

NARBOROUGH PARISH COUNCIL

Minutes of the Full Council Meeting held Monday, 5th July 2021 at 7.30pm in the Main Hall, Community Centre, Chalk Lane

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

1. Apologies for absence

There were no apologies for absence.

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

The Chairman, Cllr Williams, declared a Personal Interest in Item 5.3, Bills for Payment (Community Centre) and Item 9.1, Community Centre, as he was the Vice Chairman of the Community Centre Management Committee.

The Vice Chairman, Cllr Wilkinson, declared a Personal Interest in Item 5.3, Bills for Payment (Community Centre), and Item 9.1, Community Centre, as he was the Chairman of the Community Centre Management Committee and in Item 8, Planning Applications, as he was the Vice Chairman of the Breckland Council Planning 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 Council Meeting held Monday, 7th June 2021 (items 1-16 [06/2021]) 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. Councillors' Responsibilities

The Chairman, Cllr Williams, reported that he and the Clerk had met to discuss Councillors' responsibilities for the forthcoming year. They were as follows:

PARISH COUNCILLOR RESPONSIBILITIES 2021

Bid Writing	Cllr Bentley
Emergency Planning	Cllr Williams
Finance	Cllr Hayes
Footpaths	Cllr Davey
Human Resources Liaison	Cllr Davey
Human Resources Working Party	Cllr Bentley Cllr Davey Cllr Williams

Chairman Signed Dated

A mobile testing bus was situated in Swaffham every day to undertake rapid tests for coronavirus.

District Cllr Peter Wilkinson

District Cllr Wilkinson reported that Breckland Council had issued £51M to businesses through Government grants since the start of the pandemic. The Spring Back scheme was aimed at helping businesses meet the challenges and opportunities of the national roadmap and prepare for summer trade. Funding would help with shop front improvements, regaining trade through a Covid Safe scheme, PPE costs and expansion.

Public Participation

The Chairman, Cllr Williams, reported that the member of public, the former Parish Clerk, had paid a final BT bill for £72.23 in order to close the account. This issue had arisen when he left the Council in June 2020 and the BT phone line was transferred to the succeeding Clerk's address. Regrettably, the line had been transferred but the name on the account had not.

The member of public addressed the Council to confirm that the BT contract had been settled and cancelled, but unfortunately, he could not provide the Council with an invoice as the transaction had taken place by telephone. He would instead produce a letter and copy of his bank statement to the Clerk when it was available.

Councillors agreed to settle the bill when the paperwork from the member of public had been received. The Clerk agreed this action. This would be formally approved under Item 5, Finances, when the meeting was resumed.

The Chairman, Cllr Williams, resumed the meeting at 7.56pm.

5. Finance report

5.1. 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	11,067.97	17,615.30
Petty Cash	2.30	-
Council Total Closing Balances		28,685.57

Cllr Hayes noted that the funds of £389.83 from the disbanded Youth Club had not yet been received by the Parish Council. The Chairman, Cllr Williams, confirmed that the main contact was Ms Sarah Greeno. The Clerk would contact her to chase up the funds transfer.

5.2. Roller Banners

At the previous meeting an approval in principle had been made to purchase two exhibition roller banners from Ebay (Weeprintbig) at a cost of £69.50 No VAT + £3.50 delivery. Following the meeting, the Chairman, Cllr Williams, had then sought a further quotation from Swiftprint UK, and the cost had been lower, with the guarantee that the products would arrive in time for the Community Centre Open Day that week.

Councillors confirmed this had been the correct thing to do and were extremely impressed with the finished products.

Proposed – Vice Chairman, Cllr Wilkinson

Seconded – Cllr Hayes

That the Council formally approves the purchase of two exhibition roller banners from Swiftprint UK at a cost of £47.43 + £8.10 VAT (total £55.53).

All in favour

Chairman Signed Dated

5.3. Approval of pre-authorised payments, receipts and pending disbursements

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

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 £
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

The Vice Chairman, Cllr Wilkinson, reported that the Community Centre had not charged the Council for the use of the Hall for the May meeting. The Council gave a vote of thanks for this.

Proposed – Cllr Hayes

Seconded – Cllr Davey

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

For – 3

Against – 0

Abstentions – 2 (Declared Interests)

The approval of the payment to Mr Burchell, discussed during the Public Open Forum at this meeting, was considered.

Proposed – Cllr Davey

Seconded – Cllr Bentley

That Mr D Burchell is reimbursed £72.23 for the settlement of the final BT payment and closure of the account.

All in favour

The Chairman, Cllr Williams, reported that residents had carried out the repainting of the fence around the pond at the Ship Inn. Ms D Jordan had purchased materials and paint for this project and wished to be reimbursed.

The Clerk enquired what budget item this would be funded from and Councillors approved this as a S137 donation.

