

NARBOROUGH PARISH COUNCIL

Minutes of the Full Council Meeting held Monday, 2nd August 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 Cllr H Pipe (from Item 4)
	County Councillor	Cllr E Colman
	District Councillor	Cllr P Wilkinson (also Parish Council Vice Chairman)
	Parish Clerk	Mrs S Porter
	Member(s) of Public	0

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 10.1, Community Centre, and Item 10.2, Sports & Social Club, as he was the Vice Chairman of the Community Centre Management Committee.

The Vice Chairman, Cllr Wilkinson, declared a Personal Interest in Item 9, Planning Applications, as he was the Vice Chairman of the Breckland Council Planning Committee and Item 10.1, Community Centre, as he was the Chairman of the Community Centre Management 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, 5th July 2021 (items 1-12 [07/2021]) 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. Co-option of applicant for the position of Councillor

Mrs Helen Pipe had submitted an application for the position of Councillor and this had been circulated with the agenda.

Proposed – Chairman, Cllr Williams

Seconded – Vice Chairman, Cllr Wilkinson

That Mrs Helen Pipe is co-opted as Parish Councillor to Narborough Parish Council.

All in favour

In the presence of the Council and in accordance with legislation of the Local Government Act 1972, Section 83, Mrs Pipe duly signed her Declaration of Acceptance of Office.

Chairman Signed Dated

4.1. Dispensation

In order to participate and vote on matters at this meeting and under the provisions of the Localism Act 2011, Sections 31-33, Cllr Pipe duly signed her Dispensation Request and this was put to the Council.

Proposed – Cllr Hayes

Seconded – Cllr Bentley

That Cllr Pipe is granted a dispensation until the end of her term in May 2023, or resignation, whichever is the sooner, to enable her to take part in Council business where this would otherwise be prohibited because she has a Disclosable Pecuniary Interest.

All in favour

The Clerk advised Cllr Pipe that her Register of Interests form did not have to be completed at this meeting but should be returned to the Clerk within 28 days from appointment to office in order that it could then be sent to the Democratic Officer at Breckland District Council for signature and retention. The register is maintained under section 81(1) of the Local Government Act 2000.

The Clerk reported that there was now currently one casual vacancy and no other applications had been received.

5. Chairman's announcements and matters for consideration

The Chairman, Cllr Williams, reported that the community and other organisations had united to help a lady and her dog, following a nasty house fire which had left the property unliveable. The landlord of the property, Flagship, would be repairing the bungalow and re-housing the lady. It was noted that the fire had been caused from the neighbour's property, who had been burning rubbish in the back garden.

Councillors felt that information regarding bonfires should be placed on the website and an advisory note placed in the Nar Valley News informing people that information had been placed on there. The Clerk would action this.

Cllr Hayes, in his capacity as a former firefighter, would send the Clerk a Fire & Rescue document to place on the website.

PUBLIC OPEN FORUM

The Chairman, Cllr Williams, adjourned the meeting at 7.42pm.

County Cllr Ed Colman

County Cllr Colman reported that the Clerk had submitted an application for additional security fencing and trees at the Community Centre and this had been confirmed in principle. Once the quotations were received, Cllr Colman could confirm the contract.

Cllr Colman reported that emergency first response flooding packs were available to Town and Parish Councils. The cost for each pack was £3,000 and he could get two or three for the Council. Once received, the Parish Council would need to take full responsibility for the execution of them in an emergency. He was given a vote of thanks for this.

District Cllr Peter Wilkinson

District Cllr Wilkinson reported that Breckland Council's Green Sustainable Programme had introduced a water bottle refill scheme and was sponsoring local businesses to sign up prior to the launch on Friday, 6th August 2021. The refill stations would be available for people wishing to fill their water bottles whilst out and about free of charge. The benefits would see a reduction of the impact of single use plastic bottles on the environment. Each business joining the scheme would be given 20 free 'Sustainable Swaffham' reusable water bottles, to give away to customers who pop in for a refill. The Green Parrott, Swaffham, had been the first shop to sign up to this scheme.

Chairman Signed Dated

The Chairman, Cllr Williams, wished to give a vote of thanks to Cllr Wilkinson, for the tremendous work and dedication he had carried out during the recent house fire. His activities dealing with various organisations had helped coordinate a respectable ending to a tragic circumstance. The Council concurred this vote of thanks.

Public Participation

There were no members of public present at the meeting.

The Chairman, Cllr Williams, resumed the meeting at 7.46pm.

6. Finance report

6.1. 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 30th July 2021. The bank balances were as follows:

	Community Account	Savings Account
Council Closing Balances	3,654.14	24,131.19
Petty Cash	0.00	-
Council Total Closing Balances		27,785.33

Cllr Hayes reported that in accordance with the resolution made at the meeting in June 2021, the Petty Cash account had been brought to £0.00 and closed, in favour of using secure digital and card-based payment methods.

