

NARBOROUGH PARISH COUNCIL

Minutes of the Full Council Meeting held Monday, 7th June 2021 at 7.30pm in the Main Hall, Community Centre, Chalk Lane

Present:	Chairman	Cllr D Williams
	Vice Chairman	Cllr P Wilkinson
	Councillors	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	1

1. Apologies for absence

Apologies for absence had been received from Cllr J Bentley (illness).

The apologies were accepted.

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

The Chairman, Cllr Williams, declared a Personal Interest in Item 11, Community Centre, and Item 12, Sports and Social Club, as he was the Vice Chairman of the Community Centre Management Committee.

The Vice Chairman, Cllr Wilkinson, declared a Personal Interest in Item 9, Planning Applications, as he was the Vice Chairman of the Breckland Council Planning Committee. He further declared a Personal Interest in Item 11, Community Centre, as he was the Chairman of the Community Centre Management Committee.

There were no requests for dispensation.

3. Approval of the minutes of the Council meeting

Proposed – Cllr Hayes

Seconded – Cllr Davey

That the minutes of the Annual Council Meeting held Monday, 10th May 2021 (items 1-18 [05/2021]) 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.
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4. Chairman's Report

The Chairman, Cllr Williams, reported that he would be considering two items at the meeting which were not on the agenda; the purchase of large pop-up banners and a Norfolk ALC Planning training course which he and Cllr Hayes wished to attend.

Following discussion of these items, the Clerk would add these to the agenda for formal approval at the next meeting.

5. Update on previous minutes

There was nothing to report to this meeting.

PUBLIC OPEN FORUM

The Chairman, Cllr Williams, adjourned the meeting at 7.34pm.

Chairman Signed Dated

County Cllr Ed Colman

County Cllr Colman reported that the Cabinet had today approved the recommendations for the £198M project for the Norwich Western Link (3.8 mile dual carriageway orbital route from the western end of Broadland Northway and the A47). The Government Department for Transport would be funding 85% of the costs with Norfolk County Council funding the remainder (approximately £30M). The project would ease traffic congestion and significantly improve travel to the airport and coast, and was anticipated to be completed in 2025.

£3.69M had been made available through its covid grant schemes. 72,832 awards had been made to date; 90% of awards had helped families and children and the remainder had financially aided charitable organisations and food banks.

A ‘Youth Pledge for Employers’ project with funding of £18,000, had been launched to help young people aged 16-24 to engage in work- experience, employment activities and sector related learning. The project team would work with employers to facilitate the traineeships, apprenticeships and employment within their organisations, supporting both business growth and youth employment. This would be particularly beneficial to students whose school and college educations had been affected during the past 14 months due to covid.

District Cllr Peter Wilkinson

District Cllr Wilkinson reported that Breckland Council was considering a restructuring of its customer service team by using Artificial Intelligence (AI) in the future. Since March 2020, when virtual assistance quickly became reality, it provided an insight of how customers might wish to interact with the Council and in particular, help those that had travel restrictions and could not visit the Council in person. Discussions were currently ongoing regarding this proposal.

The Chairman, Cllr Williams, enquired whether this service would replace LAGAN (Customer Contact Centre helpdesk operating system).

Cllr Wilkinson confirmed that AI would be an adaption of this.

The Chairman, Cllr Williams, advised that a recent Breckland Council meeting had been held with only five Members physically in attendance and the rest attending virtually. Those attending virtually had not been able to vote.

Cllr Wilkinson confirmed that five Members constituted the meeting being quorate. The statutory legislation regarding virtual attendance of meetings under the Coronavirus Act 2020 had ceased on 6th May 2021 and therefore only those present at the meeting could lawfully vote.

Public Participation

The member of public addressed the Council with concerns he had regarding the lack of grass cutting throughout the village.

The Vice Chairman, Cllr Wilkinson, in his capacity as District Cllr, confirmed that the grounds maintenance contractors had not been trimming it fortnightly and this was being investigated by Breckland Council.

