

NARBOROUGH PARISH COUNCIL

**Minutes of the Council Meeting held Monday, 3rd October 2022 at 7.30pm in the Florence Green Room,
Community Centre, Chalk Lane**

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

Councillors agreed not to hold a two-minute silence in respect of the passing of Her Majesty The Queen Elizabeth II as a public silence had been held on Saturday, 17th September 2022 to mark this sad occasion. The Council proclaimed His Majesty The King Charles III.

1. Apologies for absence

Apologies for absence had been received from Cllr S Greeno (illness) and County Cllr E Colman (prior meeting).

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 10, 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 Reynolds

That the minutes of the Council Meeting held on Monday, 5th September 2022 (items 1-13 [09/2022]) 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.

4. Ongoing matters of the Council (not listed elsewhere on the agenda)

4.1. Grounds maintenance contract

The Clerk reported that CGM had sent her the current grounds maintenance contract for the two churchyards, and this had been circulated with the agenda. The three-year contract was due to expire in December 2022.

It was agreed for the Clerk to seek tenders for the contract, commencing March 2023.
--

4.2. Norfolk Association of Local Councils and Norfolk Parish Training and Support training courses

The Clerk reported that she had contacted Norfolk Association of Local Councils (Norfolk ALC) regarding training courses to ascertain whether physical courses would be recommencing in the future. Norfolk ALC confirmed that courses would continue to be held by Zoom although group Council training courses could be held on site. The Clerk confirmed that this was also the case for Norfolk Parish Training and Support (Norfolk PTS).

Councillors noted this.

Chairman Signed Dated

4.3. Planting oak tree on Westfields green open space

The Chairman, Cllr Wilkinson, reported that Breckland District Council, the landowner of the green open space on the Westfields estate, had now advertised the sale of the land and the Parish Council would therefore not be permitted to plant an oak tree on it.

Councillors raised concern that no communication regarding the sale had been received from Breckland District Council. It was noted that this open space had been designated as such under planning obligations at the time of the development of the area. For these reasons it was felt that this open space should remain in its entirety for the benefit of the village.

It was further noted that if the sale of land was essential to help with the financial liability of Breckland District Council, that the sale of funds, or part thereof, should be granted to the parish of Narborough.

The Vice Chairman, Cllr Williams, reported that a Parish Council in the Borough of King's Lynn and West Norfolk had undertaken a similar project and that he would investigate it and report back to this Council.

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

Proposed – Vice Chairman, Cllr Williams

Seconded – Cllr Davey

That the Clerk sends a strong letter of objection to Breckland District Council, with a copy to the Leader, regarding the Westfields open space sale of land.

For – 4

Against – 0

Abstentions – 1 (Declared Interest)

4.4. River Croft, River Close overgrown hedge

Cllr Davey reported that overhanging ivy at River Croft had not been cleared and was obstructing the footpath. The hedge also remained dense and had not been trimmed back far enough.

It was agreed for the Clerk to send the proprietors a further letter.

4.5. 44 Denny's Walk overgrown tree

The Chairman, Cllr Wilkinson, reported that ivy from 44 Denny's Walk had completely engulfed the street lamp, and despite two letters being sent, no action had been taken and no response had been received. The Clerk had since escalated this matter to the Highways Engineer, Mr J Griffiths, and the Chairman, Cllr Wilkinson, had contacted him as well. Mr Griffiths had felt that it may be the responsibility of BT Openreach to remove the ivy and he was currently looking into this.

It was agreed for the Clerk to chase the Highways Engineer for information regarding this matter.

PUBLIC OPEN FORUM

The Chairman, Cllr Wilkinson, adjourned the meeting at 8.01pm.

County Cllr Ed Colman

County Cllr Colman was not present at the meeting but had submitted a written report as follows:

Adults with learning disabilities and autism to be supported through new employment scheme

Norfolk adults with learning disabilities or autism are to receive dedicated employment support as part of a new government backed scheme. Norfolk County Council's successful bid to the Department for Work and Pensions means that it is one of 24 local authorities in England and Wales to take part in the Local Supported Employment (LSE) initiative. Norfolk will receive £210,000 to implement the scheme, recruiting three job coaches to support those seeking work, with help on and off the job. The scheme will include employer engagement and vocational profiling and use the internationally recognised Place, Train and Maintain model, supporting the employee at each stage.

Chairman Signed Dated

The LSE initiative is a 29-month project and will be managed through the council's Adult Social Service's Preparing for Adult Life (PfAL) and Employment Service, working closely with colleagues in Children's Services. It is aimed at people supported by Adult Social Services, as well as young people who are Not in Employment Education or Training (NEET) and those with Special Education Needs Disabilities (SEND). Those taking part must be known to the local authority, be 18 or over, have a learning disability, or autism, or both and not be in employment.

