

NARBOROUGH PARISH COUNCIL

**Minutes of the Full Council Meeting held Monday, 4th April 2022 at 7.30pm in the Florence Green Room,
Community Centre, Chalk Lane**

Present:	Chairman	Cllr P Wilkinson (also District Councillor)
	Councillors	Cllr H Pipe Cllr J Reynolds
	County Councillor	Cllr E Colman
	Parish Clerk	Mrs S Porter
	Member(s) of Public	1

1. Apologies for absence

Apologies for absence had been received from the Chairman, Cllr D Williams (Covid), Cllr S Davey (holiday) Cllr S Greeno (family commitment) and Cllr R Hayes (Covid).

The apologies were accepted.

In view of the absence of The Chairman, Cllr Williams, the Vice Chairman, Cllr Wilkinson, would be chairing the meeting and referred to as the Chairman thereafter.

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

The 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 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 Committee member of the Sports & Social Club.

3. Approval of the minutes of the Council meeting

Proposed – Cllr Reynolds

Seconded – Cllr Pipe

That the minutes of the Council Meeting held Monday, 7th March 2022 (items 1-12 [03/2022]) are approved and signed as a true and accurate record.

All in favour

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

4. Chairman’s announcements and matters for consideration

The Chairman, Cllr Wilkinson, reported that an anonymous letter had been received regarding the changing street scene in Narborough, with high fences being erected without planning permission. The Chairman, Cllr Wilkinson, had investigated the issues raised and established that there were no enforcement issues to be made. A response to the complainant could obviously not be sent.

PUBLIC OPEN FORUM

The Chairman, Cllr Wilkinson, adjourned the meeting at 7.38pm.

County Cllr Ed Colman

County Cllr Colman reported the following:

Chairman Signed Dated

Home Care receives funding boost in the face of rising fuel costs

To help keep vital providers of home care on the road and supporting vulnerable adults, Norfolk County Council is spending an extra £300,000 to help meet the increased cost of fuel. In the face of rising fuel prices, care providers across Norfolk reported that the extra cost was having a real impact on their and their staff's ability to keep providing reliable home care, a decision was taken by Norfolk County Council to increase its' hourly payments to £21, representing an increase of £301,000 across the county.

Home care, also known as home support, domiciliary care and non-residential care, offers practical help for people to stay independent at home, in housing with care and supported living. This involves carers visiting people at home, giving them the extra support needed for them to continue to live in their own home. This can include help with bathing, eating and managing medication, as well as many other tasks where necessary. To do this, carers visit multiple people in one day, and in a rural county like Norfolk can clock up many miles of travel between these locations. As such, the steep rise in fuel prices has put a major strain on many of these home care services.

While the County Council's annual review did increase the element of fees paid by the Council associated with fuel costs, this decision was made prior to the recent increases in price. In recognition of this increased cost, the Council has made the decision to increase this element again outside the annual review framework. The total cost of the changes stands at £301,000, which will be met by the Norfolk County Council's Adult Social Services Provider Support Fund.

All aboard for launch of new £700,000 on-demand bus service near Swaffham

People who live and work near Swaffham will be able to rely on a new on-demand bus service from today. Aiming to transport people to work, study and shop, the flexibus+ service will be running between 7am and 7pm every day, except Sundays, and journeys can be booked by phone or online. The flexibus+ zone covers 85 square miles and has stops in Swaffham as well as 20 villages and hamlets in the surrounding area. The scheme has been made possible with a £700,000 grant awarded from the government's Rural Mobility Fund. This money will allow the scheme to be set up and run for four years, in which time it is hoped that it can become self-financing and continue to run for many years to come.

While Narborough is not in the initial pilot phase, I hope we can revisit this in future phases. More information can be found by visiting <https://www.norfolk.gov.uk/roads-and-transport/public-transport/buses/flexibus>.

