

**NARBOROUGH PARISH COUNCIL**

**Minutes of the Full Council Meeting held Monday, 7<sup>th</sup> March 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 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 (illness).

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

The Chairman, Cllr Williams, declared a Personal Interest in Item 9.1, Community Centre, as he was the Vice Chairman of the Community Centre Management Committee and Item 9.2, Sports & Social Club, as he was a member of the Sports & Social Club.

The Vice Chairman, Cllr Wilkinson, declared a Personal Interest in Item 8, Planning Applications, as he was the Vice Chairman of the Breckland Council Planning Committee and Item 9.1, Community Centre, as he was the Chairman of the Community Centre Management Committee.

Cllr Greeno declared a Personal Interest in Item 9.1, Community Centre, as she was the Secretary of the Community Centre Management Committee and Item 9.2, Sports & Social Club, as she was the Acting Secretary of the Sports & Social Club Committee.

Cllr Hayes declared a Personal Interest in Item 9.2, Sports & Social Club, as he was a member of the Sports & Social Club.

Cllr Pipe declared a Personal Interest in Item 9.2, Sports & Social Club, as she was a member of the Sports & Social Club.

Cllr Reynolds declared a Personal Interest in Item 9.2, Sports & Social Club, as he was a member of the Sports & Social Club.

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

**Proposed – Vice Chairman, Cllr Wilkinson**

**Seconded – Cllr Reynolds**

**That the minutes of the Council Meeting held Monday, 7<sup>th</sup> February 2022 (items 1-13 [02/2022]) 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 7.32pm.

### **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 reported that the Breckland District Council Tax would be rising by £103.68 this year, without referendum, based on a Band D property, equating to a rise of approximately £1.99 per week. For every £100.00 spent per household per year, ratepayers received £753.00 worth of services. This district had the lowest Band D Council Tax in the country.

In April 2022, Breckland District Council will be launching a food bus. Narborough has been identified as a village for this scheme; the bus will be present for one hour on Thursdays (times to be confirmed). Residents wishing to sign up for this service will pay £3.60 for a lifetime subscription. Full details would be advertised nearer the time.

Throughout March 2022, 'All About Local', supported by Breckland District Council and subsidised by European Regional Development Fund (ERDF), will be hosting one-off roadshows to the five market towns in the district. This is part of the high street recovery programme supporting local businesses and shops. The roadshows will promote loneliness, localness and support by encouraging visitors to find out what each unique town has to offer. Local chefs will present their skills with cooking demonstrations on the high street and free food tasting. This event will take place in Swaffham on Saturday, 19<sup>th</sup> March 2022 from 8.00am to 3.00pm on the Swaffham Market Place.

Cllr Greeno enquired whether the food bus would also be functioning as a food bank. Cllr Wilkinson would investigate this.

### **Public Participation**

The member of public did not wish to address the Council.

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

## **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 28<sup>th</sup> February 2022 had been circulated. The bank balances were as follows:

	Current Account	Savings Account
Council Closing Balances	1,289.38	24,659.71
<b>Council Total Closing Balances</b>		<b>25,949.09</b>

Cllr Hayes reported that due to electricity costs rising at a significantly rapid rate recently, there would be a small overspend in this year's budget. It was also noted that the budget set in 2022/2023 for electricity supply costs would not be sufficient to cover these alarming rises and funds would need to be vired from other items to balance the huge rises. This was noted.

### **5.2. Flood barriers**

The Chairman, Cllr Williams, reported that due to the absence of County Cllr Colman, this item would be deferred to the next meeting.

### **5.3. 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:

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

Date	Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
10.02.2022	Community Centre	Room Hire 07.02.2022	SO	20.00	0.00	20.00	0.00
18.02.2022	Comm-Tech Voice Data Ltd	Horizon Phone Rent	DD	89.83	17.96	107.79	0.00
To be paid	Clerk	Salary Feb	BACS	315.01	0.00	315.01	0.00
To be paid	Clerk	Clerk Expenses Feb	BACS	21.25	0.00	21.25	0.00
To be paid	HMRC	PAYE/NI Contributions Feb	BACS	78.80	0.00	78.80	0.00
<b>Totals this month</b>				<b>524.89</b>	<b>17.96</b>	<b>542.85</b>	<b>0.00</b>

**Proposed – Cllr Hayes**

**Seconded – Cllr Davey**

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

**All in favour**

#### **5.4. Pre-approval to pay March invoices prior to next Council Meeting**

The Clerk reported that the next meeting of the Council was in April 2022 and invoices received between now and then would need to be paid in this financial year. The Clerk confirmed that she would circulate a list to Councillors towards the end of March of all payments to be made in order that Councillors could approve them in principle.

