

# NARBOROUGH PARISH COUNCIL

Parish Clerk, Mrs Sara Porter  
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Chairman, Mr Peter Wilkinson  
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Councillors are hereby summoned to attend the Council Meeting of Narborough Parish Council on **Monday, 4<sup>th</sup> July 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  
29<sup>th</sup> June 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.**

## **AGENDA**

- 1. To receive and accept apologies and reasons for absence**
- 2. To receive declarations of interest for items on the agenda (under the Breckland Code of Conduct) and any requests for dispensation**
- 3. To approve the minutes of the Council Meeting held on Monday, 6<sup>th</sup> June 2022 (Items 1-10 [06/2022])**

**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)

- 4. To receive and approve Finances**
  - 4.1. To receive the current bank statements and financial reports (to be circulated prior to the meeting)
  - 4.2. To receive and consider a quotation from Westcotec to upgrade the remaining 11 street lights to LED, with one requiring a metal sleeve to be fitted, at a total cost of £2,590.00 + £518.00 VAT (total £3,108.00) and approve the disbursement (circulated with agenda)
  - 4.3. To receive and agree finances since last meeting and approve pre-authorised 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 £
07.06.2022	Westcotec	Street Light Maintenance May	DD	54.33	10.87	65.20	0.00
10.06.2022	Community Centre	Room Hire 06.06.2022	SO	20.00	0.00	20.00	0.00
21.06.2022	N Power	Street Lighting Apr	DD	247.88	12.39	260.27	0.00
21.06.2022	Westcotec	Street Light Maintenance Jun	DD	54.33	10.87	65.20	0.00
To be paid	CGM	Grounds Maintenance Church May	BACS	327.34	65.46	392.80	0.00
To be paid	T H Groundcare	S106 Sports Pitch maintenance	BACS	7,500.00	1,500.00	9,000.00	0.00
To be paid	Clerk	Clerk Expenses Jun	BACS	21.25	0.00	21.25	0.00
To be paid	Clerk	Salary Jun	BACS	333.64	0.00	333.64	0.00
To be paid	HMRC	PAYE/NI Contributions Jun	BACS	83.40	0.00	83.40	0.00
To be paid	HMRC	PAYE/NI Contributions May	BACS	83.40	0.00	83.40	0.00
<b>Totals</b>				<b>8,642.17</b>	<b>1,599.59</b>	<b>10,241.76</b>	<b>0.00</b>

- 5. To consider a highways project for the Parish Partnership Scheme 2023/2024 – bids to be submitted by 9<sup>th</sup> December 2022**
- 6. To receive and discuss correspondence**
  - 6.1. For action/information (circulated prior to/with agenda)
    - 6.1.1. Community Ownership Fund, Ministry of Housing, Communities & Local Government and Department for Levelling Up, Housing and Communities – opportunity to bid for match funding to acquire assets and run them for the benefit of the local community (circulated prior to agenda)
    - 6.1.2. To receive a Bronze award from the Defence Employer Recognition Scheme (ERS) in regards to the Armed Forces Covenant
  - 6.2. Late correspondence
- 7. To consider and discuss updates on community matters**
  - 7.1. To receive details of residents' interest for CPR/AED training (to be provided by Norfolk Accident Rescue Service if required)
  - 7.2. To receive update on Highways matters in relation to the Skippers Meadow site and Highways maintenance
  - 7.3. To consider requesting a further donation of trees from the Woodland Trust and approve the sites and volunteer planting of them
- 8. To consider planning applications and note planning decisions from Breckland Council**
  - 8.1. Planning applications
  - 8.2. Planning decisions
    - 8.2.1. 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 – Approved
  - 8.3. Late planning applications and notices of decision
  - 8.4. Other planning matters / enforcements / appeals and other notifications (for information only)
- 9. To receive any Councillors' issues and/or village matters**
- 10. To record the date of the next Full Council meeting:**
  - 10.1. The next meeting of the Council is scheduled to take place on Monday, 1<sup>st</sup> August 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*
- 11. 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**