Cllr Hayes enquired whether there was a map indicating the areas cut by Breckland Council.

The Vice Chairman, Cllr Wilkinson, in his capacity as District Cllr, would provide a map to the Council. He noted that the grass verges adjacent to Narborough Hall were privately owned and were the responsibility of the proprietors to maintain.

Councillors agreed that if the grass cutting was not resolved within the next few weeks, the Clerk would send a letter of complaint to Breckland Council.

The member of public further enquired whether the Parish Council would consider sending a letter of appreciation to Dr Haczewski at the Manor Farm Medical Centre, Swaffham, for the commendable covid vaccination service that had been provided over the past few months, with particular thanks to the volunteers who had helped direct people outside the surgery.

The Clerk would send a letter to the Manor Farm Medical Centre indicating the appreciation of the Council and its residents.

The Chairman, Cllr Williams, resumed the meeting at 7.51pm.

6. Finance report

6.1. Financial report

Prior to the meeting, Cllr Hayes had circulated the accounting reports for payments, receipts, earmarked reserves and the current bank balances dated to 3rd June 2021. The bank balances were as follows:

	Community Account	Savings Account
Council Closing Balances	12,523.57	17,615.30
Petty Cash	14.30	-
Council Total Closing Balances		30,153.17

Cllr Hayes confirmed that the VAT reclaim had been paid by HMRC.

6.2. Annual insurance policy

The Clerk had sought and circulated quotations for the Council's insurance following the Annual Meeting. The quotations had been obtained from BHIB Insurance, Came & Company and Zurich Municipal, each providing 1-year and Long-Term Agreement (LTA) costs. The press and public were welcome to view these documents by submitting a request to the Clerk.

The Clerk confirmed that in accordance with the Councillors' approval, the Council's insurance had commenced with Zurich Municipal on 1st June 2021 and the company was aware the payment would be delayed until approval at this meeting.

Proposed – Vice Chairman, Cllr Wilkinson

Seconded – Cllr Hayes

That the Council formally approves Zurich Municipal to provide a five-year Long-Term Agreement at an annual cost of £748.31, subject to inflation per annum, with effect from 1st June 2021.

All in favour

6.3. Internal Auditor

A rise in the Internal Auditor's payment had been agreed, in principle, at the Annual Meeting.

Proposed – Cllr Davey

Seconded – Cllr Hayes

That the Council approves an increase to the current Internal Auditor's contract payment from £60.00 to £70.00 in the next financial year.

All in favour

6.4. Disbanded Youth Club

The Chairman, Cllr Williams, reported that the local Youth Club had unfortunately been disbanded and the organisers had requested that the funds be paid to the Parish Council for earmarked reserves, to be utilised for future youth services/activities. The Clerk confirmed that this was permitted.

Chairman Signed Dated

Proposed – Vice Chairman, Cllr Wilkinson

Seconded – Cllr Davey

That the Council accepts a donation of funds for £389.83 from the local Youth Club and earmarks this in reserves for future youth provisions, and that the funds be utilised only by express consent from the coordinators of the former Youth Club if and when required to be spent.

All in favour

6.5. Litter Picking Tools

The Chairman, Cllr Williams, reported that he had purchased a litter picking tool from Poundland for personal use and found it to be satisfactory for light-medium litter picking. The cost of other providers' litter picking tools ranged from around £5.00 each upwards.

Councillors agreed that £1.00 per tool was an excellent price.

Proposed – Chairman, Cllr Williams

Seconded – Cllr Davey

That the Council approves the purchase of twelve litter picking tools from Poundland at a cost of £10.00 + £2.00 VAT (total £12.00).

All in favour

The Chairman, Cllr Williams, would purchase these on behalf of the Council and reclaim £12.00 from the petty cash account.

6.6. Council meeting venue

A discussion took place regarding a sustainable venue for future meetings of the Council.