Proposed – Cllr Hayes

Seconded – Vice Chairman, Cllr Wilkinson

That the Council approves a S137 donation to residents of the village for sanding down and repainting the fence around the pond by the Ship Inn at a cost of £70.32 + £14.06 VAT (total £84.38).

All in favour

The Vice Chairman, Cllr Wilkinson, enquired whether the monthly payment to the Community Centre could be set up as a direct debit.

Chairman Signed Dated

Cllr Davey raised concern about direct debit payments being made during months when meetings were not held. The Chairman, Cllr Williams, confirmed that these could be recharged to the Community Centre when this occurred.

Proposed – Cllr Davey

Seconded – Chairman, Cllr Williams

That the Council approves the setting up of a monthly direct debit for the Community Hall meeting hire payments.

All in favour

The Clerk would set this up on the bank account.

6. Correspondence

6.1. For action/information

6.1.1. The Queen’s Platinum Jubilee Beacons 2nd June 2022

The Clerk reported that the Queen’s Platinum Jubilee Weekend would be 2nd–5th June 2022 and the country would be participating in lighting beacons on 2nd June 2022 at 9.15pm to celebrate this historical event. Details had been circulated prior to the meeting.

A short discussion took place and it was agreed that the Council should take part in some form but felt that a beacon would not be feasible due to the health and safety implications.

6.1.2. The Armed Forces Covenant

The Chairman, Cllr Williams, declared a Personal Interest in this item as he was an ex-serviceman of the armed forces.

The Clerk had circulated details with the agenda regarding a request for Parish and Town Councils to sign up to a pledge to help those in the community who serve or have served in the armed forces. The Clerk had attended a recent webinar and produced a draft Covenant.

A short discussion took place and Councillors agreed that there were residents in the village whom this would benefit and Councillors agreed that the Council should pledge to sign up.

Proposed – Vice Chairman, Cllr Wilkinson

Seconded – Cllr Davey

That the Parish Council commits to support the armed forces community by pledging to sign the Armed Forces Covenant.

For – 4

Against – 0

Abstentions – 1 (Declared Interest)

The Clerk would send the signed covenant to the relevant body and place this on the website.

6.2. Late correspondence

No late correspondence had been received for action or information.

7. Community matters

7.1. Future provision of a cemetery (deferred from May meeting)

At the Annual Meeting in May 2021 Councillors had been tasked to consider possible sites for an additional cemetery, as space in the current cemetery was predicted to last no longer than ten years.

Each Councillor was asked to present their thoughts on this.

Cllr Hayes had considered sites in the village that would not be prone to flooding but these were found to be extremely limited due to the current water table levels. The only other potential sites for a cemetery had already been allocated for development in the Local Plan, so these could not be an option.

Cllr Davey felt that a burial ground should be within the vicinity of the Church and with this in mind, the only feasible site would be part of the Narborough Hall grounds. It was also suggested that perhaps the Diocese should take responsibility for this and not the Parish Council.

Cllr Bentley felt that a new cemetery should be within a tranquil setting in the centre of the village.

The Chairman, Cllr Williams, felt that if available land could not be established, a Compulsory Purchase Order (CPO) would enable Breckland Council to force a land owner to sell their property or land if the Parish Council could determine that the project was for the greater public good. A CPO should be a last resort, used only if agreement could not be reached voluntarily. The market value of land would be classed as agricultural land at around £8,000-£15,000 per acre.

It was noted that the Parish Council could ask Breckland Council to add an area of land to the Local Plan for the purposes of a cemetery. The Vice Chairman, Cllr Wilkinson, agreed to investigate this and report back at the next meeting.

7.2. Signage for the village noticeboards (deferred from June meeting)

The Chairman, Cllr Williams, reported that litter deterrent posters had been prepared for displaying. The Chairman, Cllr Williams, confirmed that posters would be placed in Swaffham Road, opposite The Ship, by the bus stop and in other various locations within the village.

The Clerk would contact the Highways Engineer, Mr J Griffiths, for permission to display these.

The Chairman, Cllr Williams, was currently preparing a draft etched sign for the notice boards and would present this to the Council when it had been done.

7.3. Community defibrillator report

Cllr Hayes had prepared an extensive report regarding a community defibrillator and circulated this prior to the meeting. He was given a vote of thanks for his detailed report.

Cllr Hayes reported that he had been in contact with BT regarding the possibility of having a kiosk reinstated in the village but BT had outrightly refused this. If the Council wished to house a defibrillator in a BT kiosk, this would need to be purchased at a cost of around £4,000-£5,000.

Various locations in the village, which would provide maximum household coverage within a 500-metre activation area, had been identified. The most suitable appeared to be by the Denny's Walk notice board (opposite Meadow Close) which was sited adjacent to a utility pole. This location would require free-standing installation onto a wooden structure, a street furniture licence would need to be obtained from Highways, consultation with neighbouring residents would have to be undertaken and the unit would require installation to be carried out by E-On and connected by UK Power Network, both at cost. If power was unfeasible, the Council could consider purchasing a more expensive solar unit, which had the facility to hold an operational charge for up to 5 years, without the need for a power supply.

