

**NARBOROUGH PARISH COUNCIL**

**Minutes of the Full Council Meeting held Monday, 6<sup>th</sup> December 2021 at 7.30pm in the Florence Green Room,  
Community Centre, Chalk Lane**

Present:	Chairman	Cllr D Williams (Minute Taker)
	Vice Chairman	Cllr P Wilkinson (also District Councillor)
	Councillors	Cllr S Davey
		Cllr R Hayes
		Cllr H Pipe
		Cllr S Greeno
		Cllr J Reynolds
	County Councillor	Cllr E Colman
	Member(s) of Public	2

**1. Apologies for absence**

There were no Councillor apologies for absence. Due to a bereavement in the family the Clerk was absent on compassionate leave.

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

The Chairman, Cllr Williams, declared a Personal Interest in Item 12.1, Community Centre, as he was the Vice Chairman of the Community Centre Management Committee.

The Vice Chairman, Cllr Wilkinson, declared a Personal Interest in Item 11, Planning Applications, as he was the Vice Chairman of the Breckland Council Planning Committee and Item 12.1, Community Centre, as he was the Chairman of the Community Centre Management Committee.

Councillor Greeno declared a non-pecuniary interest in Item 12.1.3 Planning Application.

There were no 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]) are approved and signed by the Chairman as a true and accurate record.**

**Proposed – Cllr S Davey                      Seconded – Cllr R Hayes**

**All in agreed who were present.**

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

**4. Dispensation**

The Chairman Cllr D R Williams declared due to the sensitive nature of the questioning of Cllr Reynolds that Item 4 would move to Item 15 Exclusion of the Press and Public.

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

The Chairman thanked all Councillors involved both with the Community Field fence project and the trees project both of which had been delivered within the fiscal year.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Williams, adjourned the meeting at 7.36pm.

There were two members of the public.

Mr Birchell pointed out that the SAM 2 Sign south on Chalk Lane looked as if the battery required changing / charging as the speed indication was very random.

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

Mr Burchell asked of Cllr P Wilkinson why a sapling had been planted in the entrance to an access point at the South East of the Field. Cllr P Wilkinson stated that there was sufficient room. The Chairman enquired if the Sapling could be moved. Cllr P Wilkinson said he would investigate moving the sapling.

**Mr Moss** who lives on the corner of Swaffham Road, was concerned about a tree on the grass verge on the road and over hangs my property it appeared dead, and the branches falls off. When the double decker bus travels down the road and brushes the tree. Mr Moss had spoken to the Highways engineer about two years ago and no action was taken as the tree was meant to be alive. Cllr P Wilkinson stated he had emailed the previous Highways Engineer with no success either. Cllr Coleman said if he could have Mr Moss's details, he would take the matter up with New Engineer. Mr Moss had no further matters.

### **County Cllr Ed Colman**

County Cllr Colman reported the following:

#### **Accommodation and support strategy to help victims and survivors of domestic abuse**

A new strategy to help victim-survivors of domestic abuse was adopted by the County Council's cabinet on 6 December.

This new strategy outlines how Norfolk County Council will work with the victim-survivors, District Councils and other key stakeholders, to provide support in safe accommodation for adults and children. We will all work together to ensure that victim-survivors living in Norfolk are supported to remain safe at home or access alternative safe accommodation if they wish.

Strong multi-agency partnership working is key to achieving this approach, to ensure that we are able to meet the needs of those that are victim-survivors.

Norfolk has a duty to help victim-survivors and this strategy sets out five key aims:

- Increase the amount and flexibility of safe accommodation
- Improve engagement with victim-survivors of domestic abuse
- Improve the quality of support and safe accommodation
- Support children in safe accommodation
- Improve intelligence of domestic abuse especially for men, children and people 75+

Plan to tackle adult social care's winter pressures

Norfolk Adult Social Services face a level of unprecedented challenge in 2021/22 as a result of the pandemic, with national and local workforce shortages, rising demand in hospitals and the community and the continued infection risk posed by COVID-19 as well as other recurring respiratory viruses such as flu." Adult Social Services received 20,279 calls for support between April and October this year – an increase of 9,400 over four years.

Action being taken by the Council includes:

- Expanding action to support people at home or, where appropriate, in short term residential settings
- Stepping up the council's care recruitment campaign, to tackle staff shortages
- Providing wrap-around support for care settings
- Providing assistive technology, with 100 video phones sent out to homes
- Improving capacity in the Norfolk First Response service
- Supporting mental health services, with three new step-down services

Ambitious blueprint for county approved

An ambitious blueprint to make our great county even better has been unveiled by the County Council.

