

**NARBOROUGH PARISH COUNCIL**

**Minutes of the Annual Meeting held Monday, 10<sup>th</sup> May 2021 at 7.35pm (following the Annual Parish Meeting)  
in the Main Hall, Community Centre, Chalk Lane**

Present:	Chairman	Cllr D Williams (re-elected)
	Vice Chairman	Cllr P Wilkinson (re-elected)
	Councillors	Cllr J Bentley
		Cllr S Davey
		Cllr R Hayes
	County Councillor	Cllr E Colman
	District Councillor	Cllr P Wilkinson (also Parish Council Vice Chairman)
	Parish Clerk	Mrs S Porter
	Member(s) of Public	2

**1. Election of Chairman of the Council**

The outgoing Chairman asked for nominations for Chairman of the Council.

**Proposed – Cllr Wilkinson**

**Seconded – Cllr Davey**

**That Cllr Williams is elected Chairman of Narborough Parish Council for the ensuing year.**

**All in favour**

There being no other nominations, Cllr Williams was duly elected. Cllr Williams duly signed and dated his Declaration of Acceptance of Office and the Clerk countersigned it.

**2. Election of Vice Chairman of the Council**

The Chairman asked for nominations for Vice Chairman of the Council.

**Proposed – Chairman, Cllr Williams**

**Seconded – Cllr Hayes**

**That Cllr Wilkinson is elected Vice Chairman of Narborough Parish Council for the ensuing year.**

**All in favour**

There being no other nominations, Cllr Wilkinson was duly elected. Cllr Wilkinson duly signed and dated his Declaration of Acceptance of Office and the Clerk countersigned it.

**3. Apologies for absence**

There were no apologies for absence.

**4. Approval of the minutes of the Council meeting**

**Proposed – Chairman, Cllr Williams**

**Seconded – Vice Chairman, Cllr Wilkinson**

**That the minutes of the Council Meeting held virtually on Monday, 7<sup>th</sup> April 2021 (items 1-16) are approved and signed as a true and accurate record.**

**All in favour**

The Chairman, Cllr Williams, duly signed and dated the minutes of the meeting.

Chairman Signed ..... Dated .....

**5. Chairman’s Declaration**

The Chairman, Cllr Williams, wished to thank the former Clerks, Mr D Burchell and Mrs S Brown, and the former Councillor, Mr J Collins, for all the hard work they had carried out for the Parish Council.

**6. Declarations of interest (under the Breckland Code of Conduct) and requests for dispensation**

The Chairman, Cllr Williams, declared a Personal Interest in Item 12, Community Defibrillator, as he was the Vice Chairman of the Community Centre Management Committee.

The Vice Chairman, Cllr Wilkinson, declared a Personal Interest in Item 12, Community Defibrillator, as he was the Chairman of the Community Centre Management Committee. He further declared a Personal Interest in Item 14, Planning Applications, as he was the Vice Chairman of the Breckland Council Planning Committee.

There were no requests for dispensation.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Williams, adjourned the meeting at 7.42pm.

**Public Participation**

One member of public addressed the Council regarding the proposed planning application at 45 Eastfields for a single storey front and rear extension. His main concerns were linked to safety and privacy; the extension was proposed to be built over a shared access drain and the boundary window would overlook his garage, kitchen and garden.

The Chairman, Cllr Williams, reported that drains could be built over, providing permission was obtained from the owner of the waste pipe and/or guidance was sought from Building Control. He further confirmed that the overlooking of neighbouring properties, by virtue of the distance between buildings, would be a material planning objection. He advised that the kitchen would be entitled to light, but that a condition could be placed on the notice of decision to ensure it was frosted.

The Chairman, Cllr Williams, advised the member of public to record his concerns on the Breckland Council Planning Portal. The member of public confirmed he had already done this.

The Chairman, Cllr Williams, resumed the meeting at 7.59pm.

