

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 **Wednesday, 4th January 2023 at 7.30pm** in the **Church Room, All Saints Church, Main Road** for the purpose of transacting the business on the agenda below.

Sara Porter

Sara Porter (Mrs)
Parish Clerk
29th December 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

- 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, 7th November 2022 (Items 1-15 [11/2022])**
- To receive application for the Casual Vacancy and consider and resolve the Co-option for the position of Councillor** (circulated with agenda)
 - If elected, to resolve that the Councillor is granted a dispensation until the end of their term in May 2023, or resignation, whichever is the sooner, to enable them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest.

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 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 £
17.11.2022	N Power	Street Lighting Oct	DD	254.11	12.71	266.82	0.00
06.12.2022	Anglia Computer Solutions	Microsoft 365 Rent	DD	9.40	1.88	11.28	0.00
07.12.2022	Westcotec	Street Light Maintenance Nov	DD	54.33	10.87	65.20	0.00
07.12.2022	Information Commissioner	Data Protection Fee	DD	35.00	0.00	35.00	0.00
12.12.2022	Clerk	Salary Nov	BACS	527.88	0.00	527.88	0.00
12.12.2022	HMRC	PAYE/NI Contributions Nov	BACS	131.80	0.00	131.80	0.00
19.12.2022	N Power	Street Lighting Nov	DD	82.47	4.12	86.59	0.00
31.12.2022	Unity Trust Bank	Service Charge	DD	18.00	0.00	18.00	0.00
To be paid	Clerk (Cartridge People)	2 x Ink Cartridges	BACS	49.98	10.00	59.98	0.00
To be paid	Clerk	Clerk Expenses Nov	BACS	21.25	0.00	21.25	0.00

To be paid	Clerk	Salary Dec	BACS	357.77	0.00	357.77	0.00
To be paid	Clerk	Clerk Expenses Dec	BACS	10.00	0.00	10.00	0.00
To be paid	HMRC	PAYE/NI Contributions Dec	BACS	89.60	0.00	89.60	0.00
Totals				1,641.59	39.57	1,681.16	0.00

- 6. To receive and consider the 2023/2024 draft Budget and approve the final Budget** (circulated with agenda)
- 7. To receive and consider the 2023/2024 proposed Precept and adopt the final Precept** (circulated with agenda)
- 8. To receive and discuss correspondence**
 - 8.1. For action/information (circulated prior to/with agenda)
 - 8.2. Late correspondence
- 9. To receive update on a Local Emergency Plan as recommended by Breckland District Council – Chairman to report**
- 10. To receive Highways & Transport Matters and consider and approve any actions required**
 - 10.1. Update on overgrown street lamp adjacent to 44 Dennys Walk
- 11. To consider planning applications and note planning decisions from Breckland District Council**
 - 11.1. Planning applications
 - 11.1.1. TRE/2022/0284/TCA – The Rectory, Main Road – Removal of Leyland Cypress trees- T26, T27, T29, T30, T31 (Tree Work App CA) – Information Only
 - 11.1.2. 3DC/2022/0316/DOC – Land East of Chalk Lane – Discharge Of Conditions 3 & 7 on 3PL/2021/1082/D (Discharge Conditions) – Information only
 - 11.1.3. 3DC/2022/0317/DOC – Land East of Chalk Lane – 5, 7, 9, 10, 13, 14, 16, 18, 20, 21 on 3PL/2015/1180/O (Discharge Conditions) – Information only
 - 11.2. Planning decisions
 - 11.2.1. 3PL/2021/1492/F – Willow Bank, Main Road – Change of use from former allotments to parking area for present Van Hire Business (retrospective) – Permission
 - 11.2.2. 3DC/2022/0320/DOC – 31 Eastfields – Discharge of Condition 4 on 3PL/2019/0327/F (Discharge Conditions) – DOC-COMplete
 - 11.2.3. 3DC/2022/0316/DOC – Land East of Chalk Lane – Discharge Of Conditions 3 & 7 on 3PL/2021/1082/D (Discharge Conditions) – DOC-COMplete
 - 11.2.4. TRE/2022/0284/TCA – The Rectory, Main Road – Removal of Leyland Cypress trees- T26, T27, T29, T30, T31 (Tree Work App CA) – CA No Objection
 - 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 reports from Councillors (as listed on agenda) regarding issues and community matters** (circulated with agenda if applicable)
 - 12.1. WWI War Memorial repair update following road traffic accident – Chairman to report
 - 12.2. Resident complaints x 2 regarding gritting responsibilities and grit bin locations – Chairman to report
 - 12.2.1. To consider purchasing an additional grit bin, agree the size and location and approve the disbursement (costs circulated with agenda)
- 13. To record the date of the next Full Council meeting:**
 - 13.1. The next meeting of the Council is scheduled to take place on Monday, 7th February 2023 at 7.30pm, in the Church Room, All Saints Church, Main Road
Councillors may not film, record and/or broadcast from this point forward
- 14. 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**
 - 14.1. To receive tenders and approve a three-year grounds maintenance contract to commence 1st March 2023 (circulated with agenda)
 - 14.2. Clerk’s National Salary Award 2022/2023 (circulated prior to agenda) and consider and approve increasing the Clerk’s weekly working hours from 7 to 10 with effect from 1st January 2023