Better Together for Norfolk charts the county council's priorities over the next five years, to guide how it will work with partners to boost the economy, protect the environment, help people live healthy and fulfilling lives and support communities.

We have a once-in-a-generation opportunity to seize the prospects for long-term change now, so that we can grow our economy to build a stronger, greener, fairer, more inclusive and more sustainable future for Norfolk.

The strategy will support the council's efforts to engage with the Government's levelling up agenda, by attracting more powers and funding to the county.

The priorities are:

- A vibrant and sustainable economy
- Better opportunities for children and young people

- Healthy, fulfilling and independent lives
- Strong, engaged and inclusive communities
- A greener, more resilient future

Now that the strategy has been agreed by County Councillors, a delivery plan will be developed, with detailed schemes to put the strategy into action.

A copy of the strategy is available at [www.norfolk.gov.uk/togetherfornorfolk](http://www.norfolk.gov.uk/togetherfornorfolk).

### **Contact our Highways Team**

Norfolk County Council

Tel: 0344 800 8020

Email: [information@norfolk.gov.uk](mailto:information@norfolk.gov.uk)

North area office

(Covering Broadland, North Norfolk and Great Yarmouth district council areas)

Burgh Road, Aylsham, Norwich, NR11 6AR

Tel: 0344 800 8020

### **South Area office**

(Covering South Norfolk and Breckland district council areas)

Station Lane, Hethersett, Norwich, NR9 3AZ

Tel: 0344 800 8020

### **West Area office**

(Covering King's Lynn & West Norfolk Borough Council area)

Poplar Avenue, Saddlebow, King's Lynn, Norfolk, PE34 3AQ

Tel: 0344 800 8020

### **Norwich Area office**

Norfolk County Council

County Hall

Martineau Lane

Norwich

Norfolk NR1 2DH

Tel: 0344 800 8020

### **Winter Gritting - Gritting - Norfolk County Council**

Priorities for gritting roads have been established on the basis of the route hierarchy and level of use. The main roads will be gritted before other routes.

Our three-hour gritting runs cover a total of approximately 2,200 miles (3,500 km) on A, B and some C class roads - commuter and major bus routes and as far as is possible one route into all villages. Some footways in the pedestrian areas of central King's Lynn, central Great Yarmouth and central Norwich are also treated as priority.

View the map of priority gritting routes

Report a problem - Report a problem - Norfolk County Council

As the Highway Authority, Norfolk County Council maintains most of the 6,000 miles of roads in Norfolk, except:

- Trunk roads (the A11 and A47) are managed by Highways England
- Private roads are maintained by their owners
- Streetlights - report a problem to our contractor, Amey

### **Report a highways defect Report a public right of way or trails defect**

#### **Tarmac**

If you need to contact Tarmac, please see below for the relevant contact email/phone number. All mailboxes will be checked regularly by multiple members of staff at Tarmac.

Public enquiries only:

Email: [norfolkenquiries@tarmac.com](mailto:norfolkenquiries@tarmac.com)

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

Phone: 0800 1 218 218

Issues relating to TMA/Permits:

Email: tmanorfolk@tarmac.com

Phone: 0800 1 218 218

General business to business issues:

Email: norfolkopsroom@tarmac.com

Phone: 0800 1 218 218

Contact our Adult Social Care team

Before you contact us

You can search the Norfolk Community Directory to find local services to help you.

If you have a general question, you might find the answer in our care, support and health pages.

### **Other ways to contact us**

**If you need help with your care or need to report an adult at risk of harm you can contact us by phone or text relay.**

Telephone: 0344 800 8020 – this number is open 24 hours a day

Text relay: 18001 0344 800 8020 – for people with hearing or speech impairments

In an emergency call 999.

### **Support for looking after someone**

Our support for carers section has local services, advice, and support to help you as a carer. This includes the carer's assessment and Carers Matter Norfolk.

### **Contact our Children's Services Team**

Keeping Children safe

Keeping children safe - Norfolk County Council

### **Report concerns**

If you are concerned about a child in Norfolk and want to speak to someone, contact us on 0344 800 8020.

If you consider the incident to be an emergency, call 999.