**7. Reports**

**County Cllr Ed Colman**

County Cllr Colman reported that the annual budget of County Councillors had been increased from £6,000 per annum to £10,000 with effect from May 2021. The scheme had been extended to include environmental ventures such as tree planting and climate change projects to help with biodiversity and reducing carbon emissions. Cllr Colman requested that the Council make suggestions for small projects.

The Clerk would add this item to the next agenda.
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A judicial review was ongoing by Norfolk County Council, which lost its case at the High Court regarding its recommendations to approve Ben Burgess moving its headquarters from Norwich to Swainsthorpe. The High Court had ruled that Norfolk County Council acted unlawfully by approving the move based on economic benefits, when it should have made recommendations based on highways matters only. Norfolk County Council would continue to support the expansion of Ben Burgess, which was a large, reputable employer in Norfolk.

A new initiative from Central Government, Levelling Up Fund, known as the Community Renewal Fund, would be helping areas across the UK invest in projects to boost economy and improve peoples’ lives. Norfolk organisations could bid for a share of a £220 million Government fund.

The Government had identified priority district areas for support, four of which were in Norfolk: Great Yarmouth, King's Lynn & West Norfolk, North Norfolk and Norwich. These areas were expected to be the focus for delivery of projects in this round of funding.

The Council's Annual Meeting would be held on Monday, 24<sup>th</sup> May 2021, at the Norfolk Showground. The meeting would be available to view online.

**District Cllr Peter Wilkinson**

District Cllr Wilkinson reported that Trip Start Breckland had successfully secured £66,000 in funding from Breckland Council's Inspiring Communities programme. This project supported long-term unemployed people back into work and delivered training, advice and guidance. The funds from Breckland Council would be used to pay for a support worker for clients, transport costs and programme resources. Trip Start Breckland already had 170 clients on its employment scheme.

Work was now underway to develop an ambitious shared vision for the long-term success of Breckland to secure the success of Breckland's economy for years to come, 'Future Breckland: Thriving People & Places'. This new initiative would create a proposal for the future of the district, with a focus on each of its five market towns and their unique strengths. The project would be a joint venture incorporating feedback from across a number of partners to ensure the geography of Breckland can thrive. It would put the district and its towns in a leading position for securing substantial new investment, and help coordinate and join up future activity. The programme would be delivered to complement Breckland's Covid-19 recovery plans, seizing the opportunity to define the future of the Breckland economy, as the future could be significantly altered by the experience of the pandemic. How people relate to their local town, and what they require from it, was a major question being asked nationally, and Breckland was looking to be at the forefront of future thinking. The programme was being supported by Hatch, an international market leader in economic development and urban regeneration and the consultation activity would be led by We Made That, a company with strong track record of innovative public engagement.

**8. Annual Governance and Accountability Return (AGAR)**

Cllr Hayes reported that he had transferred the whole accounting year for 2020/2021 onto the new Scribe system and reconciled the accounts to year-end. Policies had now been approved by the Council to meet the requirements of the assertions on the AGAR. Due to the income/expenditure exceeding £25,000 this year from the S106 funds received, the Council had completed form Part 3 rather than the usual Part 2 form.

Cllr Hayes confirmed that the Internal Audit had been completed.

The Clerk would liaise with Cllr Hayes regarding the submission of the form.

**9. Annual Governance and Accountability Return Statements (AGAR)**

Cllr Hayes reported that all sections of the AGAR had been completed and the variances had been documented.

**Proposed – Chairman, Cllr Williams**

**Seconded – Vice Chairman, Cllr Wilkinson**

**That this Council approves the Annual Governance Statements (Section 1 and Section 2 Annual Return) for the financial year 2020/2021.**

**All in favour**

The Clerk and the Chairman, Cllr Williams, would duly sign Section 1 and Section 2 of the Annual Return 2020/2021 when the Clerk had recorded the Minute References upon completion of the minutes of this meeting.

