

# NARBOROUGH PARISH COUNCIL

Parish Clerk, Mrs Sara Porter  
01760 337187  
narboroughpcnorfolk@hotmail.com

narboroughcouncil.norfolkparishes.gov.uk

Chairman, Mr David Williams  
01760 338810  
narboroughpcnorfolk@hotmail.com

Councillors are hereby summoned to attend the Full Council meeting of Narborough Parish Council on **Monday, 7<sup>th</sup> February 2022 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  
2<sup>nd</sup> February 2022

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 Wednesday, 5<sup>th</sup> January 2022 (Items 1-18 [01/2022])**
- 4. 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)

- 5. To receive and approve Finances**
  - 5.1. To receive the current bank statements and financial reports (circulated prior to the meeting) – Cllr Hayes to report
  - 5.2. To receive the cancellation advice of the Comm-Tech Voice & Data Horizon App and consider the Council's future telephony contact details
  - 5.3. To receive the cost for 20 flood barriers and approve the disbursement (deferred from previous meeting)
  - 5.4. To consider local Grants and Donations (LGA S137)
    - 5.4.1. Fresh Start New Beginnings (Registered Charity 1149347)
  - 5.5. 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 £
10.01.2022	Community Centre	Room Hire 05.01.2022	SO	20.00	0.00	20.00	0.00
19.01.2022	Norfolk County Council	Fencing project grant	BACS	0.00	0.00	0.00	1,000.00
19.01.2022	Comm-Tech Voice Data Ltd	Horizon Phone Rent	DD	14.01	2.80	16.81	0.00
03.02.2022	Npower	Street Lighting Supply Dec	DD	7.49	1.50	8.99	0.00
03.02.2022	Npower	Street Lighting Supply Dec	DD	326.91	16.35	343.26	0.00
07.02.2022	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00
To be paid	RBL Poppy Appeal	2 x Remembrance Day wreaths	BACS	40.00	0.00	40.00	0.00

To be paid	Sara Porter (The Range)	Op London Bridge Black material	BACS	4.17	0.83	5.00	0.00
To be paid	Clerk	Salary Jan	BACS	315.01	0.00	315.01	0.00
To be paid	Clerk	Clerk Expenses Jan	BACS	21.25	0.00	21.25	0.00
To be paid	HMRC	PAYE/NI Contributions Jan	BACS	78.80	0.00	78.80	0.00
To be paid	Starboard Systems Limited	Scribe Annual Subscription	BACS	288.00	57.60	345.60	0.00
<b>Totals this month</b>				<b>1,125.04</b>	<b>80.96</b>	<b>1,206.00</b>	<b>1,000.00</b>

- 6. To receive and adopt a Social Media Policy** (circulated with agenda / deferred from previous meeting)
- 7. To receive and discuss correspondence**
  - 7.1. For action/information (circulated prior to/with agenda)
  - 7.2. Late correspondence
- 8. To consider and discuss updates on community matters**
  - 8.1. To consider potential areas for the future provision of a cemetery (ongoing item) – Chairman to report
  - 8.2. Update on community payback / youth offending work
  - 8.3. Update on data collection for SAM2 signs
  - 8.4. The Queen’s Platinum Jubilee Weekend 2<sup>nd</sup>-5<sup>th</sup> June 2022
  - 8.5. To receive update on the condition of the bus shelters – Cllr Reynolds to report
  - 8.6. To receive ideas for potential green areas for tree planting – Cllr Reynolds to report
  - 8.7. To receive update on blocked drains in the village (deferred from previous meeting)
- 9. To consider planning applications and note planning decisions from Breckland Council**
  - 9.1. Planning applications
    - 9.1.1. 3PL/2021/1698/F – Hall Farm, Narford Road – Proposed new portal framed shed – Comments by 28<sup>th</sup> January 2022
    - 9.1.2. 3NM/2022/0003/NMA – Willowbank, Main Road – Amendment to 3PL/2017/0768/F - Minor amendment to the location of the access road to the site(Non Mat Minor Amend) – Information only
  - 9.2. Planning decisions
    - 9.2.1. 3PL/2021/1592/HOU – 2 Eastfields – Single storey side extension and internal alterations – Approved
    - 9.2.2. 3PL/2021/1248/F – Caravan Site And Bridge Pentney Road – Use of land for the stationing of caravans for the purposes of human habitation – Withdrawn
  - 9.3. Late planning applications and notices of decision
  - 9.4. Planning updates / enforcements / appeals and other notifications (for information only) – Cllr Hayes to report
- 10. Reports from Outside Bodies**
  - 10.1. Narborough & Narford Community Centre
  - 10.2. Sports & Social Club
    - 10.2.1. To receive updated 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
- 11. To receive any Councillors’ issues and/or village matters**
  - 11.1. To confirm the date of the Annual Parish Meeting
- 12. To record the date of the next Full Council meeting:**
  - 12.1 The next meeting of the Council is scheduled to take place on Monday, 7<sup>th</sup> March 2022 at 7.30pm in the Florence Green Room, Community Centre, Chalk Lane
- 13. 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**
  - 13.1. Clerk – to consider any matters arising

Councillors may not film, record and/or broadcast from this point forward