

NARBOROUGH PARISH COUNCIL

Parish Clerk, Mrs Sara Porter
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Chairman, Mr David Williams
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Councillors are hereby summoned to attend the **Annual Meeting** of Narborough Parish Council on **Wednesday, 4th May 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
27th April 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.**

The Council is pleased to welcome **The Deputy Lieutenant Nicholas Pratt** who will be attending prior to the meeting to present a plaque to the parish in recognition of the community spirit during the pandemic. In a formal capacity, he does so on behalf of Her Majesty, thereby, if people are seated, the Chairman will announce upon his arrival, 'Ladies and gentlemen, please stand to receive the Deputy Lieutenant', and people should stand to acknowledge his status. The Chairman will be required to escort Lord-Lieutenant from the meeting room, with guests once again being invited to rise to acknowledge the Deputy Lieutenant's status.

AGENDA

- 1. Election of Chairman of the Council and Declaration of Acceptance of Office**
- 2. Election of Vice Chairman of the Council and Declaration of Acceptance of Office**
- 3. To receive and accept apologies and reasons for absence**
- 4. To receive declarations of interest for items on the agenda (under the Breckland Code of Conduct) and any requests for dispensation**
- 5. To receive the resignation of Cllr R Hayes on 20th April 2022**
- 6. To approve the minutes of the Council meeting held on Monday, 4th April 2022 (Items 1-12 [04/2022])**
- 7. To review the representatives of Internal Council duties**
 - 7.1. Panels & Responsibilities**
 - 7.1.1. Defibrillator – Currently **vacant**
 - 7.1.2. Emergency Planning – Currently Cllrs Reynolds and Williams
 - 7.1.3. Facebook Page – Currently Cllr Greeno
 - 7.1.4. Finance Internal Controls – Currently Cllr Pipe
 - 7.1.5. Footpaths – Currently Cllr Davey (proposed Cllr Reynolds)
 - 7.1.6. Highways – Currently Cllr Reynolds
 - 7.1.7. Human Resources Liaison – Currently Cllr Davey
 - 7.1.8. Human Resources Working Party – Currently Cllrs Greeno, Pipe and Williams
 - 7.1.9. Nar Valley News – Currently **vacant**
 - 7.1.10. Noticeboards – Currently Cllr Williams (proposed Cllr Wilkinson)
 - 7.1.11. Planning Applications – Currently Cllrs Davey and Wilkinson
 - 7.1.12. SAM2 Control & Data Collections – Currently Cllr Wilkinson (proposed Cllr Reynolds)
 - 7.2. Appointed Representatives to outside bodies**
 - 7.2.1. Community Centre – Currently Cllr Wilkinson
 - 7.2.2. Icen Partnership – Currently Cllr Williams

- 7.2.3. Parochial Church Council – Currently **vacant**
- 7.2.4. Planning Appeals – Currently Cllr Wilkinson
- 7.2.5. Sports & Social Club – Currently Cllr Williams
- 7.2.6. Swaffham SNAP – Currently Cllr Wilkinson

7.3. Internal Auditor

- 7.3.1. Currently Mrs S Nairn

8. To review the Council policies and procedures (circulated with agenda and available to view on the website)

- 8.1. Standing Orders
- 8.2. Financial Regulations
- 8.3. Business Continuity Plan
- 8.4. Complaints Procedure Policy
- 8.5. Data Protection Policy
- 8.6. Disciplinary Policy
- 8.7. Employee Pension Policy
- 8.8. Equal Opportunities Policy
- 8.9. Financial Control Policy
- 8.10. Financial Reserves Policy
- 8.11. Freedom of Information and Model Publication Scheme
- 8.12. GDPR Privacy Notice
- 8.13. Grant Award Policy
- 8.14. Grievance Policy
- 8.15. Health and Safety Policy
- 8.16. Internal Control Policy
- 8.17. Litter Picking Strategy
- 8.18. Press and Social Media Policy
- 8.19. Retention of Documents Policy
- 8.20. Safeguarding Policy
- 8.21. Training Policy
- 8.22. Website Accessibility Statement
- 8.23. Whistleblowing Policy
- 8.24. Code of Conduct – reminder
- 8.25. Register of Members Disclosable Interests – to be updated if necessary
- 8.26. Gifts and Hospitality Schedule – reminder
- 8.27. To review the current contracts and service providers
- 8.28. To review the current Direct Debits and Standing Orders

9. 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)							

