

**NARBOROUGH PARISH COUNCIL**

**Minutes of the Full Council Meeting held Monday, 5<sup>th</sup> January 2022 at 7.30pm in the Florence Green Room,  
Community Centre, Chalk Lane**

Present:	Chairman	Cllr D Williams
	Vice Chairman	Cllr P Wilkinson (also District Councillor)
	Councillors	Cllr S Davey
		Cllr R Hayes
		Cllr H Pipe
		Cllr J Reynolds
	Parish Clerk	Mrs S Porter
	Member(s) of Public	1

**1. Apologies for absence**

Apologies had been received from Cllr S Greeno (Covid positive) and County Cllr E Colman (prior engagement).

The apologies were accepted.

The Chairman, Cllr Williams, wished everyone a happy new year.

**2. Declarations of interest (under the Breckland Code of Conduct) and requests for dispensation**

The Chairman, Cllr Williams, declared a Personal Interest in Item 15.1, Community Centre, as he was the Vice Chairman of the Community Centre Management Committee and Item 15.2, Sports & Social Club, as he was a member of the Sports & Social Club.

The Vice Chairman, Cllr Wilkinson, declared a Personal Interest in Item 14, Planning Applications, as he was the Vice Chairman of the Breckland Council Planning Committee and Item 15.1, Community Centre, as he was the Chairman of the Community Centre Management Committee.

Cllr Hayes declared a Personal Interest in Item 15.2, Sports & Social Club, as he was a member of the Sports & Social Club.

Cllr Pipe declared a Personal Interest in Item 15.2, Sports & Social Club, as she was a member of the Sports & Social Club.

Cllr Reynolds declared a Personal Interest in Item 15.2, Sports & Social Club, as he was a member of the Sports & Social Club.

**3. Approval of the minutes of the Council meeting**

Cllr Hayes noted that there were two duplicate payments for CGM listed on the schedule under Item 6.5 (page 6 of 8). These were deleted and initialled.

**Proposed – Cllr Pipe**

**Seconded – Vice Chairman, Cllr Wilkinson**

**That the minutes of the Council Meeting held Monday, 30<sup>th</sup> November 2021 (items 1-16 [11/2021]) are approved and signed as a true and accurate record, with the above amendments recorded.**

**All in favour**

The Chairman, Cllr Williams, duly signed and dated the minutes of the meeting.

Cllr Hayes enquired whether there was a CGM contract in place. The Chairman, Cllr Williams, confirmed there was and that it was due for renewal in 2022.

Chairman Signed ..... Dated .....

**4. 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 Reynolds duly signed his Dispensation Request and this was put to the Council.

**Proposed – Cllr Hayes**

**Seconded – Cllr Davey**

**That Cllr 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.**

**All in favour**

**5. Chairman’s announcements and matters for consideration**

The Chairman, Cllr Williams, had nothing to report to the meeting.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Williams, adjourned the meeting at 7.40pm.

**County Cllr Ed Colman**

County Cllr Colman was not present at the meeting and no prior written report had been received.

**District Cllr Peter Wilkinson**

District Cllr Wilkinson had nothing to report to the meeting.

**Public Participation**

The member of public wished to address the Council regarding the Reserved Matters planning application for 40 dwellings at land to the west of Chalk Lane. His enquiry related to the site layout, when the development was due to commence and the proposed calming measures.

The Chairman, Cllr Williams, confirmed that the green buffer between the new site and Skippers Meadow had been widened and there would be no highways link between the two sites. When the development had been completed, the current 30mph speed restriction would be relocated by Persimmon Homes to encompass the new residential site.

The Vice Chairman, Cllr Wilkinson, reported that works on the development were proposed to commence in April 2022, although this could be delayed due to pending negotiations of the S106 Agreements. The work was expected to take two years until completion.

The member of public raised a further query regarding speeding in the village, particularly in Chalk Lane.

The Chairman, Cllr Williams, confirmed that the SAM2 signs did help to alleviate speeding in the village, although they were not data enabled and the actual speeds of motorists was therefore unknown.

