

NARBOROUGH PARISH COUNCIL

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

Present:	Chairman	Cllr P Wilkinson (also District Councillor)
	Councillors	Cllr S Davey
		Cllr H Pipe
		Cllr J Reynolds
	Parish Clerk	Mrs S Porter
	Member(s) of Public	0

1. Apologies for absence

Apologies for absence had been received from the Vice Chairman, Cllr D Williams (illness) and Cllr S Greeno (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 8, Planning Applications, as he was the Vice Chairman of the Breckland District Council Planning Committee.

3. Approval of the minutes of the Council meeting

Proposed – Cllr Davey

Seconded – Cllr Pipe

That the minutes of the Council Meeting held on Monday, 6th June 2022 (items 1-10 [06/2022]) 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 7.33pm.

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

Food Bus

District Cllr Wilkinson reported that the food bus in Narborough was very well attended and had the largest number of users of all Breckland villages.

Narborough Shop

The Kickstart team, which ran the food bus for Breckland District Council, noted that the shop was vacant and had enquired whether there was an opportunity for a charitable organisation to lease it from the owners, with the possibility of creating a community shop. However, the owners of the shop were already in discussion with potential tenants. The shop held a covenant in that it could only be utilised for retail purposes, and it was hoped that the shop would reopen as a convenience store.

A short discussion took place and it was noted that if the shop reopened as a different retail facility, the Council could consider setting up a small convenience shop within a portacabin at the Community Centre. It was agreed to wait until the shop reopened, prior to any decisions being made at this time.

Chairman Signed Dated

Breckland District Council business and residential support

Breckland District Council was continuing to support businesses and residents via various grant funding streams. A wellbeing fund for the most deprived residents would be in place until September 2022. Mental Health workplace courses were continuing for the volunteers who had signed up to this project, and there were currently two vacant positions remaining.

Cllr Pipe, as a mentor of this scheme, reported that she would be attending a suicide course shortly.

Antisocial behaviour

The bus shelter roof had recently been vandalised and a few days later a fire had been started within it by three youths in the village. They had been identified by a resident and the police had since spoken to two of them. The third youth would be dealt with shortly. Cllr Wilkinson had repaired the felt roof which had been torn from the structure.

Public Participation

There were no members of public present at the meeting.

The Chairman, Cllr Wilkinson, resumed the meeting at 7.43pm.

4. Finance report

4.1. Financial report

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

	Current Account	Savings Account
Council Closing Balances	2,462.62	28,083.90
Council Total Closing Balances		30,546.52

4.2. Conversion of street lighting to LED

The Clerk had received a quotation from Westcotec to upgrade the remainder of the street lighting to LED lamps and this had been circulated with the agenda. The details were as follows:

- 11 lights to convert.
- One of these will need to have the concrete bracket removed and a metal sleeve fitted.
- For a standard conversion the charge is £220.00 plus vat per light.
- To supply and fit the sleeve would be an extra £170.00. This is for a new product from Urbis (the same manufacturer as the existing LED lights).
- There are part night and dimming options for a little extra cost, but Narborough previously opted for the basic package on the existing LED lights.

Total cost to convert all remaining lights £2,590.00 + £518.00 VAT (total £3,108.00).

Councillors felt that this cost was very reasonable and that the saving of future maintenance and electrical supply was worth the initial expense.

The Chairman, Cllr Wilkinson, noted that there was currently a lamp in Dennys Walk which was covered in trees. The Clerk would ensure Westcotec had identified this lamp during their inspections.

The Clerk would contact the landowner of the overgrown tree to get it trimmed back.

Proposed – Chairman, Cllr Wilkinson

Seconded – Cllr Davey

That the Council approves Westcotec converting the remaining 11 street lamps to LED and replaces one bracket with a metal sleeve at a total cost of £2,590.00 + £518.00 VAT (total £3,108.00).

All in favour

Chairman Signed Dated

The Clerk would contact Westcotec to confirm the contract and ensure that their monthly maintenance cost would reduce once the lamps had been converted.

4.3. 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 £
07.06.2022	Westcotec	Street Light Maint 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 Maint Jun	DD	54.33	10.87	65.20	0.00
To be paid	CGM	Grounds Maint Church May	BACS	327.34	65.46	392.80	0.00
To be paid	T H Groundcare	S106 Sports Pitch Maint	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
Late Bills / Receipts (Received after Agenda advertised)							
30.06.2022	Unity Trust Bank	Service Charge	DD	18.00	0.00	18.00	0.00
30.06.2022	Unity Trust Bank	Interest Received	DD	0.00	0.00	0.00	25.06
To be paid	Norfolk Accident Rescue	S137 Donation	BACS	60.00	0.00	60.00	0.00
To be paid	CGM	Grounds Maint Church Jun	BACS	327.34	65.46	392.80	0.00
Totals				9,047.51	1,665.05	10,712.56	25.06

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. Parish Partnership Scheme 2023/2024

The Clerk had circulated details from Norfolk County Council regarding the Parish Partnership Scheme (PPS) 2023/2024 with the agenda.

Councillors felt that a trod (low-cost footpath using unbound material instead of asphalt) linking the footpath on Chalk Lane, which had yet to be constructed by the Minster Property Group, to the old railway line, as this was a well-used pedestrian route. A trod would ensure pedestrian safety once the new development had been built.