We can help keep children and young people safe throughout the coronavirus pandemic.

It is more important than ever that extended family, friends, neighbours and communities speak up and say something if they have concerns. It is everyone's responsibility to keep children safe and report concerns. We all need to play our part.

Advice on how to keep in touch with children you know and how to spot signs of vulnerability.

Where to go for help

In an emergency, always call the police on 999.

If you are worried about the safety or welfare of a child, please call us on 0344 800 8020.

If you see something or hear something that doesn't feel right – say something.

Where to go for help if you're a Child

For children specifically there is a Children's and young people Hub, which provides access advice and support if you're a child or young person feeling scared or unsafe during the coronavirus pandemic.

Children and young people's hub - Norfolk County Council

### **Flooding support**

Reporting a flood - In an emergency

If people or property are in immediate danger from floodwater call 999 immediately.

Non-emergency situations

Flooding Hotline call 0344 800 8013 to report flooding anywhere in Norfolk.

You can also report issues online.

Report drainage and flooding problems

Report drainage and flooding problems with standing water, blocked road drains and ditches, flooding property or an impassable road.

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

**Report drainage or flooding problems**

Report a burst water main or sewer flooding

Contact your service provider: Anglian Water Services or Suffolk and Essex Water.

Report flooding to your property

We will normally only progress a formal flood investigation where flooding falls into one of the following categories:

- Internal flooding to properties
- Flooding affecting critical infrastructure, for example, hospital or school
- Flooding to priority roads, for example, gritting roads

The resulting report identifies causes and recommends action to prevent or alleviate the situation from happening again. Individual property addresses are not published within the reports or shared with any commercial third parties.

You can also report past flooding that has affected your property or community. This service is not for emergencies.

Report flooding to your property

If you have photos or videos of flooding, email these with a description and as much information as you can water.management@norfolk.gov.uk.

**District Cllr Peter Wilkinson**

District Cllr Wilkinson reported

Narborough Community Allotment for Parents, Carers, Siblings and children with disabilities and mental health problems. had received £3000 and the Bone Mill £2750 from the Breckland Green Community Grant. Cllr P Wilkinson also stated that the QEH had been given planning permission to build a endoscopy unit to replace wards in the Hospital.

The Chairman, Cllr Williams, resumed the meeting at 7.55pm.

**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 2<sup>nd</sup> October 2021. The bank balances were as follows:

	Current Account	Savings Account
Council Closing Balances	1,549.19	28,658.19
<b>Council Total Closing Balances</b>		<b>30,207.38</b>

Cllr R Hayes reported that there were no other receipts and that everything was running fine. The Chairman had placed a transfer of £4,000 to cover the amounts to be paid from the Current Account and this would need to be discussed with the RFO on her return.

**6.2** Cllr R Hayes reported this Item could be put on hold until the Clerk returned.

**6.3** To consider renewing the SLCC membership on 1st January 2022 at a cost of £185.00. After discussion and Cllr R Hayes stated the Clerk did not need the membership to carry out her duties. The Chairman stated that this was not an important element of the Clerks role.

**Proposed by Cllr S Davey Seconded by Cllr H Pipe**

**The Parish Council does not renew the SLCC Membership.**

**All in Favour**

**6.4 To receive the cost for 20 flood barriers and approve the disbursement**

This Item was forwarded to the next meeting agenda.

## 6.5 Approval of pre-authorised payments, receipts and pending disbursements

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	DD	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	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	S&P Digger Hire	Digger & Operator (Fencing Project)	BACS	150.00	0.00	150.00	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>3,251.42</b>	<b>441.61</b>	<b>3,542.20</b>	<b>0.00</b>

The Chairman, Cllr Williams, reported that payments on the agenda schedule would change as the Westcotec BACS payment had been taken twice from the account and so would need to be checked by the Clerk on their return. J P Skips & Solid Fuels payment was made by the Community Centre. The S&P Digger Hire and Operator payment would be made by the Parish Council. Also it was agreed that a working party would be set up to go through the historical documentation of the Council now held at the Community Centre.

**Proposed – Cllr S Davey**

**Seconded – Cllr R Hayes**

**To agree finances since the last meeting and approve pre-authorised payments and pending disbursements to be made (circulated with agenda / late bills & receipts to be tabled at meeting)**

**All in favour**

**7. To receive and discuss the draft Budget 2022/2023 (circulated prior to meeting)**

Cllr R Hayes reported to the meeting that given the economic climate it was prudent to raise the precept by 3.4 % this coming year 2022/2023. This would be brought back at the next meeting when the RFO would have placed the figures before Breckland Council.