**10. Approval of Policies (available to view on the website)**

The Chairman, Cllr Williams reported that three Council policies, which had been deferred from the previous meeting, Internal Controls, Litter Picking and Communications, had been finalised.

The policies had been reviewed by Councillors with no amendments required.

**Proposed – Cllr Davey**

**Seconded – Cllr Bentley**

**That the Council policies, Internal Controls, Litter Picking and Communications are approved and adopted.**

**All in favour**

It was noted that a Complaints policy was still required. The Chairman, Cllr Williams, would endeavour to find the draft.

**11. Annual Insurance**

The Chairman, Cllr Williams, reported that the Council's annual insurance expired on 31<sup>st</sup> May 2021. Zurich, the Council's current insurance provider, had submitted a quotation for a one, three and five-year agreement.

A short discussion took place and it was agreed for the Clerk to seek alternative quotations in order that a comparison could be made with Zurich. As the expiry date of the insurance would be sooner than the next Council meeting, Councillors agreed for the Chairman, Cllr Williams, and the Clerk to approve the best value insurance received.

**Proposed – Cllr Bentley**

**Seconded – Cllr Davey**

**That the Council approves, in principle, to delegate authority to the Chairman and Clerk in order to consider the quotations received for the Council's annual insurance and confirm the contract.**

**All in favour**

Cllr Hayes would forward a copy of the Asset Register to the Clerk.

The Clerk would contact two other insurance companies and time permitting, the Clerk would circulate the quotations to Councillors before making a final decision with the Chairman, Cllr Williams.

**12. Community Defibrillator**

The Chairman, Cllr Williams, and the Vice Chairman, Cllr Wilkinson, had declared a Personal Interest in this item.

The Chairman, Cllr Williams, reported that the Council had raised £355 from local sponsors for a community defibrillator, and this had been earmarked. It was felt that further funding might be available from other sources. It was stated that the Council's preference for its location would initially be the Community Centre and if this was not possible, outside the shop. It was noted though that the shop might be changing hands in the near future and the new owners may not permit this. A further suggestion was to place it in the centre of the village on a lamp which had an electrical supply. It was however felt that this might not be secure from vandals and/or thieves.

Cllr Hayes agreed to investigate the costs of defibrillators and seek other possible funding opportunities and report to the next Community Centre Management Committee meeting.

**13. Chalk Lane**

The Chairman, Cllr Williams, adjourned the meeting at 8.15pm in order to allow County Cllr Colman to provide an update.

Cllr Colman confirmed that he had spoken to Mr J Griffiths, Highways Engineer, regarding the white gates, which were at different levels on each side of the road and were not in keeping with the village.

Cllr Colman reported that the highways within the Persimmon development had not yet been adopted by Norfolk County Council and the matter regarding the gates was therefore the developers' responsibility and consequently their financial liability to make the area good. It was noted that Persimmon Homes would be applying for Outline Planning Permission for the development of further housing in that area in the near future.

The Chairman, Cllr Williams, resumed the meeting at 8.19pm.

The Chairman confirmed that this item would be removed from the agenda.
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**14. Planning Applications**

The Vice Chairman, Cllr Wilkinson, had declared a Personal Interest in this item.

Cllr Hayes reported the following:

Reference	Description	NPC Resolution	Changes to application since NPC made its resolution
3PL/2017/0997/VAR	Variation of conditions (Drainage) - Chalk Lane (at Skippers Meadow)	Concerns Raised	No further update
3PL/2017/1001/VAR	Variation of conditions (Drainage) - Chalk Lane (at Skippers Meadow)	Concerns Raised	No further update
3PL/2019/0831/F	Travelling Showman site	Object	Appeal dismissed by Planning Inspectorate
3PL/2019/0904/VAR	Reduce Buffer Zone (Skipper's Meadow)	Object	No further update
3PL/2020/0801/F	Permanent residences - Pentney Caravan Site (former 3PL/2016/0982/CU)	Unable to comment	Further residential objection
3PL/2020/1300/F	Parking for existing Van Hire Business - WillowBank	Object	No further update
3PL/2020/1497/LB	Extending and changing a current utility cupboard into an office room (retrospective) - The Mill	No Objection	Approved by District Council
3PL/2021/0304/D	Reserved matters application for Swaffham Road	Not Resolved	No further update
3PL/2021/0363/O	Outline planning - erection of 2 dwellings, Meadow Road allotments	Not Resolved	Refused
3PL/2021/0548/HOU	45 Eastfields single storey front & rear extension	Not Resolved	New Application

