

**NARBOROUGH PARISH COUNCIL**

**Minutes of the Council Meeting held Monday, 6<sup>th</sup> June 2022 at 7.30pm in the Florence Green Room, Community Centre, Chalk Lane**

Present:	Chairman	Cllr P Wilkinson (also District Councillor)
	Vice Chairman	Cllr D Williams
	Councillors	Cllr S Davey
		Cllr S Greeno
		Cllr H Pipe
	Parish Clerk	Mrs S Porter
	Member(s) of Public	2

**1. Apologies for absence**

Apologies for absence had been received from Cllr J Reynolds (illness).

The apologies were accepted.

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

The Chairman, Cllr Wilkinson, declared a Personal Interest in Item 7, Planning Applications, as he was the Vice Chairman of the Breckland District Council Planning Committee.

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

Cllr Pipe reported that her name had been spelt incorrectly under Item 16, Councillors' issues and village matters. This was amended and initialled.

**Proposed – Vice Chairman, Cllr Williams**

**Seconded – Cllr Pipe**

**That the minutes of the Council Meeting held on Wednesday, 4<sup>th</sup> May 2022 (items 1-18 [05/2022]) are approved and signed as a true and accurate record with the above amendment made.**

**All in favour**

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

**PUBLIC OPEN FORUM**

The Chairman, Cllr Wilkinson, adjourned the meeting at 7.36pm.

**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**

**Queen's Platinum Jubilee**

District Cllr Wilkinson reported that Breckland District Council's Platinum Jubilee grant scheme had issued a share of £12,700 to community groups and voluntary organisations to aid events celebrating Her Majesty the Queen's 70-year reign. The Community Centre had obtained a grant from this scheme for its event held on Thursday, 2<sup>nd</sup> June 2022.

The Vice Chairman, Cllr Williams, wished to congratulate the Chairman, Cllr Wilkinson, on his recent election as Breckland District Council's Vice Chairman.

**Public Participation**

One member of public raised concerns about the continuing speed of vehicles in the village and wondered if the Council had been obtaining data from the SAM2 signs to record specific speeds.

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

The Vice Chairman, Cllr Williams, reported that the Council had not yet purchased an Alba tablet to download the data, but would be doing so when one could be located at a reasonable price. When this had been purchased the data would be reported on the Council Facebook page.

The Vice Chairman, Cllr Williams, felt that 30mph roundels painted on the road might help to slow vehicles. The Clerk would enquire with the Highways Engineer, Mr J Griffiths, whether this was possible.

It was noted that whilst the police monitored hot spots periodically, the reintroduction of a Speedwatch team might be helpful in deterring speeding vehicles. It was noted that volunteers were difficult to find, as they were required to provide one or two hours per week of their time, although enquiries could be made on the Council Facebook page to get this re-established, once the speeding statistics were known. The Chairman, Cllr Wilkinson, reported that the Police and Crime Commissioner, Mr Giles Orpen-Smellie, was very keen to establish Speedwatch schemes in villages across Norfolk, with initial police assistance to help set them up.

Cllr Greeno enquired whether signs could be made by the school children and erected on the highways and/or stickers for wheelie bins. The Vice Chairman, Cllr Williams, further suggested that 30mph signs could be placed on the white village gates.

It was noted that Highways were strongly against too much signage, but the Clerk would enquire with the Highways Engineer whether the above options could be considered.

The member of public enquired whether a zebra crossing would be constructed, as part of the expansion to the Skippers Meadow development.

The Chairman, Cllr Wilkinson, confirmed that the conditions of the development were still being considered but that he would make recommendations to the Breckland District Council Planning Committee for highways safety measures.

The member of public further reported that the visibility at the junction of Sandy Road onto Chalk Lane was obscured due to the raised grass verge and was dangerous to exit due to vehicles travelling at high speeds coming into the village. The Clerk would enquire with the Highways Engineer whether the bank could be lowered or reduced in width.

The Chairman, Cllr Wilkinson, reported that the Highways grass cutting maintenance team were missing sections throughout the village. These included verges in Chalk Lane, Westfields (102 onwards) and the rear of the eastbound bus shelter. The Clerk would report this to the Highways Engineer.