The Clerk would investigate with Westcotec whether the signs could be data enabled.

The Chairman, Cllr Williams, further reported that three traffic surveys had been carried out during the past few years, which had indicated that speeding in the village was minimal. The Council had also tried to establish a Community Speedwatch Scheme but due to a lack of volunteers this initiative could not proceed.

Cllr Hayes agreed to put a post on the Council Facebook page and place an article in the next edition of the Nar Valley News.

It was felt that traffic calming measures such as chicanes and/or village gates could be considered in the future.

Chairman Signed ..... Dated .....

The Chairman, Cllr Williams, resumed the meeting at 7.59pm.

## 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 31<sup>st</sup> December 2021. The bank balances were as follows:

	Current Account	Savings Account
Council Closing Balances	2,406.08	24,659.71
<b>Council Total Closing Balances</b>		<b>27,065.79</b>

### 6.2. Comm-Tech Voice & Data Horizon App

The Clerk had contacted Horizon to investigate whether the app functioned on both smart and android phones and they confirmed it did. The Chairman, Cllr Williams, had not contacted Anglia Computer Solutions to investigate whether an additional phone line could be installed in the Community Centre as the Council had agreed to disband this service at the previous Council meeting.

It was agreed to defer this item until the next meeting.

### 6.3. Flood barriers

The Chairman, Cllr Williams, reported that costs had not yet been obtained from County Cllr Colman.

It was agreed to defer this item until the next meeting.

### 6.4. 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 £
06.12.2021	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00
07.12.2021	Information Commissioner	Data Protection Fee	DD	35.00	0.00	35.00	0.00
07.12.2021	SAS Digger Hire	Fencing Project	BACS	150.00	0.00	150.00	0.00
10.12.2021	Community Centre	Room Hire 06.12.2021	SO	20.00	0.00	20.00	0.00
14.12.2021	E-On (N Power)	Street Lighting Nov	DD	203.12	10.16	213.28	0.00
21.12.2021	Comm-Tech Voice Data Ltd	Horizon Phone Rent	DD	14.01	2.80	16.81	0.00
To be paid	Clerk	Salary Dec	BACS	315.01	0.00	315.01	0.00
To be paid	Clerk	Clerk Expenses Dec	BACS	10.00	0.00	10.00	0.00
To be paid	HMRC	PAYE/NI Contributions Dec	BACS	78.80	0.00	78.80	0.00
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
31.12.2021	Unity Bank	Service Charge	Bank	18.00	0.00	18.00	0.00
31.12.2021	Unity Bank	Interest paid	Bank	0.00	0.00	0.00	1.52
05.01.2022	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00
To be paid	Sara Porter (The Range)	Op Lon Bri Flowers/Frame	BACS	15.23	3.05	18.28	0.00
<b>Totals this month</b>				<b>877.97</b>	<b>19.76</b>	<b>897.73</b>	<b>1.52</b>

**Proposed – Cllr Hayes**

**Seconded – Vice Chairman, Cllr Wilkinson**

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

**All in favour**

## 7. Approval of the 2022/2023 Budget

A copy of the 2022/2023 draft budget had been circulated prior to the agenda. Cllr Hayes outlined the budget and highlighted the variances. No modifications were made to the draft budget.

Chairman Signed ..... Dated .....

**That the budget for the financial year 2022/2023 is approved and adopted.**

**All in favour**

## 8. Approval of the 2022/2023 Precept

*2021/2022 Tax base 409.3 - For a precept of £18,000 this was £43.98 per band D property*

**2022/2023 Tax base 413.9 - For a precept of £18,822 (4.57% increase) this equates to (precept divided by tax base):**

**Band D = £45.47** (3.40% increase on 2021/2022 = £1.50 increase per annum / 12p increase per month / 3p increase per week)

**Band A = £30.32** (2/3 of Band D = £1.00 increase per annum / 8p increase per month / 2p increase per week)

**Band H = £90.95** (twice Band D = £2.99 increase per annum / 25p increase per month / 6p increase per week)

A short discussion took place and it was noted that predicted inflation rates would be 5-6% and that a 3.4% increase to the ratepayers (band rates) was an acceptable increase.