£3 million to help Norfolk's rural economy grow

Norfolk County Council wants to hear from small to medium-sized businesses (SMEs) supporting the rural economy. Through their £3m DRIVE programme, Delivering Rural Investment for Vital Employment, the County Council, in partnership with Suffolk County Council, has already awarded over £500,000 to rural businesses. DRIVE will offer businesses contributing to the rural economy in Norfolk and Suffolk 12 hours of business mentoring to create project and business plans, after which the applicant will be able to apply for a capital grant of between £5k and £30k, towards up to 40% of project costs. All applicants will need to put forward job creation as a result of their grant application. Existing and new businesses can apply. New businesses will need to be aiming at high growth, defined as forecasting to employ 3 new members of staff in the first 3 years of trading.

Decisions on grant awards will be made by Local Investment Boards that will consist of local volunteers with business experience or knowledge. With all funding programmes there is specific eligibility criteria. If you are interested in applying, please contact the team and we will assess whether your project is eligible for DRIVE on a case-by-case basis before you are assigned a business mentor. For more information go to www.driveforbusiness.co.uk.

The Norfolk Assistance Scheme (NAS)

The Norfolk Assistance Scheme (NAS) had been relaunched with a £6.7M Government hardship fund to help people in financial hardship who could not pay their living costs.

The decision was made not to issue free school meal vouchers over the forthcoming Easter term, which has been a controversial topic in the press. Those requiring help under the NAS should contact 0344 800 8020.

County Council Meetings

Full Council meetings at Norfolk County Council are limited to three hours and the meeting held last week had not been extended past this duration. Thirteen National/political motivated motions were moved and carried forward for consideration at a meeting being held on Monday, 11th April 2022. The Corporate Select Committee, chaired by Cllr Colman, would be reviewing the practice of motions at meetings which were deemed not to be relevant to residents of Norfolk.

Council Tax

Norfolk County Council's precept had been increased by 2.99%. Even with this rise, a prediction of a £60M funding gap in 2023/2024, mainly in Adult Social Services care, was anticipated. Discussions with partnering bodies would be ongoing regarding this financial issue.

District Cllr Peter Wilkinson

Food Bus

District Cllr Wilkinson reported that a food bus was now operating in Narborough, the funding and sponsorship of which was being supplied by Breckland District Council. The bus, run by Kickstart, would be working alongside the foodbank, not replacing it. The cost of food and essentials were around 30-50% cheaper than shop prices.

Ukraine Support & Welfare Grant

Breckland District Council had secured £125,000 as an additional Covid recovery grant offered by Norfolk County Council, to help support families suffering from the Ukrainian conflict. This funding would be paid to residents housing those in need and to help with English lessons, etc.

Public Participation

The member of public was pleased to see that the plastic sheeting, which had been in situ for eight to nine years at the site on Narford Road/Swaffham Road, had been removed in anticipation of the planning permission being received for ten dwellings. This was noted.

The Chairman, Cllr Wilkinson, resumed the meeting at 7.51pm.

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 March 2022 had been circulated. The bank balances were as follows:

	Current Account	Savings Account
Council Closing Balances	1,111.47	23,672.90
Council Total Closing Balances		24,784.37

5.2. Norfolk Association of Local Councils membership

The Clerk had circulated details of the Norfolk Association of Local Councils (Norfolk ALC) annual membership prior to the agenda. The cost of £276.77 included technical support and the annual website hosting fee. Clerks and Councillors were permitted to contact Norfolk ALC for help and advice.

Proposed – Cllr Pipe

Seconded – Cllr Reynolds

That the Council approves the Norfolk Association of Local Councils annual membership at a cost of £276.77.

All in favour

Chairman Signed Dated

5.3. Flood barriers

The Chairman, Cllr Wilkinson, adjourned the meeting at 7.57pm to enable County Cllr Colman to report on this matter.

