

**NARBOROUGH PARISH COUNCIL**

**Minutes of the Annual Meeting held Wednesday, 4<sup>th</sup> May 2022 at 7.30pm in the Florence Green Room,  
Community Centre, Chalk Lane**

Present:	Chairman	Cllr P Wilkinson (elected) (also District Councillor)
	Vice Chairman	Cllr D Williams (elected)
	Councillors	Cllr S Davey Cllr S Greeno Cllr J Reynolds
	County Councillor	Cllr E Colman
	Parish Clerk	Mrs S Porter
	Member(s) of Public	0

Prior to the commencement of the meeting, on behalf of The Lady Dannatt MBE, HM Lord-Lieutenant of Norfolk, the Deputy Lieutenant Nicholas Pratt presented a commemorative plaque to the Council, which was received on behalf of the parish, in recognition of the community resilience shown during the coronavirus pandemic.

**1. Election of Chairman of the Council**

The outgoing Chairman asked for nominations for Chairman of the Council.

**Proposed – Cllr Williams**

**Seconded – Cllr Davey**

**That Cllr Wilkinson is elected Chairman of Narborough Parish Council for the ensuing year.**

**All in favour**

There being no other nominations, Cllr Wilkinson was duly elected. Cllr Wilkinson duly signed and dated his Declaration of Acceptance of Office and the Clerk countersigned it.

**2. Election of Vice Chairman of the Council**

The Chairman asked for nominations for Vice Chairman of the Council.

**Proposed – Chairman, Cllr Wilkinson**

**Seconded – Cllr Davey**

**That Cllr Williams is elected Vice Chairman of Narborough Parish Council for the ensuing year.**

**All in favour**

There being no other nominations, Cllr Williams was duly elected. Cllr Williams duly signed and dated his Declaration of Acceptance of Office and the Clerk countersigned it.

The Chairman, Cllr Wilkinson, and the Vice Chairman, Cllr Williams, wished to thank the Councillors and Clerk for all the hard work they done over the past year.

**3. Apologies for absence**

Apologies for absence had been received from Cllr H Pipe (holiday).

The apologies were accepted.

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

The Chairman, Cllr Wilkinson, declared a Personal Interest in Item 14, Planning Applications, as he was the Vice Chairman of the Breckland Council Planning Committee and Item 15.1, Community Centre, as he was the Chairman of the Community Centre Management Committee.

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

The Vice Chairman, Cllr Williams, declared a Pecuniary Interest in Item 14.3, Late Planning Applications, as he was the immediate neighbour of 2 Westfields, Item 15.1 Community Centre, as he was the Vice Chairman of the Community Centre Management Committee and Item 15.2, Sports & Social Club, as he was a member of the Sports & Social Club.

Cllr Greeno declared a Personal Interest in Item 15.1, Community Centre, as she was the Secretary of the Community Centre Management Committee and Item 15.2, Sports & Social Club, as she was the Secretary of the Sports & Social Club Committee.

Cllr Reynolds declared a Personal Interest in Item 15.2, Sports & Social Club, as he was a Committee member of the Sports & Social Club.

**5. Resignation of Cllr R Hayes**

The Clerk reported that Cllr Hayes had resigned from the Council on 20<sup>th</sup> April 2022 and the vacancy had been notified to Breckland District Council. The Notice for Casual Vacancy had been dated and displayed on Friday, 22<sup>nd</sup> April 2022, giving 14 days' notice for a written request from ten electors to fill the vacancy by election. The Breckland District Council Electoral Services officer had confirmed that if no requests were received by Friday, 13<sup>th</sup> October 2021, the vacancy could be advertised to be filled by co-option.

The Council expressed its sincere appreciation to Cllr Hayes, who had worked tirelessly on many projects and administration throughout his 18-month term on the Council.

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

**Proposed – Chairman, Cllr Wilkinson**

**Seconded – Cllr Reynolds**

**That the minutes of the Council Meeting held on Monday, 4<sup>th</sup> April 2022 (items 1-12 [04/2022]) 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.