The same member of public enquired whether Skippers Meadow would be adopted by Highways. The Chairman, Cllr Wilkinson, confirmed that Highways would not be adopting the development due to gas pipes being laid during construction without prior permission. The case had since gone to the High Court which ruled that Norfolk County Council should not adopt this development because of this. Persimmon Homes had a management team which was responsible for the highways, street lights and all other matters relating to the Skippers Meadow site.

The member of public asked whether the unadoption of this development affected house prices. The Chairman, Cllr Wilkinson, confirmed that it was very unlikely to affect house prices.

The Chairman, Cllr Wilkinson, resumed the meeting at 8.05pm.

#### 4. Finance report

##### 4.1. Financial report

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

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

	Current Account	Savings Account
Council Closing Balances	2,667.63	30,083.90
<b>Council Total Closing Balances</b>		<b>32,751.53</b>

#### 4.2. Repair of the east bound bus shelter

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

Councillors felt that the revised quotation was still very reasonable.

**Proposed – Vice Chairman, Cllr Williams**

**Seconded – Cllr Davey**

**That the Council formally approves the increase from Mr I Hindle to repair the east bound bus shelter at a cost of £721.23 (No VAT).**

**All in favour**

The Chairman, Cllr Wilkinson, confirmed that he had himself stained the timber following the work carried out by Mr Hindle. He was given a vote of thanks for this.

#### 4.3. Annual insurance renewal

The Clerk had circulated details of the annual insurance renewal premium with Zurich due 1<sup>st</sup> June 2022 with the agenda. The premium due was £763.31 (2021/2022 premium was £748.31 – LTA expires 2025).

**Proposed – Vice Chairman, Cllr Williams**

**Seconded – Cllr Davey**

**That this Council formally approves the annual insurance renewal with Zurich due 1<sup>st</sup> June 2022 at a premium of £748.31.**

**All in favour**

#### 4.4. Grants & Donations (Section 137 of the Local Government Act 1972)

##### 4.4.1. Norfolk Accident Rescue Service (Registered Charity 261666)

The Norfolk Accident Rescue Service (NARS) had made a request for financial help towards their team of life-saving responders (circulated with the agenda). The previous donation to NARS had been in 2019 for £50.00.

Councillors agreed that NARS carried out a vital service to Norfolk.

**Proposed – Cllr Davey**

**Seconded – Cllr Greeno**

**That the Council donates £60.00 to the Norfolk Accident Rescue Service under S137(1) LGA 1972 to help financially towards their team of life-saving responders.**

**All in favour**

The Vice Chairman, Cllr Williams, requested that future S137 requests be placed as a separate agenda item. The Clerk noted this.

#### 4.5. Approval of pre-authorised payments, receipts and pending disbursements

The Clerk had circulated the payments and receipts made since the last meeting and presented the late bills to the meeting:

Date	Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
06.05.2022	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00

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

09.05.2022	HMRC	VAT Reclaim 2021/2022	BACS	0.00	0.00	0.00	2,127.23
10.05.2022	Community Centre	Room Hire 04.05.2022	SO	20.00	0.00	20.00	0.00
23.05.2022	N Power	Street Lighting Apr	DD	257.29	12.86	270.15	0.00
31.05.2022	Zurich Insurance	Annual Insurance	BACS	763.31	0.00	763.31	0.00
06.06.2022	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00
To be paid	Norfolk ALC	Summer Conference 3 Cllrs	BACS	75.00	0.00	75.00	0.00
To be paid	CGM	Grounds Maint Church Apr	BACS	463.00	92.60	555.60	0.00
To be paid	Mr I Hindle	Bus shelter repairs	BACS	721.23	0.00	721.23	0.00
To be paid	Clerk	Clerk Expenses May	BACS	21.25	0.00	21.25	0.00
To be paid	Clerk	Salary May	BACS	333.64	0.00	333.64	0.00
To be paid	HMRC	PAYE/NI Cont May	BACS	83.40	0.00	83.40	0.00
<b>Totals</b>				<b>2,756.92</b>	<b>109.22</b>	<b>2,866.14</b>	<b>2,127.23</b>

**Proposed – Vice Chairman, Cllr Williams**

**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. Correspondence**

### **5.1. For action/information**

There was no correspondence for action/information.

### **5.2. Late correspondence**

There was no late correspondence for action/information.

