

NARBOROUGH PARISH COUNCIL

**Minutes of the Full Council Meeting held Monday, 5th June 2023 at 7.30pm in the in the Church Room,
All Saints Church, Main Road**

Present:	Chairman	Cllr D Williams
	Vice Chairman	Cllr H Pipe
	Councillors	Cllr P Bailey Cllr S Davey Cllr P Wilkinson (also District Councillor)
	County Councillor	Cllr W Nunn
	Parish Clerk	Mrs S Porter
	Member(s) of Public	0

1. Apologies for absence

No apologies for absence had been received.

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

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

3. Approval of the minutes of the Council meeting

Proposed – Chairman, Cllr Williams

Seconded – Cllr Davey

That the minutes of the Annual Meeting held on Wednesday, 10th May 2023 (items 1-16 [05/2023]) are approved and signed as a true and accurate record.

All in favour

The Chairman, Cllr Williams, duly signed and dated the minutes of the meeting.

PUBLIC OPEN FORUM

The Chairman, Cllr Williams, adjourned the meeting at 7.33pm.

County Cllr

County Cllr Nunn reported that he had been a Breckland District Councillor for 29 years and had recently been elected County Councillor a month ago.

Cllr Nunn reported that additional funding had been made available under the Road Safety Community Fund to help with safety and improvement schemes, such as lowering speed limits, making changes to road signs and markings and helping to address local issues and concerns. Match funding was not required but bids, up to a maximum of £10,400, would need to be submitted by November 2023.

Cllr Wilkinson confirmed that current discussions with the Highways Engineer, Mr J Griffiths, regarding traffic calming measures under the Chalk Lane development S106 Agreement, were ongoing. It was further noted that children needed to have a safe crossing place to the play area.

County Cllr Nunn agreed to contact Mr Griffiths regarding the S106 Agreement.

Cllr Wilkinson also wished to raise concern that the Rangers now required all items to be logged on the Norfolk County Council website, pinpointing the exact locations of each item, and forwarding the reference numbers to them. The Clerk had queried this with them, as this would be extremely time consuming, but they had confirmed this was the new procedure.

Chairman Signed Dated

The Clerk and the Chairman, Cllr Williams, in his capacity as Clerk to a BCKL&WN Parish Council, reported that the process in the Borough remained simple, with an emailed report of items requiring attention.

County Cllr Nunn agreed to contact the Highways Department regarding this.
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District Cllr Peter Wilkinson

District Cllr Wilkinson reported the following achievements of Breckland District Council:

Local Environment for Residents and Businesses

- Reduced output of Carbon Dioxide (CO₂) emissions by 437 Tonnes since 2019/2020.
- Invested £850k in LED replacement streetlights.
- Reduced emissions by improving lighting and other infrastructure at Elizabeth House headquarters.
- Saved energy by installing new LED lighting and pool covers at the leisure centres.
- Increased protection of the natural environment by employing a Forestry Officer.
- Supported more businesses by providing them with a cost-effective trade waste solution, generating income which can be used for other Council services.
- Kept communities cleaner by taking enforcement action against 100 waste offenders for fly tipping or littering.
- Reduced recycling contamination meaning less items to landfill.
- Became more sustainable, by planning a collection scheme for batteries and small electrical items.
- Enabled communities to progress their ‘Green’ agenda by successfully distributing £100k for local schemes.
- Supported greener transport options by awarding a contract for the installation of EV charging points in Swaffham and Watton town centres.
- Helped make Breckland greener by planting 700 trees in Attleborough and Watton to mark Her Majesty’s Platinum Jubilee.
- Worked with school children in Thetford to recycle and use waste products to grow vegetables and flowers.
- Helped people provide better services with 16 staff completing apprenticeship courses.
- Upskilled people, to better serve residents, by delivering Leadership Development Programmes.
- Generated rental income from commercial properties.
- Reached out to more of our community through increasing the use of social media channels.
- Helped counter the rising cost of energy bills, by processing over £5M in £150 Council Tax Rebate payments.

Cllr Wilkinson confirmed that the Bone Mill and Community Allotments had each received grants through Breckland District Council funding schemes.

Public Participation

There were no members of public present at the meeting.

The Chairman, Cllr Williams, resumed the meeting at 7.39pm.