**Proposed – Cllr Hayes**

**Seconded – Cllr Davey**

**That the Clerk circulates a list of invoices received in March 2022 to Councillors and is given delegated powers to pay them in this financial year.**

**All in favour**

## **6. Correspondence**

### **6.1. For action/information**

#### **6.1.1. Norfolk Resilience Forum - Community Resilience Support**

The Clerk had received an email from the Norfolk Resilience Forum (NRF) and this had been circulated prior to the meeting. The NRF was a multi-agency group made up of emergency services, local authorities and other agencies working together to ensure risks and emergencies were planned and coordinated.

A short discussion took place and it was agreed that as Breckland District Council and Norfolk County Council had emergency/resilience policies in place, it would not be beneficial for the Parish Council to explore this at this time.

#### **6.2. Late correspondence**

There was no late correspondence for action/information.

## **7. Community matters**

### **7.1. Community Payback / Youth Offending team**

The Chairman, Cllr Williams, reported that he had been unable to speak to a Probation Unit officer regarding this.

The Vice Chairman, Cllr Wilkinson, confirmed that the Clerk and himself had communicated with the Youth Offending officer but they had not yet sent a response. The Clerk would chase this up.

It was noted that risk assessments would need to take place for jobs the Parish Council and Community Centre wished them to undertake.

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

## 7.2. Queen's Platinum Jubilee Weekend (2<sup>nd</sup> – 5<sup>th</sup> June 2022)

### 7.2.1. Quotations for commemorative items

The Clerk had sought quotations from various sources for a wide variety of commemorative gifts, ranging from £1.50 to £7.50 per item for 150 school children. The items investigated had been mugs, tote bags, teaspoons, wildflower seeds, pens, money boxes, towels, embroidered book marks, coasters, cushion covers and glasses. The Royal British Legion also had lamp post signs, bunting and a large flag which could be purchased to help their charitable cause.

A discussion took place and Councillors felt that 50p coins from Royal Mint would be a cheaper option than the items sought by the Clerk. However, the Clerk noted that each 50p coin was £7.00 and they were limited to one per household.

The Chairman, Cllr Williams, confirmed that Hilgay Parish Council had contacted Royal Mint for a quotation of a bulk order for coins, and he would circulate this to Councillors for consideration.

The Clerk would also contact Royal Mint to investigate whether they would provide 150 x 50p coins at a reduced rate.

The Vice Chairman, Cllr Wilkinson, reported that Mrs S Dunkley, Head of School at Narborough CE Primary Academy, would be contacting the Clerk to request that the Council consider providing commemorative medals to the children. The Chairman, Cllr Williams, confirmed that a community meeting was being held on Wednesday, 9<sup>th</sup> March 2022 at 7.00pm in the Community Centre, to discuss ideas for commemorative items and events and that no definitive decisions would be made until that meeting had been held.

The Chairman, Cllr Williams, noted that the school children would not be able to get involved in any events during the Jubilee weekend because it was a bank holiday and the children would therefore not be insured under the school's insurance if anything untoward were to happen at the event. This was noted.

### 7.2.2. Quotations for oak trees

The Clerk had sought quotations for various sized oak trees and circulated these with the agenda as follows (costs including VAT):

Primrose	5ft oak tree	£47.99 + 10% off discount code + £5.99 delivery
Primrose	5ft oak tree with extras	£16.99 + 10% off discount code + £5.99 delivery
Roots	Bare root oak tree	£35.00 + £6.00 delivery
Trees Direct	2m oak tree	£65.00 + £18.50 delivery
Woodland Trust	Oak tree (starter pack)	£8.95 + free delivery

A discussion took place and Councillors agreed that Primrose offered the most suitable package at a very reasonable price. Cllr Reynolds confirmed that oak trees tended to grow half a metre per year.

The Clerk reported that she had a 10% discount code for a £100.00+ spend, valid until 31<sup>st</sup> March 2022 for this website.

