

NARBOROUGH PARISH COUNCIL

**Minutes of the Full Council Meeting held Monday, 7th February 2022 at 7.30pm in the Florence Green Room,
Community Centre, Chalk Lane**

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

1. Apologies for absence

Apologies for absence had been received from County Cllr E Colman (prior engagement).

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

The Chairman, Cllr Williams, declared a Personal Interest in Item 10.1, Community Centre, as he was the Vice Chairman of the Community Centre Management Committee and Item 10.2, Sports & Social Club, as he was a member of the Sports & Social Club.

The Vice Chairman, Cllr Wilkinson, declared a Personal Interest in Item 9, Planning Applications, as he was the Vice Chairman of the Breckland Council Planning Committee and Item 10.1, Community Centre, as he was the Chairman of the Community Centre Management Committee.

Cllr Greeno declared a Personal Interest in Item 9.1.2, Planning Application 3NM/2022/0003/NMA, as the applicant of this application was a close associate of hers, Item 10.1, Community Centre, as she was the Secretary of the Community Centre Management Committee and Item 10.2, Sports & Social Club, as she was the Acting Secretary of the Sports & Social Club Committee.

Cllr Hayes declared a Personal Interest in Item 10.2, Sports & Social Club, as he was a member of the Sports & Social Club.

Cllr Pipe declared a Personal Interest in Item 10.2, Sports & Social Club, as she was a member of the Sports & Social Club.

Cllr Reynolds declared a Personal Interest in Item 10.2, Sports & Social Club, as he was a member of the Sports & Social Club.

3. Approval of the minutes of the Council meeting

Proposed – Cllr Hayes

Seconded – Cllr Reynolds

That the minutes of the Council Meeting held Wednesday, 5th January 2022 (items 1-18 [01/2022]) are approved and signed as a true and accurate record.

All in favour

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

4. Chairman's announcements and matters for consideration

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

Chairman Signed Dated

PUBLIC OPEN FORUM

The Chairman, Cllr Williams, adjourned the meeting at 7.34pm.

County Cllr Ed Colman

County Cllr Colman was not present at the meeting but had submitted a written report as follows:

Budget Update

Plans for a balanced budget and a 2.99% Council tax rise will be considered by Full Council this month. The maximum permissible is 3.99% but Councillors are likely to vote in favour of 2.99%, due to feedback from the recent public consultation and a rapid rise in the cost of living. A major review of the Council is underway to tackle a predicted £60M shortfall in 2023/2024. The 2022/2023 budget proposes significant investment, while addressing continuing severe pressure on services, including:

- Adult social services: £35.478 million of growth pressure (including for the National Living Wage), against planned savings of £10.465 million.
- Children’s services: £23.244 million of growth pressure, against planned savings of £12.088 million.
- Community and environmental services: £10.053 million of growth pressure, against planned savings of £3.496 million.

Overall, the proposals will increase the net budget by £25M, to £464.32M.

Norfolk's Special Educational Needs & Disabilities (SEND) services and support

Thousands of children, young people, their families, and the professionals who work with them can share their views anonymously in a new survey launched this week. The survey has been put together by Norfolk County Council working in partnership with parents, parent carer groups and a range of professionals, and includes questions about support, education, health and social care. The survey is open from Monday, 7th February 2022 to Monday 7th March 2022 via the link <https://www.smartsurvey.co.uk/s/SENDsurvey2022/>.

Uptake for apprenticeships in Norfolk higher than pre-pandemic levels

There has been a huge surge in people signing up for apprenticeships in Norfolk. Since August 2021, the uptake of apprenticeships across the county has increased by 53%, 10% above the national figure. Apprenticeships are a Government-funded scheme, which enable businesses to improve their productivity and sustainability, and give individuals the opportunity to build their future by earning and learning. This significant rise reflects the combined impact of the commitment of employers across Norfolk, recent Government incentives and Norfolk County Council’s dedicated team of experts at Apprenticeships Norfolk. Last summer’s #MadeInNorfolk advertising campaign and the additional grants, incentives and support offered by Apprenticeships Norfolk have proved that partnership working achieves effective results. Latest figures show that in the first three months of the 2021/2022 academic year, almost 2000 young people in Norfolk between the ages of 16 and 19 chose an apprenticeship, an increase in 83% from the same period in the previous year (2020/2021).