86 new specialist education places proposed for Norfolk schools

A total of 86 new specialist education places are being proposed at six mainstream schools in Norfolk thanks to the county council's £120 million SEND transformation programme. Six consultations have opened for the views of parents, professionals, and residents. If agreed, the proposals would see three brand new Specialist Resource Base (SRB) classrooms built on three school sites and existing SRBs at a further three schools increasing their capacity for more children and young people. The new places, which will be for primary and secondary age children and young people, are in addition to 30 new places agreed earlier this year – bringing the total number of new SRB places provided by the council's transformation programme to 116 this year.

Plans for improvements to bus services in Norfolk

Norfolk has been successful in securing the funding to deliver the local Bus Service Improvement Plan from the Department for Transport (DfT) and today cabinet papers have been published which outline how the money will be spent to improve the county's bus services and facilities over the next three years. Norfolk received the sixth highest allocation in the country and the funding consists of £30.9m of capital funding and £18.6m of revenue funding. The plans outline 17 new measures across the county which give buses priority on the roads. These include new bus lanes in Norwich, King's Lynn and Great Yarmouth and redesigned junctions across the county. New or improved travel hubs are proposed for Sheringham, Cromer, Diss and Hunstanton which will provide better waiting areas with real-time information to help to give passengers a better experience as well as being integrated with walking and cycling facilities. There will also be a county-wide review of bus stops with upgrades to improve access for people with disabilities, to provide more real-time information and a programme of works to reduce delays to buses. Approximately £12 million of the funding will be spent on providing new or expanded bus routes and increased service frequencies on key routes, including more evening and weekend services. The detail of these routes will be worked up with bus operators and using feedback from residents, elected members and parish councils over the coming months. The final element of the plan is to reduce fares, particularly for those under 25 who will receive a 20% discount, and in targeted areas where flat fares schemes will be piloted starting with Great Yarmouth.

District Cllr Peter Wilkinson

Breckland District Council Distribution

District Cllr Wilkinson reported that Breckland District Council had been allocated £214M to provide household financial support during the winter months of October 2022 until March 2023. Qualifying residents can apply for a fixed payment of £300.00 per household in any six-month period but cannot use the grant for mortgage or debt repayments. Councillors were asked to identify residents that may be eligible for this scheme.

Community Hot-Spot Fund

District Cllr Wilkinson reported that the Norfolk Community Foundation was offering grants of £2,000.00 to contribute towards the costs of running a warm community space for vulnerable people or those impacted by the cost of living crisis.

Breckland Mobile Food Store

District Cllr Wilkinson reported that the Kickstart staff were trained to offer wider support and help address debt management, mental health and wellbeing issues of those visiting the food bus.

Public Participation

There were no members of public present at the meeting.

Chairman Signed Dated

The Chairman, Cllr Wilkinson, resumed the meeting at 8.07pm.

5. Finance report

5.1. Financial report

The Clerk had circulated the bank reconciliation, current bank account statements and Scribe financial reports, period ending September 2022, prior to the meeting. The bank balances were as follows:

	Current Account	Savings Account
Council Closing Balances	1,315.41	25,547.18
Council Total Closing Balances		26,862.59

The reports were noted.

5.2. Grants and donations (Section 137 of the Local Government Act 1972) Royal British Legion Wreath

Councillors agreed to purchase two wreaths from the Castle Acre & District Branch at a cost of £25.00 per wreath.

Proposed – Vice Chairman, Cllr Williams

Seconded – Chairman, Cllr Wilkinson

That the Council purchases two poppy wreaths for £50.00 from the Royal British Legion Castle Acre & District Branch under S137(1) LGA 1972 and that the Chairman, Cllr Wilkinson lays the wreaths at the two village Memorial sites on behalf of the Council.

All in favour

The Clerk would purchase the two poppy wreaths from the Castle Acre & District Branch branch.

5.3. Bank signatories

A short discussion took place and Councillors agreed for Cllr Pipe and Cllr Reynolds to be additional bank signatories for the Unity Trust Bank accounts. It was felt that Cllr Greeno should remain a non-signatory in the case of any arising financial disputes.

Proposed – Vice Chairman, Cllr Williams

Seconded – Cllr Davey

That the Council adds Cllr Pipe and Cllr Reynolds as bank signatories to the Unity Trust Bank accounts.

All in favour

The Clerk would contact the Unity Trust Bank and arrange for the relevant mandates to be completed by both Councillors.