It was felt that the Church Room was small, which became very restricted when a large number of public attended a meeting, and the lack of parking facilities was also an issue. The positive was that the hire cost was low. It was felt that the Community Centre Hall echoed, which made it difficult for some people to hear but that the positives were the building was large, there was ample parking facilities and disabled users had full access into and throughout the building.

The Vice Chairman, Cllr Wilkinson, reported that the Community Centre would only charge the Council £20.00 per meeting, regardless of the length of time, that the Centre would shortly be installing wi-fi with the possibility of a PA system, the room was large enough to social distance, there were ample chairs available (up to approximately 250 chairs), the smaller Florence Green room with PA system could be used when restrictions were lifted, and the Council would ultimately be supporting a valuable community asset.

Councillors agreed that the Community Centre would be a more suitable and professional location for meetings and felt the hire charges were very reasonable.

Proposed – Cllr Davey

Seconded – Cllr Hayes

That the Council approves the hire the Narborough and Narford Community Centre at a cost of £20.00 per session for all future meetings of the Council.

All in favour

6.7. Petty Cash account

The Chairman, Cllr Williams, reported that the majority of Councils no longer used petty cash accounts, as most transactions could now be carried out by BACS.

Chairman Signed Dated

A short discussion took place and it was agreed that this form of financial management was outdated and if disbanded, would save the Council time in having to keep the funds replenished.

Proposed – Cllr Hayes

Seconded – Cllr Davey

That the Council approves the conclusion of the petty cash account and that the remaining balance of £14.30 is utilised and/or paid into the Community Bank Account when possible.

All in favour

Cllr Hayes and the Clerk would deal with this matter accordingly.

6.8. 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:

Date	Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
11.05.2021	HMRC	VAT Repayment	BACS	0.00	0.00	0.00	3,564.79
11.05.2021	E-On	Street Lighting	DD	176.73	8.84	185.57	0.00
19.05.2021	Comm-Tech Voice Data Ltd	Horizon Phone Rent	DD	13.06	2.61	15.67	0.00
To be paid	Zurich Municipal	Annual Council Insurance	BACS	748.31	0.00	748.31	0.00
To be paid	Clerk	May Salary	BACS	315.21	0.00	315.21	0.00
To be paid	HMRC	PAYE/NI Contribution May	BACS	78.60	0.00	78.60	0.00
To be paid	Clerk	Travel & Home Expenses	BACS	21.25	0.00	21.25	0.00
Late Bills / Receipts (Received after Agenda advertised)							
07.06.2021	Anglia Computer Solutions	Microsoft 365 Software	DD	9.40	1.88	11.28	0.00
Totals this month				1,362.56	13.33	1,375.89	3,564.79

Proposed – Chairman, Cllr Williams

Seconded – Vice Chairman, Cllr Wilkinson

That the payment of bills are approved in accordance with the above schedule and the receipts are noted.

All in favour

7. County Cllr annual budget

Councillors agreed that new perimeter fencing for the Community Centre would be an ideal project for consideration of the County Cllr's annual budget, as a safety measure to protect children and vulnerable persons running onto the road. As a registered charity, the Parish Council could legitimately contribute the proceeds of the project to the Community Centre under S137.

The Chairman, Cllr Williams, further requested that tree planting be considered for the boundaries of the Community Centre playing field.

A short discussion took place and it was agreed for the Clerk and Chairman, Cllr Williams, to define the boundary length, fencing type, materials and height required, and to determine the number of trees required and type, and to send a written report to County Cllr Colman when these had been established, in order that Cllr Colman could obtain a total cost for the project.

8. Correspondence

8.1. For action/information

The Clerk had circulated an email from a resident who was enquiring whether the Parish Council would consider placing posters throughout the village to alleviate litter problems. Two Norfolk posters were available for use.