4. Chairman’s Announcements on current Council business

4.1. War Memorial insurance claim

Cllr Wilkinson reported that the settlement sum of £4,000.00 had still not been paid by Admiral Insurance company. He and the Clerk had both chased this several times and would continue to do so. The damaged fencing had been removed by RAF personnel.

4.2. Emergency Plan update

Cllr Wilkinson reported that a meeting was being held the following week at Breckland District Council regarding the Emergency Plan.

4.3. LED conversion of the street lights and backplates fitted by Westcotec

The Clerk had circulated a letter from Westcotec dated 2nd June 2023 prior to the meeting. Westcotec Ltd had given 3 months’ notice to Parish and Town Councils to confirm that maintenance of street lighting would cease on 31st August 2023.

Cllr Wilkinson reported that all the village street lights had now been upgraded to LED, although some backplates had still not been fitted.

The Clerk confirmed that she had made initial enquiries with another street lighting contractor to see if they would be prepared to tender for the contract; they confirmed they would.

The Clerk would now seek tenders for the contract.

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

The Clerk reported that she had emailed Mr J Griffiths, Highways Engineer, to set up a site meeting, but he was on paternity leave until Wednesday, 7th June 2023.

It was agreed for the Clerk to forward the email thread to County Cllr Nunn for his information.

5. Finance report

5.1. Financial report

The Clerk had circulated the bank reconciliation, period ending May 2023, current bank account statements and finance summary with the agenda. The bank balances were as follows:

May 2023

Bank Reconciliation	Community Account	Business Account
Bank Statement Start Balances	<u>2,460.81</u>	<u>26,214.12</u>
Total Opening Bank Balances		<u>28,674.93</u>
Unpresented Payments B/F	-	-
Unpresented Receipts B/F	-	-
Opening Balances	<u>2,460.81</u>	<u>26,214.12</u>
Total Opening Balances		<u>28,674.93</u>
Receipts	2,579.15	-
Payments	- 2,759.38	-
Bank Statement Close Balances	<u>2,280.58</u>	<u>26,214.12</u>
Total Closing Bank Balances		<u>28,494.70</u>
Unpresented Payments	-	-
Unpresented Receipts	-	-
Closing Balances	<u>2,280.58</u>	<u>26,214.12</u>
Total Closing Balances		<u>28,494.70</u>

Earmarked Funds	
Operating Costs (6 Months)	10,000.00
Election	1,500.00
Asset Renewals	934.11
Tree Works (Year 2)	500.00
New Cemetery (Year 2)	1,000.00
S106	2,375.00
Asset Maintenance	500.00
S137 Grants & Donations	370.00
Street Lights Conversion	2,590.00
Total Earmarked Reserves	<u>19,769.11</u>

Reconciliation Community Account	
Bank Statement 01.05.2023	<u>2,460.81</u>
Receipts	2,579.15
Payments Cleared	- 2,759.38
Bank Statement 31.05.2023	<u>2,280.58</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>2,280.58</u>

General Reserves
 General Reserves
 Specific Reserves
 General Reserves
 General Reserves
 Specific Reserves
 General Reserves
 Specific Reserves
 Specific Reserves

Reconciliation Business Account	
Bank Statement 01.05.2023	<u>26,214.12</u>
Receipts	-
Payments Cleared	-
Bank Statement 31.05.2023	<u>26,214.12</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>26,214.12</u>
Total Closing Balances	<u>28,494.70</u>

Total Closing Balances	<u>28,494.70</u>		
Total Earmarked Reserves	<u>19,769.11</u>	Remaining Available Precept	<u>8,725.59</u>

Chairman Signed Dated

5.2. 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 £
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	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 Conts May	BACS	127.80	0.00	127.80	0.00
07.06.2023	Westcotec	Street Light Maint May	DD	54.33	10.87	65.20	0.00
Late Bills / Receipts (Received after Agenda advertised)							
To be paid	CGM	Grounds Maint Church May	BACS	327.34	65.46	392.80	0.00
Totals				1,239.85	84.06	1,323.91	0.00

Proposed – Vice Chairman, Cllr Pipe

Seconded – Cllr Davey

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

All in favour

6. Annual Governance for the Accounts 2022/2023

6.1. Internal Audit Report 2022/2023

The Clerk had circulated the Annual Internal Audit Report 2022/2023, prepared by Mrs Susan Nairn, with the agenda. The Internal Audit had been carried out on Wednesday, 24th May 2023. All accounts, records, supporting documents and safeguards were found to be efficiently maintained and in place.

