

NARBOROUGH PARISH COUNCIL

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Chairman, Mr David Williams
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Councillors are hereby summoned to attend the Full Council meeting of Narborough Parish Council on **Monday, 7th June 2021 at 7.30pm** in the **Main Hall, Community Centre, Chalk Lane** for the purpose of transacting the business on the agenda below.

Sara Porter

Sara Porter (Mrs)
Parish Clerk
2nd June 2021

The meeting is open to the press and public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the 'Public Open Forum'.

Meetings of the Council may be filmed, recorded and/or broadcasted by the press, members of the public, Councillors and/or the Clerk. The Parish Council's own recording of a Council meeting will be held by the Clerk and be available for public inspection (excluding any recorded confidential business) until the next meeting of the Council when the written minutes are formally approved, after which time the file will be permanently deleted.

The Chairman will provide emergency evacuation procedures, request that mobile phones be switched off/set to silent and remind attendees that the law does not permit non-elected Members of the Council to take part during the Council meeting unless consented to do so.

AGENDA

1. To receive and accept apologies and reasons for absence
2. To receive declarations of interest for items on the agenda (under the Breckland Code of Conduct) and any requests for dispensation
3. To agree the minutes of the Annual Meeting held on Monday, 10th May 2021 (Items 1-18 [05/2021])
4. To receive Chairman's report
5. Update on previous minutes (not listed elsewhere on the agenda and for information only)

To adjourn the meeting in order to allow reports and the press and/or members of the public to address the Council in a PUBLIC OPEN FORUM

Reports

County Councillor
District Councillor

Public Participation (maximum 15 minutes – 3 minutes per speaker)

6. To receive and approve Finances
 - 6.1. To receive the current financial report – Cllr Hayes to issue prior to meeting
 - 6.2. To formally approve the Council's annual insurance policy with Zurich for a five-year Long-Term Agreement at a cost of £748.31 (circulated prior to agenda)
 - 6.3. To formally approve an increase to the current Internal Auditor's contract payment from £60.00 to £70.00 in the next financial year
 - 6.4. To approve £389.83 being donated to the Parish Council from the disbanded Youth Club to be earmarked in reserves and utilised for youth services/activities
 - 6.5. To approve the purchase of 12 litter picking tools from Poundland at a cost of £10.00 + £2.00 VAT (total £12.00)
 - 6.6. To consider renting the Community Centre for future Council meetings and approve the disbursement
 - 6.7. To consider rescinding the petty cash financial account
 - 6.8. To receive and agree finances since last meeting and approve pre-authorised payments and pending disbursements to be made (circulated with agenda / late bills & receipts to be tabled at 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
Totals this month				1,353.16	11.45	1,364.61	3,564.79

- 7. To discuss highways and environmental schemes for consideration under the County Councillor's annual budget**
- 8. To receive and discuss correspondence**
 - 8.1. For action/information (circulated prior to/with agenda)
 - 8.1.1. To consider placing litter deterrent posters around the village following a request from a resident (circulated with agenda)
 - 8.2. Late correspondence for action/information
- 9. To consider planning applications and note planning decisions from the BCKL&WN**
 - 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
 - 9.1.2. 3PL/2021/0632/HOU – 9 Marriott Close – Rear extension to create playroom and larger living area – comments by 3rd June 2021
 - 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
 - 9.3. Planning decisions
 - 9.3.1. 3PL/2021/0363/O – Allotment land at Narborough, Meadow Road – Erection of two dwellings (Outline) – Refused
 - 9.3.2. 3PN/2021/0020/PNE – Willow House, River Close – New conservatory to the rear of existing detached house (Prior Approval) – No Prior Approval
 - 9.4. Late Planning applications and notices of decision
 - 9.5. Planning enforcements / appeals and other notifications (for information only) – Cllr Hayes to report
 - 9.5.1. To consider and approve procedure for planning applications received between Council meetings – Cllr Hayes to report
- 10. To receive and consider report on a proposed village Community Defibrillator** – Cllr Hayes to issue prior to meeting
- 11. To receive report from representative of Narborough & Narford Community Centre** – Cllr Hayes to issue prior to meeting
- 12. To receive report regarding the Sports & Social Club** – Chairman to report
- 13. To receive any Councillors' issues and/or village matters**
 - 13.1. To consider and approve placing a small sign on the five village noticeboards advising that minutes are available to view on the website and/or a paper copy can be requested from the Clerk (15p per A4 sheet plus standard postage rate)
- 14. To record the date of the next Full Council meeting:**
 - 14.1 The next meeting of the Council is scheduled to take place on Monday, 5th July 2021 at 7.30pm in the Main Hall, Community Centre, Chalk Lane
- 15. Exclusion of Press and Public – To consider a resolution under the Public Bodies (Admission to meetings) Act 1960 Section 1 that the press and public be excluded from the meeting in order to discuss the following confidential item**

Councillors may not film, record and/or broadcast from this point forward

 - 15.1. To approve the Clerk's commencing salary of Spinal Column Point (SCP) 18 in accordance with the NALC pay scales 2020/2021 (circulated with agenda)
 - 15.2. To consider an Operation London Bridge policy and items to be purchased, and approve the actions and disbursements to be made (circulated with agenda)
 - 15.3. To receive information regarding Councils' financial aid to churches