**7. Review of Council Panels and Outside Body Representation**

**7.1. Council Panels and Internal Responsibilities**

**7.1.1. Defibrillator – currently vacant**

Cllr Pipe was duly appointed as the Defibrillator representative (her approval had been sought prior to the meeting).

**7.1.2. Emergency Planning – currently Cllrs Reynolds and Williams**

Cllr Reynolds and Williams were duly reappointed as the Emergency Planning representatives.

**7.1.3. Facebook Page – currently Cllr Greeno**

Cllr Greeno was duly reappointed as the Facebook Page representative.

**7.1.4. Finance Internal Controls – currently Cllr Pipe**

Cllr Pipe was duly reappointed as the Finance Internal Controls representative (subject to her confirmation).

**7.1.5. Footpaths – currently Cllr Davey**

Cllr Davey was duly reappointed and Cllr Reynolds was appointed as the Footpaths representatives.

**7.1.6. Highways – currently Cllr Reynolds**

Cllr Reynolds was duly reappointed as the Highways representative.

**7.1.7. Human Resources Liaison – currently Cllr Davey**

Cllr Davey was duly reappointed as the Human Resources Liaison representative.

**7.1.8. Human Resources Working Party – currently Cllrs Greeno, Pipe and Williams**

Cllrs Greeno, Pipe and Williams were duly reappointed onto the Human Resources Working Party.

**7.1.9. Nar Valley News – currently vacant**

Cllr Williams was duly appointed as the Nar Valley News Council article writer.

**7.1.10. Noticeboards – currently Cllr Williams**

Cllr Wilkinson was duly appointed as the Noticeboards management representative. In his absence, Cllr Williams would deputise this position.

**7.1.11. Planning Applications – currently Cllrs Davey and Wilkinson**

Cllrs Davey and Wilkinson were duly reappointed as the Planning Application representatives.

**7.1.12. SAM2 Control and Data Collections – currently Cllr Wilkinson**

Cllr Wilkinson was duly reappointed and Cllr Reynolds was appointed as the SAM2 Control and Data Collection representatives.

**7.2. Appointed Representatives to Outside Bodies**

**7.2.1. Community Centre – currently Cllr Wilkinson**

Cllr Wilkinson was duly reappointed as the Community Centre representative.

**7.2.2. Icen Partnership – currently Cllr Williams**

Cllr Williams was duly reappointed as the Icen Partnership representative.

**7.2.3. Parochial Church Council – currently vacant**

It was agreed not to nominate a representative for the Parochial Church Council as Council meetings were no longer held in the Church Centre. It was agreed to remove this from the Outside Bodies representation.

**7.2.4. Planning Appeals – currently Cllr Wilkinson**

Cllr Wilkinson was duly reappointed as the Planning Appeals representative.

**7.2.5. Sports & Social Club – currently Cllr Williams**

Cllr Williams was duly reappointed as the Sports & Social Club representative.

**7.2.6. Swaffham SNAP – currently Cllr Wilkinson**

Cllr Wilkinson was duly reappointed as the Swaffham SNAP representative.

**7.3. Internal Auditor**

**7.3.1. Currently Mrs S Nairn**

Mrs Susan Nairn was duly reappointed as the Internal Auditor.

The Clerk would update the website with the revised Councillor responsibilities.

**Proposed – Chairman, Cllr Wilkinson**

**Seconded – Vice Chairman, Cllr Williams**

**To invoke Standing Order 10a (vi), in order to vary the order of business and allow the Public Open Forum to be brought forward.**

**All in favour**

**PUBLIC OPEN FORUM**

The Chairman, Cllr Wilkinson, adjourned the meeting at 8.06pm.

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

## County Cllr Ed Colman

County Cllr Colman reported the following:

### New £6.7m scheme to help Norfolk's disadvantaged to be launched

A new £6.7m scheme to help disadvantaged people in Norfolk will be launched Friday, 6<sup>th</sup> May 2022, utilising the funding provided to the Council from the Government's hardship fund. This will include support for families eligible for free school meals and also families facing hardship who are not in receipt of free school meals, families with younger children, pensioners, people with disabilities, unpaid carers and other vulnerable households in Norfolk. Families and individuals who are struggling should contact the Norfolk Assistance Scheme on 0344 8008020.

