

**NARBOROUGH PARISH COUNCIL**  
**Minutes of the Council Meeting held Monday, 4<sup>th</sup> January 2023 at 7.30pm in the Church Room,**  
**All Saints Church, Main Road**

Present:	Chairman	Cllr P Wilkinson (also District Councillor)
	Vice Chairman	Cllr D Williams
	Councillors	Cllr P Bailey (from Item 4)
		Cllr S Davey
		Cllr S Greeno
		Cllr H Pipe
		Cllr J Reynolds
	County Councillor	Cllr E Colman
	Parish Clerk	Mrs S Porter
	Member(s) of Public	0

**1. Apologies for absence**

There were no apologies for absence.

**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.

**3. Approval of the minutes of the Council meeting**

**Proposed – Chairman, Cllr Wilkinson**

**Seconded – Cllr Pipe**

**That the minutes of the Council Meeting held on Monday, 7<sup>th</sup> November 2022 (items 1-15 [11/2022]) 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. Co-option of applicant(s) for the position of Councillor**

Mrs Pam Bailey had submitted an application for the position of Councillor and this had been circulated with the agenda.

**Proposed – Chairman, Cllr Wilkinson**

**Seconded – Cllr Davey**

**That Mrs Pam Bailey is co-opted as Parish Councillor to Narborough Parish Council.**

**All in favour**

In the presence of the Council and in accordance with legislation of the Local Government Act 1972, Section 83, Mrs Bailey duly signed her Declaration of Acceptance of Office.

**4.1. Dispensation**

In order to participate and vote on matters at this meeting and under the provisions of the Localism Act 2011, Sections 31-33, Cllr Bailey duly signed her Dispensation Request and this was put to the Council.

Chairman Signed ..... Dated .....

**That Cllr Bailey is granted a dispensation until the end of her term in May 2023, or resignation, whichever is the sooner, to enable her to take part in Council business where this would otherwise be prohibited because she has a Disclosable Pecuniary Interest.**

**All in favour**

The Clerk advised Cllr Bailey that her Register of Interests form would be sent to the Democratic Officer at Breckland District Council for retention. The register is maintained under section 81(1) of the Local Government Act 2000.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Wilkinson, adjourned the meeting at 7.38pm.

**County Cllr Ed Colman**

**Council Tax**

County Cllr Colman reported that the proposed budget would see an increase of 1.99% for general Council Tax and 1% for the adult social care precept, in line with the current budget planning and the expected level which will be set by the Government. A public consultation had taken place asking for views on a rise of 4.10%, against 10.1% (in line with inflation) which would require a referendum. The consultation would be considered by the Cabinet on Monday, 30<sup>th</sup> January 2023, with the Full Council finalising it on Tuesday, 21<sup>st</sup> February 2023.

**County Deal**

Norfolk County Council and the Government have agreed, in principle, a new County Deal, to devolve funding and powers to the county. This would enable investment in better transport, skills, job opportunities, housing and regeneration. Agreeing a Deal would mean that, from 2024 onwards, Norfolk County Council would have a Council Leader directly elected by the public, with the first election in May 2024, target funding and resources to Norfolk's own priorities, attract and retain new and key businesses and sectors, invest in the skills needed, unlock housing and employment sites, raise its profile nationally and help shape future policies. Under a Deal, Norfolk would receive a £20 million investment fund, every year for 30 years. There would also be specific funding for integrated transport, brownfield development (£7 million), adult education, and infrastructure (£5.9 million for housing, regeneration and development, during this Spending Review period). Experience from other areas that have secured devolution deals a few years ago, show that initial deals can open the door to receiving further powers and money and influence with no extra costs. An elected County Council Leader would be supported by the County Council's existing departments and officers. This contrasts with mayoral combined authorities in cities, which have their own staff and running costs, separate from the local council and creating another layer of local government. The Government is clear that County Deals are not about local government reorganisation and so the County Council would continue to work closely with Norfolk's District, Town and Parish Councils and key partners such as businesses and other bodies, to make the most of any new powers and funding that come into Norfolk as a result of a deal.

