

**NARBOROUGH PARISH COUNCIL**

**Minutes of the Full Council Meeting held Monday, 3<sup>rd</sup> July 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)
	Parish Clerk	Mrs S Porter
	Member(s) of Public	0

**1. Apologies for absence**

Apologies for absence had been received from County Cllr W Nunn (prior commitment).

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

Cllr Davey declared a Personal Interest in Item 7.1.3, Planning application 3PL/2023/0635/F – Land opposite Willow Bank, Main Road, as he was the acquaintance of a rival business owner.

Cllr Wilkinson declared a Personal Interest in Item 7, Planning Applications, as he was the Vice Chairman of the Breckland Council Planning Committee.

It was noted that the Chairman, Cllr Williams, and Vice Chairman, Cllr Pipe, had been appointed Chairman and Vice Chairman respectively to the Community Centre Management Committee. Both would complete a Dispensation under Section 33 of the Localism Act 2011, to cover the period of their elected term of office in order to enable them to participate in discussions at future Council meetings.

The Clerk would add this to the next agenda for formal approval.

**3. Approval of the minutes of the Council meeting**

**Proposed – Vice Chairman, Cllr Pipe**

**Seconded – Cllr Wilkinson**

**That the minutes of the Full Council Meeting held on Monday, 5<sup>th</sup> June 2023 (items 1-12 [06/2023]) 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 7.35pm.

**County Cllr**

County Cllr Nunn was not present at the meeting and no prior written report had been received.

**District Cllr Peter Wilkinson**

District Cllr Wilkinson reported the following:

**Business Plan 2023-2028**

The proposed funding streams were to be considered at the next Cabinet meeting.

Local Government Health and Social Care Award

Breckland District Council won an award in the Health and Social Care category of the Local Government Chronicle Awards 2023 on 8<sup>th</sup> June 2023, in recognition of the work delivered by the Council, NHS, charities and other partners to tackle health inequalities. Together, they have supported vulnerable people, including those who have experienced domestic abuse, isolation or loneliness, and people in need of mental health support. The Council launched its £1m Inspiring Communities programme in 2020, setting out a new partnership and community-led approach to the prevention of vulnerability. The programme has since gone from strength to strength, helping hundreds of local people to access the care they need, whilst reducing demand on GPs and hospital services and making savings to the public purse.

Alexa Smart Speakers

Breckland District Council has launched a new service via the Amazon Alexa smart speaker which will enable residents to find out more about local council services. After enabling the new Alexa skill, residents will be able to ask their smart speaker when their bin collection day is, what waste items can go in their recycling bins and how to order garden waste bins. This functionality is the first to be delivered by a Norfolk council.

Public car parks survey

Breckland District Council will be carrying out a new survey of its 32 public car parks to ensure they continue to meet drivers’ needs and support local market towns to thrive. This will identify shifts in usage patterns, particularly since the pandemic, the rise of remote working in some industries, and changes in people’s shopping and leisure habits. The Council last carried out a survey of its car parks in 2016. The survey will see the temporary installation of number plate recognition cameras at the entrance and exits of the car parks and will run for around 4-6 weeks from late June. The cameras will gather information about which car parks are most used and identify the peak times of demand and typical parking durations. The details of drivers or other travel activity will not be collected by the Council.

The Chairman, Cllr Williams, enquired whether GDPR information would be placed on the signs.

Cllr Wilkinson confirmed that because basic data was being collected, and not personal details, GDPR information would not be placed on the signage.

**Public Participation**

There were no members of public present at the meeting.

The Chairman, Cllr Williams, resumed the meeting at 7.40pm.

**4. Chairman’s Announcements on current Council business**

**4.1. S106 traffic calming measures on new development in Chalk Lane**

The Chairman, Cllr Williams, reported that he, the Vice Chairman, Cllr Pipe, and Cllr Wilkinson had held a site meeting with Mr J Griffiths, Highways Engineer, on Friday, 30<sup>th</sup> June 2023. The meeting had been positive and very useful.

Mr Griffiths confirmed that a static speed camera would be installed as part of the S106 Agreement. A 30mph roundel, signage and an island would form part of the overall scheme to slow traffic down, the locations of which would be at the discretion of Highways and only fitted once the entire development had been completed. 30mph repeater signs would not be erected if street lighting was installed on the new development. Due to the high costs, a zebra crossing could not be considered by Norfolk County Council.