It was agreed to purchase two 5ft oak trees with extras (full planting kit including after grow care, tree stake and tie) from Primrose.

**Proposed – Cllr Pipe**

**Seconded – Cllr Davey**

**That the Council purchases two 5ft oak trees and two full planting kits from Primrose at a cost of £108.30 + £21.66 VAT + £5.99 delivery (total £135.95) with a 10% discount of £13.00 (grand total £122.95) from Primrose for planting on the Community Centre field in commemoration of the Queen's Platinum Jubilee.**

**All in favour**

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

### **7.2.3. Community Meeting Wednesday, 9<sup>th</sup> March 2022**

The Clerk had written to the clubs and groups in the village inviting them to attend an informal meeting to consider events and activities to be held for the Jubilee weekend.

Cllr Greeno confirmed that she had invited other various organisations and would post the meeting on the Council website inviting members of the public and volunteers to attend as well.

### **7.3. Potential green areas for tree planting**

Cllr Hayes reported that a post had been placed on the Facebook page asking for suggestions and ideas of where residents would like to see trees planted in the village. There had been comments in favour of this but no specific suggestions had been made.

The Chairman, Cllr Williams, agreed to defer this item to the next meeting when County Cllr Colman would be present.

### **7.4. Keep Britain Tidy Great British Clean**

The Clerk had circulated details of the Keep Britain Tidy Great British Clean event being held Friday, 25<sup>th</sup> March 2022 to Sunday, 10<sup>th</sup> April 2022 prior to the agenda.

Cllr Hayes reported that there had been no interest in this event.

Councillors agreed not to proceed with these dates but instead carry out a 'Clean for the Queen' litter picking event in May 2022 in preparation for the Jubilee weekend. Cllr Greeno would raise this at the community meeting on Wednesday, 9<sup>th</sup> March 2022.

The Clerk confirmed that the Icen Partnership did have litter picking kits available for hire but these would need to be booked as soon as possible. The Clerk would also need to contact Breckland District Council to arrange for the waste collection. This was noted.

Cllr Greeno would confirm the date once it had been agreed. The Chairman, Cllr Williams, agreed to contact the Icen Partnership to book the litter picking kits.

### **7.5. Defibrillator**

Cllr Hayes reported that the defibrillator had now been registered by the East of England Ambulance Service. Training for residents would be investigated with the intention of holding one or two events in the Community Centre on a Saturday.

Quotations for a plaque would be presented at the next meeting for approval. The Clerk would add this to the agenda.

Cllr Greeno enquired whether the ambulance service and/or residents should be provided with the gate code. The Chairman, Cllr Williams, confirmed that they would not need this as there was a form of pedestrian access to the site. The Vice Chairman, Cllr Wilkinson, confirmed that gate access could not be given to the public as it would invalidate the insurance of the Community Centre, particularly if there were thefts within the building or equipment from the site grounds. Cllr Greeno would raise this matter with the Community Centre Management Committee.

### **7.6. Football Club soft landscaping of the pitch**

The Chairman, Cllr Williams, reported that the Football Club had not submitted a revised quotation for the soft landscaping of the football pitch. He had attempted to contact members of the Football Club but they had not been responsive.

At the meeting in September 2021, members of the Football Club had attended and advised that they would be seeking a new proposal for the soft landscaping as the original contracted company had pulled out.

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

It was noted that the S106 monies of £9,875.00 had been earmarked for this project for two and half years and could be returned to the developers, Persimmon Homes, if it was unspent.

The Chairman, Cllr Williams, would draft an advisory letter to the Football Club advising that their proposals needed to be confirmed to the Council urgently and that the S106 monies must be expended within the next two months. The draft letter would be circulated to Councillors prior to sending.

## 8. Planning Applications and Decisions

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

### 8.1. Planning applications

No planning applications had been received from Breckland District Council.

### 8.2. Planning decisions

#### 8.2.1. 3DC/2021/0334/DOC – 8 Spelman Way – Discharge of Conditions Nos 9 & 14 on 3PL/2012/1093/O Confirmation of Conditions (Discharge Conditions)

Withdrawn.

