

NARBOROUGH PARISH COUNCIL

**Minutes of the Council Meeting held Monday, 6th February 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
		Cllr S Greeno
		Cllr H Pipe
		Cllr J Reynolds
	Parish Clerk	Mrs S Porter
	Member(s) of Public	0

Due to a prior informal meeting being held with an officer from Breckland District Council regarding emergency planning, the Full Council meeting did not commence until 8.05pm.

1. Apologies for absence

Apologies for absence had been received from Cllr S Davey (family commitment).

The apologies were accepted.

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

The Chairman, Cllr Wilkinson, declared a Personal Interest in Item 9, Planning Applications, as he was the Vice Chairman of the Breckland District Council Planning Committee.

The Vice Chairman, Cllr Williams, declared a Pecuniary Interest in Item 4.2.1, S137 Request from Age UK Norfolk, as he was an employee of this organisation.

3. Approval of the minutes of the Council meeting

Proposed – Vice Chairman, Cllr Williams

Seconded – Cllr Reynolds

That the minutes of the Council Meeting held on Monday, 4th January 2023 (items 1-14 [01/2023]) 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.

PUBLIC OPEN FORUM

The Chairman, Cllr Wilkinson, adjourned the meeting at 8.10pm.

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

Draft 2023/2024 Budget

District Cllr Wilkinson reported that the Cabinet had today approved the 2023/2024 draft budget, which would be put to the Full Council for ratification. The proposed precept rise would mean an annual Council Tax increase for a Band D property of £4.95, equating to 2.8%, but significantly less for most Breckland residents who were banded A to C.

Inspiring Communities

The Inspiring Communities match funding scheme would be closing on Thursday, 9th February 2023.

Chairman Signed Dated

Local Plan

In January 2023, the Council approved the Issues and Options document and the public consultation for this was currently open. The document provides an introduction and background information about Breckland covering important topic areas including future housing development, the economy, the built and natural environment, climate change, sustainable construction and transport and provision of infrastructure.

Queen Elizabeth Hospital

The Norfolk and Waveney Integrated Care Board has received Government funding for discharge care at the Queen Elizabeth Hospital. 20 officers have been employed to facilitate this project which will reduce risk and increase safety for patients in hospital beds, and those waiting to access them, by improving discharge performance and post-discharge care.

Public Participation

There were no members of public present at the meeting and no Councillors wished to address the Council.

The Chairman, Cllr Wilkinson, resumed the meeting at 8.15pm.

4. Finance report

4.1. Financial report

The Clerk had circulated the bank reconciliations, current bank account statements and Scribe financial reports, period ending January 2023, with the agenda. The bank balances were as follows:

January 2023	Current Account	Savings Account
Council Closing Balances	1,916.07	20,622.01
Council Total Closing Balances		22,538.08

The reports were noted.

4.2. Local Grants and Donations (LGA S137)

4.2.1. Age UK Norfolk

The Vice Chairman, Cllr Williams, had declared a pecuniary interest in this item and left the Council Chamber at 8.17pm.

The Clerk had received and circulated with the agenda a request from Age UK Norfolk for a donation. The Clerk had made enquiries with Age UK Norfolk to determine the number of referrals made by Narborough residents, but the data was still being collated by them. When known, the information would be circulated to Councillors.

A discussion took place and Councillors agreed that this was a very worthy cause and it was probable that some Narborough residents had received help from this charity.

Proposed – Chairman, Cllr Wilkinson

Seconded – Cllr Reynolds

That the Council approves a S137 donation to Age UK Norfolk for £50.00 to help with their challenging support for older people going through the cost of living crisis.

For – 5

Against – 0

Abstentions – 1 (declared interest)

The Clerk would set up a payment and forward a letter to Age UK Norfolk.
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The Vice Chairman, Cllr Williams, returned to the Council Chamber at 8.25pm.

Chairman Signed Dated

4.3. 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 £
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 Maint 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
Totals				956.74	25.02	981.76	0.00

Proposed – Vice Chairman, Cllr Williams

Seconded – Cllr Pipe

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

All in favour

5. Local Emergency Plan

An informal meeting had been held prior to this meeting with the Emergency Planning officer from Breckland District Council, Ms D Read. The key points raised to set up a resilience forum and produce a plan had been for the Parish Council to propose a main hub and other secondary buildings, provide details of the doctor's surgery and other important services and authorities, map danger areas in the village and record the properties which may be most affected by flooding, fire, livestock rescue, etc, attempt to determine where vulnerable people lived, seek volunteers who could aid an emergency, appoint a duty officer from the Council (not a member of public), obtain the BCKL&WN Emergency Plan and consider attending training days with the RAF and Breckland District Council.