A transfer of £6,515.89 from the Current Account to the Savings Account had been done to ensure optimum interest was received.

The funds from the closed Youth Club had still not been received; an update from the former Club Chairperson had confirmed that the money was currently awaiting release from Barclays.

6.2. Internal Audit – Quarter 1

A copy of the Internal Audit Quarter 1 had been circulated with the agenda. Cllr Hayes reported that the £200.00 Clerks' gratuity reserves had been vired within the reserves, in accordance with the resolution made at the meeting in April 2021. In accordance with the Internal Auditor's recommendations, the Council's financial reserves would now be held in the Savings account to attract interest. The Current account would be maintained to reflect the spending budget.

Proposed – Cllr Bentley

Seconded – Vice Chairman, Cllr Wilkinson

That the Internal Audit is received and recommendations within the report have been actioned.

All in favour

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

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 £
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 BT Acc Closure	BACS	72.23	0.00	72.23	0.00
19.07.2021	Ms D Jordan	Pond fence 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

Chairman Signed Dated

Late Bills / Receipts (Received after Agenda advertised)							
To be paid	Community Centre	Hall Hire August Meeting	DD	20.00	0.00	20.00	0.00
To be paid	CGM	Churchyard Apr, May, Jun	DD	730.95	146.19	877.14	0.00
Totals this month				1,530.41	157.64	1,688.05	0.00

Proposed – Cllr Hayes

Seconded – Cllr Davey

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

All in favour

7. Correspondence

7.1. For action/information

7.1.1. Woodland Trust application for trees

The Clerk reported that the application to the Woodland Trust for medium wildlife trees (105 saplings) had been approved and delivery was due in November 2021. All packs would come with bamboo canes and guards to protect the trees and information was available on the Woodland Trust of how to plant them.

It was felt that a further 50 trees would be required from Norfolk County Council. The Clerk would send an application and site photograph to County Cllr Colman. It was noted that Norfolk County Council would only approve applications for trees that involved schools being involved in the planting of them.

Councillors agreed for a post to be placed on the Village Facebook page in October 2021, asking for volunteers to help plant the trees. The Vice Chairman, Cllr Wilkinson, would do this.

The Chairman, Cllr Williams, suggested that invites be extended to the School Headteacher and Norfolk County Council Tree Officer to attend the October Council meeting. County Cllr Colman confirmed that a PowerPoint presentation could be provided for this.

7.2. Late correspondence

7.2.1. BCKL&WN Pre-submission consultation for the Local Plan

The Clerk had circulated the Pre-submission consultation for the BCKL&WN Local Plan prior to the agenda. Statutory requirements were that adjoining parishes could comment on the policies within the document. Cllr Hayes confirmed that within the document there was no additional planned development in Pentney, ten dwellings in East winch and fifty dwellings in Marham. Councillors agreed that the Plan did not affect the parish of Narborough and no comments needed to be submitted.

8. Community matters

8.1. Future provision of a cemetery (ongoing item)

The Chairman, Cllr Williams, reported that he had spoken to Revd Canon Stuart Nairn to confirm that the Council was currently considering potential sites for a second churchyard.

Revd Canon Stuart Nairn had also noted that the Council's grounds maintenance team had not been maintaining part of the open churchyard. The Chairman, Cllr Williams, would contact County Grounds Maintenance regarding this.

The Vice Chairman, Cllr Wilkinson, reported that if the Parish Council identified land for a churchyard, Breckland Council could add it to the Local Plan.

The Chairman, Cllr Williams, noted that legal fees would be payable by the Parish Council. Cllr Hayes felt that the Council should consider precepting £500.00 per annum for the next ten years to raise funds for potential legal fees. The Clerk noted this for the December budget discussions.

Chairman Signed Dated

Cllr Davey suggested one potential landowner in the village who might be willing to consider selling part of their land for the purposes of a cemetery. This site would be within viewing distance of the Church but would require parking provisions to be constructed.

The Chairman, Cllr Williams, would contact the landowner for an informal discussion regarding this and report back at the next meeting.

At 8.08pm, the lady whose house had recently suffered a fire, popped into the Council Chamber to thank the Vice Chairman, Cllr Wilkinson, and villagers for helping her over the past few days.

8.2. Demo etched signage for the village noticeboards (deferred from June meeting)

The Chairman, Cllr Williams, had produced a prototype of a lasered sign for the village notice boards. He was thanked for doing this.

8.3. Community defibrillator report

8.3.1. Final scheme

Cllr Hayes had prepared a report regarding a community defibrillator and circulated this prior to the meeting.