### Fire service plans to be considered

Norfolk County Council's Cabinet Members are being asked to endorse plans to consult the public on the work of the Norfolk Fire & Rescue Service (NFRS), to ensure it continues to match its resources with the needs of the county's communities. Work to create the latest three-year Community Risk Management Plan (CRMP) could begin later this Spring and will see groups and individuals asked to look at options, which will then go out to public consultation as part of a draft plan for comment in the autumn. The key issues are:

#### *1: The impact of highway infrastructure improvements in Norfolk*

Improvements to the highway network improve journey times for all road users, including response times for emergency vehicles. NFRS will explore the impact of recent and planned significant highway improvements to identify potential opportunities. In particular, the Great Yarmouth Third River Crossing is expected to positively impact on possible response times for Great Yarmouth and Gorleston stations.

#### *2: Maximising resources focussed on prevention activities*

There is a sector wide drive to improve prevention activities across fire and rescue services. In Norfolk, Members have already provided additional budget to support NFRS to increase resource for prevention and we have secured additional resource in teams. There is also a Community Safety Development Plan in place to further enhance prevention resource and activities to increase our focus on prevention. As part of the CRMP, NFRS will consider opportunities to support delivery of this plan and to enhance the service ever further. This includes opportunities to redirect more resources to prevention activities and enhancement of our intelligence and analysis capabilities so that we can better understand the impact of our work.

#### *3: Efficiency and effectiveness*

There is a continued need to ensure efficiency and effectiveness in all aspects of service management and delivery and these areas of performance are assessed regularly by the Inspectorate (HMICFRS). This means ensuring that the resource available is deployed to best address identified risks as well as having efficient ways of working in place. The current IRMP set out the intent to carry out a concept of operations review, which has identified a number of areas relating to how we organise our response resource that will be carefully considered as part of the development of this CRMP to enable options to be proposed. Consideration will also be given as to whether the specialist response capabilities are in the most beneficial locations, as well as the way forward in terms of co-responding (including emergency medical response).

### Statement to cabinet, regarding the CQC inspection of the Norfolk and Suffolk Mental Health Trust

Last week, the Care Quality Commission reported the outcome of its inspection into the NHS Norfolk and Suffolk Mental Health Trust (NSFT), which gave an overall rating of inadequate (this can be viewed in the Care Quality Commission report). Cllr Bill Borrett, Norfolk County Council's Cabinet Member for Adult Social Care and Public Health, gave his disappointed reaction to this at a meeting of the Council's Cabinet on Tuesday, 3<sup>rd</sup> May 2022. He confirmed that he had written to the Chairman of the Trust to express the Council's concern and would continue to play a constructive part in the improvement process.

### Grounds maintenance

Norfolk County Council had taken back control of the grass cutting maintenance scheme, with areas due to be cut four times a year, with the first being at the end of May 2022.

The Chairman, Cllr Wilkinson, raised concern about the number of cuts and felt it needed to be increased to seven times a year. Cllr Colman confirmed that due to financial cutbacks, it was unlikely to be increased.

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

### Residential tree dispute

A gentleman, whom had attended a recent meeting of the Parish Council, had raised concerns about an overgrown tree on the boundary of his property. Norfolk County Council had investigated the ownership with Land Registry and found the tree to be on the land of the resident. However, he was disputing the Land Registry documents, as his Deeds appeared to show a different boundary line. Cllr Colman confirmed that Norfolk County Council could only act on Land Registry documentation, and would therefore not be paying to have the tree cut back.

County Cllr Colman left the meeting at 8.18pm.

### **District Cllr Peter Wilkinson**

#### Breckland District Council Achievements 2021-2022

District Cllr Wilkinson had circulated a report to all Councillors prior to the meeting. This would be appended to the minutes (Appendix 1).

### Queen Elizabeth Hospital

In 2019, the Queen Elizabeth Hospital had been rated inadequate by the health watchdog, Care Quality Commission (CQC), after inspectors raised concerns with staffing levels, patient safety and leadership. In April 2022, the CQC followed up inspections and rated the hospital a caring, effective and well-led establishment. Lobbying to Central Government for a new hospital was ongoing.

