

NARBOROUGH PARISH COUNCIL

Parish Clerk, Mrs Sara Porter
01760 337187
narboroughpcnorfolk@hotmail.com

Chairman, Mr Peter Wilkinson
01760 338819
peter.wilkinson@breckland.gov.uk

narboroughcouncil.norfolkparishes.gov.uk

Councillors are hereby summoned to attend the Council Meeting of Narborough Parish Council on **Monday, 5th September 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
31st August 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

1.1. Chairman proposes:

'That the Vice Chairman, Cllr D Williams, is given a sabbatical period following his recent illness and is exempted from S85 of the Local Government Act 1972 until he returns to full health and is able to attend Council meetings'

2. To receive declarations of interest for items on the agenda and any requests for dispensation

3. To approve the minutes of the Council Meeting held on Monday, 4th July 2022 (Items 1-11 [07/2022])

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 formally approve the Microsoft 365 Standard Annual Contract pricing changes from £9.40 per month NET to £11.28 NET (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 £
06.07.2022	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00
11.07.2022	Community Centre	Room Hire 04.07.2022	SO	20.00	0.00	20.00	0.00
15.07.2022	Westcotec	Street Light Maintenance Jul	DD	223.68	44.74	268.42	0.00
20.07.2022	N Power	Street Lighting Jun	DD	257.29	12.86	270.15	0.00
05.08.2022	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00
15.08.2022	Clerk	Salary Jul	BACS	333.64	0.00	333.64	0.00
17.08.2022	N Power	Street Lighting Jul	DD	222.74	11.14	233.88	0.00
05.09.2022	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00
To be paid	Cllr P Wilkinson	Travel Expenses (SNAP/NALC Conf)	BACS	32.00	0.00	32.00	0.00
To be paid	CGM	Grounds Maintenance Church Jul	BACS	163.67	32.73	196.40	0.00
To be paid	Clerk	Clerk Expenses Jul	BACS	21.25	0.00	21.25	0.00

To be paid	HMRC	PAYE/NI Contributions Jul	BACS	83.40	0.00	83.40	0.00
To be paid	PKF Littlejohn LLP	External Audit	BACS	200.00	40.00	240.00	0.00
To be paid	Clerk	Salary Aug	BACS	333.64	0.00	333.64	0.00
To be paid	Clerk	Clerk Expenses Aug	BACS	10.00	0.00	10.00	0.00
To be paid	HMRC	PAYE/NI Contributions Aug	BACS	83.40	0.00	83.40	0.00
Totals				2,012.91	147.11	2,160.02	0.00

5. **To receive the Notice of Conclusion of Audit for the Annual Governance & Accountability Return 2021/2022** (circulated with agenda)
6. **To receive report from Cllr Pipe, Cllr Reynolds and Cllr Wilkinson following the attendance of the Norfolk ALC Summer Conference on Wednesday, 6th July 2022**
7. **To consider a highways project for the Parish Partnership Scheme 2023/2024 – bids to be submitted by 9th December 2022**
8. **To receive and discuss correspondence**
 - 8.1. For action/information (circulated prior to/with agenda)
 - 8.1.1. Breckland Council Local Plan (Partial Review) Regulation 19 Consultation – proposes changes to Policy INF 03 to delete the requirement for an “immediate partial review” and the consequences that would be deemed to follow should that partial review not take place – public consultation closing date is 16:59 on Tuesday, 23rd September 2022.
 - 8.2. Late correspondence
9. **To consider and discuss updates on community matters**
 - 9.1. To receive update on the details of residential and community group interest for CPR/AED training (to be provided by Norfolk Accident Rescue Service if required)
10. **To consider planning applications and note planning decisions from Breckland District Council**
 - 10.1. Planning applications
 - 10.1.1. 3DC/2022/0175/DOC – Willowbank, Main Road – Discharge of Conditions 3,4,11,12,13,14,15 on 3PL/2017/0768/F (Discharge Conditions) – Information Only (no comments required)
 - 10.1.2. TRE/2022/0171/TCA – The Rectory, Main Road – Damaged Conifer tree - remove to stop the risk of failure due to its poor condition and is weighted towards Old Vicarage Park property (Tree Work App CA) – Information Only (no comments required)
 - 10.2. Planning decisions
 - 10.2.1. 3PL/2021/1492/F – 29 Meadow Close – Proposed like-for-like reinstatement of a fire-damaged 2-bed bungalow including complete replacement of the roof structure – Approved
 - 10.2.2. 3PL/2021/1082/D – Land to the West of Chalk Lane – Reserved matters application following outline permission 3PL/2015/1180/O - Erection of 40 dwellings and the discharge of relevant parts of the Second Schedule, Part 1, 1.1 (Affordable Housing Scheme) of the s106 agreement attached to planning permission 3PL/2015/1180/O – Approved
 - 10.2.3. TRE/2022/0171/TCA – The Rectory, Main Road – Damaged Conifer tree - remove to stop the risk of failure due to its poor condition and is weighted towards Old Vicarage Park property (Tree Work App CA) – No Objection
 - 10.3. Late planning applications and notices of decision
 - 10.4. Other planning matters / enforcements / appeals and other notifications (for information only)
 - 10.4.1. Woods Adjacent to A47, Narborough – Notification Under the Electronic Communications Code Regulations 2003 to Utilise Permitted Development Rights Existing Telecommunications Installation: Site Reference 19346 – The replacement of 3no. antennas at 24m and the installation of 3no. Remote Radio Unit’s with associated ancillary equipment on the tower. The installation of 1no. GPS node and 3no. Remote Radio Unit’s (RRU’s) with the replacement of 1no. cabinet at ground level – Information Only
11. **To receive any Councillors’ issues and/or village matters**
12. **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, 3rd October 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
13. **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**