Cllr Davey suggested that once the island had been fitted, the footpaths and verges should be monitored to ensure they were not being damaged by HGV’s, tractors and other large vehicles. He further noted that the Parish Council should be given advance warning of the road closure when the island was to be installed.

These matters were agreed and noted.

Cllr Wilkinson reported that the S106 Agreement included developer financial obligations for affordable homes, open space, early and primary education, library, and green infrastructure based on a figure of £237.50 per dwelling for 40 dwellings totalling £9,500.00 (the funds of which would be going directly to National Heritage).

The Chairman, Cllr Williams, raised concern that the Parish Council had never been consulted by Breckland District Council on the S106 Agreement and did not feel that £9,500.00 was a sound investment for the village residents, particularly when there was no public access to their land. Furthermore, it was felt that if National Heritage did open up to the public, the railway embankment would be compromised with interference of the natural ecological environment. It was noted that opening to the public would be the only way any funds could be spent on the railway embankment.

Councillors agreed that the Clerk should contact the Leader of Breckland District Council to acknowledge its overwhelming disappointment in the S106 Agreement and ask that consideration be given to renegotiate the S106 allocation of funds.

**5. Finance report**

**5.1. Financial report**

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

June 2023

Bank Reconciliation	Community Account	Business Account
Bank Statement Start Balances	<u>2,280.58</u>	<u>26,214.12</u>
<b>Total Opening Bank Balances</b>		<b><u>28,494.70</u></b>
Unpresented Payments B/F	-	-
Unpresented Receipts B/F	-	-
<b>Opening Balances</b>	<b><u>2,280.58</u></b>	<b><u>26,214.12</u></b>
<b>Total Opening Balances</b>		<b><u>28,494.70</u></b>
Receipts	4,000.00	144.44
Payments	- 1,492.21	-
Bank Statement Close Balances	<u>4,788.37</u>	<u>26,358.56</u>
<b>Total Closing Bank Balances</b>		<b><u>31,146.93</u></b>
Unpresented Payments	-	-
Unpresented Receipts	-	-
<b>Closing Balances</b>	<b><u>4,788.37</u></b>	<b><u>26,358.56</u></b>
<b>Total Closing Balances</b>		<b><u>31,146.93</u></b>

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
<b>Total Earmarked Reserves</b>	<b><u>19,769.11</u></b>

Reconciliation Community Account	
Bank Statement <b>01.06.2023</b>	<u>2,280.58</u>
Receipts	4,000.00
Payments Cleared	- 1,492.21
Bank Statement <b>30.06.2023</b>	<u>4,788.37</u>
Unpresented Payments	-
Unpresented Receipts	-
<b>Closing Balance</b>	<b><u>4,788.37</u></b>

Reconciliation Business Account	
Bank Statement <b>01.06.2023</b>	<u>26,214.12</u>
Receipts	144.44
Payments Cleared	-
Bank Statement <b>30.06.2023</b>	<u>26,358.56</u>
Unpresented Payments	-
Unpresented Receipts	-
<b>Closing Balance</b>	<b><u>26,358.56</u></b>
<b>Total Closing Balances</b>	<b><u>31,146.93</u></b>

*General Reserves*  
*General Reserves*  
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***Specific Reserves***  
***Specific Reserves***

<b>Total Closing Balances</b>	<b><u>31,146.93</u></b>		
<b>Total Earmarked Reserves</b>	<b><u>19,769.11</u></b>	<b>Remaining Available Precept</b>	<b><u>11,377.82</u></b>

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 £
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	Quarter 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
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
29.06.2023	Admiral Insurance	Insurance Claim (War Mem)	BACS	0.00	0.00	0.00	4000.00
30.06.2023	Unity Trust Bank	Bank Interest	BACS	0.00	0.00	0.00	144.44
04.07.2023	Mr D Hardy	Insurance Settle (War Mem)	BACS	4000.00	0.00	4000.00	0.00
04.07.2023	CGM	Grounds Maint Church June	BACS	234.78	46.95	281.73	0.00
<b>Totals</b>				<b>5175.37</b>	<b>59.29</b>	<b>5234.66</b>	<b>4144.44</b>

**Proposed – Cllr Davey**

**Seconded – Cllr Wilkinson**

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

**All in favour**

## 6. 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 reported that the settlement sum of £4,000.00 had finally been paid by Admiral Insurance company and the Clerk had immediately repaid this to the contractor.

Maj (Ret'd) Gary Walker MBE TD VR RA had subsequently requested that a rededication service be held.

