



**MINUTES OF A VIRTUAL MEETING OF NARBOROUGH
PARISH COUNCIL HELD ON WEDNESDAY 7TH APRIL 2021**

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 S Brown	Clerk

- 1. Apologies.** None received.
- 2. Minutes of Meeting Held on 1st March 2021.** It was proposed by Councillor Collins, seconded by Councillor Hayes, and unanimously resolved to approve the Minutes of the meeting held on Monday 1st March 2021.
- 3. Chairman's Declaration.** Councillor Williams announced that Councillor Collins is standing down and this would be his last meeting. He thanked Councillor Collins for his service to the Council and the residents of Narborough over his many years in office.
Councillor Wilkinson proposed that due to the many issues over the last year eg Covid 19, virtual meetings, new Clerk, that Councillor Williams remain as Chairman for another year to provide some continuity. This was seconded by Councillor Davey and unanimously agreed. It was proposed by Councillor Hayes, seconded by Councillor Bentley and unanimously agreed that Councillor Wilkinson also remain as Vice-Chair for another year.
Communications Policy – a draft policy has been prepared for consideration. It was agreed that this is a good starting point. Councillor Williams will make amendments that he has received from other councillors and resubmit for adoption at the next meeting.
Councillor Williams thanked Mrs Durrant for her work as temporary clerk during February and March.
- 4. Declarations of Other Registrable Interests.** Under the Breckland Code of Conduct Councillor Wilkinson declared an interest in respect of item 12 planning applications.
- 5. Opportunity for members of the public to speak on Agenda Items.** There were no members of the public present.

6. County and District Councillors Report.

Councillor Colman, Norfolk County Council: Councillor Colman advised that his input to the meeting would be limited due to purdah restrictions in regard to the upcoming Norfolk County Council elections. Norfolk County Council are taking the lead on the Community Renewal Fund recently announced by the Government. Breckland has not been identified as a priority area.

Councillor Wilkinson, Breckland District Council: The Inspiring Communities grant funding programme is now open for applications up to £5000. A new refuse collection service is starting this month, this is a joint venture between Breckland, King's Lynn & West Norfolk and North Norfolk Councils.

7. **Litter Picking:** A draft policy and risk assessment have been produced and sent to interested parties. The Parish Council are awaiting the outcome of the Breckland safety inspection regarding an incident involving litter picking. Waste bags are being supplied by Breckland District Council, high-vis vests may be available at a later date. The Clerk would investigate the costs of supplying litter picking equipment and purchase as required. It was proposed by Councillor Davey, seconded by Councillor Collins and unanimously agreed to await the result of the Breckland safety inspection and to request individuals to sign a waiver if litter picking at their own risk using Parish Council equipment.
8. **Community Defibrillator:** Funds are available to purchase the first defibrillator to be located at the Community Centre. The Clerk would research the Community Heartbeat project which has been used by other local Parish Councils to purchase defibrillators and grant funding options.
9. **Chalk Lane:** The original 30mph sign has now been removed. Councillor Collins said that there is a large bush obscuring the view of the sign as you enter the village, the Clerk will report to Highways. Councillor Bentley mentioned there is still a large pot hole near the entrance to the Community Centre. Highways are aware.
10. **Traffic Calming Policy:** This is deferred until the next stage of the Chalk Lane development.
11. **Norfolk ALC Bulletin – AGAR & Face to Face Meetings:** The Clerk reported that the initial AGAR email from the external auditors has been received. The Internal Audit is now due, the Clerk will contact the Internal Auditor to arrange. After 5th May meetings can no longer be held virtually. It was proposed by Councillor Wilkinson, seconded by Councillor Davey and unanimously agreed that the May meeting be held at the Community Centre where social distancing and covid restrictions could be adhered to. Members of the public would need to inform

the Clerk of their attendance in advance to ensure the limit for numbers is not exceeded.

12. Planning:

3PL/2021/0304/D - Reserved matters application following outline permission 3PL/2017/1046/O for 6No market sale building plots and 4No affordable homes – land north of 1-14 Swaffham Road, Narborough. The council are opposed to the removal of trees which were not included in the outline planning application. A tree survey needs to be completed prior to any removals.

3PL/2021/0363/O – Outline planning Erection of 2 dwellings, Meadow Road allotments. The Council objects to this application for the following reasons: the area is outside the village envelope, there are access/highways issues and applications for building in this area of the village have previously been refused.

13. Finance. The following invoices were approved for payment:

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

a.	Anglia Computer Solutions	Office 365 monthly rental	£11.28	DD
b.	Comm-Tech	Telephone hosting services	£15.00	DD
c.	E-On	Monthly Electricity (unmetered) – Street lighting – March invoice	£173.20	DD 12.3.21
d.	Scribe Accounting	Annual subscription	£345.60	
e.	NALC	AGAR Training – Mrs S Brown	£30.00	
f.	Mrs S Brown	Clerk’s Salary	£313.20	
g.	NALC	Annual Subscription & Web Site Hosting	£379.73	
h.	Mrs E Durrant	Temporary Clerk’s Salary & expenses	£292.64 £24.00	
i.	Westcotec	Replaced street lamp Meadow Close	£306.00	
j.	NALC	Finance Training – Mr R Hayes	£36.00	
k.	HMRC	PAYE	£73.00	

Councillor Hayes presented the end of year finance reports and his recommendations to restructure the reserve balances and hold all reserve monies in the Unity savings account. Councillor Williams proposed, Councillor Collins seconded and it was unanimously agreed to accept the reports and adopt Councillor Hayes recommendations. Councillor Williams thanked Councillor Hayes for his excellent work on the finances and setting up the new accounting software Scribe.

14. Norfolk Strategic Flood Alliance: Norfolk ALC are representing local councils in this Alliance. Councillor Williams will attend a virtual meeting on this subject

15. Village Matters:

Land adjacent to Willowbank – it has been noted that numerous glass bottles have been thrown into the dyke adjoining this land. This is a potential safety hazard. Councillor Williams asked the Clerk to write to the owner requesting that they are removed.

Football pitch resurfacing – the quote for this work has been received for £9875 + VAT. As we were unable to get match funding, it was proposed by Councillor Hayes, seconded by Councillor Wilkinson and unanimously agreed that this project now goes ahead funded by the remaining S106 monies, a donation of £1000 from the Parish Council and £500 from the Community Centre. This completes the spend for the 2019 S106 monies.

Community Centre Management Committee – It was proposed by Councillor Williams, seconded by Councillor Davey and unanimously agreed that Councillor Hayes should become the Parish Council representative on the Community Centre Management Committee.

Footpaths – Councillor Davey and a local resident are checking the footpaths and signage around the village.

Councillor Collins reported that the railing at the end of the alley joining the Marham Road is still very loose. Councillor Wilkinson advised that Highways are aware of this and also the grass verges that are in need of repair.

Trees - Councillor Colman reported that the 1 million trees scheme run by Norfolk County Council has started with a request from Swaffham Town Council. Councillor Collins queried why a number of trees have been felled in the copse beyond the dog exercise field. It is understood that this just routine woodland management.

Playing Field Fencing – It was proposed by Councillor Williams, seconded by Councillor Collins and unanimously agreed that a project to replace the fencing along the border of the playing field and the Marham Road should be considered. Costings and funding options to be investigated. Councillor Collins expressed his thanks to the gentleman that built and installed the new bench at the top of the playing field.

16. Next Meeting. It was noted that the next meeting will be on Monday 10th May 2021 preceded by the Annual Village Meeting which will begin at 7.00pm. The meeting will be held at the Community Centre under covid secure conditions.