Multi-million pound programme continues to deliver hundreds of new special education places

A five year multi-million pound Council scheme has provided 247 new special education places with at least another 278 due to be delivered before the programme ends. The £120M SEND transformation programme pledged to improve inclusion in mainstream schools and deliver 500 new specialist places with at least three new-build special schools alongside expansions and improvements to existing schools.

Transforming businesses with Go Digital funding and business support

Funding and free expert advice for micro, small and medium-sized businesses is set to continue in 2022 under the Norfolk County Council’s Go Digital grant scheme. Since its launch in December 2020, the initiative has already supported over 400 businesses, with many claiming grants of up to £500 and receiving expert one-to-one consultancy to help make better use of digital technology. The Go Digital support scheme is an ideal opportunity for businesses to improve their business model by exploring new technology with the use of more digital devices, ecommerce, improving an online presence or increasing awareness through social media. To take advantage of this, business owners and managers should apply as soon as possible via <https://www.norfolk.gov.uk/business/grants-and-funding/go-digital>.

District Cllr Peter Wilkinson

District Cllr Wilkinson reported that the 2022/2023 budget had been drafted and would be approved at the Full Council meeting in February 2022.

Breckland District Council and the Breckland Youth Advisory Board are jointly funding a programme of mental health support, to be delivered by Cup-O-T: Wellness and Therapy Services. The programme has been in development since January 2022 and will continue until September 2022. The project will offer support to Breckland families with young people aged 11 to 18 (or up to 25 for those who have a disability) who are awaiting treatment from an NHS mental health service. The project will offer support through activity and skill-based workshops, online support sessions and 1-to-1 sessions with mental health professionals. Sessions will be held in Attleborough, Dereham, Swaffham, Thetford and Watton, as well as online. Referrals can be made to community@breckland.gov.uk. Narborough would shortly have 3 fully qualified mental health champions (Cllr Greeno, Cllr Pipe and Cllr Wilkinson).

Public Participation

The member of public (former Parish Clerk) wished to thank the Councillors for the gifts and retirement event and buffet they had hosted for himself and former Cllr J Collins on Thursday, 27th February 2022.

The Chairman, Cllr Williams, resumed the meeting at 7.37pm.

5. Finance report

5.1. Financial report

Prior to the meeting, the accounting reports for payments, receipts, earmarked reserves and current bank statements dated to 31st January 2021 had been circulated. The bank balances were as follows:

| | Current Account | Savings Account |
|---------------------------------------|-----------------|------------------|
| Council Closing Balances | 2,507.56 | 24,659.71 |
| Council Total Closing Balances | | 27,167.27 |

Cllr Hayes reported that the Quarter 3 Internal Audit had been completed by Mrs S Nairn and signed off by the Chairman, Cllr Williams.

5.2. Comm-Tech Voice & Data Horizon App

Since the last meeting, the Clerk had contacted Horizon to cancel the contract, and had circulated details of this to Councillors prior to the meeting.

A short discussion took place and it was agreed that a basic Smart mobile phone should be purchased and used as a Pay As You Go option for telephone calls. It was noted that during the Clerk's leave, this could be manned by a Councillor.

Proposed – Chairman, Cllr Williams

Seconded – Cllr Pipe

That the Council purchases a basic smart mobile phone up to a maximum cost of £100.00.

All in favour

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|--|
| Cllr Greeno and the Clerk would investigate a suitable phone and the Clerk would purchase one. |
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5.3. Flood barriers

The Chairman, Cllr Williams, reported that County Cllr Colman would be providing costs for flood barriers at the next meeting and might be able to finance these from his annual Local Member Fund.

