

NARBOROUGH PARISH COUNCIL
Minutes of the Council Meeting held Monday, 3rd April 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 Davey
		Cllr H Pipe (from Item 6)
	Norfolk Constabulary	PC P Gilluley
	Parish Clerk	Mrs S Porter
	Member(s) of Public	1

1. Apologies for absence

Apologies for absence had been received from Cllr S Greeno (illness). Cllr Pipe would be late to the meeting due to a personal commitment.

The apologies were accepted.

2. Resignation of Cllr J Reynolds

The Clerk reported that Cllr Reynolds had resigned from the Council on Wednesday, 8th March 2023 and the vacancy had been notified to Breckland District Council. The Notice for Casual Vacancy had been dated and displayed on Monday, 17th March 2023. In accordance with Section 89 (3) of the Local Government Act 1972, when a vacancy occurs within six months of a Local Election, an election shall not be held under Section 89 (1).

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

The Chairman, Cllr Wilkinson, declared a Prejudicial Interest in Item 10 Planning Applications, as he was the Vice Chairman of the Breckland District Council Planning Committee.

4. Approval of the minutes of the Council meeting

Proposed – Cllr Bailey

Seconded – Chairman, Cllr Wilkinson

That the minutes of the Council Meeting held on Monday, 6th March 2023 (items 1-12 [03/2023]) 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 7.34pm.

PC P Gilluley, Norfolk Constabulary Community Engagement Officer

PC Gilluley reported that the village had been a victim of antisocial behaviour. Groups tended to congregate at the bus shelters and carve graffiti into the timber, damage the structures and discard rubbish.

Residents witnessing any form of antisocial behaviour should report each and every matter to the police via the online reporting system. This will highlight any areas of concern and enable the beat officer, PC J Johnson, to carry out more patrols in those areas. Bus shelters in many villages tended to be a meeting point for youths because they provide cover, although people should be aware that youths gathering in any given area did not necessarily constitute bad behaviour and cases should only be reported if the groups were seen to be doing something wrong.

Chairman Signed Dated

PC Johnson had already started carrying out patrols in Narborough and does approach and speak to youths on his rounds.

Safer Neighbourhood Action Panel (SNAP) Priority setting meetings are held throughout the year where residents have the opportunity to meet the local Beat Managers, discuss any local concerns or issues, hear updates on the current policing priorities and have a say in voting on the next priorities.

Breckland Volunteer Police Cadets recruit young people aged 13-18 years to join the Police Cadet scheme to develop skills that will assist them in the job market, encourage good citizenship, help them to make positive life choices, and influence the shape of the community and the police service of the future.

PC Gilluley noted that an annual event could be introduced for the Cadets to carry out a general clean of the village to give them an insight into the importance of living in a clean environment.

County Cllr

A County Cllr had not yet been appointed.

District Cllr Peter Wilkinson

District Cllr Wilkinson had nothing to report to the meeting.

Public Participation

The member of public had raised her concerns of antisocial behaviour prior to the meeting and had attended upon invitation from the Council. She confirmed her pleasure that the Council and police were actively pursuing antisocial behaviour in the village.

PC Gilluley and the member of public left the Council Chamber at 7.52pm.

The Chairman, Cllr Wilkinson, resumed the meeting at 7.53pm.

5. Chairman's announcements on existing Council business

The Chairman, Cllr Wilkinson, reported that Elizabeth Truss MP had attended an informal meeting with the Councillors and Clerk on Friday, 31st March 2023 to discuss local concerns and issues.

The Chairman, Cllr Wilkinson, reported that the claim regarding the damage to the War Memorial, following a road traffic accident, would be settled by a cash payment and not through the driver's insurance. Further details would follow when known.

The Chairman, Cllr Wilkinson, reminded Councillors that Norfolk ALC held various courses throughout the year and those wishing to attend should contact the Clerk to arrange.

The Chairman, Cllr Wilkinson, Vice Chairman, Cllr Williams, and Cllr Bailey would be presenting the Coronation mugs to the school children on Tuesday, 2nd May 2023.