The Chairman, Cllr Wilkinson, invited Councillors to bring forward ideas for emergency planning to the next Council meeting.

6. King's Coronation Saturday, 6th May 2023

6.1. Breckland District Council match funding

The Clerk had circulated with the agenda details of Breckland District Council's match funding scheme for flagpoles and flags of up to £200.00 per Council. The Clerk had also obtained the costs for various sized flags and these had been circulated with the agenda.

A discussion took place and Councillors felt that a flagpole and flag would not be the best use of ratepayers' funds for this occasion. It was agreed not to pursue this funding.

6.2. Commemorative gifts

The Clerk had circulated with the agenda details of various commemorative products that could be purchased for the school children, local groups and other important community members.

Councillors considered the coins, mugs, coasters and pens that had been circulated with the agenda and felt that as coins had been purchased for the Queen's Platinum Jubilee, it would be nice to present mugs on this occasion. It was agreed to purchase 120 ceramic mugs from Dash UK at a cost of £3.58 + 72p VAT (total £4.30 each). These would be printed with the Council's name on the rear.

Chairman Signed Dated

Proposed – Vice Chairman, Cllr Williams

Seconded – Cllr Greeno

That the Council purchases 120 commemorative King’s Coronation ceramic mugs from Dash UK at a total cost of £429.60 + £85.92 VAT (total £515.52).

For – 5

Against – 0

Abstentions – 1

The Clerk would order the mugs from Dash UK and email the school to confirm that gifts would be forthcoming.

7. Correspondence

7.1. For action/information

7.1.1. Parochial Church Council’s proposal to eliminate parking issues (deferred from previous meeting)

An email and map from the Parochial Church Council had been received at the previous meeting 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.

A short discussion took place and Councillors supported the preliminary proposal.

The Clerk would respond to the Parochial Church Council.

7.2. Late correspondence

Norfolk County Council Proposed extension of 30mph speed limit on Chalk Lane

A letter had been received from Norfolk County Council to advise of their proposal to extend the existing 30mph speed limit on Chalk Lane in conjunction with the new permitted development.

Councillors approved this proposal.

The Clerk would respond to the notification.

Norfolk County Council Proposal for street lighting on the new development in Chalk Lane

A letter had been received from Norfolk County Council to advise that it would not be placing street lighting on the new estate in Chalk Lane as there was no highway need for it, but were enquiring as to whether the Parish Council wished to install and maintain lighting there.

Councillors agreed that this provision would only be considered once the development had been adopted by Norfolk County Council.

The Clerk would respond to the notification.

8. Highways and transport matters

8.1. 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 been cleared by UK Power Network. The Clerk was thanked for dealing with this issue.

8.2. LED conversion of the street lights and backplates

The Chairman, Cllr Wilkinson, reported that Westcotec had confirmed that the remaining street light conversions would be completed within the next two weeks.

It was noted that the new LED light outside 25 Meadow Close was not working. The Clerk would report this to Westcotec.

Chairman Signed Dated

The Chairman, Cllr Wilkinson, reported that Westcotec had contacted the Clerk to confirm that backplates would be fitted to the lights which shone into residential properties at no cost the Council. This was noted and appreciated.

8.3. Additional grit bin

The Chairman, Cllr Wilkinson, reported that the Highways Engineer, Mr J Griffiths, had confirmed that a request for an additional grit bin was likely to be refused as Norfolk County Council was at almost full capacity for grit bins across the county. Without permission and a street licence from Norfolk County Council, an additional grit bin could therefore not be purchased.

Councillors felt that this information should be conveyed to Ms D Read, Breckland District Council Emergency Planning officer, as extreme wintry conditions could theoretically be classed as an emergency in the future, and without the necessary grit bins, this could potentially be a danger to pedestrians and motorists.

Councillors asked the Clerk to retain this item on the agenda as a sub-heading under the Emergency Planning item.

9. Planning Applications and Decisions

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

9.1. Planning applications received from Breckland District Council

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 completed by Breckland District Council

No planning decisions had been received from Breckland District Council.

9.3. Late Planning applications and notices of decision

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

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

There were no other planning matters to report.

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

No prior written reports had been received from Councillors.

11. Date and time of the next meeting

11.1. Date and time of the next meeting

The Annual Parish Meeting was scheduled to take place on Monday, 6th March 2023 at 7.00pm, in the Church Room, All Saints Church, followed by the Ordinary Meeting of the Council.

12. 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

12.1. Additional Grounds Maintenance Contract Tender 2023-2025

See confidential report.

The Chairman, Cllr Wilkinson, closed confidentiality and resumed the meeting at 9.06pm.

The Chairman thanked everyone for attending and closed the meeting at 9.06pm.