It was noted that a site for the storage of the barriers would need to be considered if the barriers were purchased.

Chairman Signed Dated

5.4. Local Grants and Donations (LGA S137)

5.4.1. Fresh Start New Beginnings (Registered Charity 1149347)

The Clerk had circulated with the agenda a request from Fresh Start New Beginnings for a financial donation. A short discussion took place and it was agreed that a donation should not be given as the charity was registered in Suffolk.

The Clerk would respond to the charity to confirm this.

5.5. 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 £ |
|--------------------------|---------------------------|----------------------------|-------------|---------------|--------------|---------------|-------------|
| 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 | 1000.00 |
| 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 wreaths | BACS | 40.00 | 0.00 | 40.00 | 0.00 |
| To be paid | Sara Porter (The Range) | Op London Bridge 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 |
| 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 | 1000.00 |
| 19.01.2022 | Comm-Tech Voice Data Ltd | Horizon Phone Rent | DD | 14.01 | 2.80 | 16.81 | 0.00 |
| Totals this month | | | | 877.97 | 19.76 | 897.73 | 1.52 |

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

6. Social Media Policy

The Clerk had circulated a draft Social Media Policy with the agenda. A short discussion took place and no amendments were made.

Proposed – Cllr Hayes

Seconded – Cllr Greeno

That the Social Media Policy is adopted.

All in favour

7. Correspondence

7.1. For action/information

There was no correspondence for action/information.

7.2. Late correspondence

There was no late correspondence for action/information.

Chairman Signed Dated

8. Community matters

8.1. Future provision of a cemetery (ongoing item)

The Chairman, Cllr Williams, reported that he had not yet made contact the landowner’s daughter to discuss the possibility of purchasing part of their land for the provision of a cemetery. The Chairman, Cllr Williams, noted that since the departure of Revd Canon Stuart Nairn, a new vicar had not yet been appointed, and in addition to this, new grave depth and width regulations were being proposed. Until these had been finalised, deliberations would be deferred.

8.2. Community Payback / Youth Offending team

The Chairman, Cllr Williams, reported that he would be speaking to a Probation Unit officer on Wednesday, 9th February 2022 and would report back at the next meeting.

8.3. SAM2 Data Collection

The Clerk reported that Westcotec had confirmed that both SAM2 signs were data enabled. Data from the sign purchased in 2014 would need to be downloaded by standard leads and the sign purchased in 2018 had Bluetooth downloading.

The Vice Chairman, Cllr Wilkinson, reported that he was responsible for relocating the SAM2 signs around the five designated locations in the village. He advised that he was currently working with only three batteries as one had perished and one of the SAM2 signs was therefore being repositioned more frequently than 28 days.

The Chairman, Cllr Williams, reported that a device to download data from the 2018 SAM2 sign could be purchased. Councillors agreed this would be a better solution than attempting to download data directly onto a laptop. Once the device had been received, Cllr Reynolds agreed to be trained on the data downloading.

Proposed – Chairman, Cllr Williams

Seconded – Cllr Pipe

That the Council purchases a device up to a maximum of £30.00 for the purposes of downloading data from the SAM2 signs.

All in favour

8.4. Queen’s Platinum Jubilee Weekend (2nd – 5th June 2022)

Cllr Greeno suggested various ideas for village activity during this weekend:

- Picnic in the Park (on the Community Centre field) with large activity inflatables/BBQ if desired.
- Decoration of houses in red, white and blue with a possible competition for ‘the best dressed house/street’.
- Contact the schools, Community Centre and Sports & Social Club to get involved.
- Provide commemorative mugs, coins or other merchandise for the primary school children.

A short discussion took place and it was agreed for the Clerk to investigate commemorative items for 150 children and report back at the next meeting.