Councillors felt this would be a nice idea and that light refreshments, up to a maximum net cost of £50.00, could be hosted at the Community Centre.

The Clerk confirmed that the room hire and refreshments could be funded by the Parish Council, in appreciation of the RAF restoring the damaged War Memorial and fencing.

The Clerk would add this to the next agenda for formal approval.

### 6.2. Emergency Plan update

Cllr Wilkinson reported that the Community Centre Management Committee had approved the building being an evacuation centre should it ever be required.

The Chairman, Cllr Williams, and the Vice Chairman, Cllr Pipe, in their capacity of Chairman and Vice Chairman of the Community Centre Management Committee, would update the items in the large emergency first aid kit held at the Centre.

Councillors agreed that the emergency plan should be in partnership with that of the RAF. Cllr Wilkinson would ensure discussions regarding this took place.

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

Cllr Wilkinson reported that two backplates had still not been fitted by Westcotec, despite them stating they had been.

Chairman Signed ..... Dated .....

The Clerk further reported that UKPN had advised that the converted lamps would need to be updated with new codes in order for the supply costs of street lighting to be reduced. However, supporting evidence from the contractor would be required as evidence of completion. The Clerk confirmed that she had contacted Westcotec regarding this and they were currently looking into this.

**Proposed – Cllr Wilkinson**

**Seconded – Vice Chairman, Cllr Pipe**

**That the Clerk chases up Westcotec to fit the two backplates that were requested months ago and ensures the UKPN information is obtained prior to the termination of their street lighting maintenance contract on 30<sup>th</sup> August 2023.**

**All in favour**

Councillors agreed that if Westcotec did not fulfil these obligations, that the new contractor would have to be tasked with these jobs. The Clerk reported that it was likely the new contractor would have to charge extra for these items and Councillors agreed that this would be acceptable.

The Clerk would chase up Westcotec regarding the backplates and UKPN information.

The Clerk confirmed that she had issued tender documents to five companies for the new street lighting maintenance contract 1<sup>st</sup> September 2023 – 31<sup>st</sup> August 2026. The deadline for tenders was Monday, 14<sup>th</sup> August 2023 and these would be tabled under confidentiality at the meeting in September.

#### **6.4. Moto Cross track update – Cllr Davey**

Cllr Davey reported that the Planning Department at Breckland District Council had now acknowledged the complaint made regarding the trail bikes and the matter was now in their hands. It was noted that tall stacks of straw had been erected throughout the site and some of the jumps did not appear to be as steep as they had originally been.

Councillors agreed for this item to be removed from the agenda.

#### **6.5. Norfolk ALC Course ‘Introduction to being a Chair of a Council’ 28<sup>th</sup> June 2023 – Vice Chairman**

The Vice Chairman, Cllr Pipe, reported that she and the Clerk had attended an online Norfolk ALC Course ‘Introduction to being a Chair of a Council’ on Wednesday, 28<sup>th</sup> June 2023. The hour long bitesize course had been informative and enjoyable.

#### **6.6. Dog fouling – Vice Chairman**

The Vice Chairman, Cllr Pipe, reported that a dog walker, whose identity was known to some villagers, was letting his dog foul and not picking it up.

Cllr Wilkinson confirmed that anyone witnessing this should attempt to take photographs of the perpetrator and send them to the Dog Warden at Breckland District Council, as without proof, there was little that could be done.

The Vice Chairman, Cllr Pipe, noted this and would pass the message on to the witnesses of these incidents.

### **7. Planning Applications and Decisions**

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

#### **7.1. Planning applications received from Breckland District Council**

##### **7.1.1. 3AG/2023/0014/AG – Stellas Field – Reservoir – comments by 3<sup>rd</sup> July 2023**

No objections.

##### **7.1.2. 3SR/2023/0007/SCR – Stellas Field – Proposed reservoir - screening opinion**

Information Only (no comments required).

Chairman Signed ..... Dated .....

**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 17<sup>th</sup> July 2023**

Cllr Davey had declared a Personal Interest in this item.

The Parish Council objects for the following reasons:

The site stands adjacent to the River Nar Site of Special Scientific Interest (SSSI) which has a formal conservation designation. Drainage from the site and potential contaminates of fossil fuels will have a detrimental biodiversity impact on the SSSI. The proposal is therefore considered to be contrary to the requirements of Policy ENV02 of the Breckland Local Plan in terms of biodiversity impact.