Cllr Pipe arrived at the meeting at 7.55pm.

6. Finance report

6.1. Financial report

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

March 2023	Current Account	Savings Account
Council Closing Balances	1,264.19	18,214.12
Council Total Closing Balances		19,478.31

The reports were noted.

Chairman Signed Dated

6.2. Queen's Green Canopy plaque

The Clerk had circulated various options for a Queen's Green Canopy plaque, to be placed at the foot of the oak tree at the Community Centre. They were as follows:

Folksy	Oak stake and stand with brass plaque (unofficial)	price on application
Royal British Legion	Brass plaque / Stake	£144.99 + £25.00 + del
The Slate Workshop	Slate plaque	price on application
The Workshop Aberfeldy	Oak or Stainless steel plaque / Steel spike	£42.00 / £15.00 + del
The Workshop Aberfeldy	Gold, Silver or Copper acrylic plaque / Steel spike	£33.00 / £15.00 + del
Ward Signs	Brass plaque	price on application

A short discussion took place and Councillors felt that a stainless steel plaque would be the most durable material and that a spike would not be required.

Proposed – Vice Chairman, Cllr Williams

Seconded – Chairman, Cllr Wilkinson

That the Council purchases a stainless steel Queen's Green Canopy plaque from The Workshop Aberfeldy at a cost of £38.32 + £7.67 VAT (total £45.99).

All in favour

The Clerk would order the plaque.

6.3. Village Noticeboards Repair

The Chairman, Cllr Wilkinson, had obtained a quotation from Mr I Hindle, Burnt Therapy Services, to repair, remake and treat the five village noticeboards, which all required urgent repairs to be made to them. The total cost for supply of materials and labour would be £500.00 No VAT.

The Vice Chairman, Cllr Williams, felt that it would be a good idea if Perspex could be placed over the noticeboards to eliminate the need to laminate notices. The Chairman, Cllr Wilkinson, would enquire about this.

Despite whether or not Perspex could be placed on the boards, Councillors agreed that this was a very good price and that the job should be awarded to Mr Hindle.

Proposed – Cllr Davey

Seconded – Cllr Pipe

That the Council contracts Mr I Hindle, Burnt Therapy Services, to repair, remake and treat the five village noticeboards at a cost of £500.00 No VAT.

All in favour

6.5. Contract for Council maintenance jobs

The Chairman, Cllr Wilkinson, reported that in order to save the Council time in obtaining three quotations for village jobs, that were typically always awarded to Mr I Hindle due to his excellent workmanship and competitive prices, that Mr Hindle be formally contracted by the Council to be its maintenance man for all future village jobs.

The Vice Chairman, Cllr Williams, felt that the Council should have a written contract in place. The Councillors agreed this.

The Vice Chairman, Cllr Williams, as Parish Clerk to other Councils, confirmed that he had a template contract in place and would forward this to the Clerk for modifying to this Council's requirements.

Chairman Signed Dated

That the Council contracts Mr I Hindle, Burnt Therapy Services, to be its dedicated maintenance contractor for village jobs, subject to a formal written contract being drawn up.

All in favour

6.6. 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 £
2022/2023							
07.03.2023	Westcotec	Street Light Maint Feb	DD	54.33	10.87	65.20	0.00
10.03.2023	Parochial Church Council	Room Hire 06.03.2023	SO	14.00	0.00	14.00	0.00
17.03.2023	N Power	Street Lighting Feb	DD	175.43	8.77	184.20	0.00
17.03.2023	Dash UK	Coronation Mug refund	BACS	-3.58	-0.72	-4.30	0.00
28.03.2023	Clerk	Salary Mar	BACS	511.32	0.00	511.32	0.00
28.03.2023	HMRC	PAYE/NI Contributions Mar	BACS	127.80	0.00	127.80	0.00
31.03.2023	Clerk	Clerk Expenses Mar	BACS	22.60	0.00	22.60	0.00
Late Bills / Receipts (Received after Agenda advertised)							
31.03.2023	Unity Trust Bank	Service Charge	DD	18.00	0.00	18.00	0.00
31.03.2023	Unity Trust Bank	Bank Interest	DD	0.00	0.00	0.00	92.11
2023/2024							
To be paid	S Porter (Stationery Shop)	13 packs 12-part dividers	BACS	9.98	0.00	9.98	0.00
Totals				929.88	18.92	948.80	92.11