5.3. 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 £
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 Maint 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
29.09.2022	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

Chairman Signed Dated

Late Bills / Receipts (Received after Agenda advertised)							
30.09.2022	Unity Trust Bank	Bank Charges	BACS	18.00	0.00	18.00	0.00
30.09.2022	Unity Trust Bank	Bank Interest	BACS	0.00	0.00	0.00	27.22
To be paid	CGM	Grounds Maint Church Sep	BACS	327.34	65.46	392.80	0.00
Totals				861.26	43.60	904.86	9,438.22

Proposed – Cllr Reynolds

Seconded – Cllr Davey

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

All in favour

6. Norfolk ALC ‘Becoming an Effective Councillor’ training course

Cllr Pipe and Cllr Reynolds had attended the Norfolk ALC Becoming an Effective Councillor training course recently and both reported that the training had been carried out by an excellent trainer and was extremely informative. Both agreed that they had learnt a great deal on the two-part course.

6.1. Agenda items

It was noted that during the course, the trainer had confirmed that Councils were not permitted to have an agenda item, ‘Councillor issues/Village matters’ as this was too ambiguous. He had confirmed that Councillors should submit specific items to the Clerk formally in advance of the meeting so that they could be itemised on the agenda.

Councillors agreed that this would in future be carried out.

7. Parish Partnership Scheme 2023/2024

7.1. Trod to link the footpath on Chalk Lane to the old railway line

The Chairman, Cllr Wilkinson, reported that he had liaised with the Highways Engineer, Mr J Griffiths, regarding the possibility of installing a trod to link the footpath on Chalk Lane to the old railway line. Mr Griffiths had confirmed that this would probably not be feasible due to trees needing to be removed and the fact that it would encroach onto private land.

Councillors agreed not to pursue the idea of this scheme.

7.2. Details of the usage of the bus shelter on Marham Road

Cllr Pipe reported that she had witnessed regular usage of the bus shelter on Marham Road, and Cllr Davey reconfirmed this. It was therefore agreed not to relocate the shelter to another location in the village.

Further ideas for a project were then debated, but Councillors felt there were no other schemes required in the village at this time.

8. Correspondence

8.1. For action/information

8.1.1. RAF Friends of Marham Christmas Lunch Wednesday, 14th December 2022

The Clerk had circulated an email prior to the agenda from RAF Marham, regarding this year’s Christmas Lunch in the Officers Mess. 14 parishioners had been invited to attend.

The Chairman, Cllr Wilkinson, reported that he had a list of 13 people.

The Vice Chairman, Cllr Williams, would contact a lady in the village to enquire whether she would like to attend. Once confirmed, the Clerk would then forward the entire list to RAF Marham.

Cllr Pipe declared a Personal Interest in this item.

That up to 14 residents are invited to attend the RAF Friends of Marham Christmas Lunch on Wednesday, 14th December 2022.

For – 4

Against – 0

Abstentions – 1 (Declared Interest)

8.2. Late correspondence

No late correspondence for action or information had been received.

9. Community matters

9.1. AED training for the community

The Chairman, Cllr Wilkinson, confirmed that Thursday evenings were free every week in the Community Centre Main Hall and every other Wednesday.

The Clerk would contact Norfolk Accident Rescue Service to enquire whether these days would be suitable for them.

9.2. Safer Neighbourhood Action Panel (SNAP) meetings

The Chairman, Cllr Wilkinson, reported that he regularly attended the Safer Neighbourhood Action Panel (SNAP) meetings and Narborough had been earmarked for a future meeting. Councillors were asked to submit priority crime to him in order that these could be reported at the SNAP meetings.

9.3. Overgrown boundary hedging and trees

The Chairman, Cllr Wilkinson, reported that an overgrown leylandii at Capel Cottage, Marham Road, was reducing the width of the footpath by 2-5 feet and growing around a street lamp, preventing access to the electric feed for possible maintenance.

Cllr Reynolds reported that two properties, 103 Westfields and 14 Denny's Walk, both had low branches overhanging the footpath. 103 Westfields was particularly hazardous as the wild cherry had branches as low as 4-5 feet and pedestrians were having to walk in the road to avoid it.

The Clerk would send a letter to each of these properties.

10. Planning Applications and Decisions

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

10.1. Planning applications

No planning applications had been received from Breckland District Council.

10.2. Planning decisions

No planning decisions had been received from Breckland District Council.

10.3. Late Planning applications and notices of decision

No late planning applications and/or decisions had been received from Breckland District Council.

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

Cllr Reynolds reported that a structure had been erected on the side of 105 Westfields but no prior planning permission had been sought.

The Chairman, Cllr Wilkinson, confirmed that structures not exceeding 8m x 6m x 4m high did not require planning permission. He would investigate the structure and report it to Breckland District Council if it exceeded these dimensions.

11. Date and time of the next meeting

11.1. The next meeting of the Council was scheduled to take place on Monday, 7th November 2022 at 7.30pm, in the Florence Green Room, Community Centre.

12. 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 8.55pm.