It was felt that Chalk Lane may not be wide enough for a trod but prior to investigating this with Highways, the Chairman, Cllr Wilkinson, would inspect the planning application to see where the Minster Property Group's footpath would end.

Once this had been established and the length of the trod had been measured, the Clerk would seek a quotation from Highways.

Cllr Davey confirmed that Narborough Nature Reserves may need to be consulted as the trod would be adjacent to their field. This was noted by the Clerk.

Chairman Signed Dated

6. Correspondence

6.1. For action/information

6.1.1. Community Ownership Fund

The Clerk had circulated prior to the agenda details regarding the opportunity to bid for match funding to acquire assets and run them for the benefit of the local community under the Community Ownership Fund, Ministry of Housing, Communities & Local Government and Department for Levelling Up, Housing and Communities.

A short discussion took place and Councillors felt that there were no assets in the community which would fall within this scheme.

6.1.2. Bronze Award from the Defence Employer Recognition Scheme

The Clerk and the Chairman, Cllr Wilkinson, had completed an application form and the Council had since received a Bronze award from the Defence Employer Recognition Scheme (ERS) in regards to the Armed Forces Covenant. The Clerk reported that bronze award holders had pledged to support the armed forces, including existing or prospective members of the community including veterans, cadet instructors and military spouses/partners.

The Chairman, Cllr Wilkinson, asked the Clerk to add the logo to the Parish Council letterhead and email signature, if possible.

The Clerk would also ask Cllr Greeno to promote this item on the Council Facebook page periodically.

6.2. Late correspondence

There was no late correspondence for action/information.

7. Community matters

7.1. AED training for the community

The Clerk reported that Cllr Greeno had today emailed her to confirm that just under twenty responses had been received from residents confirming their interest in CPR/AED training, and that the Cricket and Football Clubs had also expressed an interest.

Councillors felt that exact numbers should be confirmed before booking a session with Norfolk Accident Rescue Service. The Clerk would ask Cllr Greeno to attempt to establish more accurate numbers.

Cllr Pipe confirmed that she had been registered and was now the responsible officer for maintaining the defibrillator.

7.2. Highways matters

The Clerk reported that she had contacted the Highways Engineer, Mr J Griffiths, regarding various issues raised at the last Council meeting. The response had been circulated to Councillors prior to the agenda.

Mr Griffiths had confirmed that '30mph' and 'Slow' painted roundels were generally no longer placed on roads as their effectiveness was very poor. He confirmed that he may be able to get permission for children's pictures to be placed on roadsides, depending on the exact location of them. A 30mph speed sign was already placed on the white village gate and would not require a further sign. In regards to the poor visibility at the junction of Sandy Lane onto Chalk Lane due to the large tree blocking the view, this was currently being addressed by Persimmon Homes with consideration of possibly lowering the back and roots of the tree.

The Chairman, Cllr Wilkinson, agreed to speak to the school headteacher in September 2022, following the holidays to investigate whether the children would like to draw speed awareness pictures. If they did wish to, the roadside locations could then be confirmed.

7.3. Woodland Trust trees

Breckland District Council had sent an email regarding a further round of Woodland Trust trees, and this had been circulated prior to the agenda.

Councillors agreed that no further trees were required from the Woodland Trust.

Cllr Reynolds reported that he was tending to the two oak trees, but one was struggling to survive. In light of this, it was agreed for Cllr Reynolds to plant the failing one immediately on the Community Centre field.

Councillors agreed for the second one to be placed on the Westfields green open space. Cllr Reynolds would forward the Clerk a photograph of the proposed location on the green and the Clerk would then seek permission from Breckland District Council for it to be planted there.

Cllr Pipe reported that she was nurturing an oak tree that had been donated by a local resident. This was noted.

8. Planning Applications and Decisions

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

8.1. Planning applications

No planning applications had been received.

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

Breckland District Council – Approved.

8.3. Late Planning applications and notices of decision

No late planning applications or notices of decision had been received from Breckland District Council.

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

There were no other planning matters to report.

9. Councillors' issues and/or village matters

Highways maintenance

Cllr Reynolds reported that the grass cutting carried out by Norfolk County Council was appalling; the cuttings and large clumps were being left to fall into the gutters which was clogging up the drains.

The Chairman, Cllr Wilkinson, reported that Breckland District Council was now only contracted to cut two green areas, these being at the back of the school and Westfields. The Chairman, Cllr Wilkinson, confirmed that the two authorities were holding a meeting next week to discuss the grounds maintenance.

12 Meadow Close

The Chairman, Cllr Wilkinson, reported that the hedge of 12 Meadow Close had not been trimmed and was now completely out of control.

It was agreed for the Clerk to contact the Housing officer at Victory Housing Flagship about this matter.

10. Date and time of the next meeting

10.1. The next meeting of the Council was scheduled to take place on Monday, 1st August 2022 at 7.30pm, in the Florence Green Room, Community Centre. However, Councillors agreed to take a recess in August and resume Council proceedings on Monday, 5th September 2022.

Chairman Signed Dated

The Clerk would ensure the absent Councillors were made aware of this change.

Councillors agreed for the Clerk's July salary and HMRC payment to be paid on 1st August 2022. The Clerk confirmed that the Financial Regulations of the Council (7.2) did permit this.

11. 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 8.30pm.