

NARBOROUGH PARISH COUNCIL

**Minutes of the Council Meeting held Monday, 7th November 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 S Greeno
		Cllr H Pipe
		Cllr J Reynolds
	Parish Clerk	Mrs S Porter
	Member(s) of Public	1

1. Apologies for absence

Apologies for absence had been received from County Cllr E Colman (Honeymoon).

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

The Chairman, Cllr Wilkinson, declared a Personal Interest in Item 11, Planning Applications, as he was the Vice Chairman of the Breckland District Council Planning Committee.

Cllr Greeno declared a Personal Interest in Item 11.2.1, Planning Decision 3DC/2022/0175/DOC, as the applicant of this application was associated to her.

Cllr Reynolds declared a Personal Interest in Item 13, Meeting Room Venue, as he was the Chairman of the Community Centre Committee.

It was noted that Cllr Pipe, Cllr Wilkinson and Cllr Williams were no longer Trustees of the Community Centre and that Cllr Reynolds had recently been appointed as a Trustee and Chairman of the Community Centre Committee.

The Clerk would issue a Register of Members Disclosable Interests form to the above Councillors for completion.

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, 3rd October 2022 (items 1-12 [10/2022]) 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. 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reported that Breckland District Council, the landowner of the green open space on the Westfields estate, had withdrawn the sale of the land from the open market.

It was felt that an oak tree should not be planted on this green but instead be placed in the Community Centre grounds. Cllr Reynolds would arrange this.

PUBLIC OPEN FORUM

The Chairman, Cllr Wilkinson, adjourned the meeting at 7.40pm.

Chairman Signed Dated

County Cllr Ed Colman

County Cllr Colman was not present at the meeting and no prior written report had been received.

District Cllr Peter Wilkinson

Wreath laying, Remembrance Services

District Cllr Wilkinson reported that he would be laying a wreath on Remembrance Day in his capacity as Vice Chairman of Breckland District Council.

The Vice Chairman, Cllr Williams, agreed to lay the Parish Council wreath at the Church and, if time permitted, the Airfield too.

Breckland District Council Distribution

District Cllr Wilkinson reported that Breckland District Council would continue to provide household financial support of up to £300.00 per household to qualifying residents until March 2023.

Inspiring Communities

District Cllr Wilkinson reported that £97,000 had been distributed via the Inspiring Communities scheme, which had been set up to enhance the lives of Breckland residents.

Queen Elizabeth Hospital

District Cllr Wilkinson reported that a recruitment event at King's Lynn Town Hall was being held on Thursday, 17th November 2022 for volunteers to get involved with helping the hospital to support communities over the winter period.

Public Participation

The member of public did not wish to address the Council.

The Chairman, Cllr Wilkinson, resumed the meeting at 7.44pm.

5. Finance report

5.1. Financial report

The Clerk had circulated the bank reconciliation, current bank account statements and Scribe financial reports, period ending October 2022, with the agenda. The bank balances were as follows:

	Current Account	Savings Account
Council Closing Balances	1,950.29	23,547.18
Council Total Closing Balances		25,497.47

The reports were noted.

5.2. Norfolk ALC Autumn Conference

Prior to the meeting, the Clerk had requested permission to attend the Norfolk ALC Autumn Conference on Wednesday, 23rd November 2022 at a cost of £20.00, split between three Councils, and confirmed that travel costs would not be claimed as she had managed to obtain a lift from another attendee.

Proposed – Chairman, Cllr Wilkinson

Seconded – Cllr Davey

That the Council approves the Clerk attending the Norfolk ALC Autumn Conference on Wednesday, 23rd November 2022 at a cost of £20.00, split between three Councils at £6.97 each, with no travel expenses required.

All in favour

Chairman Signed Dated

5.3. Scribe Accounts

The Clerk had circulated details of the Scribe accounting package subscription cost prior to the agenda, which would be increasing from £288.00 to £345.60 per annum on 1st April 2023. The Clerk had advised that whilst Scribe was an excellent accounting package, the annual costs to small Councils was high and that she could produce detailed manual accounting spreadsheets instead.