Proposed – Cllr Wilkinson

Seconded – Vice Chairman, Cllr Pipe

That the Council approves the Internal Audit for the financial year 2022/2023.

All in favour

6.2. Annual Governance Statement 2022/2023 (Section 1 Annual Return)

The Annual Governance Statement was a means to inform ratepayers how the public accountability framework operated and to ensure there was a sound system of internal control taking place. The Clerk confirmed that the Council was expected to make representations and assertions, to the best of their knowledge and belief, in nine statements of assurance detailed in Section 1 of the Annual Return. The Clerk read the statements in Section 1 and requested that Councillors answer yes, no or not applicable to the following declarations:

Declaration	Yes	No	N/A	Yes means that the Council:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or manage its finances.	Yes			has only done what it has the legal power to do and has complied with Proper Practices in doing so.

Chairman Signed Dated

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements.	Yes			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

Proposed – Cllr Wilkinson

Seconded – Vice Chairman, Cllr Pipe

That the Council approves the Annual Governance Statement (Section 1 Annual Return) for the financial year 2022/2023 as detailed.

All in favour

The Clerk and the Chairman, Cllr Williams, duly signed Section 1 of the Annual Return 2022/2023. The Clerk would record the Minute References upon completion of the minutes of this meeting.

6.3. Accounting Statements 2022/2023 (Section 2 Annual Return)

The Clerk had circulated a copy of the Accounting Statements for the financial year 2022/2023 with the agenda. The Accounting Statements were a means of presenting the financial position of this Council and properly presenting its receipts and payments. The accounting statements were as follows:

Section 2	2021/22 £	2022/23 £	Variance (+/-) £	Detailed explanation of variance +/- 15% (for each reason noted monetary values to nearest £10 are included)
1 Balances Brought Forward	20,566	24,784	-	BALANCE B/F AGREES
2 (+) Precept or Rates and Levies	18,000	18,822	822 (5%)	Precept rise 5%
3 (+) Total Other Receipts	8,314	2,346	-5,967 (-72%)	In 2021/2022 the following receipts were received: 4734.30 - Grant for fencing 3564.79 - VAT Reclaim 14.71 - Bank Interest

Chairman Signed Dated

				In 2022/2023 the following receipts were received: 2127.23 - VAT Reclaim 219.22 - Bank Interest This year's receipts are lower due to no grant being received and a lower VAT reclaim.
4 (-) Staff Costs	5,401	6,060	660 (12%)	Clerk hours increased in January 2023
5 (-) Loan Interest/Capital Repayments	0	0	0	N/A
6 (-) All Other Payments	16,695	20,414	3,719 (22%)	In 2021/2022 the following was spent on Parks & Open Spaces: 4439.76 - Boundary Fencing & Tree Works In 2022/2023 the following was spent on Parks & Open Spaces: 7508.95 - Football Pitch Renovation & Tree Works This a difference of +3069.19. In 2022/2023 Electricity Costs were 1202.57 higher than in 2021/2022. With savings made throughout the budget, this explains the remaining rise in payments of +649.96.
7 (=) Balances Carried Forward	24,784	19,478	-5,306 (-21%)	In 2022/2023 the following large payment was made: 7500.00 - Football Pitch Renovation The following payments in 2022/2023 were lower than in 2021/2022 - difference of: -390.06 – subscriptions -1765.00 – defibrillator (total -2155.06) Main variances summary is 7500.00 minus 2155.06 = 5344.94
8 Total Value of Cash & Short Term Investments	24,784	19,478	-5,306 (-21%)	In 2022/2023 the following large payment was made: 7500.00 - Football Pitch Renovation The following payments in 2022/2023 were lower than in 2021/2022 - difference of: -390.06 – subscriptions -1765.00 – defibrillator (total -2155.06) Main variances summary is 7500.00 minus 2155.06 = 5344.94
9 Total Fixed Assets Plus Long Terms Investments & Assets	85,946	85,946	0	No changes
10 Total Borrowings	0	0	0	N/A
11a (For Local Councils Only) Disclosure note re Trust Funds (including charitable)			NO	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b (For Local Councils Only) Disclosure note re Trust Funds (including charitable)			N/A	The figures in the accounting statements above do not include any Trust transactions.

