cllr Davey suggested a precept of £18000, based on the presented budget. All Councillors agreed £18000 based on the presented budget.

B. To approve payment of accounts for December 2020

Company Name Invoice Number	Description	Amount
Anglia Computer Solutions INV-13512	Monthly subscription Microsoft 365 Business Standard (Nov)	£ 11.28
CGM Group 234638	Prune hawthorn hedge to rear of vicarage – extended churchyard	£ 70.80
CGM Group 234730	Spray all hardstanding with glyphosate based chemical – extended churchyard	£ 36.00
CGM Group 234732	Spray all hardstanding with glyphosate based chemical – closed churchyard	£ 36.00
CGM Group 234821	Grounds maintenance services for Old Churchyard and New Churchyard on 29 <sup>th</sup> Sept, 13 <sup>th</sup> Oct, 26 <sup>th</sup> Oct	£548.10
Jo Kerrison	Clerks Salary	£243.80
HMRC	PAYE November 2020	£ 61.00
Sharon Sweet	Clerks Salary	£304.80
SLCC MEM233508	Annual membership fee	£100.00
Westcot 11784	SAM2 battery	£ 96.00
Anglia Computer Solutions INV-13943	Monthly subscription Microsoft 365 Business Standard (Dec)	£11.28

The Council **RESOLVED** to approve the payment listed above. Proposed Cllr Wilkinson, seconded Cllr Bentley.

## Item 16 Village Matters

Mains Gas - The Chairman reported there had been a question on social media as to why the Parish Council had purchased play equipment rather than invest in installing mains gas into the village. Councillors confirmed the money used to purchase play equipment was from a fund of money called Section 106. This money has strict rules on what it can be spent on and does not include installing mains gas to the village. It was noted bringing mains gas into the village was last investigated about 10 years ago and the cost was prohibitive. The Clerk will make an initial enquiry as to the current cost of this.

Streetlight at 19 Meadow Close – Cllr Wilkinson reported the light, opposite the shop, is staying on during the day. It has been previously agreed by the Council to convert the top of any faulty lamp to LED rather than just replace the bulb. The Clerk will obtain a quote for conversion. Cllr Wilkinson also answered a query over the tree cut down at 1 Cottages, Marham Rd reporting the tree was not in a conservation area and did not require permission to be cut down

Overhanging hedge Westfields – Cllr Collins reported an overhanging hedge at 103 Westfields. The Clerk will contact the homeowner and ask for this to be cut back.

Gift for retired clerk – the Chairman confirmed he had almost finished the purchasing of the gift. The Council discussed when to make the presentation. It was agreed to make a small Covid-19 secure presentation before the end of the year, with a larger celebration once Covid-19 restrictions were lifted and it was safe to do so.

**Item 17      To receive items for the next meeting agenda to be held on 4<sup>th</sup> January 2021**

None.

The meeting closed at 8.55