Councillors felt that due to the forthcoming substantial increased cost, the package would no longer be viable in the current financial economy, and that the funds would be better spent elsewhere.

Proposed – Vice Chairman, Cllr Williams

Seconded – Cllr Davey

That the Council agrees to continue with the Scribe accounts package until 31st March 2023 and that the Clerk and Responsible Financial Officer continues the accounting with manual spreadsheets from 1st April 2023 thereafter.

All in favour

5.4. 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 £
06.10.2022	Anglia Computer Sols	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 Remembrance wreaths S137	BACS	50.00	0.00	50.00	0.00
07.11.2022	Anglia Computer Sols	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 Maint 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

Proposed – Cllr Pipe

Seconded – Vice Chairman, Cllr Williams

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

All in favour

The Vice Chairman, Cllr Williams, enquired whether the remaining street lights had yet been replaced with LED bulbs. The Clerk confirmed that she had continued to chase Westcotec since July 2022 but the conversion had not yet been carried out.

Councillors reported that the contract with Westcotec had existed for many years and was probably outdated and that it would be a good idea for the Clerk to seek a new tender from K&M Lighting Services, which had an excellent reputation throughout Norfolk for its outstanding company service. The Clerk confirmed that she would also seek a third company for this exercise in accordance with the Financial Regulations.

Chairman Signed Dated

Proposed – Cllr Pipe

Seconded – Cllr Davey

That the Clerk seeks three tenders for the street lighting contract.

All in favour

The Clerk would prepare a street lighting tender documentation and send this to three street lighting companies.

Cllr Greeno reported that her Norfolk ALC course had been excellent and felt that it would also be a good refresher course for longstanding Councillors too. This was noted.

The Chairman, Cllr Wilkinson, reported that the eastbound bus shelter on Main Road had been vandalised and the guttering had been ripped off. The Clerk confirmed that this matter could be dealt with an emergency expense. Councillors agreed for three quotations to be sought for the repairs.

Proposed – Vice Chairman, Cllr Williams

Seconded – Cllr Reynolds

That the Clerk seeks three quotations from local contractors to replace the vandalised guttering on the eastbound bus shelter on Main Road, that these be circulated to Councillors by email with the most competitive contract being awarded as an emergency expense in accordance with the Financial Regulations 11.1 (a).

All in favour

The Clerk would seek three quotations from local contractors to replace the guttering on the Main Road bus shelter.

6. Final Draft Tender Grounds Maintenance Contract

The Clerk had circulated the final draft tender document for a three-year grounds maintenance contract to commence 1st March 2023 with the agenda.

Proposed – Vice Chairman, Cllr Williams

Seconded – Cllr Reynolds

That the grounds maintenance tender document is approved and issued.

All in favour

The Clerk would send the tender documentation to the five companies detailed within her report.

7. Correspondence

7.1. For action/information

No correspondence for action or information had been received.

7.2. Late correspondence

No late correspondence for action or information had been received.

8. Local Emergency Plan

The Chairman, Cllr Wilkinson, reported that Breckland District Council was inviting Town and Parish Councils to consider having an Emergency Plan. Their last exercise for this had been carried out in 2018 and was now due for review.

Cllr Greeno confirmed that the Sports & Social Club had an emergency kit on its premises. She confirmed that she would relocate this kit into the Community Centre building.

Chairman Signed Dated

The Chairman, Cllr Wilkinson, agreed to liaise with the Breckland District Council officer regarding an Emergency Plan.

9. Highways and transport matters

9.1. 44 Denny's Walk overgrown tree

The Chairman, Cllr Wilkinson, reported that the Highways Engineer, Mr J Griffiths, had referred the overgrown tree, adjacent to 44 Denny's Walk, to BT Openreach to remove the ivy.

9.2. 14 Meadows Close overgrown tree

The Chairman, Cllr Wilkinson, reported that the overgrown tree at 14 Meadows Close had been dealt with by Flagship Homes.