**8. To receive and adopt a Social Media Policy (circulated with agenda)**

This will be put forward to the next meeting.

**9. To receive and discuss correspondence**

**8.1. For action/information (circulated prior to/with agenda)**

**8.1.1. Breckland District Council Statement of Community Involvement Consultation 22nd November 2021-7th January 2022**

The Council felt they needed more information, so the Chairman Cllr D R Williams asked Cllr P Wilkinson to contact Breckland District and request further information which could be emailed to the Council and if Councillors then wanted to comment they could.

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

**10. To consider and discuss updates on community matters**

**9.1** To consider potential areas for the future provision of a cemetery (ongoing item) – Chairman to report. The Chairman Cllr D R Williams reported to the meeting that discussion had not yet taken place. It was envisaged that the meeting would be in early January 2022.

**9.2 To receive update on the fencing project at the Community Centre**

The Chairman Cllr D R Williams reported that the fence project was completed, and it was shown in pictures on Facebook, and this was well received. The Chairman Cllr D R Williams thanked all Councillors involved.

**9.3 To receive update on the trees project at the Community Centre**

Cllr Pipe Cllr Wilkinson reported that they had planted all the trees that were delivered, and Cllr P Wilkinson thanked all those that turned out. It was a very inclement morning, and the Chairman Cllr D R Williams echoed the thanks of the Parish Council to those who braved the weather. Cllr P Wilkinson also stated after considering what Mr Birchell had raised earlier about the sapling, he would remove it from the entrance to the farmer's field.

**11. To consider and discuss update on the Council Facebook Page**

The framework of the Parish Council's Facebook is in place. Over the next week the details will be completed and a range of recent news stories added. Once this is done the page will be published and members of the public will be invited to join the Facebook group.

**12. Planning Applications and Decisions**

The Vice Chairman, Cllr Wilkinson, had declared a Personal Interest in this item. Also Cllr S Greeno had declared an interest in Item 12.1.3.

**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 24th November 2021.

**12.2.1** 3PL/2021/1440/HOU – 80 Old Vicarage Park - Proposed side extension following removal of garage and new porch – comments by 29th 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 29th November 2021.

**12.2 Planning decisions**

Nothing to report.

**12.3 Late planning applications and notices of decision**

Nothing to report.

**12.4 Planning updates / enforcements / appeals and other notifications (for information only) – Cllr Hayes to report**

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
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	Concerns Raised	New consultee comment added (transport statement) and 6 new local representations added
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 (Householder)	No Objections	No further update

### 13. Reports from Outside Bodies

#### 13.1 Narborough & Narford Community Centre

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

The Vice Chairman, Cllr P Wilkinson, reported that Martin Steward had agreed to install the defibrillator at material cost, but free of any labour costs. The defibrillator was at the Community Centre and will be put the following day. It will need to be registered by Cllr R Hayes and Cllr P Wilkinson thanked the Parish Council for all the help with the three projects and Cllr Ed Colman Norfolk County Councillor for his funding also.

#### 13.2 Sports & Social Club

The Chairman, Cllr D R Williams, reported that the Sports & Social Club had not obtained quotations for a new wall. The Chairman felt that the overall project would miss out on funding, He would write prior to the next meeting.

### 14. Councillors' issues and village matters

Cllr J Reynolds reported that the drains in the village were blocked, and this would be an Item on the next Agenda.

Cllr D R Williams Chairman reported the East bound bus shelter guttering was looking bad and this needed to be monitored. Placed on the agenda for the next meeting. Also, the white lines around potholes had yet to be repaired and there was an issue of them doing work and there being another set of three-way traffic lights at the main road junction. Request to Highways for update. Placed on Agenda for the next meeting.

### 15. Date and time of the next meeting

The next meeting of the Council would be held on Wednesday, 5<sup>th</sup> January 2021 at 7.30pm, in the Florence Green Room, Community Centre, Chalk Lane.

The members of public left the Council Chamber at 8:41pm.

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

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.

Cllr J Reynolds stated he did not have a Disclosable Pecuniary Interest. **This would need further investigation. Also, for Cllr J Reynolds to sign his acceptance of office at the January meeting.**

**The meeting closed at 9:11pm.**

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