Chairman Signed Dated

Councillors agreed for the Clerk to laminate 2 x photo posters (to be placed along the River Nar) and 3 x word only posters (to be positioned around the village). The Clerk would contact the Highways Engineer, Mr J Griffiths, to confirm the poster locations and seek permission from him to display them.

8.2. Late correspondence

No late correspondence for action/information had been received.

9. Planning Applications and Decisions

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

9.1. Planning applications

9.1.1. 3PL/2021/0548/HOU – 45 Eastfields – Single storey front and rear extension (amended application) – comments by 3rd June 2021

Parish Council – the previous comments remain the same as for the original application (objection).

9.1.2. 3PL/2021/0632/HOU – 9 Marriott Close – Rear extension to create playroom and larger living area – comments by 3rd June 2021

Parish Council – No objections.

9.2. Applications to modify or discharge a planning obligation

9.2.1. 3OB/2021/0027/OB – 11 Spelman Way – Confirmation that all obligations in the S106 Deed of Agreement allocated to ref no. 3PL/2012/1093/O have been discharged – Comments by 19th June 2021

The Vice Chairman, Cllr Wilkinson, reported that the highways splays, sewerage connection and boundary buffer zone matters for this property had been addressed by Persimmon Homes in accordance with the planning regulations.

Parish Council – No comments. Note to Breckland Council; no correspondence has been received in regards to the concluding S106 Deed of Agreement and the Parish Council would be grateful to receive a copy of this.

9.3. Planning decisions

9.3.1. 3PL/2021/0363/O – Allotment land at Narborough, Meadow Road – Erection of two dwellings (Outline)

Breckland District Council – Refused.

9.3.2. 3PN/2021/0020/PNE – Willow House, River Close – New conservatory to the rear of existing detached house (Prior Approval)

Breckland District Council – No Prior Approval.

9.4. Late Planning applications and notices of decision

A late Notice of Decision had been received as follows:

3PL/2021/0548/HOU – 45 Eastfields – Single storey front and rear extension (amended application)

Breckland District Council – Approved.

Cllr Davey reported that the application had been approved with the plans showing a bedroom without a window. It was considered that the room would probably have an escape route via an adjoining inner room but that this would be a matter for building control.

9.5. Planning enforcements / appeals and other notifications (for information only)

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

Chairman Signed Dated

3PL/2017/1001/VAR	Variation of conditions (Drainage) - Chalk Lane (at Skippers Meadow)	Concerns Raised	No further update
3PL/2019/0904/VAR	22 Sandy Road - Reduce Buffer Zone (Skipper's Meadow)	Object	No further update
3PL/2020/0801/F	Pentney Caravan Site - Permanent residences (former 3PL/2016/0982/CU)	Unable to comment	Refused by District Council
3PL/2020/1300/F	WillowBank - Parking for existing Van Hire Business	Object	Construction Management and Biodiversity Enhancement Plan submitted
3PL/2021/0304/D	1 to 14 Swaffham Road Reserved matters (original 3PL/2017/1046/O)	Object	Amended plans submitted - New comment from affordable housing officer

9.6. To consider and approve the procedure for planning applications received between Council meetings

A lengthy discussion took place and it was felt that extraordinary Council meetings should be held for contentious planning applications and/or major developments. These meetings would be advertised and transacted in the same way as ordinary meetings. The Chairman, Cllr Williams, confirmed that he could convene an extraordinary meeting of the Council at any time.

It was felt that short virtual Teams meetings could be held for non-contentious applications. It was noted that these types of meeting could not be decision-making assemblies, just a means of determining plans with limited deadline dates.

Cllr Davey noted that Councillors' responsibilities had not been agreed for the forthcoming year. The Chairman, Cllr Williams, and the Clerk would discuss the areas of responsibility required and allocate Members to those responsibilities and report back at the next meeting.

It was noted that the District and County Councils would be holding meetings in August 2021. It was agreed for the Parish Council to hold one in August as well. The Clerk would add this to the calendar and website.