9.3. Overgrown boundary hedging and/or trees in the village

The Chairman, Cllr Wilkinson, reported that the resident of 103 Westfields had been in tears following a letter received from the Clerk asking that her overgrown tree be trimmed back. Upon investigation, it was found not to be an endangerment to the public and no further action was required. The Chairman, Cllr Wilkinson, had apologised to the lady for the premature letter sent to her.

The Chairman, Cllr Wilkinson, further reported that residents who had recently received letters from the Parish Council regarding their overgrown boundary hedging and trees had all been very upset and angry. The Chairman, Cllr Wilkinson, confirmed that in view of this, letters would now only be sent for severe cases where endangerment to pedestrians and/or motorists existed. He further advised that Councillors did not need to report such matters to the Parish Council but should instead report any issues on the Norfolk County Council website. It was noted that in rare cases, an advisory letter could be sent by the Clerk to residents, prior to cases being reported to Norfolk County Council.

Proposed – Chairman, Cllr Wilkinson

Seconded – Vice Chairman, Cllr Williams

That Councillors identify and fully inspect overgrown residential boundaries and if deemed to be a danger to pedestrians and/or motorists that these be reported individually online to Norfolk County Council.

All in favour

10. Community matters

10.1. AED training for the community

Cllr Greeno reported that fewer than ten people had submitted their interest to attend a CPR/AED training course on Thursday, 24th November 2022. Councillors agreed to cancel the session with Norfolk Accident Rescue Service and revisit this item in the new year.

The Chairman, Cllr Wilkinson, would seek alternative trainers for the new year.

The Clerk would contact Norfolk Accident Rescue Service to cancel the session and thank them for their continued time on this matter over the past few months.

11. Planning Applications and Decisions

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

11.1. Planning applications

No planning applications had been received from Breckland District Council.

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.

Chairman Signed Dated

Cllr Greeno had declared a Personal Interest in this item.

11.3. Late Planning applications and notices of decision

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

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

There were no other planning matters to report.

12. Draft Budget 2023/2024

The Clerk had circulated a copy of the draft budget and precept 2023/2024 with the agenda. The Clerk reported that Town and Parish Councils were being recommended to increase their precepts by a minimum of 5%. The Clerk had prepared the budget with varying precept figures.

Councillors agreed for the Clerk to circulate the final draft budget and precept to Councillors by email in December 2022, for formal approval at the January 2023 meeting.

13. Meeting Room Venue

Cllr Reynolds had declared a Personal Interest in this item.

The Chairman, Cllr Wilkinson, reported that the cost of room hire for the Community Centre was £10.00 per hour and the Church Room, All Saints Church, was £7.00. Following Covid restrictions, the Council had continued to hire the Community Centre to facilitate members of the public attending. However, as there were little or no public attending the meetings, he felt that the Council should revert back to hiring the Church Room.

Cllr Greeno raised concern that the footpath to the Church Room was unlit and perilous. This was noted and suggested that the Clerk and Councillors walk to the venue with someone else and bring a torch.

A short discussion took place and it was felt that due to the reduced rates, the Council should resume meeting in the Church Room.

Proposed – Chairman, Cllr Wilkinson

Seconded – Vice Chairman, Cllr Williams

That Council meetings are held in the Church Room, All Saints Church, with effect from January 2023 at a cost of £7.00 per hour.

For – 4

Against – 1

Abstentions – 1 (Declared Interest)

14. Date and time of the next meeting

14.1. December meeting

Councillors agreed to take a recess in December and resume Council proceedings on Wednesday, 4th January 2023. Councillors agreed for the Clerk's November salary and HMRC payment to be paid on 1st December 2022 or shortly thereafter. The Clerk confirmed that the Financial Regulations of the Council (7.2) permitted this.

Proposed – Chairman, Cllr Wilkinson

Seconded – Cllr Davey

That the Council meeting in December 2022 is cancelled and that the Clerk's salary and HMRC payment for the month of November 2022 are paid at the beginning of December 2022.

All in favour

14.2. Date and time of the next meeting

The next meeting of the Council was scheduled to take place on Wednesday, 4th January 2023 at 7.30pm, in the Church Room, All Saints Church.

Chairman Signed Dated

- 15. 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 8.39pm.