#### 8.2.2. 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 Breckland District Council – Approved.

### 8.3. Late Planning applications and notices of decision

#### Late Planning Application

#### 8.3.1. 3PL/2022/0252/F – Land to the North of 1-14 Swaffham Road – Residential development, including the erection of 10 dwellings, alterations to the existing access onto Narford Road, construction of new internal access road and a new pedestrian link to Swaffham Road – comments by 28<sup>th</sup> March 2022

This application had been received today. It was agreed for the Clerk to obtain an extension on the consultation date.

### 8.4. 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/2021/1082/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)	New Highways comment
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

## 9. Reports from Outside Bodies

### 9.1. 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 the Community Centre had secured funding through the Digital Welfare Programme. Two second hand laptops had been purchased for the Community Centre staff and a further ten for training purposes. These would be loaned to people who were new to digital technology for a six-week period, with the intention of them purchasing their own at the end of their courses. Cllr Williams, in his capacity as Vice Chairman of the Community Centre, was given a vote of thanks for writing the programmes and purchasing/picking up the equipment.

### 9.2. Sports & Social Club

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

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

To date, two quotations had been obtained by the Sports & Social Club. It was noted that a third should be obtained in order that it could be considered by the Parish Council and Norfolk County Council for funding.

The Vice Chairman, Cllr Wilkinson, reported that as this scheme was considered to be a highways scheme, the Highways Engineer, Mr J Griffiths, would need to have sight of the S19 Local Government (Miscellaneous Provisions) Act 1976 in which this could be considered. The Clerk would send Mr Griffiths the information.

A long discussion took place.

Those in favour felt that the Sports & Social Club was a valued community amenity and the Council should help fund a new wall for health and safety purposes of visitors to the Club. However, it was felt that the wall should be higher, more decorative and possibly gated.

Those against felt that because the Sports & Social Club was a business, funding should not be borne by the ratepayers and that if approved, other businesses in the village may feel that the Council was favouring this business because it operated in the Community Centre.

It was noted that if the Parish Council did part-fund this scheme, there would be no liability held in the event of injury or death to visitors and/or maintenance and damage to the wall.

The Clerk confirmed that if a grant was given by the Parish Council, this would be a net contribution and VAT would need to be paid by the Sports & Social Club. Cllr Greeno confirmed that the Club was VAT registered and could therefore reclaim the VAT.

A show of hands took place as to whether Members were in favour, in principle, of part-funding this scheme. The results were as follows:

In favour – 5                      Against – 2

In light of the mixed feelings about this scheme, the Chairman, Cllr Williams, agreed to invite the Chairman of the Sports & Social Club to revise the plans and subsequently attend a future meeting of the Council in order for Members to have a full discussion regarding this project.

## 10. Councillors' issues and village matters

### Blocked drains

Cllr Reynolds reported that there were still blocked drains in the village. He agreed to report these on the Norfolk County Council website.

Public Right of Way from Point House

Cllr Davey reported that four trees had fallen in the recent high winds and he had reported this on the Norfolk County Council website.

Overgrown hedges

Cllr Davey reported that the hedge at 12 Meadow Close was extremely overgrown and impeding the path. The Clerk would send the resident a letter.

Cllr Davey further reported that the shrubbery of 14 Meadow Close was overhanging the path. The Clerk would send the resident a letter, with a copy to Flagship Homes.

S106 monies

Cllr Greeno reported that the S106 funds allocated to Narborough CE Primary Academy was reportedly being spent on school facilities outside the parish.

The Vice Chairman, Cllr Wilkinson, confirmed that the S106 Agreement had been assigned in full to the school but he would speak to the Norfolk County Council Education Officer to confirm this.

Dog fouling

Cllr Pipe reported that dog fouling in the village was getting worse.

Cllr Hayes agreed to place a post on the Facebook page.

**11. Date and time of the next meeting**

**11.1.** The next meeting of the Council would be held on Monday, 4<sup>th</sup> April 2022 following the Annual Parish Meeting at 7.00pm, in the Florence Green Room, Community Centre.

The member of public left the Council Chamber at 9.04pm.

**12. 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**

**12.1. Repair of the east bound bus shelter**

See confidential report.

**Proposed – Cllr Hayes**

**Seconded – Cllr Greeno**

**That the Council contracts Burnt Therapy Services to repair the east bound bus shelter at a cost of £463.38 No VAT.**

**All in favour**

The Chairman, Cllr Williams, closed confidentiality and resumed the meeting at 9.08pm.

The Chairman thanked everyone for attending and closed the meeting at 9.08pm.