10. Community Defibrillator

Cllr Hayes had circulated a comprehensive report prior to the meeting regarding research he had carried out to date on defibrillators. In brief, the main points of consideration would be:

- Location of the unit; by August 2021 the activation range for the East of England Ambulance Service will be reduced to 500 metres and if it was located at the Community Centre, much of the area covered would just be fields. If it was located outside the village shop, this would include a higher percentage of properties.
- Lockable/unlockable cabinet; lockable cabinets are more secure but require operators to use a keypad. Unlockable units are less secure but easily accessible and are the preferred choice of the ambulance service.
- Maintenance; the pads and batteries have expiry dates and the pads do need to be replaced once they have been used.

A short discussion took place and it was agreed for Cllr Hayes to continue investigating possible locations for the defibrillator. It was noted that the Council may be able to purchase a red telephone box to stand where the removed kiosk used to be sited, in order for the defibrillator to be housed there and connected via the old electrical services which may still be underground. Cllr Hayes would look into this.

County Cllr Colman left the meeting at 8.51pm.

11. Narborough & Narford Community Centre

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

Chairman Signed Dated

Cllr Hayes had circulated a report prior to the meeting regarding the past and current position of the Community Centre. The report was noted.

12. Sports & Social Club

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

The Chairman, Cllr Williams, and the Vice Chairman, Cllr Wilkinson, had recently attended a meeting with the Sports and Social Club (S&SC). As a result of this, the Community Centre, in conjunction with the S&SC, had produced and hand delivered a survey to all residents asking for their feedback on the facilities they currently used and/or would like to see at the Centre in the future. The survey was also available to view online via Facebook. The Chairman, Cllr Williams, reported that the S&SC had recently employed a new bar steward. Table service was currently being undertaken, in line with Government covid guidelines, but this was proving to be very challenging and time-consuming. At a recent wedding reception, the Vice Chairman, Cllr Williams, and a member of the Community Centre Management Committee had helped facilitate the day and both had worked very hard at the event to ensure it was a success. The Chairman, Cllr Williams, gave them both a vote of thanks for doing this.

The Chairman, Cllr Williams, reported that the S&SC's low level brick wall was crumbling and falling down and needed to be replaced. In the main, the wall had deteriorated due to people sitting on it. To avoid this happening in the future, the S&SC had agreed to obtain three quotations for picket fencing, and hoped that a third of the funding could be contributed by the Parish Council and a third by the Community Centre.

The Clerk noted that it would not be lawful for the Parish Council to purchase the fence in order to reclaim the VAT, as it was not permitted by HMRC for Councils to purchase items on behalf of local groups and organisations for VAT reasons. The Clerk advised that the S&SC should purchase the fencing and the Council and Community Centre could each then donate a third of the total cost to them. Whilst the VAT would not be reclaimable, this would ensure the transaction was legitimate.

This matter would be brought back to the Council for consideration once the quotations had been obtained by the S&SC.

Cllr Davey raised concern that the Parish Council had not received a financial statement of accounts from the S&SC and this should be forthcoming when the fencing decision was made. This was noted.

13. Councillors' issues and village matters

13.1. Minutes of meetings on village noticeboards

The Chairman, Cllr Williams, reported that there was insufficient room on the village noticeboards for lengthy meeting minutes to be displayed on each of them. Councillors agreed that a small sign stating the minutes would be available to view on the website and/or available from the Clerk via email or in paper format at 15p per sheet plus postage (in accordance with the Freedom of Information Model Scheme), would be a good solution. It was further noted that due to climate change, this would also save waste on paper, laminating pouches and potential littering problems.

<p>The Chairman, Cllr Williams, agreed to etch six timber signs for the noticeboards and bus shelter and donate them to the Council. In the first instance, the Chairman, Cllr Williams, would produce one sign for approval by the Council. The Chairman, Cllr Williams, was given a vote of thanks for this.</p>
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Proposed – Cllr Davey

Seconded – Cllr Hayes

That the Council approves the rescinding of paper minutes being displayed and that a sign is placed on the village noticeboards and bus shelter informing residents that minutes of Council meetings will be available on the website and/or can be requested from the Clerk via email or paper form.