A short discussion took place and it was felt that the bus shelter in Chalk Lane might be an alternative location, or possibly close to the shop opposite the lane. Cllr Hayes confirmed that he had considered both these sites but felt that the unit would be less secure at these locations and/or that they reduced the maximum coverage site. This was noted.

It was further felt that in light of the coverage surrounding the recent cardiac arrest of a world class footballer, charities were calling on sports facilitated grounds to ensure defibrillators were on site.

Chairman Signed Dated

In light of this, Councillors agreed that consideration should be given to a second defibrillator being placed at the Community Centre in the future. Cllr Hayes reported that if a defibrillator was placed at the Community Centre this would change the 500-metre coverage for the village unit and consideration should then be given to placing it closer to Old Vicarage Park, providing extensive coverage for the majority of the village.

It was agreed for Cllr Hayes to prepare itemised costs for materials, services and supply of a standard defibrillator unit and a solar one.

Proposed – Chairman, Cllr Williams

Seconded – Cllr Davey

That the Council approves the forward planning by Cllr Hayes for a village defibrillator and a potential second unit for the Community Centre.

All in favour

7.4. County Councillor Budget

The Chairman, Cllr Williams, reported that he and the Clerk had met at the Community Centre to measure the existing perimeter fencing and examine the boundary tree line adjacent to the farmer’s field. The Clerk had taken photographs and circulated these with the agenda.

The heavy duty fencing required for the project was in two parts (29m and 6m lengths). The number of trees required on the boundary field were unknown, but it was felt 75-100 trees would create a sufficient screen. The Clerk had applied to the Woodland Trust for 105 trees, although a decision on this would not be known for a few weeks.

It was agreed for the Clerk to submit an application to County Cllr Colman for consideration of this project.

8. Planning Applications and Decisions

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

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

Parish Council – no objections.

8.2. Planning decisions

8.2.1. 3PL/2021/0632/HOU – 9 Marriott Close – Rear extension to create playroom and larger living area

Breckland District Council – Approved.

8.3. Late Planning applications and notices of decision

No late planning applications or notices of decision had been received.

8.4. 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
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

Chairman Signed Dated

3PL/2020/1300/F	WillowBank - Parking for existing Van Hire Business	Object	New Natural Environment Team Comment & New Historic England Comment
3PL/2021/0304/D	1 to 14 Swaffham Road - Reserved Matters (original 3PL/2017/1046/O)	Object	Revised plans submitted (Including new covering email to revised plans) - New highways comment added
3OB/2021/0027/OB	11 Spelman Way - S106 Obligations discharged (original 3PL/2012/1093/O)	No Comment	No Update

The Chairman, Cllr Williams, reported that he and Cllr Hayes had attended a virtual Norfolk ALC Planning training course and it had been very informative.

9. Reports from Outside Bodies

9.1. Narborough & Narford Community Centre

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

Cllr Hayes reported that the Community Centre meeting had been postponed and rescheduled for Monday, 19th July 2021.

9.2. Sports & Social Club

The Chairman, Cllr Williams, reported that notices had been placed on the low-level wall asking people not to sit on it.

10. Councillors' issues and village matters

10.1. Smart devices for Councillors

The Chairman, Cllr Williams, enquired whether Members felt that smart devices should be purchased for them. Every Councillor declined the offer but agreed that new Councillors should be given the option of this when joining.

Fly Tipping

Cllr Davey reported that there had been a small fly tip at the end of Narborough Road.

The Vice Chairman, Cllr Wilkinson, confirmed that this could be reported online but he agreed to report to Breckland Council directly on Cllr Davey's behalf.

Overgrown tree

The Vice Chairman, Cllr Wilkinson, reported that there was a large overgrown oak tree outside 4 Meadow Close. It was noted that Streetfinder was a good tool to establish whether this tree was privately owned or the responsibility of Highways.

Community litter pick

The Vice Chairman, Cllr Wilkinson, reported that Breckland Council would be supporting community litter picks by loaning litter picking tools, gloves and sacks.

It was noted that the Icen Partnership had high-viz jackets that they could supply. The Chairman, Cllr Williams, would contact them about this.

It was agreed for the Clerk to contact Ms Sarah Greeno at the Community Centre and Mr Barry Rasberry, a former litter picking volunteer, to organise a group to undertake this in August 2021.

It was further agreed for the Clerk to contact Breckland Council Environmental Services once a date had been arranged.

Chairman Signed Dated

11. Date and time of the next meeting

The next meeting of the Council would be held on Monday, 2nd August 2021 at 7.30pm, in the Main Hall, Community Centre, Chalk Lane.

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

There was nothing to report to this meeting.

The Chairman thanked everyone for attending and closed the meeting at 9.04pm.