Cllr Colman provided a photograph of the flood barriers and reported that they were approximately 6ft x 2ft. He confirmed that there would be no cost to the Parish Council for flood barriers; this would be borne by Norfolk County Council, as part of the annual Local Members' funding. It was noted that the relief at NAR had a single sluice system and was approximately 20ft wide and although it had flooded in 2020, this was a rare occurrence.

A short discussion took place and Councillors felt that if the barriers could be stored somewhere safe, it would be beneficial for the village to have twenty of them in the case of an emergency. The Chairman, Cllr Wilkinson, confirmed that they could be stored in the Community Centre shed and he was given a vote of thanks for this.

The Chairman, Cllr Wilkinson, resumed the meeting at 8.02pm.

Proposed – Cllr Pipe

Seconded – Cllr Reynolds

That the Council approves the generous donation from Norfolk County Council for twenty flood barriers.

All in favour

Cllr Colman would add this request to the overall County order.

5.4. Approval of pre-authorized 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 £
2021/2022							
08.03.2022	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00
10.03.2022	Community Centre	Room Hire 07.02.2022	SO	20.00	0.00	20.00	0.00
30.03.2022	Sara Porter (John Lewis)	Op Lon Condolence Book	BACS	16.67	3.33	20.00	0.00
30.03.2022	Sara Porter (Primrose)	2 x Oak Trees & Care Kits	BACS	102.46	20.49	122.95	0.00
30.03.2022	Clerk	Clerk Expenses Mar	BACS	21.25	0.00	21.25	0.00
30.03.2022	Clerk	Salary Mar	BACS	376.57	0.00	376.57	0.00
30.03.2022	HMRC	PAYE/NI Contributions Mar	BACS	94.00	0.00	94.00	0.00
Totals 2021/2022				640.35	25.71	666.06	0.00
2022/2023							
To be paid	Norfolk ALC	Annual membership/web	BACS	276.77	0.00	276.77	0.00
Totals 2022/2023				276.77	0.00	276.77	0.00
Late Bills / Receipts (Received after Agenda advertised)							
31.03.2022	Unity Trust Bank	Quarterly Charge	DD	18.00	0.00	18.00	0.00
31.03.2022	Unity Trust Bank	Bank Interest	DD	0.00	0.00	0.00	13.19
Grand Totals				935.12	25.71	960.83	13.19

Proposed – Cllr Pipe

Seconded – Cllr Reynolds

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

All in favour

Chairman Signed Dated

6. Correspondence

6.1. For action/information

6.1.1. Norfolk County Council's Local Transport Plan 4 Consultation

The Clerk had circulated details of the Local Transport Plan 4, Implementation Plan, prior to the agenda. The consultation had opened Monday, 21st March 2022 and would finish on Monday, 2nd May 2022.

Councillors felt that the service in Narborough was adequate. It was agreed for the Clerk to submit this response.

The Chairman, Cllr Wilkinson, confirmed that Councillors could also respond to the consultation as individuals.

6.2. Late correspondence

Breckland Local Plan: Call for Sites Consultation

The Clerk had circulated an email from Breckland District Council prior to the meeting regarding the Breckland Local Plan and its requirement to allocate sites to meet housing, employment and other needs of the district. A 'Call for Sites' had been opened from Monday, 4th April 2022 until Friday, 20th May 2022 for individuals, landowners and developers to suggest sites within the District for development over the next 20-30 years. Town and Parish councils, residents and other promoters could submit sites to the Council for consideration.

A short discussion took place and it was agreed for Councillors to respond as individuals if they wished to do so.

7. Community matters

7.1. Community Payback / Youth Offending team

The Chairman, Cllr Wilkinson, reported that he had been in touch with the facilitator of the Youth Offending Team and would be meeting with him on Wednesday, 6th April 2022. A report would be provided at the next Council meeting.

7.2. Queen's Platinum Jubilee Weekend (2nd – 5th June 2022)

7.2.1. Community meeting Wednesday, 9th March 2022 – debrief

The Chairman, Cllr Wilkinson, reported that a successful meeting had been held with various representatives in the community. It had been agreed to hold a basic event on Thursday, 2nd June 2022, possibly with some light entertainment on that day. A further meeting would be held to finalise the details.

