

NARBOROUGH PARISH COUNCIL

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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, 3rd July 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
28th June 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 Council Meeting held on Monday, 5th June 2023 (Items 1-12 [06/2023])**

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. S106 traffic calming measures on new development in Chalk Lane following site meeting with Highways Engineer on Friday, 30th June 2023
- 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-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 £
12.06.2023	Parochial Church Council	Room Hire 05.06.2023	SO	14.00	0.00	14.00	0.00
19.06.2023	Npower	Street Lighting Power May	DD	246.87	12.34	259.21	0.00
30.06.2023	Unity Trust Bank	Quarterly Bank Service Charge	BACS	18.00	0.00	18.00	0.00
To be paid	Clerk	Salary June	BACS	511.32	0.00	511.32	0.00
To be paid	Clerk	Clerk Expenses June	BACS	22.60	0.00	22.60	0.00
To be paid	HMRC	PAYE/NI Contributions June	BACS	127.80	0.00	127.80	0.00
Totals				940.59	12.34	952.93	0.00

- 6. To receive reports from Councillors (as listed on agenda) regarding issues and community matters (circulated with agenda if applicable)**
 - 6.1. War Memorial insurance claim – Cllr Wilkinson to report

- 6.2. Emergency Plan update – Cllr Wilkinson to report
- 6.3. LED conversion of the street lights and backplates fitted by Westcotec – Cllr Wilkinson to report
- 6.4. Moto Cross track update – Cllr Davey to report
- 6.5. Norfolk ALC Free Bitesize Course ‘Introduction to being a Chair of a Council’ attended by Cllr Pipe 28th June 2023 – Vice Chairman to report
- 6.6. Dog fouling in the village – Vice Chairman to report
- 7. To consider planning applications and note planning decisions from Breckland District Council**
 - 7.1. Planning applications
 - 7.1.1. 3AG/2023/0014/AG – Stellas Field – Reservoir – comments by 3rd July 2023
 - 7.1.2. 3SR/2023/0007/SCR – Stellas Field – Proposed reservoir - screening opinion – Information Only (no comments required)
 - 7.1.3. 3PL/2023/0635/F – Land opposite Willow Bank, Main Road – Proposed new industrial unit for vehicle maintenance, hire & repair facility – comments by 17th July 2023
 - 7.1.4. 3PL/2023/0645/HOU – Farrier, Main Road – Single storey extension and part conversion of existing garage to provide study, accessible wc and alternative entrance lobby – comments by 18th July 2023
 - 7.2. Planning decisions
 - 7.3. Late planning applications and notices of decision
 - 7.4. Other planning matters / enforcements / appeals and other notifications (for information only)
- 8. To receive and discuss correspondence**
 - 8.1. For action/information (circulated prior to/with agenda)
 - 8.2. Late correspondence
- 9. To consider Breckland District Council initiatives and approve any actions/disbursements to be made**
 - 9.1.1. Submitting an interest for the trialling of mobile deployable surveillance cameras (circulated prior to and with agenda)
 - 9.1.2. Signage to tackle fly tipping/litter and dog fouling priced at £41.50 per sign (circulated prior to and with agenda)
- 10. To receive Highways & Transport Matters and consider and approve any actions required**
- 11. To consider a highways project for the Parish Partnership Scheme 2024/2025 – bids to be submitted by Friday, 8th December 2023**
 - 11.1. To receive quotations and consider the replacement of the two village bus shelters under the PPS [50% match-funding required] (circulated with agenda)
 - 11.2. To receive information on the Community Ownership Fund and consider applying for funding under this scheme [20% match-funding required] (circulated prior to and with agenda)
- 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, 4th September 2023 at 7.30pm, in the Church Room, All Saints Church, Main Road