## **6. Community matters**

### **6.1. Community Payback / Youth Offending work**

There was nothing to report to the meeting.

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

The Chairman, Cllr Wilkinson, reported that the Queen's Platinum Jubilee event held on Thursday, 2<sup>nd</sup> June 2022 had been a huge success with around 200 visitors attending. There had been a live band and a small fairground ride for the children. Several commemorative coins had been given out on the day.

The Vice Chairman, Cllr Williams, noted that donations on the day had been made to the Community Centre with the intention of being distributed to the Breckland Mental Health Community Partnership (BMHCP) First Aiders. The Vice Chairman, Cllr Williams, felt that donators should in future be informed of the nominated charity. This was noted.

### **6.3. Defibrillator**

#### **6.3.1. AED training for the community**

The Clerk reported that the Council had approved Norfolk Accident Rescue Service to carry out a CPR and defibrillator training session at the Community Centre on a Saturday for a S137 donation of £100.00, subject to sufficient interest from residents.

Cllr Greeno would post this on the village Facebook to establish interest and numbers for a session and contact local community groups to see if their volunteers wished to attend.

Cllr Pipe would contact Mr R Hayes regarding the defibrillator maintenance.

## **7. Planning Applications and Decisions**

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

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

### 7.1. Planning applications

No planning applications had been received.

### 7.2. Planning decisions

#### 7.2.1 3DC/2022/0085/DOC – Forester Lodge, Main Road – Discharge of Conditions 3,5,9,10 on 3PL/2018/1176/F (Discharge Conditions) – DOC – COMPLETE

Information Only.

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

#### Late Planning Application

#### 3PL/2022/0600/HOU – 29 Meadow Close – Proposed like-for-like reinstatement of a fire-damaged 2-bed bungalow including complete replacement of the roof structure – comments by 22<sup>nd</sup> June 2022

Parish Council – No objections.

### 7.4. Other planning matters / enforcements / appeals and other notifications (for information only)

There were no other planning matters to report.

## 8. Councillors' issues and/or village matters

### Eastbound bus shelter

The Chairman, Cllr Wilkinson, reported that the Pentney, Narborough & District Women's Institute (WI) had contacted him to enquire whether they could plant a commemorative tree for the Queen's Jubilee to the rear of the Eastbound bus shelter.

A short discussion took place and Councillors felt that the type and size would need to be established prior to agreement being given. Permission from Highways would also need to be sought. The Chairman, Cllr Wilkinson, would respond to the WI to acquire this information and report back at the next Council meeting.

The Council confirmed it was, in principle, in favour of a tree being planted there.

### Residential fence damage

Cllr Pipe reported that a resident had reported that their fence had been damaged by people attempting to gain access to the property to potentially steal their dogs. Cllr Pipe had told them to report this matter to the police. This was noted.

### Community plaque

Cllr Greeno suggested holding an unveiling event for the community plaque, which had been presented by the Deputy Lieutenant Nicholas Pratt, as it was in recognition of their acts of kindness during the pandemic.

The Chairman, Cllr Wilkinson, reported that the Community Centre had commissioned Mr I Hindle to make a bench and oak plaque to commemorate the Queen's Jubilee and suggested that the presentation of the bench could be done as a joint venture with the community plaque unveiling. Councillors agreed this would be an excellent idea and suggested that cakes and refreshments be available on the day.

The Chairman, Cllr Wilkinson, would arrange this event when the bench and oak plaque had been completed.

### Queen's Jubilee Commemorative Coins

The Vice Chairman, Cllr Williams, reported that there were commemorative coins left. He provided each Councillor and the Clerk with a coin and would present the remaining ones to local community groups which had engaged with the village over the past few years.

### Overgrown hedging

Cllr Davey reported that the hedge at 12 Meadow Close was now extremely overgrown and the trimming of it could not wait until after the bird season.

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

The Chairman, Cllr Wilkinson, agreed to visit the tenants in person to offer possible solutions to get the hedge trimmed, prior to the escalation of this matter being referred to Highways.

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

**9.1.** The next meeting of the Council would be held on Monday, 4<sup>th</sup> July 2022 at 7.30pm, in the Florence Green Room, Community Centre.

**10. 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 8.44pm.