County Cllr Colman left the meeting at 8.10pm.

7.2.2. Insurance implications

The Clerk reported that if the event was likely to have 500+ attendees, special insurance would need to be in place. Councillors agreed that attendance would likely be nowhere near this figure.

7.2.3. Quotations for commemorative items

The Clerk reported that she had contacted Royal Mint regarding their commemorative coins but no response had been received. The Clerk had sought a further quotation for coins from Insignia. A 2D coin with a Platinum Jubilee design on the front and Narborough Parish Council on the reverse would be £1.40 + £0.28 VAT each for a minimum order of 250. The Clerk confirmed that this price could only be achieved by ordering 250.

Councillors agreed that this was an excellent price and coins could be given to children, parents, volunteers, local groups and organisations and other significant people in the village.

That the Council approves the purchase of 250 Platinum Jubilee 2D coins from Insignia at a cost of £350.00 + £70.00 VAT (total £420.00).

All in favour

The Clerk would confirm the order with Insignia.

7.2.4. Village litter picking

The Chairman, Cllr Wilkinson, reported that no volunteers had come forward to help with a community litter pick. It was noted that the worst areas for litter were the main roads, but it was not permissible for volunteers to clear highways due to the health and safety risks. The Chairman, Cllr Wilkinson, confirmed that the Community Centre Caretaker always cleared the field of litter and would ensure it was clean prior to the celebrations.

It was agreed for posts to be placed on Facebook asking residents to clear litter from areas adjacent to their properties for the Jubilee weekend. Cllr Greeno would be asked to post this on the Council Facebook page and the Chairman, Cllr Wilkinson, would post this on the Village Facebook page.

This item would be removed from the agenda.

7.3. Potential green areas for tree planting

The Clerk reported that the two oak trees had been ordered from Primrose and the delivery of them would be to Cllr Hayes’ property.

Councillors felt that rather than them both being planted on the Community Centre field, one could be planted on a highway, subject to Norfolk County Council’s approval.

Councillors enquired whether the Clerk could attempt to delay the delivery of them until the autumn. The Clerk would contact the company.

Cllr Reynolds agreed to find a suitable location for an oak tree and forward the Clerk a photograph of the area, in order that the Clerk could forward this to Highways for planting permission.

7.4. Defibrillator

7.4.1. Sponsorship Plaque

Prior to the meeting, Cllr Hayes had circulated three quotations for a commemorative plaque, depicting the names of those that had helped contribute to the purchase of the defibrillator, as follows:

- A1 Signs A4 Size £11.00 + £2.20 VAT (total £13.20) or A5 Size £9.00 + £1.80 (total £10.80)
- Daylight Signs Could not action until later in the year
- Uncle Luke’s Signage No response

The Clerk tabled two versions of the plaque; one with a blank background and the other with a green background. Councillors felt that the green background was more appealing.

That the Council approves the purchase of an A5 sized commemorative plaque with a green background from A1 Signs at a cost of £9.00 + £1.80 (total £10.80).

All in favour

The Clerk would confirm the order with A1 Signs and collect the sign when it was ready.

7.4.2. Defibrillator Training

Cllr Hayes had further reported that due to his illness, he had not yet established three quotations for defibrillator training. These would be available at the next meeting.

7.5. Football Club soft landscaping of the pitch

The Chairman, Cllr Wilkinson, reported that the Football Club had established a revised quotation for the soft landscaping of the football pitch, which would satisfy the requirements of the S106 Agreement. The cost would be £7,500.00 + £1,500.00 VAT (total £9,000.00).

The Clerk reported that £9,875.00 had been earmarked from the S106 funds for this project. The Chairman, Cllr Wilkinson, confirmed that £2,375.00 could be held in reserves for the future football pitch maintenance.