Cllr Hayes would continue to report on the planning applications whilst the Clerk settled into the Council.

**3PL/2021/0548/HOU – 45 Eastfields – Single storey front and rear extension**

The Council comments were as follows (objection):

Concerns have been highlighted to the Parish Council with regard to the front extension not being in keeping with the frontage of other immediate properties in this area, that the provision of windows in the rear extension will cause overlooking issues, and that there exists potential that the front extension will be built over a sewage drain causing access issues. The Parish Council echoes these concerns and would request that these areas are fully explored to ensure they remain consistent with policy GEN 02 Promoting High Quality Design, and Policy HOU 11 Residential Replacement, Extension and Alteration.

**15. Finance report and approval of pre-authorised payments, receipts and pending disbursements**

The Clerk had circulated the payments and receipts made since the last meeting and presented the late bills to the meeting:

Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
Anglia Computer Solutions	Microsoft 365 Software	DD	9.40	1.88	11.28	0.00
Comm Tech Voice & Data Ltd	Horizon Telephone	BACS	12.50	2.50	15.00	0.00
E-On	Street Lighting April	DD	182.61	9.13	191.74	0.00
Norfolk Association of Local Councils	Councillor Training	BACS	60.00	12.00	72.00	0.00
Norfolk Association of Local Councils	Clerk Training	BACS	80.00	16.00	96.00	0.00
Clerk	March Salary	BACS	313.20	0.00	313.20	0.00
<b>Late invoices / receipts received after agenda advertised</b>						
Mrs S Nairn	Internal Audit	BACS	60.00	0.00	60.00	0.00
Country Grounds Maintenance	Churchyard maintenance	BACS	456.75	91.35	548.10	0.00
			<b>1,174.46</b>	<b>132.86</b>	<b>1,307.32</b>	<b>0.00</b>

**Proposed – Chairman, Cllr Williams**

**Seconded – Cllr Hayes**

**That the payment of bills are approved in accordance with the above schedule.**

**All in favour**

The Chairman, Cllr Williams, requested that consideration be made to increasing the Internal Auditor's payment next year. The Clerk would add this item to the next agenda for formal approval.

Prior to the meeting, Cllr Hayes had circulated the Scribe accounting reports for payments, receipts, earmarked reserves and the current bank balances dated to 8<sup>th</sup> May 2021. The bank balances were as follows:

	Community Account	Savings Account
Council Closing Balances	10,260.60	17,615.30
Petty Cash	14.30	-
<b>Council Total Closing Balances</b>		<b>27,890.20</b>

Cllr Hayes was given a vote of thanks for all the work he had carried out on the accounts.

**16. Churchyard ground water level (letter circulated with agenda)**

The Clerk had circulated a letter with the agenda from Reverend Canon Stuart Nairn regarding concerns he had with the water table levels in the Churchyard.

The Chairman, Cllr Williams, reported that Canon Nairn's concerns were based on the rear newer burial grounds situated close to the pond, which had a stream running into it. During a recent interment, the gravedigger had been unable to dig a double depth grave due to the extreme high water levels. Canon Nairn reported that if graves continued to be dug at single depth, the graveyard would be full within five-ten years. As a temporary measure, space at the Narford Churchyard could be utilised, but this would only be a short-term solution. In view of this he was asking the Council to consider the future provision of a cemetery elsewhere in the village.

Chairman Signed ..... Dated .....