### Council Tax Rebates

Breckland District Council had issued Council Tax rebates of £150.00 per household to those on Band A-D via a £5.5M Government Council Tax rebate scheme. This was a one-off payment for 2022 to help towards the increased costs of living.

### **Public Participation**

There were no members of public present at the meeting.

The Chairman, Cllr Wilkinson, resumed the meeting at 8.25pm and continued the order of the business on the agenda.

## **8. Review of Council Policies and Procedures (circulated with agenda and available to view on the website)**

Councillors agreed to review the Council policies en bloc (Items 8.1 – 8.23).

- 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**

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

**8.22. Website Accessibility Statement**

**8.23. Whistleblowing Policy**

All policies were reviewed with no amendments required.

**8.24. Code of Conduct – reminder**

Councillors were reminded of their obligations in regards to the Code of Conduct they had signed up for.

**8.25. Register of Members Disclosable Interests – to be updated if necessary**

The Clerk reminded Councillors to review their Registers of Interests and update them, if necessary, as it was a statutory requirement to do so.

**8.26. Gifts and Hospitality Schedule – reminder**

Councillors were reminded of their obligations in regards to receiving gifts and hospitality, which needed to be recorded for transparency purposes.

**8.27. To review the current contracts and service providers**

The existing contracts had been reviewed by the Clerk and circulated with the agenda.

**8.28. To review the current Direct Debits and Standing Orders**

The existing direct debit and standing order payments had been reviewed by the Clerk and circulated with the agenda.

Councillors reviewed and noted the procedures as detailed (Items 8.24 – 8.28).

**Proposed – Vice Chairman, Cllr Williams**

**Seconded – Cllr Davey**

**That the policies and procedures of the Council as detailed in Item 8 above are approved.**

**All in favour**

The Clerk would update with the website with the revised Council policies.

**9. Chairman’s Declaration**

There was nothing to report to the meeting.

**10. Finance report**

**10.1. Financial report**

The Clerk had circulated the bank reconciliation, current bank account statements and financial summary, period ending April 2022, with the agenda. The bank balances were as follows:

	Current Account	Savings Account
Council Closing Balances	2,154.13	30,083.90
<b>Council Total Closing Balances</b>		<b>32,238.03</b>

**10.2. Norfolk Association of Local Councils Summer Conference**

The Clerk had booked Cllr Pipe, Cllr Reynolds and the Chairman, Cllr Wilkinson, onto the Norfolk ALC Summer Conference on 6<sup>th</sup> July 2022 at the Fakenham Racecourse. The cost was £25.00 per person (total £75.00) with additional travel expenses to be reimbursed to the driver of the three attendees.

**Proposed – Vice Chairman, Cllr Williams**

**Seconded – Cllr Davey**

**That the Council approves Cllr Pipe, Cllr Reynolds and the Chairman, Cllr Wilkinson, attending the Norfolk ALC Summer Conference at a total cost of £75.00 plus travel expenses.**

**All in favour**

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

### 10.3. Spending Analysis 2021/2022

Preceding his resignation, Cllr Hayes had produced a Spending Analysis report for 2021/2022 and this had been circulated prior to the meeting. A Street Lighting report had also been produced, with a recommendation to convert the existing standard bulbs to LED to reduce electricity and maintenance costs.

The Clerk reported that both Downham West and Watlington Parish Councils had carried this out and the savings on electricity costs had been huge (approximately 50%-75% reduction in costs) and had far outweighed the initial conversion costs. It was also noted that LED bulbs were better for the environment and climate change targets.

The Chairman, Cllr Wilkinson, noted that some columns may need to be replaced, but this could be investigated by the Council's Street Lighting contractor, Westcotec.

**Proposed – Vice Chairman, Cllr Williams**

**Seconded – Cllr Reynolds**

**That the Council agrees for the Clerk to contact Westcotec for a quotation to convert the remaining street lighting standard bulbs to LED.**

**All in favour**

The Clerk would contact Westcotec for a quotation to replace the street lighting bulbs to LED and to establish whether any existing columns would need to be replaced.

