

NARBOROUGH PARISH COUNCIL

**Minutes of the Council Meeting held Monday, 5th September 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 S Greeno
		Cllr H Pipe
		Cllr J Reynolds
	County Councillor	Cllr E Colman
	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 (long term illness).

The apologies were accepted.

1.1. Vice Chairman's absence of leave

It was declared that the Vice Chairman, Cllr Williams, had had an illness that was likely to take weeks or months of recovery. Under Section 85 of the Local Government Act 1972 it states, 'if a Member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some good reason approved by the authority before the expiry of that period, cease to be a member of the authority.'

Councillors agreed to provide the Vice Chairman, Cllr Williams, with a dispensation of leave until he was able to attend a future meeting of the Council.

Proposed – Chairman, Cllr Wilkinson

Seconded – Cllr Davey

That the Vice Chairman, Cllr 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.

All in favour

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

The Chairman, Cllr Wilkinson, declared a Personal Interest in Item 10, Planning Applications, as he was the Vice Chairman of the Breckland District Council Planning Committee.

Cllr Greeno declared a Personal Interest in Item 10.1.1, Planning Application 3DC/2022/0175/DOC, as the applicant of this application was associated to her.

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, 4th July 2022 (items 1-11 [07/2022]) 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.

Chairman Signed Dated

PUBLIC OPEN FORUM

The Chairman, Cllr Wilkinson, adjourned the meeting at 7.45pm.

County Cllr Ed Colman

County Cllr Colman urged the Council to consider projects for the 2023/2024 Parish Partnership Scheme (PPS). The take up on last year's scheme hadn't been high and if this continued the PPS could potentially be ceased by Norfolk County Council.

The Chairman, Cllr Wilkinson, confirmed that the Parish Council was considering a trod to link the footpath on Chalk Lane to the old railway line, as this was a well-used pedestrian route. However, following an inspection of the site, the Chairman, Cllr Wilkinson, felt that this may not be feasible and/or too expensive. The Chairman, Cllr Wilkinson, would liaise with Cllr Colman and the Highways Engineer, Mr J Griffiths, regarding this.

District Cllr Peter Wilkinson

Breckland District Council business and residential support

District Cllr Wilkinson reported that Breckland District Council was continuing to support businesses and residents under the Regeneration Scheme.

Howard Carter funday event

On Sunday, 11th September 2022, an event to celebrate the life and achievements of Howard Carter in the centenary of his discovery of the tomb of Tutankhamun in 1922, was scheduled to be held on Swaffham Marketplace. This was being sponsored by Breckland District Council.

Public Participation

There were no members of public present at the meeting.

The Chairman, Cllr Wilkinson, resumed the meeting at 7.53pm.

County Cllr Colman left the meeting at 7.54pm.

4. Finance report

4.1. Financial report

The Clerk had circulated the bank reconciliations, current bank account statements and financial summaries, periods ending July 2022 and August 2022, with the agenda. The bank balances were as follows:

July 2022	Current Account	Savings Account
Council Closing Balances	1,826.37	18,108.96
Council Total Closing Balances		19,935.33

August 2022	Current Account	Savings Account
Council Closing Balances	1,247.57	18,108.96
Council Total Closing Balances		19,356.53

Cllr Davey noted that an additional signatory should be approved in light of the absence of the Vice Chairman, Cllr Williams, and the fact that Cllr Davey would not be standing for Election in 2023. The Clerk would add this to the next agenda for consideration.

4.2. Microsoft 365 Standard Annual Contract

The Clerk had received the new Microsoft 365 Standard Annual Contract pricing changes from Anglia Computer Solutions and this had been circulated prior to the agenda. The costs of £9.40 + £1.88 VAT (total £11.28) per month for a 12 month contract would be retained but if the Council wished to pay the contract on a per month basis, the cost would increase to £11.28 + £2.26 VAT (total £13.54) per month.

Chairman Signed Dated

Proposed – Chairman, Cllr Wilkinson

Seconded – Cllr Reynolds

That the Council approves a twelve month contract for the Microsoft 365 package at a cost of £9.40 + £1.88 VAT (total £11.28) per month.

All in favour

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 £
06.07.2022	Anglia Computer Sols	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 Sols	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 Sols	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00
To be paid	Cllr P Wilkinson	Travel Expenses SNAP/NALC	BACS	32.00	0.00	32.00	0.00
To be paid	CGM	Grounds Maint 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
Late Bills / Receipts (Received after Agenda advertised)							
To be paid	CGM	Grounds Maint Church Aug	BACS	486.51	97.31	583.82	0.00
Totals				2,499.42	244.42	2,743.84	0.00

The Chairman, Cllr Wilkinson, declared a Pecuniary Interest in this item as it related to a direct financial imbursement to him.

Proposed – Cllr Davey

Seconded – Cllr Greeno

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

In favour – 4

Against – 0

Abstentions – 1 (Declared Interest)

The Clerk enquired whether there was a copy of the CGM contract on record as it was unknown when the contract start and end dates were. It was noted that part of CGM's invoice included litter picking. The Clerk advised that the contract should be reviewed every three years.

Councillors agreed for the Clerk to contact CGM for a copy of the current contract and agreed that the Church grounds maintenance contract should be tendered for following receipt of that.

5. Notice of Conclusion of Audit for the Annual Governance & Accountability Return

The completed Annual Return from PKF Littlejohn LLP had been circulated prior to the agenda. The Clerk confirmed that no advisory comments had been made by the External Auditor. The report was noted.