A long discussion took place and it was noted that most areas in Narborough could potentially suffer a similar problem due to the impermeable chalk soil throughout the village.

It was agreed in the first instance for Councillors to consider possible sites for a cemetery, taking into consideration the area's peace and tranquillity, parking facilities and access for the maintenance of the grounds. Once areas were proposed, the Council could then determine the three preferred sites and subsequently seek advice and information from Breckland Council and Norfolk County Council to establish whether any of the sites would be feasible.

The Chairman, Cllr Williams, felt that a Compulsory Purchase Order could be an approach to this matter, although it was unknown if there was a power for local authorities to do this.

Cllr Hayes enquired whether there was a limit on the number of cemeteries permitted in villages and towns. The Chairman, Cllr Williams, confirmed that there were guidelines relating to proportionate population needs; these details would be established at a future date.

Councillors agreed to investigate potential areas and report back to the Council at the July meeting. The Clerk would add this to the July agenda.

**17. Village matters**

Land on the left-hand side of the old A47, coming into the village on Main Road

The Chairman, Cllr Williams, reported that an email had been received from a concerned resident regarding the cleared area of land on the left-hand side of the old A47, coming into the village on Main Road, opposite The Ship.

A short discussion took place and Councillors confirmed that the clearance related to the Change of Use application for the former allotment site to be a parking area for the current van hire business, for which the landowner had permission. Cllr Hayes confirmed that an arboreal impact assessment, tree survey, roost assessment, bat activity survey, preliminary ecological appraisal and ecological assessment had all been carried out and the tree clearance works had commenced in February 2021 to avoid the bird nesting season. He also noted that a consultant at Norfolk County Council had requested significant enhancements to ensure biodiversity was retained on site at the completion of the works.

The Chairman, Cllr Williams, suggested that the Council could enquire with Norfolk County Council whether trees would be available to be planted elsewhere in the village under their '1 million trees in Norfolk over 5 years' scheme. This was noted.

The Vice Chairman, Cllr Wilkinson, reported that he would ensure conditions for replanted hedging was placed on the Change of Use planning application.

Cllr Hayes agreed to draft a letter of response to the resident and circulate this to all Councillors prior to sending to the enquirer.

Pot Holes at the junction of the old A47, coming into the village on Main Road

The Chairman, Cllr Williams, reported that Norfolk County Council had sprayed white lines around the offending pot holes on the junction of the old A47, coming into the village on Main Road, ready for repair.

Residential waste collection

Cllr Bentley reported that the residential waste collection providers had damaged three wheelie bins in the past five weeks, all of which were beyond repair.

The Vice Chairman, Cllr Wilkinson, reported that damaged wheelie bins should be reported online. He confirmed that a joint venture with the Borough Council of King's Lynn and West Norfolk had contracted new providers, Serco, and this company had different lorries to the previous providers. Regrettably, there had been several reports of damaged bins and this was being addressed.

Nar Valley Magazine

The Vice Chairman, Cllr Wilkinson, enquired whether the new Clerk would be writing an article on a monthly basis for the Nar Valley magazine. The Clerk confirmed she could do this.

**18. Date and time of the next meeting**

The next meeting of the Council would be held on Monday, 7<sup>th</sup> June 2021 at 7.00pm, in the Main Hall, Community Centre, Chalk Lane.

A short discussion took place and Councillors felt that the Community Centre might be a more suitable location for Council meetings than the small Church Room. The Clerk would add this to the next agenda in order for Councillors to consider the Community Centre charges, possible microphone system and roller screens.

The Chairman thanked everyone for attending and closed the meeting at 8.56pm.

*The Council then held a closed meeting to discuss the new Clerk's contract and salary. The Clerk left the Council Chamber at 8.56pm and returned at 9.15pm. A short discussion was held with the Clerk to discuss the agreed conditions and pay, and the meeting closed at 9.20pm.*

*The Clerk would add this item to the next agenda for formal approval.*