

# NARBOROUGH PARISH COUNCIL

Parish Clerk, Mrs Sara Porter  
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Councillors are hereby summoned to attend the Council Meeting of Narborough Parish Council on **Monday, 6<sup>th</sup> February 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  
1<sup>st</sup> February 2023

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 Wednesday, 4<sup>th</sup> January 2023 (Items 1-14 [01/2023])**

**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)

- 4. To receive and approve Finances**
  - 4.1. To receive the current bank statements and financial reports (to be circulated prior to the meeting)
  - 4.2. To consider local Grants and Donations (LGA S137)
    - 4.2.1. Age UK Norfolk (circulated with agenda)
  - 4.3. 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 £
05.01.2023	Anglia Computer Solutions	Microsoft 365 Rent Dec	DD	9.40	1.88	11.28	0.00
09.01.2023	Westcotec	Street Light Maintenance Nov	DD	54.33	10.87	65.20	0.00
10.01.2023	Parochial Church Council	Room Hire 04.01.2023	SO	14.00	0.00	14.00	0.00
19.01.2023	N Power	Street Lighting Dec	DD	207.89	10.39	218.28	0.00
06.02.2023	Anglia Computer Solutions	Microsoft 365 Rent Jan	DD	9.40	1.88	11.28	0.00
To be paid	Clerk	Salary Jan	BACS	511.32	0.00	511.32	0.00
To be paid	Clerk	Clerk Expenses Jan	BACS	22.60	0.00	22.60	0.00
To be paid	HMRC	PAYE/NI Contributions Jan	BACS	127.80	0.00	127.80	0.00
<b>Totals</b>				<b>956.74</b>	<b>25.02</b>	<b>981.76</b>	<b>0.00</b>

- 5. To consider action to be taken on a Local Emergency Plan, as recommended by Breckland District Council, following the informal meeting held prior to this meeting**

## **6. King Charles III Coronation**

- 6.1. To receive details of Breckland District Council match funding flagpoles and flags for this occasion and approve any actions to be taken (circulated with agenda)
- 6.2. To consider purchasing commemorative gifts in celebration of the King's Coronation [Saturday, 6<sup>th</sup> May 2023] (ideas circulated with agenda)

## **7. To receive and discuss correspondence**

- 7.1. For action/information (circulated prior to/with agenda)
  - 7.1.1. To consider supporting a preliminary proposal by the Parochial Church Council for a new car park entrance and access road off Main Road to alleviate car parking problems at All Saints Church (deferred from previous meeting)
- 7.2. Late correspondence

## **8. To receive Highways & Transport Matters and consider and approve any actions required**

- 8.1. Update on street lamp adjacent to 44 Dennys Walk
- 8.2. Update on the LED conversion of the street lights and backplates fitted by Westcotec
- 8.3. Response from Norfolk County Council regarding the Parish Council's request for an additional grit bin – Chairman to report

## **9. To consider planning applications and note planning decisions from Breckland District Council**

- 9.1. Planning applications
  - 9.1.1. 3DC/2023/0013/DOC – Land East of Chalk Lane – Discharge Of Condition 8 On 3PL/2021/1082/D (Discharge Conditions) – Information only
  - 9.1.2. 3NM/2023/0011/NMA – Land East of Chalk Lane – Amendment to pp 3PL/2015/1180/O - To amend the wording to Conditions 9 & 14 (see application form) (Non Material Minor Amendment) – Information only
- 9.2. Planning decisions
- 9.3. Late planning applications and notices of decision
- 9.4. Other planning matters / enforcements / appeals and other notifications (for information only)

## **10. To receive reports from Councillors (as listed on agenda) regarding issues and community matters** (circulated with agenda if applicable)

## **11. To record the date of the next Full Council meeting:**

- 11.1. The Annual Parish Meeting will take place on Monday, 6<sup>th</sup> March 2023 at 7.00pm, in the Church Room, All Saints Church, Main Road, followed by the Ordinary Meeting of the Council

Councillors may not film, record and/or broadcast from this point forward

## **12. 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**

- 12.1. To receive a further tender for the three-year grounds maintenance contract to commence 1<sup>st</sup> March 2023 (circulated with agenda)