Cllr Reynolds felt that it might be nice for the Council to plant an oak tree on the Community Centre field to commemorate the Platinum Jubilee and perhaps place an octagonal bench around it. The Chairman, Cllr Williams, felt that a commemorative oak tree could also be planted by the bus stop, as the Royal family travelled past this when going to and from the Sandringham Estate.

It was agreed for the Clerk to seek the cost of two 5-10 year-old oak trees and report back at the next meeting.

Cllr Greeno reported that the entrance fee money from the annual Narborough Village Fair could be utilised for the purchase of a bench. Cllr Greeno would liaise with the Community Centre Management Committee to explore this.

The Chairman, Cllr Williams, requested that the Clerk produce sub headings for this item on the next agenda.

8.5. Bus Shelters

Prior to the meeting, Cllr Reynolds had reported to the Council the condition of the two bus shelters; the west bound one had been fine but the roof on the east bound one required attention. The structures of both were solid but a coat of paint, which could possibly be undertaken by the youth offending team, would brighten them up.

It was agreed for Cllr Reynolds to seek two quotations for repair work to the roof of the east bound bus shelter. The Vice Chairman, Cllr Wilkinson, would obtain the third.

8.6. Potential areas for tree planting

Prior to the meeting, Cllr Reynolds had reported to the Council potential areas for tree planting. Whilst walking his dog throughout the village he had seen that in Old Vicarage Park and Eastfields, many homes had a nice variety of trees. However, areas around Westfields and the main roads were sparse.

Proposed – Cllr Davey

Seconded – Cllr Pipe

That the Council places an article on the Council Facebook page asking residents to specify their preferred locations for tree planting.

All in favour

Cllr Greeno and Cllr Hayes would post a notice on the Facebook page asking residents for their preferences of where they would like to see trees planted in the village and highlight the fact that this would not only brighten up certain areas but also benefit the climate. A report of the comments would be made at the next meeting.

Following the results of this, Cllr Reynolds would then contact Norfolk County Council to seek permission to plant trees on their land and, if approved, the Clerk would obtain licences.

8.7. Blocked drains in the village

At the last meeting, Cllr Reynolds had raised concerns regarding various blocked drains and kerbside gutter drains in the village. The Chairman, Cllr Williams, reported that most had now been cleared, but to report to the Clerk any that were still required to be done.

It was agreed for the Clerk to contact Anglian Water to identify when they would be carrying out any surface water drainage clearance.

9. Planning Applications and Decisions

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

9.1. Planning applications

9.1.1. 3PL/2021/1698/F – Hall Farm, Narford Road – Proposed new portal framed shed – Comments by 28th January 2022

The Parish Council had no objections.

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
Cllr Greeno had declared a Personal Interest in this item.

Breckland District Council – Refused.

9.2. Planning decisions

9.2.1. 3PL/2021/1592/HOU – 2 Eastfields – Single storey side extension and internal alterations
Breckland District Council – 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
Application withdrawn.

9.3. Late Planning applications and notices of decision

Late Planning Decisions

9.3.1 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
Application withdrawn.

9.3.2. 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 17th January 2022
Application withdrawn.

9.3.3. 3PL/2021/1698/F – Hall Farm, Narford Road – Proposed new portal framed shed
Breckland District Council – Approved.

Late Planning Applications

9.3.4. 3DC/2021/0333/DOC – 27 Sandy Road – Confirmation that Conditions No 7, 9, 13 & 15 on 3PL/2015/0928/F have been discharged (Discharge Conditions) – Information only
Breckland District Council – Refused.

9.3.5. 3DC/2021/0334/DOC – 8 Spelman Way – Discharge of Conditions Nos 9 & 14 on 3PL/2012/1093/O Confirmation of Conditions (Discharge Conditions)
The Parish Council made no comment due to the legal / technical details involved and the lack of reference information available.