Cllr Hayes reported that this project had been in the making for nearly two years. He confirmed that Councillors' comments had been taken into account over the past few months and the proposed scheme was in its final stages, but a definite decision needed to be taken as to whether a defibrillator should be placed in the village or whether one should initially be placed at the Community Centre with a second one budgeted for in the future.

Proposed – Chairman, Cllr Williams

Seconded – Cllr Davey

That the Council approves the siting of a defibrillator at the Community Centre with a second standalone unit being budgeted for, for future placement in the village.

All in favour

Cllr Hayes would seek quotations from electricians for approval by the Council at the next meeting.

8.4. County Councillor Budget

The Clerk reported that she had obtained three quotations for heavy duty galvanised perimeter fencing (29m and 6m lengths). However, she was unsure whether the quotations she had obtained were correct as the prices varied so much. One was for £3,384.30 + £676.86 VAT (total £4,061.16 supply and install), £1,617.69 + £323.54 VAT (total £1,941.23 supply only + delivery charge) and £5,514.00 + £1,102.80 VAT (total £6,616.80 supply only).

The first quotation was the preferred option but the Council would need to include an additional skip hire charge of £350.00.

Following the meeting, the Clerk would show County Cllr Colman the quotations received and if they were acceptable to accompany the application, would include this item on the next agenda for formal approval.

It was noted that there was barbed wire running along the boundary hedging on the highway side and could be dangerous to pedestrians, animals and motorists. This was noted.

8.5. Community Litter Pick

The Chairman, Cllr Williams, reported that the community litter pick would not be taking place until mid-September 2021. The coordinator, Mr B Rasberry, was currently seeking volunteers to undertake this.

Chairman Signed Dated

When the litter picking date was known, the Clerk would contact the Icen Partnership for equipment hire and Breckland Council to arrange collection of the litter.

8.6. Queen's Platinum Jubilee Weekend 2nd-5th June 2022 (ongoing item)

The Chairman, Cllr Williams, deferred this item to January 2022. The Clerk would add this item to that agenda.

9. Planning Applications and Decisions

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

9.1. Planning applications

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

Parish Council – no objections.

9.1.2. 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 16th August 2021

Parish Council – objects as follows:

The Parish Council understands that applications for approval under Outline permission may be made either for all Reserved Matters at once, or individually. Even after details relating to a particular Reserved Matter have been approved, one or more applications can be made for approval of alternative details in relation to the same Reserved Matter. The Parish Council does not object to the proposed Outline for a development on this site, but strongly objects to details contained within the Reserved Matters application.

The Council's objections are as follows:

The new planning submission has been significantly amended site layout from that submitted at the Outline stage. There is now a proposed attenuation basin to the east of the site for the collection of surface water drainage off the site, and a pumping station. With no planning details as to where the drainage pipes are being placed.

A comment from the Housing Enabling Officer (Document OWQC72778) states that the housing will be 100% affordable and that it is understood a Registered Social Landlord, (i.e., Housing Association) is involved in the development, and will be taking the units on. The plan has changed from 25% affordable housing in the original submission. Breckland District Cllr Peter Wilkinson confirmed that the 100% affordable housing is incorrect and that the plan is for 20% residential properties and this information is therefore factually incorrect on the application.

Rather than integrating the new site with the existing development, as was stated on the Outline plan, the new plan proposes that a row of houses will have their rear gardens backing onto the front of existing properties on Skippers Meadow with a 70m 6ft wooden fence dividing the two sites.

The area these homes back onto is Marriott Close, which ends in a courtyard facing onto the new development. This courtyard is proposed to be fenced off along its entire length, effectively boxing in the courtyard, whilst affecting six of the existing residents' properties – numbers 4, 6, 8, 9, 10 and 11. The preference would be to face transversely a typical street scene to the front of properties, as was proposed on the original plan. If there is no alternative to a barrier of the courtyard, residents would prefer a durable brick-built wall which requires little maintenance and will remain in keeping with the Skippers Meadow estate, as all corner plots have brick walls.

National policy requires new development to have regard for, and be in harmony with, the building characteristics of the locality. The proposed layout does not illustrate to the satisfaction of the Parish Council that the site can satisfactorily accommodate 40 dwellings.

Chairman Signed Dated

By virtue of its scale and mass, it is considered that the proposal will create a cramped form of development, which will be detrimental to the character and appearance of this residential part of the Village. In addition to this, the provision of 4 x one-bedroom maisonettes in a single block is a cause for concern.