**Proposed – Vice Chairman, Cllr Wilkinson**

**Seconded – Cllr Davey**

**That the Precept for the financial year 2022/2023 is £18,822.**

**All in favour**

A copy of the approved budget and precept would be placed on the website by the Clerk.

## 9. Social Media Policy

The Clerk had produced a draft Social Media Policy. This item would be circulated and deferred for approval at the next meeting.

## 10. Correspondence

### 10.1. For action/information

#### 10.1.1. Community Payback Work opportunities

The Clerk had circulated emailed correspondence from the Reparation Worker of the Norfolk Youth Offending Team who was enquiring whether the Council wished to facilitate the use of offenders' community work. A short discussion took place and it was felt this would be a good opportunity for the Council and community.

The Chairman, Cllr Williams, in his capacity as a Lay Magistrate, agreed to discuss this with the Norfolk Youth Offending Team and report back to Councillors.

### 10.2. Late correspondence

There was no late correspondence for action/information.

## 11. Community matters

### 11.1. Future provision of a cemetery (ongoing item)

The Chairman, Cllr Williams, reported that he had not yet contacted the landowner's daughter to discuss the possibility of purchasing part of their land for the provision of a cemetery. This item would be deferred until the meeting had taken place.

Cllr Reynolds felt that it would be nice if trees could be planted around the village to help the environment and encourage wildlife and insects. It was agreed that this would be a nice idea but that permission would need to be sought from the landowner authority (Breckland District Council and/or Norfolk County Council), depending on where the Council wished to plant them.

Cllr Reynolds would investigate possible locations for trees and prepare a schedule of proposed locations.

## 12. Council Facebook Page

Cllr Hayes reported on the progress of the Parish Council's Facebook page, which had been set up by himself and Cllr Greeno. The Facebook page had been published on 11th December 2021 and a target of 50 followers within 3 months had been proposed as a measure to gauge the success of the reach of this project. At the 4-week stage, the page had already acquired 67 followers.

The last item posted, announcing the January meeting along with its agenda, had been viewed on 418 occasions. The pinned message welcoming people to the page had been viewed 372 times. It was considered that these numbers represented a significant success.

A 6-month target of 100 followers had also been set at the planning stage of the project and it was anticipated that this would be achieved through promotion within an article in the Nar Valley News and posters on the notice boards throughout the village.

A short discussion took place and Councillors agreed that it was a very nice page and had been set up well.

The Chairman, Cllr Williams, confirmed that he would like a New Year announcement from him to be placed on the Facebook page. The Chairman, Cllr Williams, would prepare a statement and forward this to Cllr Hayes.

Cllr Hayes confirmed that a link to the agendas and approved minutes which were published on the Council website, would in future be placed on the Facebook page.

All Councillors were encouraged to send articles of community interest to Cllr Hayes, subject to Council approval.

## 13. Blocked drains in the village (deferred from previous meeting)

Cllr Reynolds had reported that many drains in the village were blocked and in light of potential flooding in the village, needed to be cleared.

The Chairman, Cllr Williams, reported that since the floods in 2020, many of the drains had been cleared and/or repaired by Norfolk County Council to alleviate further flooding issues. Drains belonging to Anglian Water had not been cleared due to a shortage of staff since the Covid pandemic had started.

It was agreed to keep this item on the agenda until the next meeting.

## 14. Planning Applications and Decisions

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

### 14.1. Planning applications

#### 14.1.1. 3PL/2021/1592/HOU – 2 Eastfields – Single storey side extension and internal alterations – comments by 30<sup>th</sup> December 2021

The Parish Council had no objections.