### 10.4. 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 £
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 22/23	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 Lights Jan 20% VAT	DD	7.51	1.50	9.01	0.00
19.04.2022	N Power	Street Lights Jan 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 Maint Oct-Mar	DD	223.68	44.74	268.42	0.00
To be paid	S Porter (PrinterInkDirect)	Ink Cartridges	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 Apr	BACS	83.40	0.00	83.40	0.00
<b>Totals</b>				<b>2,341.09</b>	<b>165.25</b>	<b>2,506.34</b>	<b>9,411.00</b>

**Proposed – Chairman, Cllr Wilkinson**

**Seconded – Vice Chairman, Cllr Williams**

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

**All in favour**

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

**11. Annual Governance for the Accounts 2021/2022**

**11.1. Internal Audit Report 2021/2022**

The Clerk had circulated the Annual Internal Audit Report 2021/2022, prepared by Mrs Susan Nairn, with the agenda. The Internal Audit had been carried out on Wednesday, 13<sup>th</sup> April 2022. All accounts, records, supporting documents and safeguards were found to be efficiently maintained and in place.

**Proposed – Chairman, Cllr Wilkinson**

**Seconded – Vice Chairman, Cllr Williams**

**That the Council approves the Internal Audit for the financial year 2021/2022.**

**All in favour**

**11.2. Annual Governance Statement 2021/2022 (Section 1 Annual Return)**

The Annual Governance Statement was a means to inform ratepayers how the public accountability framework operated and to ensure there was a sound system of internal control taking place. The Clerk confirmed that the Council was expected to make representations and assertions, to the best of their knowledge and belief, in nine statements of assurance detailed in Section 1 of the Annual Return. The Clerk read the statements in Section 1 and requested that Councillors answer yes, no or not applicable to the following declarations:

<b>Declaration</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Yes means that the Council:</b>
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<b>Yes</b>			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<b>Yes</b>			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	<b>Yes</b>			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<b>Yes</b>			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<b>Yes</b>			considered and documented the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<b>Yes</b>			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<b>Yes</b>			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements.	<b>Yes</b>			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

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

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
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**Proposed – Cllr Greeno**

**Seconded – Cllr Reynolds**

**That this Council approves the Annual Governance Statement (Section 1 Annual Return) for the financial year 2021/2022 as detailed.**

**All in favour**

The Clerk and the Chairman, Cllr Wilkinson, duly signed Section 1 of the Annual Return 2021/2022. The Clerk would record the Minute References upon completion of the minutes of this meeting.

### 11.3. Accounting Statements 2021/2022 (Section 2 Annual Return)

The Clerk had circulated a copy of the Accounting Statements for the financial year 2021/2022 with the agenda. The Accounting Statements were a means of presenting the financial position of this Council and properly presenting its receipts and payments. The accounting statements were as follows:

Section 2	2020/21 £	2021/22 £	Variance (+/-) £	Detailed explanation of variance +/- 15% (for each reason noted monetary values to nearest £10 are included)
1 Balances Brought Forward	33,368	20,566	- 12,802 (- 38%)	Not required
2 (+) Precept or Rates and Levies	16,000	18,000	2,000 (+ 13%)	Not required
3 (+) Total Other Receipts	1,831	8,314	6,482 (+ 354%)	<p>In 2020/21 the Council received the following additional receipts: VAT reclaim (£605) Match Funding (Norfolk Community Foundation – for Cableway) (£1,206) Overpayment Refund from BT (£16) Bank Interest (£3) Total = £1,831.</p> <p>In 2021/21 the Council received the following additional receipts VAT reclaim (£3,565) Norfolk County Council Grant (for safety fencing) (£4,734) Bank Interest (£15) Total = £8,314</p>
4 (-) Staff Costs	5,436	5,401	- 35 (- 1%)	Not required
5 (-) Loan Interest/Capital Repayments	0	0	0 (0%)	Not required
6 (-) All Other Payments	25,197	16,695	- 8,502 (- 34%)	<p>In 2021/22 the council spent £8,502 less than in 2020/21.</p> <p>In 2020/21 the Council made the following payments, over and above the routine scheduled other payments: Churchyard Tree Works (£1,770) Laptop Computer (£582) Cableway / Zip line (£9853) Total = £12,205.</p> <p>In 2021/21 the Council made the following payments, over and above the routine scheduled other payments: Defibrillator (£1765) Safety fencing (£4,737) Total = £6,502 In addition, the Council made £1,534 savings in the following areas: Churchyard maintenance (£514) – Visits not made due to staff shortages (Covid-19) Insurance (£405) – Negotiated 5-year deal with insurer Telephone Line &amp; Broadband (£615) – Separate line no longer required by Parish Clerk</p>