Cllr Colman left the meeting at 7.48pm.

**District Cllr Peter Wilkinson**

**Bus Shelter, Main Road**

District Cllr Wilkinson reported that the Parish Council had approved in November 2022, the emergency expense to repair the vandalised guttering and roof of the bus shelter on Main Road. However, Mr Ian Hindle had kindly repaired the shelter at no cost to the Council. He was given a vote of thanks for this.

**King Charles III**

A card had been received from King Charles III, thanking the Council for its condolence letter of the late Queen Elizabeth II. Cllr Wilkinson would post this on the village Facebook page.

It was further agreed for Cllr Greeno to post this on the Council Facebook page as well.

### Household Support Fund

Household financial support of up to £300.00 per household to qualifying residents would be ending in March 2023. Residents in financial hardship cannot self-refer for support, only through a third party or via a Breckland Ward Member. Applications will go directly to the Norfolk Assistance Scheme on the Norfolk County Council website.

### Inspiring Communities

To date, the Inspiring Communities programme has:

- Supported over 1000 survivors of domestic abuse in partnership with the Daisy Programme, a Breckland-based domestic abuse charity.
- Recruited and trained over 60 volunteers to act as Daisy Ambassadors.
- Helped over 3000 individuals to access low-cost food, providing ongoing support.
- Signed up over 400 residents to access the Silver Social project for socially isolated older people.
- Helped 200 individuals via Breckland Collaboration, a multi-agency forum made up of statutory and voluntary services, helping residents through early intervention to avoid reaching crisis.
- Trained 200 Mental Health champions through free mental health training services provided by its partners.
- Launched its first ‘Mindful Village’, a unique programme offering mental health support.
- Helped over 40 young people and their families to manage their mental health while awaiting professional help, by commissioning Cup O-T Wellbeing Therapy Services in partnership with Breckland YAB.
- Enabled the opening of Rest in Thetford, a Norfolk & Waveney MIND hub based at Breckland House in Thetford which has supported over 1000 residents struggling with mental health.
- Launched a Contextual Safeguarding grant scheme to help enable the development of youth provision, to protect young people at risk of harm.
- Been commissioned by the NHS to deliver social prescribing services which has seen the team support over 400 Breckland residents and grow from a team of 2, to a team of 4 in its first year of operation.

### **Public Participation**

Cllr Reynolds enquired when the Committee Room at the Community Centre would be cleared of the Council records and equipment.

The Chairman, Cllr Wilkinson, and the Vice Chairman, Cllr Williams, confirmed that they and the Clerk would be looking to do this in the near future, with a view to sending the archives to the Norfolk Records Office.

The Chairman, Cllr Wilkinson, resumed the meeting at 8.02pm.

## **5. Finance report**

### **5.1. Financial report**

The Clerk had circulated the bank reconciliations, current bank account statements and Scribe financial reports, periods ending November 2022 and December 2022, with the agenda. The bank balances were as follows:

<b>November 2022</b>	Current Account	Savings Account
Council Closing Balances	1,639.18	22,547.18
<b>Council Total Closing Balances</b>		<b>24,186.36</b>

<b>December 2022</b>	Current Account	Savings Account
Council Closing Balances	763.43	22,622.01
<b>Council Total Closing Balances</b>		<b>23,385.44</b>

The reports were noted.

Chairman Signed ..... Dated .....

## 5.2. 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 £
17.11.2022	N Power	Street Lighting Oct	DD	254.11	12.71	266.82	0.00
06.12.2022	Anglia Computer Sols	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 Commission	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
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
31.12.2022	Unity Trust Bank	Bank Interest	DD	0.00	0.00	0.00	74.83
<b>Totals</b>				<b>1641.59</b>	<b>39.57</b>	<b>1681.16</b>	<b>74.83</b>

**Proposed – Vice Chairman, Cllr Williams**

**Seconded – Cllr Davey**

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

**All in favour**

The Chairman, Cllr Wilkinson, reported that Westcotec had changed four street lights in the village and complaints had been received from two proprietors in Denny's Walk, as the lights were shining into their properties. The Chairman, Cllr Wilkinson, confirmed that he had attended both properties and felt that their complaints were justified.