#### 14.1.2. 3OB/2021/0060/OB – 27, 29, 48, 50, 52, 54 & 56 Sandy Road – APPLICATION TO MODIFY OR DISCHARGE A PLANNING OBLIGATION Confirmation of compliance of conditions in the S106 dated 5 May 2016 (made between (1) Breckland District Council (2) Norfolk County Council and (3) Persimmon Homes Limited) - specifically financial contributions on pp 3PL/2015/0928/F – comments by 17<sup>th</sup> January 2022

The Parish Council had no comments to make.

**14.1.3. 3OB/2021/0061/OB – 4, 6, 8, & 10 Marriott Close & 8, 9, 10 & 11 Spelman Way – APPLICATION TO MODIFY OR DISCHARGE A PLANNING OBLIGATION Confirmation of compliance only conditions in the planning permissions with reference 3PL/2012/1093/O dated 12 February 2014 (outline planning permission) and 3PL/2015/0926/D dated 19 February 2016 (reserved matters approval) – comments by 17<sup>th</sup> January 2022**

The Parish Council had no comments to make.

**14.2. Planning decisions**

**14.2.1. 3PL/2021/1440/HOU – 80 Old Vicarage Park - Proposed side extension following removal of garage and new porch**

Breckland District Council – Approved.

**14.3. Late Planning applications and notices of decision**

No late planning applications had been received from Breckland District Council.

**14.4. 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 Update
3PL/2017/1001/VAR	Variation of conditions (Drainage) - Chalk Lane (at Skippers Meadow)	Concerns Raised	No Update
3PL/2019/0904/VAR	22 Sandy Road - Reduce Buffer Zone (Skipper's Meadow)	Object	No Update
3PL/2021/0304/D	1 to 14 Swaffham Road - Reserved Matters (original 3PL/2017/1046/O)	Object	No Update
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	No objection (concerns withdrawn following developer meeting and amendments)	Further revised plans received
3PL/2021/1248/F	Caravan Site And Bridge, Pentney Road (Pentney Leisure & Bowls Club) - Use of land for the stationing of caravans for the purposes of human habitation	Object	No update
3PL/2021/01492/F	Willow Bank, Main Road - Change of use from former allotments to parking area for present Van Hire Business	Object	New tree officer comment

**15. Reports from Outside Bodies**

**15.1. Narborough & Narford Community Centre**

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

The Vice Chairman, Cllr Wilkinson, reported that a fire risk assessment had been carried out during the holiday period to enable the Brownies to use the facilities. There was nothing further to report to the meeting.

## 15.2. Sports & Social Club

### 15.2.1. Quotations from the Sports & Social Club for the construction of a new wall

The Chairman, Cllr Williams, Cllr Hayes, Cllr Pipe and Cllr Reynolds had declared a Personal Interest in this item.

The Sports & Social Club had submitted quotations for a new boundary wall from two companies prior to the meeting and these had been circulated by the Clerk. The Chairman, Cllr Williams, confirmed that he had attempted to obtain a third quotation from a local builder but had not received a response.

The Chairman, Cllr Williams, reported that the Sports & Social Club would be paying 50% of the total cost, County Cllr Colman had approved, in principle, to fund £1,000 from his annual Member Fund and the Parish Council would be required to pay the remainder.

The Chairman, Cllr Williams, reported that the existing wall belonged to the Sports & Social Club and not the Community Centre. Permission for the wall had originally been granted by the Community Centre Committee.

The Clerk reported that any funding agreed by the Council could be considered under S19 Local Government (Miscellaneous Provisions) Act 1976, although this could be challenged by the public. Under the Powers and Duties of Parish Councils, the Local Government (Miscellaneous Provisions) Act 1976 s19 existed for Community Centres to be provided and equipped for use of clubs having athletic, social or educational objectives. Because the Sports & Social Club was classed as a business and was not part of the Community Centre, this was the reason it could be contested.

A long debate took place and some Councillors felt that part-funding the wall project from the precept might be contentious. It was noted that S106 funds held by the Parish Council had in the past been allocated to the Community Centre and other local groups, and the Sports & Social Club was an organisation for the benefit and well-being of the community. It was noted that a higher wall would stop people sitting on it and the enclosure would provide improved health and safety to visitors of the Club.

