



NARBOROUGH PARISH COUNCIL

Minutes of a Virtual Meeting held on Monday 4th January 2021 7.30pm

Parish Councillors: Councillors David Williams JP (Chairman), Peter Wilkinson (Breckland District Councillor), Steve Davey, Judith Bentley, Rob Hayes

Additional attendees: Councillor Ed Coleman (Norfolk County Council), Sharon Sweet (Clerk)

Item 1 To receive apologies for absence

Apologies were received from Cllr John Collins.

Item 2 To receive declarations of interests in items on the agenda and any requests for dispensation

Cllr Peter Wilkinson declared an interest in items 8 A&B, as Vice Chairman of Breckland District Planning Committee.

Item 3 To approve and sign the minutes of the virtual meeting held 2nd November 2020

Having been circulated previously, the minutes were approved.

Item 4 To receive reports from District and County Councillors

A verbal report was given by Ed Coleman Norfolk County Councillor which noted today, for the first time during the pandemic, the County Council had been unable to adopt a countywide approach to schools. Cllr Coleman also reported the emergency services had been exceptionally busy over the Christmas period due to the severe weather including flash flooding.

Cllr Williams thanked Cllr Coleman on behalf of the Parish Council for contacting Chris Pritchard on Christmas Day and resolving the situation with the open sluice gate.

A verbal report was given by Peter Wilkinson Breckland District Councillor. This included information on Breckland District Council's plans to develop a sustainable strategy regarding climate change. Residents and businesses can put forward their ideas and thought to the District Council via a survey at <https://www.surveymonkey.com/r/YP3M37F>

Cllr Wilkinson also reported the draft budget for Breckland District Council has been drawn up. This includes a rise in D band council tax of £4.95 per week. Members of the public can provide their views via a budget consultation at <https://www.breckland.gov.uk/consultations>

Item 5 To receive the Clerk's report

The clerk previously circulated to Councillors updates for ongoing matters.

This included additional information on installing and operating a Community Defibrillator project. The clerk brought to the Parish Council's attention the charity Community Heartbeat Trust, whose aim it is to help and

support communities in the correct provision of defibrillators. All councillors agreed it would be beneficial to receive further information on their services. The clerk will contact Community Heartbeat Trust for further information.

In last month's village matters it was agreed the clerk would make inquiries regarding the cost of bring a gas main to the village. The clerk spoke to Cadent Gas who confirmed there is a charge to cost out a project such as this. The cost for a quote would initially be a set charge of £357+VAT including 1 connection, plus £55+VAT for every other property that required a connection. The council agreed the cost of the initial quote for over 400 properties in the parish was prohibitive and it was not possible to proceed any further with this item.

Item 6 Public participation

A member of the public raised, via email, a concern regarding speeding along Chalk Lane & Marham Rd where the 60mph speed limit comes to an end and the village 30mph speed limit commences. There was some discussion around moving the SAM2 monitors to the area. As there are regulations regarding where SAM2 monitors can be situated, it was agreed Cllr Coleman will contact David Jacklin at Norfolk County Council to seek advice on where posts can be placed to accommodate the SAM2 monitors.

Item 7 To receive correspondence

The clerk read out an email from the local Community Engagement Officer from Norfolk Police, inviting councillors to an informal virtual meeting to discuss any policing concerns there may be in the parish. The council agreed this would be useful and asked the clerk to set up a meeting.

Item 8 A To discuss new planning applications

[3PL/2020/1419/F](#) - New two storey, three bedroom dwelling attached to No1 Marham Road and a two storey rear extension to No1 adjoining the new dwelling. Cllr Davey reported the planning document 'Existing 01 Rev A' incorrectly shows 4 properties currently on site, whereas there are 3 properties currently on the site. The Council had queries regarding the plans as, at present they incorrectly show 4 cottages onsite, instead of 3. The clerk will contact the Planning Officer for clarification before the Council can make a response.

Item 8 B To receive the results of ongoing applications

[3PL/2020/1019/F](#) - New agricultural building for the drying and storage of combinable crops. Updated as approved.

[3PL/2020/1300/F](#) - Willowbank, Main Road. Change of use from former allotments to parking area or present van hire business. New documents have been submitted for this application. The Council had concerns regarding the increase in vehicles to be kept at the site from the original request of 12 to 35. The new revised plans show a soakaway and land drain, the Council raised concerns about these not being appropriate so close to the SSSI. The Council discussed hedge screening for the site that would offer security to the site, while also being sympathetic to the Nar Valley Way. The Council asked Cllr Wilkinson to pass these observations onto the Planning Officer at Breckland.

Item 9 To agree training course for co-opted councillor

The next available Being an Effective Councillor course is in March, cost £60 + VAT. Cllr Hayes confirmed he was able to attend this course. It was agreed Cllr Hayes should attend the March course; the clerk will book this course for Cllr Hayes.

Item 10 To agree replacement of streetlight to a LED light on Meadow Close

The clerk advised the cost to replace the faulty streetlight with a LED would be £255 + VAT. As there are two streetlights near this location, Cllr Wilkinson will confirm to the clerk which one needs replacing. If the streetlight is on a wooden pole and the bracket needs replacing this will cost an additional £57 + VAT. It was agreed to replace the streetlight with an LED and the bracket if required.

Item 11 To consider Scribe accounting software

The clerk previously circulated to all councillors' details of the parish council accounting software, Scribe. After consideration, all councillors agreed this would be beneficial to the council. The council **RESOLVED** to sign up for the software at a cost of £24 pm + VAT.

Item 12 A To discuss the budget and set the Precept of 2021-22

The council **RESOLVED** to set the precept at £18000 for the financial year 2021-22.

Item 12 B To approve payment of accounts for January 2021

Company Name Invoice Number	Description	Amount
Sharon Sweet	Clerks Salary	£393.70

The council **RESOLVED** to approve the payment list above.

Item 12 C To note the result of the quarterly internal audit

It was noted the internal audit found no irregularities in the financial records.

8.40pm Cllr Coleman left the meeting.

Item 13 Village Matters

None

Item 17 To receive items for the next meeting agenda to be held on 1st February 2021

To receive a report from Cllr Hayes and the clerk regarding the Parish Council's obligations on pension provision for staff.

The meeting closed at 8.50