10. To receive and approve Finances

- 10.1. To receive the current bank statements and financial reports (circulated prior to the meeting)
- 10.2. To approve the disbursement for Cllr Pipe, Cllr Reynolds and Cllr Wilkinson attending the Norfolk ALC Summer Conference on 6th July 2022 at Fakenham Racecourse at a cost of £25.00 per person and approve the travel costs
- 10.3. To receive the Spending Analysis 2021/2022 report and consider and approve recommendations for 2022/2023 (circulated prior to the meeting)
- 10.4. To receive and agree finances since last meeting and approve pre-authorized 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 £
05.04.2022	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00

08.04.2022	Breckland District Council	50% Precept	BACS	0.00	0.00	0.00	9,411.00
11.04.2022	Community Centre	Room Hire 04.04.2022	SO	20.00	0.00	20.00	0.00
11.04.2022	Norfolk ALC	Annual Membership 2022 2023	BACS	276.77	0.00	276.77	0.00
11.04.2022	Insignia	250 Queen's Jubilee Coins	BACS	350.00	70.00	420.00	0.00
19.04.2022	N Power	Street Lighting January 20% VAT	DD	7.51	1.50	9.01	0.00
19.04.2022	N Power	Street Lighting January 5% VAT	DD	327.69	16.38	344.07	0.00
19.04.2022	N Power	Street Lighting February	DD	282.26	14.11	296.37	0.00
19.04.2022	N Power	Street Lighting March	DD	296.59	14.83	311.42	0.00
19.04.2022	Westcotec	Street Light Maintenance Oct-Mar	DD	223.68	44.74	268.42	0.00
To be paid	Mrs S Porter	Ink Cartridges (PrinterInkDirect)	BACS	29.90	0.00	29.90	0.00
To be paid	A1 Signs & Engraving Ltd	Defibrillator Plaque	BACS	9.00	1.80	10.80	0.00
To be paid	Mrs S Nairn	Internal Audit Q4	BACS	70.00	0.00	70.00	0.00
To be paid	Clerk	Clerk Expenses April	BACS	21.25	0.00	21.25	0.00
To be paid	Clerk	Salary April	BACS	333.64	0.00	333.64	0.00
To be paid	HMRC	PAYE/NI Contributions April	BACS	83.40	0.00	83.40	0.00
Total				2,341.09	165.25	2,506.34	9,411.00

11. Annual Governance for the Accounts 2021/2022 (circulated with agenda)

- 11.1. To approve the Annual Internal Audit Report 2021/2022 prepared by Mrs Susan Nairn and consider recommendations made (circulated with agenda)
- 11.2. To approve the Annual Governance Statement 2021/2022 (Section 1 Annual Return)
- 11.3. To approve the Accounting Statements 2021/2022 (Section 2 Annual Return)
- 11.4. To approve the Notice of Appointment of Date for the Exercise of Electors' Rights

12. To receive and discuss correspondence

- 12.1. For action/information (circulated prior to/with agenda)
- 12.2. Late correspondence

13. To consider and discuss updates on community matters

- 13.1. Update on community payback / youth offending work
- 13.2. The Queen's Platinum Jubilee Weekend 2nd-5th June 2022
 - 13.2.1. To receive update on the two oak trees being supplied by Primrose
- 13.3. To receive ideas for potential green areas for tree planting (deferred from previous meeting)
- 13.4. Community defibrillator
 - 13.4.1. To receive details of AED training for the community

14. To consider planning applications and note planning decisions from Breckland Council

- 14.1. Planning applications
 - 14.1.1. 3DC/2022/0085/DOC – Forester Lodge, Main Road – Discharge Of Conditions 3,5,9,10 on 3PL/2018/1176/F (Discharge Conditions) – information only - comments not required
- 14.2. Planning decisions
- 14.3. Late planning applications and notices of decision
- 14.4. Other planning matters / enforcements / appeals and other notifications (for information only)

15. Reports from Outside Bodies

- 15.1. Narborough & Narford Community Centre
- 15.2. Sports & Social Club
 - 15.2.1. To receive update on the quotations being sought by the Sports & Social Club for the construction of a new boundary wall/fence for part-funding by the Parish Council under S19 Local Government (Miscellaneous Provisions) Act 1976

16. To receive any Councillors' issues and/or village matters

17. To record the date of the next Full Council meeting:

- 17.1 The next meeting of the Council is scheduled to take place on Monday, 6th June 2022 at 7.30pm, in the Florence Green Room, Community Centre, Chalk Lane

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

18. 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