The Notice of Conclusion of Audit for the Annual Governance & Accountability Return had been displayed on the Council notice board and website dated 31st August 2022.

Chairman Signed Dated

6. Norfolk ALC Summer Conference 6th July 2022 Report

The Chairman, Cllr Wilkinson, Cllr Pipe and Cllr Reynolds had attended the Norfolk ALC Summer Conference on Wednesday, 6th July 2022. The Chairman, Cllr Wilkinson, felt that the Conference had been disappointing and somewhat disorganised; certain information and documentation relating to Norfolk ALC had not been available on the day. Cllr Pipe and Cllr Reynolds felt that it had been very beneficial to them; the speakers were interesting and the networking with other attendees had been valuable.

The Chairman, Cllr Wilkinson, raised concern that general training courses were still being held via Zoom by Norfolk ALC and felt that physical training sessions should be resumed. The Clerk would enquire about this.

7. Parish Partnership Scheme 2023/2024

This item had been considered under Public Participation. Cllr Greeno enquired whether the bus shelter on Marham Road could be relocated as it was felt this was now rarely used. Cllr Davey noted that he had seen a school bus dropping children off at the bus shelter recently.

Cllr Greeno would enquire about this and report back at the next meeting.

8. Correspondence

8.1. For action/information

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

A short discussion took place and Councillors felt that there were no comments to make on the partial review of the Local Plan.

The Chairman, Cllr Wilkinson, confirmed that Councillors were entitled, as residents, to comment on any current or future public consultations that affected them.

8.2. Late correspondence

National Highways Safety Improvement Scheme on the A47 between King’s Lynn and Pentney

Information regarding several proposed highways improvements for a 13km stretch on the A47 from the Hardwick Roundabout, King’s Lynn to the Pentney Lane junction, Pentney, had today been received and circulated to Councillors. The improvements included speed reductions. Councillors were invited to make individual comments on the consultation if they so wished to.

9. Community matters

9.1. AED training for the community

Cllr Greeno reported that approximately 20-30 people had confirmed their interest in CPR/AED training but the Cricket and Football Clubs could not commit numbers until the date of training was known.

The Chairman, Cllr Wilkinson, agreed to investigate evening dates when the Community Centre Main Hall would be available.

The Clerk would subsequently contact Norfolk Accident Rescue Service when the availability of the Community Centre had been established.

10. Planning Applications and Decisions

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

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)

Cllr Greeno had declared a Personal Interest in this application.

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

Breckland District Council – 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

Breckland District Council – 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)

Breckland District Council – No Objection.

10.3. Late Planning applications and notices of decision

3PL/2021/1492/F – Willow Bank, Main Road - Change of use from former allotments to parking area for present Van Hire Business

Amendments had previously been received for this application. The Parish Council reiterated its previous objections (with an amendment to an incorrectly named road, Mill Road, which should have read Main Road).

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.

Cllr Davey raised concerns that the planning application 3PL/2022/0252/F – Land to the north of 1-14 Swaffham Road – Residential development, including the erection of 10 dwellings, alternations to the existing access onto Narford Road, construction of new internal access road and a new pedestrian link to Swaffham Road had originally been opposed by the Council and then subsequently approved at a Council meeting held earlier this year. This application had now been called in and would be considered by the Breckland Planning Committee on Tuesday, 6th September 2022. The main concerns had been the dangerous access and effect on the Rookery.

The Chairman, Cllr Wilkinson, confirmed that because the Outline application had been approved by the Breckland Planning officers, it would have been difficult to object to the Reserved Matters application. It was noted that the proposed overall layout had improved and the number of dwellings had been reduced to 9.

The Chairman, Cllr Wilkinson, would report the decision of the Breckland Planning Committee to the Parish Council following the meeting.
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11. Councillors' issues and/or village matters

Slip road off the A47

Cllr Greeno reported that several vehicles were meeting in the slip road, just off the A47, during the day and night.

The Chairman, Cllr Wilkinson, confirmed that he would make the police aware to patrol this area.

Defibrillator maintenance

Cllr Pipe reported that her current checks of the defibrillator were carried out on a monthly basis but that the advice was to do this weekly.

Councillors agreed for the checks to continue on a monthly basis.

River Croft, River Close

Cllr Davey reported that following a letter from this Council, the proprietors of River Croft had carried out some work on their hedge. However, they had not cleared the ivy and had left piles of foliage on the footpath.

It was felt that the landowners may still be working on the hedge and it was therefore agreed for the Clerk to place this on the next agenda for discussion.

44 Denny's Walk

The Chairman, Cllr Wilkinson, reported that despite two letters being sent to the occupier of 44 Denny's Walk regarding their overgrown tree covering the street lamp, no action had been taken.

The Clerk confirmed that she would now escalate this matter to the Highways Engineer, Mr J Griffiths, for his advanced involvement.

Residential overgrown trees and trees

Cllr Reynolds reported that there were overgrown trees in the village which he had to duck under to avoid.

The Clerk confirmed that there should be no pedestrian obstructions on the highways, which included footpaths, and that letters could be sent to the proprietors of the offending addresses if required.

Parking on junctions

Cllr Reynolds reported that one residence was parking their vehicles on the junction of Westfields.

The Chairman reported that the police were unlikely to investigate this matter due to restricted highways powers, but it would be worth reporting this matter to them regardless.

12. Date and time of the next meeting

12.1. The next meeting of the Council was scheduled to take place on Monday, 3rd October 2022 at 7.30pm, in the Florence Green Room, Community Centre.

13. 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 8.46pm.