

NARBOROUGH PARISH COUNCIL

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Chairman, Mr David Williams
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Councillors are hereby summoned to attend the Full Council meeting of Narborough Parish Council on **Monday, 4th October 2021 at 7.30pm** in the **Meeting Room, Community Centre, Chalk Lane** for the purpose of transacting the business on the agenda below.

Sara Porter

Sara Porter (Mrs)
Parish Clerk
29th September 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

- To receive and accept apologies and reasons for absence**
- To receive declarations of interest for items on the agenda** (under the Breckland Code of Conduct) **and any requests for dispensation**
- To note the resignation of Cllr J Collins on 5th May 2021 and Cllr J Bentley on 10th September 2021**
 - To receive information on the two Councillor vacancies – Clerk to report
- To agree the minutes of the Council Meeting held on Monday, 6th September 2021 (Items 1-13 [09/2021])**
- 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

- To receive the current financial reports (circulated prior to the meeting) – Cllr Hayes to report
- To consider purchasing a Royal British Legion Remembrance wreath at a cost of £30.00 (Section 137 (1) of the Local Government Act 1972)
- 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 £
10.09.2021	Community Centre	Room Hire 06.09.2021	SO	20.00	0.00	20.00	0.00
13.09.2021	E-On	Street Lighting August	DD	182.62	9.13	191.75	0.00
20.09.2021	Comm-Tech Voice Data Ltd	Horizon Phone Rent	DD	13.06	2.61	15.67	0.00
22.09.2021	Norfolk County Council	Fencing & tree grant award	BACS	0.00	0.00	0.00	3,734.30
Receipt Due	Breckland District Council	50% Precept Balance	BACS	0.00	0.00	0.00	9,000.00
To be paid	PKF Littlejohn LLP	External Audit	BACS	200.00	40.00	240.00	0.00
To be paid	CGM	Churchyard mowing Sep	BACS	148.25	29.65	177.90	0.00
To be paid	Clerk	Clerk Expenses Sep	BACS	21.25	0.00	21.25	0.00
To be paid	Clerk	Salary Sep	BACS	315.01	0.00	315.01	0.00
To be paid	HMRC	PAYE/NI Contributions Sep	BACS	78.80	0.00	78.80	0.00
Totals this month				978.99	81.39	1,060.38	12,734.30

7. **To receive the Notice of Conclusion of Audit for the Annual Governance & Accountability Return** (circulated prior to agenda)
8. **To consider a highways project for the Parish Partnership Scheme 2022/2023 – bids to be submitted by 10th December 2021**
9. **To receive and discuss correspondence**
 - 9.1. For action/information (circulated prior to/with agenda)
 - 9.1.1. To consider supporting the campaign to combat new offshore windfarms connecting to onshore electricity substations (deferred from September meeting)
 - 9.1.2. RAF Friends of Marham Christmas Lunch Wednesday, 1st December 2021 – invitation for 8 parishioners (circulated prior to agenda)
 - 9.2. Late correspondence for action/information
10. **To consider and discuss updates on community matters**
 - 10.1. To consider potential areas for the future provision of a cemetery (ongoing item) – Chairman to report
 - 10.2. To receive update on the fencing and trees project at the Community Centre – Vice Chairman to report
 - 10.3. To receive update on a proposed Community Litter Pick
 - 10.4. To receive update on the CGM contract (Churchyard footpath herbicide treatment)
11. **To consider planning applications and note planning decisions from Breckland Council**
 - 11.1. Planning applications
 - 11.2. Planning decisions
 - 11.2.1. 3OB/2021/0027/OB – 11 Spelman Way – Confirmation that all obligations in the S106 Deed of Agreement allocated to ref no. 3PL/2012/1093/O have been discharged – Approved
 - 11.2.2. 3PL/2021/1142/F – Land adjacent to the Cabin, Swaffham Road – Removal of existing static caravan, to be replaced with proposed log cabin style dwelling and associated stable block/garage – Refused
 - 11.2.3. 3PL/2021/1143/F – Land at Stellas Farm, Swaffham Road – Proposed log cabin style dwelling and associated stable block/tack room – Refused
 - 11.3. Late planning applications and notices of decision
 - 11.4. Planning updates / enforcements / appeals and other notifications (for information only) – Cllr Hayes to report
 - 11.5. To receive update on the planning application 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 – Vice Chairman to report
12. **Reports from Outside Bodies**
 - 12.1. Narborough & Narford Community Centre – Cllr Hayes to report
 - 12.1.1. To receive quotations from electrical companies to install the defibrillator and approve the disbursement
 - 12.2. Sports & Social Club – Chairman to report
13. **To receive any Councillors' issues and/or village matters**
14. **To record the date of the next Full Council meeting:**
 - 14.1 The next meeting of the Council is scheduled to take place on Monday, 1st November 2021 at 7.30pm in the Main Hall, Community Centre, Chalk Lane
15. **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

 - 15.1. Clerk's 6-month probationary period end date 31st October 2021 (employment start date 1st May 2021)