Advice contained within the National Planning Policy Framework require new development to be of a high standard, which respects the characteristics of the locality. The proposed development, by reason of its design and cramped form of building plots, creates an unbalanced appearance and would be unsympathetic to and out of character with the adjacent developments. Advice contained within the National Planning Policy Framework states, design which is inappropriate in its context, or which fails to take the opportunities available to improve the character and quality of an area and the way it functions should not be accepted. The proposal therefore does not accord with the principles of advice contained within the National Planning Policy Framework for Delivering Sustainable Development and Housing.

The Parish Council is extremely concerned that there has been no consultation with Capita Planning Officer and Breckland Council, and no prior notice of a site layout submission, and very little time to submit comments or consult with residents on a major application.

Comments are required by 16th August 2021 which leaves no time for the Parish Council to hold a public meeting. It is also the case that very few residents in Skippers Meadow appear to have received letters notifying them of the proposals.

The Parish Council seeks the following:

- All reserved matters are to be adhered to in accordance with the statement provided at the Outline planning stage.
- The Chairman, Cllr David Williams, requests a site meeting with the developer’s agent as soon as possible and will email as such.
- The Parish Clerk requests an extension of time for comments to be submitted in order that a public meeting can be held.
- The Parish Council would like to be informed of the S106 money allocation.
- Ward Councillor, Peter Wilkinson, will submit to call the planning application before the Breckland Council Planning Committee.

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

Breckland District Council – Approved.

9.3. Late Planning applications and notices of decision

9.3.1. 3PL/2020/1300/F – Willowbank, Main Road – Change of Use from former Allotments to parking area for present Van Hire business

Breckland District Council – Refused.

9.4. Planning updates / 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

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
3PL/2021/0983/HOU	82 Westfields - Single storey front and rear extension	No objections	New plans and amended plans added
3PL/2021/1082/D	Land to the West of Chalk Lane - Reserved matters application following outline permission 3PL/2015/1180/O - Erection of 40 dwellings		Amendments and consultee comments added (1 local consultee comment added)

10. Reports from Outside Bodies

10.1. Narborough & Narford Community Centre

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

The Chairman, Cllr Williams, reported that Wi-Fi had been installed in the Community Centre.

10.2. Sports & Social Club

The Chairman, Cllr Williams, reported that the Sports & Social Club had not yet obtained quotations for a new wall and/or picket fence. An application for a £5,000 grant had been made to the Breckland Council's Inspiring Communities Fund and a decision was awaited.

11. Councillors' issues and village matters

Gully clearing

The Vice Chairman, Cllr Wilkinson, reported that the gullies in the village and along the bypass needed to be cleared by Norfolk County Council. This was noted.

The Vice Chairman, Cllr Wilkinson, reported that a letter had been sent by Highways and the Parish Council to the residents of Narborough Hall regarding the overgrown grassed area at the front of their property, but no action had been taken by them, and Norfolk County Council's involvement would need to be escalated. This was noted.

Village shop

Cllr Pipe enquired whether the shop was still due to be closed and the Chairman, Cllr Williams, confirmed it was.

Overgrown footpath

Cllr Davey reported that the footpath from the corner of The Ship Inn to the A47 was very overgrown. It was noted that this had been reported to Norfolk County Council four weeks ago.

Parish Council flower box

Cllr Davey reported that the Council flower box was in the shade and he maintained it by placing appropriate flowers for it. Recently, the leaves of the central plant (a variegated Hosta) had been cut back to ground level by persons unknown. It was agreed for a laminated sign to be placed in the planter to alleviate this happening again in the future.

Vandalism

The Vice Chairman, Cllr Wilkinson, reported that there had been various spates of vandalism in the village and as a result of this, the police would be holding a surgery in Narborough on Thursday, 5th August 2021.

Able Community Care

The Clerk had sourced fifty small safety stickers for vulnerable residents to place by their doorbells. The labels indicated that uninvited callers should not disturb. The Vice Chairman, Cllr Wilkinson, would advertise these on the village Facebook page.

Roadworks

The Chairman, Cllr Williams, reported that Norfolk County Council had failed to inform the Parish Council of recent roadworks with traffic light management. This was noted.

Celebration for former Clerk and Councillor

The Chairman, Cllr Williams, reported that an event would be held for the former Parish Clerk, Mr D Burchell, and former Cllr J Collins between mid-August to mid-September 2021. Further details would follow.

Clerk's Annual Leave

The Clerk reported that her annual leave for 2021 had been approved by the Chairman, Cllr Williams, and would be circulated to all Councillors.

The Chairman, Cllr Williams, agreed to do the September edition of the Nar Valley News.

12. Date and time of the next meeting

The next meeting of the Council would be held on Monday, 6th September 2021 at 7.30pm, in the Main Hall, Community Centre, Chalk Lane.

13. 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 9.13pm.