It was noted that the Football Club was responsible for their own grass cutting schedule.

8. Planning Applications and Decisions

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

8.1. Planning applications

8.1.1. 3PL/2022/0252/F – Land to the north of 1-14 Swaffham Road – Residential development, including the erection of 10 dwellings, alternations to the existing access onto Narford Road, construction of new internal access road and a new pedestrian link to Swaffham Road – comments by 28th March 2022 with extension approved to 6th April 2022

Parish Council – No objections.

8.2. Planning decisions

No planning decisions had been received from Breckland District Council.

8.3. Late Planning applications and notices of decision

No late planning applications and/or planning decisions had been received from Breckland District Council.

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)	Revised site plans x 3 – new refuse vehicle tracking plan – revised transport plan
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 Wilkinson, had declared a Personal Interest in this item.

There was nothing to report to the meeting.

9.2. Sports & Social Club

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

Cllr Pipe and Cllr Reynolds had declared a Personal Interest in this item.

The Chairman, Cllr Wilkinson, reported that Cllr Williams was currently seeking quotations for a fenced perimeter, as opposed to a brick wall. The intention of this was to bring the costs down.

The Chairman, Cllr Wilkinson, was unsure whether Norfolk County Council would now be part-funding this scheme in light of the S19 Local Government (Miscellaneous Provisions) Act 1976 information that the Clerk had sent the Highways Engineer, Mr Griffiths.

The Clerk would email Mr Griffiths and County Cllr Colman to confirm this.

10. Councillors' issues and village matters

Parking on pavements

Cllr Pipe and Cllr Reynolds reported that a resident in Westfields had been parking vehicles on the grass over the pavement. The Clerk had confirmed that no one had a right of access to a highway or an automatic right to park on any road, although it was an offence to obstruct a highway and this included pavements. Cllr Pipe and Cllr Reynolds confirmed that the matter was currently being resolved.

Overgrown hedges

The Chairman, Cllr Wilkinson, reported that letters had been issued to the tenants of 12 and 14 Meadow Close and as a result of this, the residents of 12 were currently attempting to find someone to cut their overgrown hedge and those at 14 had complied with the letter and removed their overgrown shrubbery immediately.

The Chairman, Cllr Wilkinson, confirmed that he had reported issues to Flagship Homes regarding unsightly frontages of certain houses. Flagship Homes were currently dealing with these matters.

It was noted that the residents of Narborough Hall had still not trimmed their hedge and grassed area at the front of their property. This issue had been escalated to Norfolk County Council and was being dealt with by them.

Councillor training

The Clerk reported that she regularly checked the Norfolk ALC website for upcoming induction and Chairman courses, and would confirm dates to Councillors as and when they were advertised.

The Chairman, Cllr Wilkinson, confirmed that it would be ideal for the new Councillors to attend the Norfolk ALC Summer Conference/AGM in Fakenham on Wednesday, 6th July 2022. The Clerk would circulate details of this.

11. Date and time of the next meeting

11.1. The Annual Meeting would be held on Monday, 4th May 2022 at 7.30pm, in the Florence Green Room, Community Centre.

The member of public left the Council Chamber at 8.52pm.

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

Proposed – Chairman, Cllr Wilkinson

Seconded – Cllr Pipe

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. National Joint Council (NJC) pay scales 2021/2022

See confidential report.

12.2. Clerk’s Annual Salary Review

The Clerk was invited to remain in the Council Chamber for the discussions.

See confidential report.

Proposed – Chairman, Cllr Wilkinson

Seconded – Cllr Pipe

That the Clerk’s Spinal Column Point (SCP) rate is increased from SCP 18 to SCP 20 with effect from April 2022 in light of her CiLCA qualification.

All in favour

The Chairman, Cllr Wilkinson, closed confidentiality and resumed the meeting at 8.54pm.

The Chairman thanked everyone for attending and closed the meeting at 8.54pm.