

NARBOROUGH PARISH COUNCIL

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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, 3rd October 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
28th September 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.**

**A two minute silence will be held to mark the death of Her Majesty The Queen Elizabeth II
The Council will then proclaim His Majesty The King Charles III**

AGENDA

- To receive and accept apologies and reasons for absence**
- To receive declarations of interest for items on the agenda and any requests for dispensation**
- To approve the minutes of the Council Meeting held on Monday, 5th September 2022 (Items 1-13 [09/2022])**
- To receive updates regarding ongoing matters of the Council (not listed elsewhere on the agenda)**
 - Current CGM three-year grounds maintenance contract end date 31.12.2022 – Clerk to report
 - Norfolk ALC / Norfolk PTS online training courses update – Clerk to report
 - Westfields green open space oak tree planting – Chairman to report
 - River Croft, River Close overgrown hedge update – Cllr Davey to report
 - 44 Dennys Walk overgrown tree – Chairman to report

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)

- To receive and approve Finances**
 - To receive the current bank statements and financial reports (to be circulated prior to the meeting)
 - To consider purchasing two Royal British Legion Remembrance wreaths and approve the maximum donation amount (Section 137 (1) of the Local Government Act 1972)
 - To consider adding one or two Councillors as bank signatories for the Council precept accounting
 - 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 £
12.09.2022	Community Centre	Room Hire 05.09.2022	SO	20.00	0.00	20.00	0.00
15.09.2022	Westcotec	Street Light Maintenance Apr	DD	54.33	10.87	65.20	0.00

27.09.2022	N Power	Street Lighting Aug	DD	222.64	11.13	233.77	0.00
To be paid	Precept balance	Breckland District Council	BACS	0.00	0.00	0.00	9,411.00
To be paid	Norfolk ALC	Councillor training x 2	DD	108.00	21.60	129.60	0.00
To be paid	Clerk	Salary Sep	BACS	333.64	0.00	333.64	0.00
To be paid	Clerk	Clerk Expenses Sep	BACS	21.25	0.00	21.25	0.00
To be paid	HMRC	PAYE/NI Contributions Sep	BACS	83.40	0.00	83.40	0.00
Totals				852.66	45.48	898.14	9,411.00

- 6. To receive report from Cllr Pipe and Cllr Reynolds on the completion of their recent Norfolk ALC course, 'Becoming an Effective Councillor' and consider and approve actions to be taken**
 - 6.1. To agree that Councillor issues and/or village matters are reported to the Clerk at least 7 days before the meeting date in order that these can be placed on the agenda
- 7. To consider a highways project for the Parish Partnership Scheme 2023/2024 – bids to be submitted by 9th December 2022**
 - 7.1. To receive update regarding the feasibility of a trod to link the footpath on Chalk Lane to the old railway line – Chairman to report
 - 7.2. To receive details of the usage of the bus shelter on Marham Road – Cllr Greeno to report
- 8. To receive and discuss correspondence**
 - 8.1. For action/information (circulated prior to/with agenda)
 - 8.1.1. RAF Friends of Marham Christmas Dinner Wednesday, 14th December 2022 at 12.30pm
 - 8.2. Late correspondence
- 9. To consider and discuss updates on community matters**
 - 9.1. Community Centre availability for CPR/AED training (to be provided by Norfolk Accident Rescue Service if required) – Chairman to report
 - 9.2. Safer Neighbourhood Action Panel (SNAP) meeting priorities – Chairman to report
 - 9.3. Overgrown boundary hedges in the village – Chairman and Cllr Davey to report
- 10. To consider planning applications and note planning decisions from Breckland District Council**
 - 10.1. Planning applications
 - 10.2. Planning decisions
 - 10.3. Late planning applications and notices of decision
 - 10.4. Other planning matters / enforcements / appeals and other notifications (for information only)
- 11. To record the date of the next Full Council meeting:**
 - 11.1. The next meeting of the Council is scheduled to take place on Monday, 7th November 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
- 12. 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**