

NARBOROUGH PARISH COUNCIL

Parish Clerk, Mrs Sara Porter
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Chairman, Mr Peter Wilkinson
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Councillors are hereby summoned to attend the **Annual Meeting** of Narborough Parish Council on **Wednesday, 10th May 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
4th May 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. Election of Chairman of the Council and Declaration of Acceptance of Office**
- 2. Election of Vice Chairman of the Council and Declaration of Acceptance of Office**
- 3. To receive and accept apologies and reasons for absence**
- 4. To receive declarations of interest for items on the agenda (under the Breckland Code of Conduct) and any requests for dispensation**
- 5. To approve the minutes of the Council meeting held on Monday, 3rd April 2023 (Items 1-13 [04/2023])**
- 6. To review the representatives of Internal Council duties**
 - 6.1. Panels & Responsibilities**
 - 6.1.1. Defibrillator – Currently Cllr Pipe
 - 6.1.2. Emergency Planning – Currently Cllr Williams
 - 6.1.3. Facebook Page – Vacant
 - 6.1.4. Finance Internal Controls – Currently Cllr Pipe
 - 6.1.5. Footpaths – Vacant
 - 6.1.6. Highways – Vacant
 - 6.1.7. Human Resources Liaison – Vacant
 - 6.1.8. Human Resources Working Party – Currently Cllrs Pipe, Williams + 1 vacancy
 - 6.1.9. Nar Valley News – Currently Cllr Williams
 - 6.1.10. Noticeboards – Currently Cllr Wilkinson
 - 6.1.11. Planning Applications – Currently Cllr Wilkinson
 - 6.1.12. SAM2 Control & Data Collections – Currently Cllr Wilkinson
 - 6.2. Appointed Representatives to outside bodies**
 - 6.2.1. Community Centre – Currently Cllr Wilkinson
 - 6.2.2. Icen Partnership – Currently Cllr Williams
 - 6.2.3. Parochial Church Council – Currently vacant
 - 6.2.4. Planning Appeals – Currently Cllr Wilkinson
 - 6.2.5. Sports & Social Club – Currently Cllr Williams

6.2.6. Swaffham SNAP – Currently Cllr Wilkinson

6.3. Internal Auditor

6.3.1. Currently Mrs S Nairn

7. To review the Council policies and procedures (circulated with agenda and available to view on the website)

- 7.1. Standing Orders
- 7.2. Financial Regulations
- 7.3. Business Continuity Plan
- 7.4. Complaints Procedure Policy
- 7.5. Data Protection Policy
- 7.6. Disciplinary Policy
- 7.7. Employee Pension Policy
- 7.8. Equal Opportunities Policy
- 7.9. Financial Control Policy
- 7.10. Financial Reserves Policy
- 7.11. Freedom of Information and Model Publication Scheme
- 7.12. GDPR Privacy Notice
- 7.13. Grievance Policy
- 7.14. Health and Safety Policy
- 7.15. Internal Control Policy
- 7.16. Litter Picking Strategy
- 7.17. Powers and Duties, LGA 1972
- 7.18. Press and Social Media Policy
- 7.19. Retention of Documents Policy
- 7.20. S137 Grant Award Policy
- 7.21. Safeguarding Policy
- 7.22. Training Policy
- 7.23. Website Accessibility Statement
- 7.24. Whistleblowing Policy
- 7.25. Code of Conduct – reminder
- 7.26. Register of Members Disclosable Interests – to be updated if necessary
- 7.27. Gifts and Hospitality Schedule – reminder
- 7.28. To review the current contracts and service providers
- 7.29. To review the current Direct Debits and Standing Orders

8. To consider and resolve Co-option(s) for the position of Councillor(s) (circulated with agenda)

- 8.1. If elected, to resolve that the Councillor(s) is/are granted a dispensation until the end of their term in May 2027, or resignation, whichever is the sooner, to enable them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest

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)

9. To receive Chairman’s announcements on current Council business

- 9.1. War Memorial insurance claim
- 9.2. Emergency Plan update
- 9.3. LED conversion of the street lights and backplates fitted by Westcotec

9.4. S106 traffic calming measures on new development in Chalk Lane

10. To receive and approve Finances

- 10.1. To receive the current bank statements and financial reports (to be circulated prior to the meeting)
- 10.2. To approve the annual Council insurance (LTA 2023-2024) renewal with Zurich Insurance due 1st June 2023 at a cost of £866.36 (2022/2023 premium was £763.31)
- 10.3. 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 £
05.04.2023	Anglia Computer Solutions	Microsoft 365 Rent Mar	DD	9.40	1.88	11.28	0.00
11.04.2023	Westcotec	Street Light Maintenance Mar	DD	54.33	10.87	65.20	0.00
11.04.2023	Parochial Church Council	Room Hire 03.04.2023	SO	14.00	0.00	14.00	0.00
11.04.2023	Breckland District Council	50% Precept	BACS	0.00	0.00	0.00	10,000.00
17.04.2023	I Hindle (Burnt Therapy Services)	Noticeboard repair/replace	BACS	500.00	0.00	500.00	0.00
19.04.2023	Npower	Street Lighting Power Mar	DD	193.26	9.66	202.92	0.00
05.05.2023	HMRC	VAT Repayment 2022/2023		0.00	0.00	0.00	2,579.15
09.05.2023	Anglia Computer Solutions	Microsoft 365 Rent Mar	DD	9.40	1.88	11.28	0.00
09.05.2023	Westcotec	Street Light Maintenance Mar	DD	54.33	10.87	65.20	0.00
10.05.2023	Parochial Church Council	Room Hire 10.05.2023	SO	14.00	0.00	14.00	0.00
To be paid	Cllr P Wilkinson	Travel Expenses SNAP Meeting	BACS	10.00	0.00	10.00	0.00
To be paid	S Porter (Workshop Aberfeldy)	Queen's Green Canopy Plaque	BACS	38.32	7.67	45.99	0.00
To be paid	Norfolk ALC	Annual subscription	BACS	360.12	0.00	360.12	0.00
To be paid	CGM	Grounds Maint Church Apr	BACS	491.00	98.20	589.20	0.00
To be paid	Clerk	Salary Apr	BACS	511.32	0.00	511.32	0.00
To be paid	Clerk	Clerk Expenses Apr	BACS	35.20	0.00	35.20	0.00
To be paid	HMRC	PAYE/NI Contributions Apr	BACS	127.80	0.00	127.80	0.00
To be paid	Zurich Insurance	Annual Insurance	BACS	866.36	0.00	866.36	0.00
Totals				3,288.84	141.03	3,429.87	12,579.15

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

- 11.1. Litter poster signage – Cllr Wilkinson to report
- 11.2. Moto Cross track – Cllr Davey to report
- 11.3. Relocation of one noticeboard (NCC Highways permission granted) – Cllr Wilkinson to report

12. To consider planning applications and note planning decisions from Breckland District Council

- 12.1. Planning applications
- 12.2. Planning decisions
 - 12.2.1. 3PL/2023/0347/HOU – 2 Westfields – Single storey, pitched roof extension to the front of dwelling – Approved
- 12.3. Late planning applications and notices of decision
- 12.4. Other planning matters / enforcements / appeals and other notifications (for information only)

13. To receive and discuss correspondence

- 13.1. For action/information (circulated prior to/with agenda)
- 13.2. Late correspondence

14. To receive Highways & Transport Matters and consider and approve any actions required

15. To record the date of the next Full Council meeting:

- 15.1. The next meeting of the Council is scheduled to take place on Monday, 5th June 2023 at 7.30pm, in the Church Room, All Saints Church, Main Road

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

16. 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