A short discussion took place and Councillors agreed that backplates should be placed on the new lights. The Clerk confirmed that whilst this item was not on the agenda, this could be done as an emergency expense due to the nature of the complaints.

**Proposed – Vice Chairman, Cllr Williams**

**Seconded – Cllr Davey**

**That the Clerk contracts Westcotec to place backplates on two street lights in Denny's Walk as an emergency expense and that the costs are approved at the next meeting of the Council.**

**All in favour**

The Clerk would contact Westcotec regarding these lights and add this item to the next agenda for formal approval.

## 6. Approval of the 2023/2024 Budget

A copy of the 2023/2024 draft budget had been circulated prior to the agenda. The Clerk had outlined the budget and highlighted the variances.

Minor modifications were made to the draft budget at the meeting and it was agreed for the Clerk to earmark reserves from this year's remaining precept balance and list them in detail.

Chairman Signed ..... Dated .....

Proposed – Vice Chairman, Cllr Williams

Seconded – Cllr Reynolds

That the budget for the financial year 2023/2024 is approved and adopted.

All in favour

The Clerk would determine earmark reserves from this year's remaining precept balance.

7. **Approval of the 2023/2024 Precept**

2022/2023 Tax base 413.9 - For a precept of £18,875 this was £45.60 per band D property

**2023/2024 Tax base 414.4**

For a precept of £20,000 (increase £1,125 / 5.96%) this equates to (*precept divided by tax base*):

**Band D** = £48.26 (5.83% increase on 2022/2023)

= £2.66 increase per annum / 22p increase per month / 5p increase per week / 1p increase per day)

**Band A** = £32.18 (*2/3 of Band D*)

**Band H** = £96.53 (*twice Band D*)

Section 137 payments limit for 2022/2023 is £8.82 per elector (1054) = maximum £9,296.28

Proposed – Vice Chairman, Cllr Williams

Seconded – Cllr Davey

That the Precept for the financial year 2023/2024 of £20,000 (increase 5.96%) is approved and adopted.

All in favour

A copy of the approved budget and precept would be placed on the website.

8. **Correspondence**

**8.1. For action/information**

No correspondence for action or information had been received.

**8.2. Late correspondence**

An email and map from the Parochial Church Council had been received on Tuesday, 3<sup>rd</sup> January 2023, regarding a preliminary proposal for a new car park entrance and access road off Main Road to alleviate car parking problems at All Saints Church. The Clerk had circulated this prior to the meeting.

Councillors felt that they had not had sufficient notice to digest the proposals and it was agreed to defer this item to the next meeting. The Clerk would add this to the next agenda for consideration.

9. **Local Emergency Plan**

The Chairman, Cllr Wilkinson, reported that Breckland District Council had prepared a draft Emergency Plan template for Town and Parish Councils. Councillors agreed for the Breckland District Council officer, Ms D Reed, to be invited to an informal meeting of the Council at 7.00pm prior to the next Council meeting.

The Chairman, Cllr Wilkinson, would arrange for Ms Reed to attend.

10. **Highways and transport matters**

**10.1. Ivy overgrowth on street lamp adjacent to 44 Denny's Walk**

The Chairman, Cllr Wilkinson, reported that the ivy on the street lamp and pole adjacent to 44 Denny's Walk had still not been cleared by BT Openreach.

Chairman Signed ..... Dated .....

It was agreed for the Clerk to contact BT Openreach to chase this matter up, as Westcotec would not be able to replace the light with an LED lamp until this had been actioned.

The Clerk would subsequently contact Flagship Housing if BT Openreach declined to deal with the problem.

**11. Planning Applications and Decisions**

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

**11.1. Planning applications received from Breckland District Council**

**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 completed by Breckland District Council**

**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 granted.

Cllr Greeno had declared a Personal Interest in this item.