It is considered that this proposal would create an over-intensive use of industrial units within this area. The proposal by virtue of the bulk, mass and scale would result in an inappropriate form of development, which would fail to reflect the special characteristics of the locality. This area holds high value in terms of visual amenity, character and appearance within the conservation area, and the proposal therefore fails to accord with advice contained within the National Planning Policy Framework for Planning and the Historic Environment.

In addition to this, there will be a significant reduction in the open space amenity experienced by the immediate surrounding environment. Advice contained within the National Planning Policy Framework for Delivering Sustainable Development and Housing require new development to be of a high standard of design, which respects the characteristics of the locality, and this proposal is therefore contrary to that advice.

It is noted that Natural England has not yet commented on this application and the Parish Council would urge this authority to seek further important supporting evidence, which this application currently lacks.

**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 18<sup>th</sup> July 2023**

No objections.

**7.2. Planning decisions completed by Breckland District Council**

No planning decisions had been received from Breckland District Council.

**7.3. Late Planning applications and notices of decision**

No late planning applications or notices of decision had been received from Breckland District Council.

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

There were no other planning matters to be considered at this meeting.

**8. Correspondence**

**8.1. For action/information**

There was no correspondence for action or information.

**8.2. Late correspondence**

There was no correspondence for action or information.

**9. Breckland District Council initiatives**

**9.1.1. Trialling of mobile deployable surveillance cameras (circulated prior to and with agenda)**

The Clerk had received an email from Breckland District Council regarding areas to trial mobile deployable surveillance cameras and this had been circulated prior to and with the agenda. The cameras would be placed in areas of high level fly-tipping and/or antisocial behaviour. The high specification trail cameras held secure, encrypted SIM card storage and worked on a motion detection basis, followed by a short series of snapped images to assist with identifying potential offenders.

Chairman Signed ..... Dated .....

A short discussion took place and Councillors felt that the presence of cameras and signage might act as a significant deterrent to the issues surrounding the vandalised bus shelters.

Councillors agreed for the Clerk to contact Breckland District Council to ask if they might consider deploying their mobile cameras to the bus shelters on Main Road and Marham Road.

**9.1.2. Signage to tackle fly tipping/litter and dog fouling**

The Clerk had received an email from Breckland District Council regarding signage to tackle fly tipping/litter and dog fouling priced at £41.50 per sign and this had been circulated prior to and with the agenda.

A short discussion took place and Councillors felt that the cost of the signs would outweigh the impact they might have on offenders. It was agreed not to purchase the signs but to continue laminating and displaying A4 litter and dog fouling signs around the village.

The Clerk would respond to Breckland District Council thanking them for the offer.

**10. Highways and transport matters**

There was nothing to report to this meeting.

**11. Parish Partnership Scheme 2024/2025 – bids to be submitted by Friday, 8<sup>th</sup> December 2023**

The Clerk had circulated details from Norfolk County Council regarding the Parish Partnership Scheme (PPS) 2024/2025 prior to the agenda.

At the last Council meeting, Councillors had considered replacing the two timber bus shelters with sturdy metal ones, due to the continual vandalism.

**11.1. Quotations for the replacement of the two village bus shelters under the PPS**

The Clerk had sought quotations for varying sized bus shelters and these had been circulated with the agenda. Under the PPS, the cost would be split with Norfolk County Council 50/50.

**11.2. Community Ownership Fund**

The Clerk had investigated the Community Ownership Fund to establish whether funding could be sought for bus shelters via this scheme. The guidance and information on previous projects suggested that successful funding had been awarded for large projects, i.e. the purchase/renovation of local buildings, pubs, sports centres, pavilions etc. and that two new bus shelters were unlikely to meet the criteria. The Clerk had circulated this information prior to the meeting.

A discussion took place and Councillors felt that if new bus shelters were purchased, they should be acquired under the PPS. It was felt that County Cllr Nunn might also be able to help fund them from his annual Local Member Fund.

It was further noted that the current Westbound shelter stood in part in a residential garden and that the fencing of that garden might need to be replaced as part of the project. In light of this, it was considered that both shelters could possibly be relocated a few feet away from their current positions.

Councillors agreed to visit the sites of both shelters, take photographs where appropriate, and report back at the next meeting.

**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, 4<sup>th</sup> September 2023 at 7.30pm, in the Church Room, All Saints Church.

The Chairman thanked everyone for attending and closed the meeting at 8.50pm.

Chairman Signed ..... Dated .....