

# 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, 6<sup>th</sup> December 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  
1<sup>st</sup> December 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, 1<sup>st</sup> November 2021 (Items 1-17 [11/2021])**
- 4. To resolve that Cllr J Reynolds is granted a dispensation until the end of his term in May 2023, or resignation, whichever is the sooner, to enable him to take part in Council business where this would otherwise be prohibited because he has 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 update on 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)
  - 6.3. To consider renewing the SLCC membership on 1<sup>st</sup> January 2022 at a cost of £185.00
  - 6.4. To receive the cost for 20 flood barriers and approve the disbursement
  - 6.5. 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 £
05.11.2021	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00
10.11.2021	Community Centre	Room Hire 01.11.2021	SO	20.00	0.00	20.00	0.00
12.11.2021	E-On	Street Lighting October	DD	209.89	10.49	220.38	0.00
18.11.2021	Comm-Tech Voice Data Ltd	Horizon Phone Rent	DD	13.06	2.61	15.67	0.00
30.11.2021	Westcotec	Street Light Maint Jul-Sep	BACS	139.83	27.96	167.79	0.00
To be paid	CGM	New Churchyard Hedge Trim Oct	BACS	61.95	12.39	74.34	0.00

To be paid	CGM	Old Churchyard Litter & Cutting	BACS	172.20	34.44	206.64	0.00
To be paid	CGM	Churchyards Litter Pick & Cutting	BACS	152.25	30.45	182.70	0.00
To be paid	CGM	Churchyards Hedge Sep/ Paths	BACS	121.95	24.39	146.34	0.00
To be paid	J P Skips & Solid Fuels	8 Yard Skip (Fencing Project)	BACS	195.83	39.17	235.00	0.00
To be paid	A 2 B Skip & Grab Hire	Grab Lorry (Fencing Project)	BACS	300.00	0.00	300.00	0.00
To be paid	Sara Porter (Keep Bri Tidy)	Dog signage x 3	BACS	75.00	15.00	90.00	0.00
To be paid	Clerk	Clerk Expenses Nov	BACS	21.25	0.00	21.25	0.00
To be paid	Clerk	Salary Nov	BACS	315.01	0.00	315.01	0.00
To be paid	HMRC	PAYE/NI Contributions Nov	BACS	78.80	0.00	78.80	0.00
To be paid	H S Jackson & Son (Fencing)	Fencing Project (installation)	BACS	1,410.00	282.00	1,692.00	0.00
<b>Totals this month</b>				<b>3,296.42</b>	<b>480.78</b>	<b>3,777.20</b>	<b>0.00</b>

- 7. To receive and discuss the draft budget 2022/2023** (circulated prior to agenda)
- 8. To receive and adopt a Social Media Policy** (circulated with agenda)
- 9. To receive and discuss correspondence**
  - 9.1. For action/information (circulated prior to/with agenda)
    - 9.1.1. Breckland District Council Statement of Community Involvement Consultation 22<sup>nd</sup> November 2021-7<sup>th</sup> January 2022
- 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 project at the Community Centre – Chairman to report
  - 10.3. To receive update on the trees project at the Community Centre – Cllr Pipe/Cllr Wilkinson to report
- 11. To consider and discuss update on the Council Facebook Page**
- 12. To consider planning applications and note planning decisions from Breckland Council**
  - 12.1. Planning applications
    - 12.1.1. 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 – comments by 24<sup>th</sup> November 2021
    - 12.1.2. 3PL/2021/1440/HOU – 80 Old Vicarage Park - Proposed side extension following removal of garage and new porch – comments by 29<sup>th</sup> November 2021
    - 12.1.3. 3PL/2021/1492/F – Willow Bank Main Road – Change of use from former allotments to parking area for present Van Hire Business – comments by 29<sup>th</sup> November 2021
  - 12.2. Planning decisions
  - 12.3. Late planning applications and notices of decision
  - 12.4. Planning updates / enforcements / appeals and other notifications (for information only) – Cllr Hayes to report
- 13. Reports from Outside Bodies**
  - 13.1. Narborough & Narford Community Centre
  - 13.2. Sports & Social Club
    - 13.2.1. 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
- 14. To receive any Councillors' issues and/or village matters**
- 15. To record the date of the next Full Council meeting:**
  - 15.1 The next meeting of the Council is scheduled to take place on Wednesday, 5<sup>th</sup> January 2022 at 7.30pm in the Florence Green Room, Community Centre, Chalk Lane
- 16. 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