

NARBOROUGH PARISH COUNCIL

Parish Clerk, Mrs Sara Porter
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Chairman, Cllr David Williams
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Councillors are hereby summoned to attend the **Full Council Meeting** of Narborough Parish Council on **Monday, 5th June 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
31st 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. To receive and accept apologies and reasons for absence**
- 2. To receive declarations of interest for items on the agenda (under the Breckland Code of Conduct) and any requests for dispensation**
- 3. To approve the minutes of the Annual Meeting held on Monday, 10th May 2023 (Items 1-16 [05/2023])**

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 Chairman's announcements on current Council business**
 - 4.1. War Memorial insurance claim
 - 4.2. Emergency Plan update
 - 4.3. LED conversion of the street lights and backplates fitted by Westcotec
 - 4.4. S106 traffic calming measures on new development in Chalk Lane
- 5. To receive and approve Finances**
 - 5.1. To receive the current bank statements and financial reports (to be circulated prior to the meeting)
 - 5.2. To receive and agree finances since last meeting and approve pre-authorized 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 £
25.05.2023	Npower	Street Lighting Power Apr	DD	117.06	5.85	122.91	0.00
05.06.2023	Anglia Computer Solutions	Microsoft 365 Rent May	DD	9.40	1.88	11.28	0.00
To be paid	Westcotec	Street Light Maintenance May	DD	54.33	10.87	65.20	0.00
To be paid	Mrs S Nairn	Internal Audits x 4	BACS	70.00	0.00	70.00	0.00
To be paid	Clerk	Salary May	BACS	511.32	0.00	511.32	0.00
To be paid	Clerk	Clerk Expenses May	BACS	22.60	0.00	22.60	0.00
To be paid	HMRC	PAYE/NI Contributions May	BACS	127.80	0.00	127.80	0.00
Totals				912.51	18.60	931.11	0.00

- 6. Annual Governance for the Accounts 2022/2023 (circulated with agenda)**
 - 6.1. To approve the Annual Internal Audit Report 2022/2023 prepared by Mrs Susan Nairn and consider recommendations made (circulated prior to meeting)
 - 6.2. To approve the Annual Governance Statement 2022/2023 (Section 1 Annual Return)
 - 6.3. To approve the Accounting Statements 2022/2023 (Section 2 Annual Return)
 - 6.4. To approve the Notice of Appointment of Date for the Exercise of Electors' Rights
- 7. To receive and approve the Unreasonably Persistent And/Or Vexatious Complainants Policy (circulated with agenda)**
- 8. To receive reports from Councillors (as listed on agenda) regarding issues and community matters (circulated with agenda if applicable)**
 - 8.1. Moto Cross track update – Cllr Davey to report
- 9. To consider planning applications and note planning decisions from Breckland District Council**
 - 9.1. Planning applications
 - 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 and discuss correspondence**
 - 10.1. For action/information (circulated prior to/with agenda)
 - 10.2. Late correspondence
- 11. To receive Highways & Transport Matters and consider and approve any actions required**
- 12. To record the date of the next Full Council meeting:**
 - 12.1. The next meeting of the Council is scheduled to take place on Monday, 3rd July 2023 at 7.30pm, in the Church Room, All Saints Church, Main Road