

# NARBOROUGH PARISH COUNCIL

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

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

narboroughcouncil.norfolkparishes.gov.uk

Councillors are hereby summoned to attend the Full Council meeting of Narborough Parish Council on **Monday, 2<sup>nd</sup> August 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  
27<sup>th</sup> July 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, 5<sup>th</sup> July 2021 (Items 1-12 [07/2021])**
- 4. To receive application for the Casual Vacancy and consider and resolve the Co-option for the position of Councillor** (circulated with agenda)
  - 4.1 If elected, to resolve that the Councillor is granted a dispensation until the end of their term in May 2023, or resignation, whichever is the sooner, to enable them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest.
- 5. To receive Chairman's announcements and matters for consideration**

**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 reports (circulated prior to the meeting) – Cllr Hayes to report
- 6.2. To receive Internal Audit report Quarter 1 and action any recommendations made (circulated with agenda) – Cllr Hayes to report
- 6.3. 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 £
30.06.2021	Unity Trust Bank	Quarterly Charge	DD	18.00	0.00	18.00	0.00
12.07.2021	E-On	Street Lighting June	DD	176.73	8.84	185.57	0.00
16.07.2021	Mr D Burchell	Repayment for BT Account Closure	BACS	72.23	0.00	72.23	0.00
19.07.2021	Ms D Jordan	Pond fence refurbish materials	BACS	84.38	0.00	84.38	0.00
20.07.2021	Comm-Tech Voice Data Ltd	Horizon Phone Rent	DD	13.06	2.61	15.67	0.00
To be paid	Clerk	Salary Jul	BACS	315.01	0.00	315.01	0.00

To be paid	HMRC	PAYE/NI Contributions Jul	BACS	78.80	0.00	78.80	0.00
To be paid	Clerk	Travel & Home Expenses Jul	BACS	21.25	0.00	21.25	0.00
<b>Totals this month</b>				<b>779.46</b>	<b>11.45</b>	<b>790.91</b>	<b>0.00</b>

**7. To receive and discuss correspondence**

7.1. For action/information (circulated prior to/with agenda)

7.1.1. To receive notification from the Woodland Trust for the approval of 105 wildlife trees for the Community Centre and formulate a plan of action for the delivery and set up a task group for the planting of them in November 2021

7.2. Late correspondence for action/information

**8. To consider and discuss updates on community matters**

8.1. To discuss potential areas for the future provision of a cemetery (ongoing item)

8.2. To receive demo etched signage for the village noticeboards (deferred from June meeting) – Chairman to report

8.3. To receive update on a proposed village community defibrillator – Cllr Hayes to report

8.3.1. To approve a final scheme and disbursement for the installation of one or two defibrillators

8.4. To receive update on the highways and environmental schemes for consideration under the County Councillor's annual budget

8.5. To receive update on a proposed Community Litter Pick in August 2021

8.6. The Queen's Platinum Jubilee Weekend 2<sup>nd</sup>-5<sup>th</sup> June 2022 (ongoing item)

**9. To consider planning applications and note planning decisions from Breckland Council**

9.1. Planning applications

9.1.1. 3PL/2021/0983/HOU – 82 Westfields – Single storey front and rear extension – comments by 28<sup>th</sup> July 2021

9.1.2. 3PL/2015/1180/O – Land to the West of Chalk Lane – Reserved matters application following outline permission 3PL/2015/1180/O - Erection of 40 dwellings – comments by 16<sup>th</sup> August 2021

9.2. Planning decisions

9.2.1. 3PL/2021/0870/HOU – 10 Spelman Way – Proposed single storey rear extension to incorporate a bedroom and wet room – Approved

9.3. Late planning applications and notices of decision

9.4. Planning updates / enforcements / appeals and other notifications (for information only) – Cllr Hayes to report

**10. Reports from Outside Bodies**

10.1. Narborough & Narford Community Centre – Cllr Hayes to report

10.2. Sports & Social Club – Chairman to report

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

**12. To record the date of the next Full Council meeting:**

12.1 The next meeting of the Council is scheduled to take place on Monday, 6<sup>th</sup> September 2021 at 7.30pm in the Main Hall, Community Centre, Chalk Lane

**13. 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