It was further noted that this project had not been budgeted for in the current precept, nor the forthcoming 2022/2023 budget, although funds could be vired from other budget items to help finance this.

It was noted that the dimensions of the wall on the quotations received were incorrect and this matter could therefore not be considered until the length, height and depth of the proposed wall had been established and amended.

**Proposed – Chairman, Cllr Williams**

**Seconded – Cllr Davey**

**That the dimensions specified in the quotations of the proposed Sports & Social Club wall are amended and resubmitted to the Parish Council for consideration at the next meeting.**

**All in favour**

The Chairman would contact the Sports & Social Club asking them to resubmit a quotation.
--

## 16. Councillors' issues and village matters

### Defibrillator

Cllr Hayes reported that the East of England Ambulance Service had not yet registered the defibrillator. Once this had been done, training for the community and appropriate signage would be investigated.

The Clerk would provide Cllr Hayes with a contact name at Norfolk Accident Rescue Service (NARS), as they might be able to provide free community training.
---

The Clerk would also investigate with the Highways Engineer, Mr J Griffiths, whether an AED sign could be placed on the existing Community Centre sign on Chalk Lane.

Once the defibrillator had been registered, it was agreed for Cllr Hayes to place signage (with a small map) on the notice boards, place a post on the Facebook page and write a short piece in the Nar Valley News.

It was further noted that a dedication plaque for the defibrillator, providing the names of sponsors and contributors, would be a nice gesture, with the inclusion that it had been commissioned by the Parish Council. Cllr Hayes would look into the costs for this.

#### Pot Holes

The Chairman, Cllr Williams, reported that the pot holes near the Swaffham Road junction had not yet been repaired.

#### Bus Shelters

Cllr Reynolds reported that the guttering and roofs on the bus shelters required attention. A short discussion took place and Councillors agreed that costs should be obtained for consideration of repairs. It was noted that there was no budget for this item, although earmarked reserves could be utilised for this. It was reported that the structure of both shelters was solid.

**Proposed – Cllr Hayes**

**Seconded – Cllr Pipe**

**That Cllr Reynolds investigates the costs for materials to repair the bus shelter.**

**All in favour**

The Clerk would add this item to the next agenda.

#### Fallen tree, Swaffham Road

The Vice Chairman, Cllr Wilkinson, reported that a tree on the boundary of 14 Swaffham Road had fallen. He had reported this to Norfolk County Council on behalf of the resident, although there was currently a dispute between the two parties regarding liability and ownership.

#### Former Clerk and Councillor's Leaving Event

The Chairman, Cllr Williams, reported that he would be making gifts for Mr Burchell and Mr Collins.

A short discussion took place and it was agreed to hold a small event in the Green Florence Room at 3.00pm on Thursday, 27<sup>th</sup> January 2022. Invitations would be sent to 30 people and a small buffet would be booked and funded by the Chairman, Cllr Williams. Councillors were invited to bake cakes and cook food for the occasion.

#### **17. Date and time of the next meeting**

The next meeting of the Council would be held on Monday, 7<sup>th</sup> February 2022 at 7.30pm, in the Florence Green Room, Community Centre, Chalk Lane.

#### **18. Exclusion of Press and Public (Public Bodies (Admission to meetings) Act 1960 S1)**

**Proposed – Chairman, Cllr Williams**

**Seconded – Vice Chairman, Cllr Wilkinson**

**That under the Public Bodies (Admission to meetings) Act 1960 Section 1, the press and public be excluded from the meeting in order to allow confidential items to be discussed.**

**All in favour**

Chairman Signed ..... Dated .....



**18.1. Clerk matters**

See confidential report.

**Proposed – Cllr Davey**

**Seconded – Vice Chairman, Cllr Wilkinson**

**That the Clerk’s resignation is accepted.**

**All in favour**

The Chairman, Cllr Williams, closed confidentiality and resumed the meeting at 9.50pm.

The Chairman thanked everyone for attending and closed the meeting at 9.50pm.