**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**

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. Reports from Councillors (as listed on agenda) regarding issues and community matters (circulated with agenda if applicable)**

**12.1. WWI War Memorial – Chairman to report**

The Chairman, Cllr Wilkinson, reported that the WWI War Memorial and fencing had been damaged during a road traffic accident. The incident took place in December 2022 and the police had been called immediately. Since then, RAF Marham personnel had kindly reinstated the crash poles at no cost to the Council, and the War Memorial and fencing claim was being dealt with through their insurance.

Chairman Signed ..... Dated .....

## **12.2. Resident complaints regarding gritting responsibilities and grit bins – Chairman to report**

The Chairman, Cllr Wilkinson, reported that two written complaints had been received from residents during the extraordinary cold spell the UK suffered in December 2022.

### **12.2.1. Additional grit bin in village**

The Clerk had investigated the costs of various grit bins and circulated a list with the agenda.

Councillors noted that grit bins could not be placed on unadopted roads, as Norfolk County Council would not fill them. A short discussion took place and it was felt that Westfields, at the junction adjacent to the green area, would be an ideal location for an additional grit bin.

Cllr Davey declared a Personal Interest in this item, due to the chosen vicinity of the grit bin being close to his daughter's property.

The list of grit bins was considered and it was agreed to purchase a yellow 160L slimline grit bin from Glasdon.

**Proposed – Vice Chairman, Cllr Williams**

**Seconded – Chairman, Cllr Wilkinson**

**That the Council purchases a yellow 160L grit bin from Glasdon at a cost of £179.72 + £12.50 delivery + £38.44 VAT (total £230.66), subject to permission from Norfolk County Council Highways being received and a Street Licence being obtained from them.**

**All in favour**

The Chairman, Cllr Wilkinson, would contact Norfolk County Council Highways for permission of the grit bin.

## **13. Date and time of the next meeting**

### **13.1. Date and time of the next meeting**

The next meeting of the Council was scheduled to take place on Monday, 7<sup>th</sup> February 2023 at 7.30pm, in the Church Room, All Saints Church.

## **14. Exclusion of Press and Public (Public Bodies (Admission to meetings) Act 1960 S1)**

**Proposed – Chairman, Cllr Wilkinson**

**Seconded – Vice Chairman, Cllr Williams**

**That under the Public Bodies (Admission to meetings) Act 1960 Section 1, the press and public be excluded from the meeting in order to allow confidential items to be discussed.**

**All in favour**

### **14.1. Grounds Maintenance Contract Tenders 2023-2025**

See confidential report.

**Proposed – Vice Chairman, Cllr Williams**

**Seconded – Cllr Pipe**

**That the Grounds Maintenance Contract is awarded to the CGM Group for a three-year term commencing 1<sup>st</sup> March 2023 until 31<sup>st</sup> December 2025 at a cost of £3,696.00 + £739.20 VAT (total £4,435.20) in year 1, with years 2 and 3 increasing by the Consumer Prices Index, with any additional works charged accordingly at price per application as detailed in their schedule.**

**All in favour**

**14.2. Clerk’s National Salary Award and working hours**

See confidential report.

The Vice Chairman, Cllr Williams, declared a Personal Interest in this item as he was a Parish Clerk to other Councils.

**Proposed – Chairman, Cllr Wilkinson**

**Seconded – Cllr Davey**

**That the Clerk’s Spinal Column Point (SPC 20) hourly rate is increased in accordance with the current National Joint Council (NJC) Pay Scales 2022-2023, backdated to 1<sup>st</sup> April 2022.**

**For – 6**

**Against – 0**

**Abstentions – 1 (Declared Interest)**

**Proposed – Chairman, Cllr Wilkinson**

**Seconded – Cllr Pipe**

**That the Clerk’s weekly working hours are increased from 7 to 10 with effect from 1<sup>st</sup> January 2023.**

**For – 6**

**Against – 0**

**Abstentions – 1 (Declared Interest)**

The Chairman, Cllr Wilkinson, closed confidentiality and resumed the meeting at 9.24pm.

The Chairman thanked everyone for attending and closed the meeting at 9.24pm.