All in favour

Chairman Signed Dated

Street Lighting

Cllr Davey reported that two street lights were not working; both were located by Norman's Gate at the entrance to Eastfields (one in the hedge and the other opposite this, lamp number 3156).

The Clerk would report these to Westcotec, and in addition, would request an inventory of the current Parish Council maintained lights.

Private overgrown hedges

Cllr Davey reported that the hedges of 18 and 19 Meadow Close were extremely overgrown and infringing the highway.

The Clerk would write to the occupiers of these properties.

Weeds on highways

Cllr Davey reported that the weeds in the kerbside gutters of Meadow Close were very high and needed to be cleared.

It was agreed for the Chairman, Cllr Williams, and Cllr Davey to attend Meadow Close and clear the weeds with a shovel on Sunday, 13th June 2021.

Overhanging trees from the Community Centre playing fields

The Chairman, Cllr Williams, reported that trees overhanging and/or dropping leaves into private properties would be investigated and dealt with the Community Centre Management Committee.

Tall advertising banners

The Chairman, Cllr Williams, reported that the Community Centre would be holding an Open Day event on Saturday, 12th June 2021, and felt it would be beneficial for the Council to purchase two tall banners, one advertising for Councillors and the other depicting Narborough in pictures. A quotation had been sought from Ebay (Weeprintbig) for two exhibition pop up roller banners with artwork included at a cost of £69.50 No VAT + £3.50 delivery. The Clerk had created a draft poster as an example of what could be advertised on one of the banners. The Chairman, Cllr Williams, and Cllr Hayes agreed to design the artwork for the banners and order them urgently.

Councillors agreed in principle to the emergency purchase of the banners. As this item was not on the agenda, the Clerk would add this to the next one for formal approval by the Council.

Norfolk ALC 'Planning for Parish Councillors' training course

The Chairman, Cllr Williams, and Cllr Hayes expressed their wish to attend a virtual Norfolk ALC Planning training course on Tuesday, 15th June 2021, from 10.00am-11.30am at a cost of £22.50 + £4.50 VAT (total £27.00) per person.

Councillors agreed in principle to the Chairman, Cllr Williams, and Cllr Hayes attending the Norfolk ALC Planning training course. As this item was not on the agenda, the Clerk would add this to the next one for formal approval by the Council.

14. Date and time of the next meeting

The next meeting of the Council would be held on Monday, 5th July 2021 at 7.30pm, in the Main Hall, Community Centre, Chalk Lane.

The member of public left the Council Chamber at 9.21pm.

15. Exclusion of Press and Public (Public Bodies (Admission to meetings) Act 1960 S1)

Proposed – Chairman, Cllr Williams

Seconded – Vice Chairman, Cllr Wilkinson

That under the Public Bodies (Admission to meetings) Act 1960 Section 1, the press and public be excluded from the meeting in order to allow confidential items to be discussed.

All in favour

15.1. Clerk remuneration

See confidential report.

Proposed – Cllr Hayes

Seconded – Cllr Davey

That the newly appointed Clerk’s commencing salary is SCP 18 in accordance with the National Joint Council (NJC) Pay Scales 2020-2021 with effect from 1st May 2021.

All in favour

15.2. Operation London Bridge

See confidential report.

Proposed – Cllr Hayes

Seconded – Cllr Davey

That the Council approves the confidential Operation London Bridge Policy and agrees the purchase of materials from various providers up to a maximum cost of £100.00 + £20.00 VAT (total £120.00).

All in favour

15.3. Church funding and maintenance services

See confidential report.

The Chairman, Cllr Williams, closed confidentiality and resumed the meeting at 9.44pm.

The Chairman thanked everyone for attending and closed the meeting at 9.45pm.