



## MINUTES OF A VIRTUAL MEETING OF NARBOROUGH PARISH COUNCIL HELD ON MONDAY 1 MARCH 2021

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Present:	Councillor D Williams JP	Chairman
	Councillor P Wilkinson	Vice Chairman (also Breckland District Councillor)
	Councillor J Bentley	Councillor
	Councillor J Collins	Councillor
	Councillor S Davey	Councillor
	Councillor R Hayes	Councillor
	Councillor Ed Colman	Councillor Norfolk County Council
	Mrs E Durrant	Temporary Clerk to The Council
	Mrs S Brown	New Clerk

1. **Apologies.** Apologies were received from Councillor Ed Colman (Norfolk CC) who later joined the meeting.
2. **Minutes of Meeting Held on 1<sup>st</sup> February 2021.** It was proposed by Councillor Wilkinson, seconded by Councillor Bentley, and unanimously resolved to approve the Minutes of the meeting held on Monday 1<sup>st</sup> February 2021.
3. **Chairman's Declaration.** Councillor Williams welcomed Sue Brown, the new clerk, to the meeting. The request from Anglia Computers regarding an invoice had now been resolved after it was confirmed this had been paid in 2020.
4. **Declarations of Other Registrable Interests.** Under the Breckland Code of Conduct Councillor Williams and Councillor Wilkinson declared an interest in respect of an item to be discussed under Village Matters.
5. **Opportunity for members of the public to speak on Agenda Items.** One member of the public was present. The issue regarding litter picking around the village was discussed following comments on the Narborough Neighbourhood site. It was agreed that a policy should be written in respect of litter picking and a comprehensive risk assessment would be required. Councillor Wilkinson informed the meeting that the Parish Council may be able to obtain the equipment from Breckland District Council on a long term basis. Signage re littering was discussed and it was decided that this would be looked at to ensure used to most effect, such as bus shelters, areas to be covered, risk assessment and policy had been decided. Councillor Wilkinson agreed to write the policy and check which routes Breckland District Council and Highways would cover. Proposed by Councillor Davey and seconded by Councillor Bentley agreed unanimously.

## 6. County and District Councillors Report.

**Councillor Colman, Norfolk County Council:** The County Council Libraries would be removing late fees penalties for children under the age of 16 to encourage children to use the libraries.

The County Council in partnership with NHS are promoting early intervention with parents to help children obtain skills, such as literacy, which would assist them when they start school.

There is currently a recruitment drive called Big Push to recruit more retained firefighters. There is currently vacancies across the county.

May 6<sup>th</sup> elections are going ahead. If anyone requires a postal vote then they have to contact Norfolk County Council Electoral Services to register.

**Councillor Wilkinson, Breckland District Council:** At the last full council meeting Breckland D.C passed the budget for 2021/22. The council has produced a balanced budget under severe national financial restrictions, with a saving of £3 m over the next 4years, still investing in frontline services too. Breckland D.C have launched a new innovative program to support young carers across Breckland, It is a part of a £11m investment in supporting vulnerable families, an ambitious programme including online events, which aim at building confidence, developing aspersions and personal development.

7. **Community Defibrillator:** It was agreed that the Parish Council would move forward with obtaining a Community Defibrillator and once permission had been obtained from the appropriate owners it was proposed to place one initially at the Community Centre and if it was possible a second one would be placed at the village shop. Proposed by Councillor Collins and seconded by Councillor Davey agreed unanimously.

8. **Chalk Lane:** A set of Village Gateway posts with a 30mph sign on had been erected immediately in front of the 30mph sign near to the development. Although this was agreed as part of the development the developers were required to consult with Highways before placing the Gateways. Councillor Colman would contact the new Highways engineer to ensure this had been done and if not they would have to be removed until the consultation and agreement re placement and type had been agreed.

**9. Traffic Calming Policy:** This was deferred to the April meeting.

**10. Highways:** Work carried out on the footpath has left a lip between the end of the new pathway and the old. Councillor Wilkinson advised that the dropped kerb was supposed to go across road to join up with the other footpath at Norman gate. Councillor Colman would chase these items up with Highways.

**11. Planning:**

**3PL/2020/1497/LB** - extending and changing a current utility cupboard into an office room (retrospective). The Mill, Main Rd, Narborough. Councillor Wilkinson advised the meeting that the Breckland Heritage Officer had reviewed the plans and agreed them. There were no objections to this application

**12. Finance.** The following invoices were approved for payment:

Proposed by Councillor Davey, seconded by Councillor Collins and unanimously agreed.

A	Anglia Computer Solutions	£11.28	
B	Computec – Horizon telephone app	£15.00	DD
C	Eon – street lighting	£197.75	

Councillor Williams thanked Councillor Hayes for all his excellent work on assisting with the finances of the council particularly in respect of working with Scribe Accounting to ensuring that it provided the Parish Council with everything it required.

Councillor Williams proposed that Councillor Hayes be appointed as Verifying Officer to work alongside the new clerk in respect of financials. Unanimously agreed.

Councillor Williams advised that the following training was being proposed:-

Councillor Hayes - Preparing AGAR

Sue Brown - Preparing AGAR and Role of the Clerk.

Agreed unanimously.

Councillor Hayes advised the Parish Council that it was a Legal Obligation to offer any employee the opportunity to take part in a pension scheme. The employee does not have to accept this. He agreed he would compile a letter to send to the new clerk offering the opportunity.

Letter would be sent to Barclays Bank asking them to close the account and transfer all monies to the Unity Trust Account.

- 13. Policies:** The following policies had been completed and were put to the Parish Council for approval and adoption:-  
Business Continuity Plan; Code of Conduct; Complaints Procedure; Data Protection Policy; Disciplinary Policy; Equal Opportunities Policy; Equal Opportunities Policy; Financial Regulations; Financial Reserves Policy; Freedom of Information Policy; GDPR Privacy Statement; Gifts & Hospitality Policy; Grant Award Policy; Grievance Policy; Health and Safety Policy; Retention Policy; Staff Pension Policy; Standing Orders; Training Policy; Whistleblowing Policy.  
Proposed by Councillor Collins and seconded by Councillor Davey agreed unanimously.

Four other policies were being reviewed:- Communications; Internal Controls; Officer Delegation, Roles and Responsibilities; Risk Management; Staff Management which is a post for a Councillor to act intermediary in respect of any dispute. Councillor Davey agreed to being responsible for this post.

- 14. Village Matters:** SSSI concerns. Concerns were expressed regarding the debris that was being placed near to the SSI site. It would appear that work had commenced on the site prior to planning permission which has as yet not been granted. Councillor Wilkinson advised that he believed this work was being done under the clearing trees stage of the application. There were not TPO's on the site to prevent the trees being cleared.

The football pitch needs resurfacing and this will cost approximately £11,000. Currently they are approximately £2,000 short. Councillor Wilkinson advised that could apply to Breckland Match funding and he would support the application which should be completed before the end of March 2021.

- 15. Next Meeting.** It was noted that the next Meeting will be on Wednesday 7 April at 7:30pm. Please note the change of day and date due to Easter Monday.