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

<b>7 (=) Balances Carried Forward</b>	20,566	24,784	4,218 (+ 21%)	Not required
<b>8 Total Value of Cash &amp; Short Term Investments</b>	20,566	24,784	4,218 (+ 21%)	Not required
<b>9 Total Fixed Assets Plus Long Terms Investments &amp; Assets</b>	80,036	85,946	5,910 (+ 7%)	Not required
<b>10 Total Borrowings</b>	0	0	0 (0%)	Not required
<b>11 (For Local Councils Only) Disclosure note re Trust Funds (including charitable)</b>			N/A	The Council acts as sole Trustee for and is responsible for managing Trust funds or assets.

**Proposed – Vice Chairman, Cllr Williams**

**Seconded – Chairman, Cllr Wilkinson**

**That this Council approves the Accounting Statements (Section 2 Annual Return) for the financial year 2021/2022 as detailed.**

**All in favour**

The Clerk and the Chairman, Cllr Wilkinson, duly signed Section 2 of the Annual Return 2021/2022. The Clerk would record the Minute References upon completion of the minutes of this meeting.

**11.4. Notice of Appointment of Date for the Exercise of Electors' Rights**

The Clerk had circulated a copy of the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2021/2022 with the agenda.

The Council had a duty to inform the electorate of a 30 working day period during which electors' rights may be exercised. The inspection period had to include the first 10 working days of July. The dates would be as follows:

**The dates set for the period for the exercise of public rights are as follows:**

Commencing on **Monday, 13<sup>th</sup> June 2022**

And ending on **Friday, 22<sup>nd</sup> July 2022**

**Proposed – Chairman, Cllr Wilkinson**

**Seconded – Vice Chairman, Cllr Williams**

**That this Council approves the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2021/2022 as detailed.**

**All in favour**

The Clerk would advertise the Annual Return 2021/2022 and supporting accounting documents on the website and Council noticeboard in June 2022.

**12. Correspondence**

**12.1. For action/information**

There was no correspondence for action/information.

**12.2. Late correspondence**

There was no late correspondence for action/information.

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

**13. Community matters**

**13.1. Community Payback / Youth Offending team**

The Chairman, Cllr Wilkinson, reported that he had met the facilitator of the Youth Offending Team who had advised that young offenders should only have placements in the area they lived and that there were currently none available.

The Vice Chairman, Cllr Williams, confirmed that he would investigate the services of community payback.

**13.2. Queen’s Platinum Jubilee Weekend (2<sup>nd</sup> – 5<sup>th</sup> June 2022)**

The Chairman, Cllr Wilkinson, reported that a further community meeting was being held on Wednesday, 11<sup>th</sup> May 2022 to finalise details of the Queen’s Platinum Jubilee Weekend.

It was agreed to arrange a presentation date with the school once the coins had arrived.

**13.2.1. Oak trees**

The Clerk reported that she had contacted Primrose to delay the delivery of the two oak trees. They confirmed this was possible but they would have to be delivered in August 2022 and no later.

Cllr Reynolds agreed to take delivery of them at that time and care for them until the planting in October 2022. The Clerk would contact Primrose to provide his address as the delivery location.

**13.3. Potential green areas for tree planting**

Cllr Reynolds had established a possible location for one of the oak trees and the Clerk had forwarded it to the Highways Engineer, Mr J Griffiths. However, the site had been rejected due to services being underground and potential visibility issues to motorists.

A short discussion took place and Councillors agreed that the Westfields green would be an ideal area for the tree.

Cllr Reynolds would obtain photographs of the area and provide What3Words to enable the Clerk to contact Breckland District Council for permission to plant an oak tree there.

