

NARBOROUGH PARISH COUNCIL

Parish Clerk, Mrs Sara Porter
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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, 7th November 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
2nd November 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**
- 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, 3rd October 2022 (Items 1-12 [10/2022])**
- 4. To receive updates regarding ongoing matters of the Council (not listed elsewhere on the agenda)**
 - 4.1. Westfields green open space oak tree planting – 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)

- 5. To receive and approve Finances**
 - 5.1. To receive the current bank statements and financial reports (circulated with agenda)
 - 5.2. To consider the Clerk attending the Norfolk ALC Autumn Conference on Wednesday, 23rd November 2022 at a cost of £20.00 (to be split between three Councils = £6.97) with no travel expenses required and approve the disbursement
 - 5.3. To receive notification of the Scribe accounting package increasing from £288.00 per annum to £345.60 per annum on 1st April 2023 and consider whether to renew this package or utilise the Responsible Financial Officer's manual accounting spreadsheets
 - 5.4. 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 £
06.10.2022	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00
07.10.2022	Westcotec	Street Light Maintenance Sep	DD	54.33	10.87	65.20	0.00
10.10.2022	Community Centre	Room Hire 03.10.2022	SO	20.00	0.00	20.00	0.00
19.10.2022	N Power	Street Lighting Sep	DD	231.19	11.56	242.75	0.00
19.10.2022	Westcotec	Street Light Maintenance Oct	DD	54.33	10.87	65.20	0.00
03.11.2022	Royal British Legion	2 x Remembrance wreaths S137	BACS	50.00	0.00	50.00	0.00

07.11.2022	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00
To be paid	Norfolk ALC	Cllr Training Course	BACS	60.00	12.00	72.00	0.00
To be paid	CGM	Grounds Maintenance Church Oct	BACS	393.94	78.78	472.72	0.00
To be paid	Clerk	Salary Oct	BACS	333.64	0.00	333.64	0.00
To be paid	Clerk	Clerk Expenses Oct	BACS	21.25	0.00	21.25	0.00
To be paid	HMRC	PAYE/NI Contributions Oct	BACS	83.40	0.00	83.40	0.00
Totals				1,320.88	127.83	1,448.71	0.00

- 6. To receive and approve the final draft tender document for a three-year grounds maintenance contract to commence 1st March 2023** (circulated with agenda)
- 7. To receive and discuss correspondence**
 - 7.1. For action/information (circulated prior to/with agenda)
 - 7.2. Late correspondence
- 8. To consider a Local Emergency Plan as recommended by Breckland District Council** – Chairman to report
- 9. To receive Highways & Transport Matters and consider and approve any actions required**
 - 9.1. Update on overgrown street lamp adjacent to 44 Dennys Walk
 - 9.2. Update on overgrown tree at 14 Meadows Close
 - 9.3. To consider overgrown boundary hedging and/or trees in the village and agree whether or not to send letter(s) regarding such reports
- 10. To consider and discuss updates on community matters**
 - 10.1. Community Centre CPR/AED training Thursday, 24th November 2022 to be provided by Norfolk Accident Rescue Service
- 11. To consider planning applications and note planning decisions from Breckland District Council**
 - 11.1. Planning applications
 - 11.2. Planning decisions
 - 11.2.1. 3DC/2022/0175/DOC – Willowbank, Main Road – Discharge of Conditions 3,4,11,12,13,14,15 on 3PL/2017/0768/F (Discharge Conditions) – DOC-COMplete
 - 11.3. Late planning applications and notices of decision
 - 11.4. Other planning matters / enforcements / appeals and other notifications (for information only)
- 12. To receive and discuss the initial draft budget 2023/2024** (circulated with agenda)
- 13. To consider holding future meetings of the Council in the Church rooms** (cost per hour TBC)
- 14. To record the date of the next Full Council meeting:**
 - 14.1. To consider taking a recess in December 2022 and if approved, to consider and approve payment of the Clerk's salary for that month
 - 14.2. The next meeting of the Council is scheduled to take place on Monday, 5th December 2022 or Wednesday, 4th January 2023 at 7.30pm, at a venue to be confirmed

Councillors may not film, record and/or broadcast from this point forward
- 15. 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**