Proposed – Cllr Pipe

Seconded – Cllr Bailey

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

All in favour

7. Local Emergency Plan

A short discussion took place and Councillors felt that it would be useful if Breckland District Council could adopt Narborough's current Emergency Plan. The Chairman, Cllr Wilkinson, would liaise with the Emergency Planning officer regarding this.

7.1. Grit Bin requirements

The Chairman, Cllr Wilkinson, would further inform the Emergency Planning officer that Norfolk County Council would not be supporting any further additional grit bins in the village.

Councillors felt that whilst Norfolk County Council would not fill any new grit bins, the Parish Council could look into purchasing and filling its own bin(s). This was noted.

8. Correspondence

8.1. For action/information

There was no correspondence for action or information.

8.2. Late correspondence

There was no late correspondence for action or information.

9. Highways and transport matters

9.1. LED conversion of the street lights and backplates

The Chairman, Cllr Wilkinson, reported that Westcotec had converted the street lights to LED and was in the process of replacing a sleeve, bracket and back plates on four lights. Once these had been actioned, the job would have been fully completed.

Concern was raised that 30mph traffic calming measures had been approved under a S106 Agreement in 2017 for the Skippers Meadow Persimmon Homes development. However, these had not transpired.

It was agreed for the Clerk to invite Mr J Griffiths, Highways Engineer, to a future meeting of the Council to discuss and resolve various issues in the village.

10. Planning Applications and Decisions

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

10.1. Planning applications received from Breckland District Council

No planning applications had been received from Breckland District Council.

10.2. Planning decisions completed by Breckland District Council

No planning decisions had been received from Breckland District Council.

10.3. Late Planning applications and notices of decision

Late Planning Application

3PL/2023/0347/HOU – 2 Westfields – Single storey, pitched roof extension to the front of the property, in brick and tile to match existing – comments by 22nd April 2023

Parish Council – No objections.

Late Planning Decision

3PL/2022/0252/F – Land to the north of 1-14 Swaffham Road – Residential development, including the erection of 10 dwellings, alternations to the existing access onto Narford Road, construction of new internal access road and a new pedestrian link to Swaffham Road

Breckland District Council – Approved.

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

Councillors wished to compliment the developers, Burmor Construction, working on the new site on Chalk Lane. The perimeter security fencing had been painted and looked far more attractive than other building sites. The developers had shown due diligence during the planning process and were continuing to ensure the outlook of the environment was not being compromised during construction.

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

11.1. Diocese of Norwich Education and Academies Trust meeting Wednesday, 29th March 2023

The Chairman, Cllr Wilkinson, and Cllr Pipe had recently attended the meeting regarding the Diocese of Norwich Education and Academies Trust proposals to open a new nursery in September 2023.

They reported that parents with children at the primary school had, in the main, declared their opposition to a proposed nursery opening in the school. The reasons for their objections had been unclear. The nursery was proposed to be open three afternoons a week and with added capacity in the school, S106 contributions and funding could then be secured by the Trust.

The Chairman, Cllr Wilkinson, and Cllr Pipe were given a vote of thanks for attending.

12. Date and time of the next meeting

12.1. Date and time of the next meeting

The Annual Meeting of the Council was scheduled to take place on Wednesday, 10th May 2023 at 7.30pm, in the Church Room, All Saints Church.

13. Exclusion of Press and Public (Public Bodies (Admission to meetings) Act 1960 S1)

There were no confidential matters to be considered at the meeting.

The Chairman thanked everyone for attending and closed the meeting at 9.02pm.