It was noted that the purchase of a picnic bench, for the oak tree being planted on the Community Centre field, should be delayed until the tree had established some growth.

**13.4. Defibrillator**

**13.4.1. AED training for the community**

Three quotations for defibrillator training had been obtained as follows:

Community Heartbeat Trust (acting as agent for trainer)	£220.00 + £44.00 VAT (total £264.00)
Defib Sales & Training (internet quote)	£345.00 + £69.00 VAT (total £414.00)
Norfolk Accident Rescue Service (NARS) (includes CPR training)	£100.00 S137 Donation

The Clerk reported that NARS could provide a session on a Saturday in the Community Centre for up to 40 people.

Cllr Greeno agreed to post this on Facebook to establish interest and numbers for a session.

**Proposed – Cllr Reynolds**

**Seconded – Cllr Greeno**

**That this Council approves Norfolk Accident Rescue Service carrying out a CPR and defibrillator training session for a S137 donation of £100.00, subject to sufficient interest from residents.**

**All in favour**

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

**14. Planning Applications and Decisions**

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

**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 from Parish Council not required.

**14.2. Planning decisions**

No planning decisions had been received from Breckland District Council.

**14.3. Late Planning applications and notices of decision**

Late Planning Application

The Vice Chairman, Cllr Williams, had declared a Pecuniary Interest in this item.

**3PL/2022/0502/HOU – 2 Eastfields – Extension and internal improvements to bungalow together with the demolition of a flat roofed garage to be replaced with an attached pitched roofed garage to the house. Improved insulation and construction – comments by 21<sup>st</sup> May 2022**

Parish Council – No objections (1 declared interest).

**14.4. Other planning matters / enforcements / appeals and other notifications (for information only)**

There were no other planning matters to report.

**15. Reports from Outside Bodies**

**15.1. Narborough & Narford Community Centre**

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

There was nothing to report to the meeting.

**15.2. Sports & Social Club**

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

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

The Vice Chairman, Cllr Williams, reported that costs for a fenced perimeter was still being investigated.

Councillors agreed to remove the Sports & Social Club item from the agenda until quotations for fencing had been received.
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**16. Councillors' issues and village matters**

Overgrown hedges

Cllr Davey reported that the hedge of River Croft, River Close, was encroaching the pavement.

Cllr Reynolds reported that the bird nesting season was from 1<sup>st</sup> March until 31<sup>st</sup> July and under the Wildlife & Countryside Act 1981 it was an offence to disturb a bird's nest in use.

The Clerk would issue a letter to River Croft, River Close, in July 2022.
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Cllr Davey noted that the hedge at 12 Meadow Close had still not been trimmed back, despite a letter being sent to them on 18 <sup>th</sup> March 2022. It was agreed to defer an escalating follow up letter being sent to them by Highways until August 2022.
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Breckland Mental Health Community Partnership (BMHCP)

Cllr Greeno reported that she and Cllr Piper were now both fully first aid trained, acting as champions for the BMHCP.

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

Grass cutting

Cllr Reynolds raised concern about the number of cuts Norfolk County Council was proposing to carry out each year as long grass attracted rats and hidden dog fouling. This was noted.

Community plaque

A short discussion took place and it was agreed that the best location for the community plaque would be outside the front door of the Community Centre.

The Chairman, Cllr Wilkinson, would arrange for this to be erected.

Bus Shelter repairs

The Chairman, Cllr Wilkinson, reported that the cost for the bus shelter repairs would be higher than the figure resolved at the meeting in March 2022. The original quotation had been £463.38 but a revised quotation had now been received for £721.23 (an increase of £257.85).

Councillors felt that the revised quotation was still a very reasonable price and that the Council should proceed.

The Clerk would contact Mr I Hindle, Burnt Therapy Services, to confirm the contract and would add this to the next agenda for formal approval.

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

**17.1.** The next meeting of the Council would be held on Monday, 6<sup>th</sup> June 2022 at 7.30pm, in the Florence Green Room, Community Centre.

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

There was nothing to report to the meeting.

The Chairman thanked everyone for attending and closed the meeting at 9.23pm.