Chairman Signed Dated

Proposed – Cllr Wilkinson

Seconded – Vice Chairman, Cllr Pipe

That the Council approves the Accounting Statements (Section 2 Annual Return) for the financial year 2022/2023 as detailed.

All in favour

The Clerk and the Chairman, Cllr Williams, duly signed Section 2 of the Annual Return 2022/2023. The Clerk would record the Minute References upon completion of the minutes of this meeting.

6.4. Notice of Appointment of Date for the Exercise of Electors' Rights

The Clerk had circulated a copy of the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2022/2023 with the agenda. The Council had a duty to inform the electorate of a 30 working day period during which electors' rights may be exercised. The inspection period had to include the first 10 working days of July. The dates would be as follows:

The dates set for the period for the exercise of public rights are as follows:

Dated **Tuesday, 6th June 2023**

Commencing on **Wednesday, 7th June 2023**

And ending on **Tuesday, 18th July 2023**

Proposed – Cllr Wilkinson

Seconded – Vice Chairman, Cllr Pipe

That the Council approves the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2022/2023 as detailed.

All in favour

The Clerk would advertise the Annual Return 2022/2023 and supporting accounting documents on the website and Council noticeboard.

7. Unreasonably Persistent And/Or Vexatious Complainants Policy (circulated with agenda)

The Clerk had produced an Unreasonably Persistent And/Or Vexatious Complainants Policy and this had been circulated with the agenda.

Proposed – Cllr Davey

Seconded – Cllr Wilkinson

That the Council approves and adopts the Unreasonably Persistent And/Or Vexatious Complainants Policy.

All in favour

The Clerk would add this policy to the website.

8. 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

Cllr Davey reported that Glebe Farm had been advised that the trail bikes would only be operating at weekends. However, this was not the case. Cllr Davey advised that the Planning Department at Breckland District Council had not yet responded to the complaint made regarding the trail bikes. Cllr Wilkinson confirmed that the report had regrettably been misled by the Enforcement officers.

Chairman Signed Dated

Cllr Davey agreed to resubmit the report to them.

It was noted that a letter of support to cease or regulate this activity, if approved, would be sent from the Parish Council. It was agreed to wait until the Enforcement officers had taken on this case and dealt with it beforehand.

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

No planning applications had been received from Breckland District Council.

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 or notices of decision 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 be considered at this meeting.

10. Correspondence

10.1. For action/information

There was no correspondence for action or information.

10.2. Late correspondence

There was no correspondence for action or information.

11. Highways and transport matters

Cllr Wilkinson raised concern about the continual damage being carried out on the timber bus shelters. Youths had ripped off timber panels, inside and out, and destroyed the roofs, leaving huge nails bare and sharp jagged timber. These incidents had been reported to the police on each occasion but the antisocial behaviour appeared to be getting worse, which in turn was having an impact on the Council's precept.

It was noted that the police were aware of the current vandalism in Narborough and officers were continuing to patrol the village when possible.

A short discussion took place and Councillors felt that the bus shelters may need to be replaced with sturdy metal ones, particularly as the Marham Road shelter was no longer a service shelter. It was felt that funding could be sought via the Parish Partnership Scheme next year, possibly the County Councillor's Local Member Fund or S106 funds held by Breckland District Council.

Proposed – Chairman, Cllr Williams

Seconded – Vice Chairman, Cllr Pipe

That this Council agrees to pursue quotations and funding sources for two new bus shelters.

All in favour

Cllr Wilkinson agreed to investigate S106 funds at Breckland District Council.

The Clerk would add this item to the next agenda for further discussion.

12. Date and time of the next meeting

12.1. Date and time of the next meeting

The next meeting of the Council was scheduled to take place on Monday, 3rd July 2023 at 7.30pm, in the Church Room, All Saints Church.

The Chairman thanked everyone for attending and closed the meeting at 8.22pm.