9.4. Planning updates / enforcements / appeals and other notifications (for information only)

9.4.1. 3PL/2021/0304/D – Land North of 1-14 Swaffham Road – Reserved matters application following outline permission 3PL/2017/1046/O for 6 No. market sale building plots and 4 No. affordable homes
The Vice Chairman, Cllr Wilkinson, and Cllr Hayes reported that this application was being heard by the Planning Committee on Tuesday, 15th February 2022 and both would be speaking against the application on the grounds of design and layout, density, insufficient wheelie bin storage, inadequate single-track access, reduced turning point for vehicles, undesirable tree removal, inadequate proposed surface water removal/electrical services, damaging impact on the environment and wildlife and fails to enhance the visual amenity of the existing street scene and amenity of the area.

A short discussion took place and it was agreed for the Councillors to speak against the application on these grounds. They were given a vote of thanks for offering to speak at the meeting.

The Vice Chairman, Cllr Wilkinson and Cllr Hayes would be meeting on Saturday, 12th February 2022 to list the objections. Cllr Hayes would circulate these to Councillors prior to attending the Committee meeting.

The Vice Chairman, Cllr Wilkinson, prompted Councillors to refer any contact by the press to the Chairman, Cllr Williams.

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/2021/1082/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 plans received. Additional drainage documentation added. |
| 3PL/2021/1492/F | Willow Bank, Main Road - Change of use from former allotments to parking area for present Van Hire Business | Object | No update |

10. Reports from Outside Bodies

10.1. 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 community volunteers had recently helped clear out the shed and Cllr Pipe and members of the Management Committee had provided them with refreshments. He gave them all a vote of thanks.

10.2. Sports & Social Club

10.2.1. 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.

As requested by the Council at the last meeting, the Sports & Social Club had submitted a letter providing clarification of the dimensions specified in the quotations of the proposed Sports & Social Club wall.

Concern was raised that only two quotations had been received. The Chairman, Cllr Williams, agreed that a third would need to be sought.

The Chairman, Cllr Williams, reported that County Cllr Colman had agreed to help fund this project from his Local Member Fund. Due to him not being present, it was agreed to defer this item until the next meeting.

11. Councillors' issues and village matters

11.1. Annual Parish Meeting

It was agreed to hold the Annual Parish Meeting on Monday, 4th April 2022 at 7.00pm.

Chairman Signed Dated

It was noted that the Annual Meeting was being held on Wednesday, 4th May 2022 due to the preceding Monday being a bank holiday.

Defibrillator

Cllr Hayes reported that the East of England Ambulance Service had not yet registered the defibrillator; he was currently chasing this matter.

Football Pitch maintenance

Cllr Hayes enquired when the football pitch soft landscaping works would be carried out. The Chairman, Cllr Williams, confirmed that the Football Club was holding a meeting in February 2022 and the work was due to take place at the end of March 2022.

The Chairman, Cllr Williams, would contact the Football Club to confirm the exact details.

Agendas and Minutes on Noticeboards

Cllr Hayes enquired whether agendas and minutes needed to be placed on the village noticeboards. The Chairman, Cllr Williams, confirmed agendas were required to be advertised on noticeboards each month but minutes did not. Cllr Hayes enquired whether the noticeboards could each be allocated to a Councillor in order to stop this being onerous on the Chairman, Cllr Williams, who currently displayed agendas on all of the noticeboards. It was felt that because they needed to be laminated, the Chairman, Cllr Williams, would continue to carry this out.

12. Date and time of the next meeting

12.1. The next meeting of the Council would be held on Monday, 7th March 2022 at 7.30pm, in the Florence Green Room, Community Centre, Chalk Lane.

13. 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

13.1. Clerk matters

See confidential report.

Proposed – Chairman, Cllr Williams

Seconded – Vice Chairman, Cllr Wilkinson

That the Clerk's resignation is retracted.

All in favour

The Chairman, Cllr Williams, closed confidentiality and resumed the meeting at 9.05pm.

The Chairman thanked everyone for attending and closed the meeting at 9.05pm.