

NARBOROUGH PARISH COUNCIL

Parish Clerk, Mrs Sara Porter
01760 337187
narboroughpcnorfolk@hotmail.com

narboroughcouncil.norfolkparishes.gov.uk

Chairman, Mr David Williams
01760 338810
narboroughpcnorfolk@hotmail.com

Councillors are hereby summoned to attend the Full Council meeting of Narborough Parish Council on **Monday, 5th July 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
30th 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 Council Meeting held on Monday, 7th June 2021 (Items 1-15 [06/2021])**
- 4. To receive and approve Councillors' responsibilities for the forthcoming year (circulated with agenda)**

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)

5. To receive and approve Finances

- 5.1. To receive the current financial reports – Cllr Hayes to report
- 5.2. To approve the emergency purchase of two roller banners from Swift Print UK at a cost of £47.43 + £8.10 VAT (total £55.53)
- 5.3. 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 £
10.06.2021	Swiftprintuk Ltd	Roller Banners	BACS	47.43	8.10	55.53	0.00
14.06.2021	E-On	Street Lighting May	DD	182.62	9.13	191.75	0.00
21.06.2021	Comm-Tech Voice Data Ltd	Horizon Phone Rent	DD	13.06	2.61	15.67	0.00
To be paid	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00
To be paid	Norfolk ALC	Planning Training x 2 Cllrs	BACS	54.00	10.80	64.80	0.00
To be paid	Community Centre	Hall Hire June Meeting	BACS	20.00	0.00	20.00	0.00
To be paid	Clerk	June Salary	BACS	315.01	0.00	315.01	0.00
To be paid	HMRC	PAYE/NI Contribution June	BACS	78.80	0.00	78.80	0.00
To be paid	Clerk	Travel & Home Expenses	BACS	32.50	0.00	32.50	0.00
To be paid	Community Centre	Hall Hire July Meeting	BACS	20.00	0.00	20.00	0.00
Totals this month				772.82	32.52	805.34	0.00

6. To receive and discuss correspondence

- 6.1. For action/information (circulated prior to/with agenda)
 - 6.1.1. To consider taking part in The Queen's Platinum Jubilee Beacons on 2nd June 2022 at 9.15pm for the Jubilee Weekend 2nd-5th June 2022 (circulated prior to agenda)
 - 6.1.2. To consider a pledge to sign up to the Armed Forces Covenant (circulated prior to agenda)
- 6.2. Late correspondence for action/information

7. To consider and discuss updates on community matters

- 7.1. To discuss potential areas for the future provision of a cemetery (deferred from May meeting)
- 7.2. To receive demo signage for the village noticeboards (deferred from June meeting) – Chairman to report
- 7.3. To receive update on a proposed village community defibrillator – Cllr Hayes to report
- 7.4. To receive update on the highways and environmental schemes for consideration under the County Councillor's annual budget – Chairman to report

8. To consider planning applications and note planning decisions from Breckland Council

- 8.1. Planning applications
 - 8.1.1. 3PL/2021/0870/HOU – 10 Spelman Way – Proposed single storey rear extension to incorporate a bedroom and wet room – comments by 5th July 2021
- 8.2. Planning decisions
 - 8.2.1. 3PL/2021/0632/HOU – 9 Marriott Close – Rear extension to create playroom and larger living area – Approved
- 8.3. Late planning applications and notices of decision
- 8.4. Planning updates / enforcements / appeals and other notifications (for information only) – Cllr Hayes to report

9. Reports from Outside Bodies

- 9.1. Narborough & Narford Community Centre – Cllr Hayes to report
- 9.2. Sports & Social Club – Chairman to report

10. To receive any Councillors' issues and/or village matters

- 10.1. To consider the purchase of smart devices for all Councillors – Chairman to report

11. To record the date of the next Full Council meeting:

- 11.1 The next meeting of the Council is scheduled to take place on Monday, 2nd August 2021 at 7.30pm in the Main Hall, Community Centre, Chalk Lane

12. 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