

NARBOROUGH PARISH COUNCIL

Parish Clerk, Mrs Sara Porter
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Councillors are hereby summoned to attend the Full Council meeting of Narborough Parish Council on **Monday, 1st November 2021** at **7.30pm** in the **Florence Green Room, Community Centre, Chalk Lane** for the purpose of transacting the business on the agenda below.

Sara Porter

Sara Porter (Mrs)
Parish Clerk
27th October 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, 4th October 2021 (Items 1-15 [10/2021])**
4. **To receive applications for the Casual Vacancies and consider and resolve the Co-option for the position of Councillor(s)** (circulated with agenda)
 - 4.1 If elected, to resolve that the Councillor(s) are 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**
6. **To review and approve Councillors' responsibilities** (circulated with agenda)

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)

7. **To receive and approve Finances**
 - 7.1. To receive the current financial reports (circulated prior to the meeting) – Cllr Hayes to report
 - 7.2. To consider purchasing A3 dog fouling glow in the dark correx signs at £25.00 + £5.00 VAT (total £30.00) each and A4 bin stickers at £6.00 + £1.20 VAT (total £7.20) each from Keep Britain Tidy and approve the disbursement (circulated prior to agenda)
 - 7.3. To deliberate the Comm-Tech Voice & Data Horizon App Council telephone number, which has not been working properly since the Clerk commenced her post in May 2021 (cost £13.06 NET per month)
 - 7.4. To note the setting up of a direct debit for the annual Information Commissioner's Office Data Protection Fee (£5.00 reduction for DD payments)
 - 7.5. 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 £
06.10.2021	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00

11.10.2021	Community Centre	Room Hire 04.10.2021	SO	20.00	0.00	20.00	0.00
12.10.2021	E-On	Street Lighting September	DD	203.12	10.16	213.28	0.00
21.10.2021	Comm-Tech Voice Data Ltd	Horizon Phone Rent	DD	13.06	2.61	15.67	0.00
25.10.2021	HS Jackson & Son Ltd	Fencing project (materials)	DD	2,477.30	495.46	2,972.76	0.00
To be paid	CGM	Churchyards Litter Pick & Cutting	BACS	152.25	30.45	182.70	0.00
To be paid	Royal Images	Op London Bridge Queen Photo	BACS	37.00	7.40	44.40	0.00
To be paid	Clerk	Clerk Expenses Oct	BACS	21.25	0.00	21.25	0.00
To be paid	Clerk	Salary Oct	BACS	315.21	0.00	315.21	0.00
To be paid	HMRC	PAYE/NI Contributions Oct	BACS	78.60	0.00	78.80	0.00
Totals this month				3,327.19	547.96	3,875.15	0.00

8. **To receive and discuss the draft Budget 2022/2023** (circulated prior to meeting)
9. **To consider The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 which requires public sector bodies to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities from 23rd September 2020 when all local council websites must comply with those regulations**
 - 9.1. To receive and adopt the Website Accessibility Statement (circulated with agenda)
10. **To receive and discuss correspondence**
 - 10.1. For action/information (circulated prior to/with agenda)
 - 10.2. Late correspondence for action/information
11. **To consider and discuss updates on community matters**
 - 11.1. To consider potential areas for the future provision of a cemetery (ongoing item) – Chairman to report
 - 11.2. To receive update on the fencing project at the Community Centre and approve the disbursement of additional funds required for the completion (revised quotation circulated with agenda) – Chairman to report
 - 11.3. To receive update on the trees project at the Community Centre – Cllr Pipe/Cllr Wilkinson to report
 - 11.4. To receive update on a proposed Community Litter Pick in Spring 2022 – Cllr Hayes to report
12. **To consider a highways project for the Parish Partnership Scheme 2022/2023 – bids to be submitted by 10th December 2021**
13. **To consider planning applications and note planning decisions from Breckland Council**
 - 13.1. Planning applications
 - 13.2. Planning decisions
 - 13.2.1. 3PL/2021/1051/HOU – Waterside, Main Road – Wooden outbuilding to be erected at side of property for garden, bicycle, general storage and occasional garden office use – Approved
 - 13.2.2. TRE/2021/0244/TCA – Narborough Hall, Main Road – T1- Double Row of Conifer: Fell/ Remove T2- Group of 35/40 Conifer/Pines: Fell/ Remove (Tree Work App CA) – No objection
 - 13.3. Late planning applications and notices of decision
 - 13.4. Planning updates / enforcements / appeals and other notifications (for information only) – Cllr Hayes to report
 - 13.5. 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
14. **Reports from Outside Bodies**
 - 14.1. Narborough & Narford Community Centre – Cllr Hayes to report
 - 14.2. Sports & Social Club – Chairman to report
 - 14.2.1. To receive quotations from the Sports & Social Club for the construction of a new wall and consider part-funding this project under S19 Local Government (Miscellaneous Provisions) Act 1976
15. **To receive any Councillors' issues and/or village matters**
16. **To record the date of the next Full Council meeting:**
 - 16.1 The next meeting of the Council is scheduled to take place on Monday, 6th December 2021 at 7.30pm in the Florence Green Room, Community Centre, Chalk Lane
17. **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