

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, 4th September 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
30th August 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

- To receive and accept apologies and reasons for absence**
- To receive declarations of interest for items on the agenda** (under the Breckland Code of Conduct) **and any requests for dispensation**
- "To resolve that the Council delegates the power to grant dispensations to the Parish Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2)."**
- To approve the minutes of the Council Meeting held on Monday, 3rd July 2023 (Items 1-12 [07/2023])**

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)

- To receive Chairman's announcements on current Council business**
 - Update on meeting with Mr J Stentiford, Agent for Minster Homes, regarding S106 traffic calming measures on new development in Chalk Lane
- To receive and approve Finances**
 - To receive the current bank statements and financial reports (circulated with meeting / August to be circulated prior to the meeting)
 - To consider the cost of hiring the Community Centre and the purchase of light refreshments for a rededication event of the War Memorial by the RAF and approve the disbursement
 - 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 £
06.07.2023	Anglia Computer Solutions	Microsoft 365 Rent June	DD	9.40	1.88	11.28	0.00
07.07.2023	Westcotec	Street Light Maintenance June	DD	54.33	10.87	65.20	0.00
10.07.2023	Parochial Church Council	Room Hire 05.06.2023	SO	14.00	0.00	14.00	0.00
19.07.2023	Npower	Street Lighting Power June	DD	219.53	10.98	230.51	0.00
02.08.2023	Clerk	Clerk Expenses July	BACS	22.60	0.00	22.60	0.00
07.08.2023	Anglia Computer Solutions	Microsoft 365 Rent July	DD	9.40	1.88	11.28	0.00
10.08.2023	Parochial Church Council	Room Hire 04.09.2023	SO	14.00	0.00	14.00	0.00
17.08.2023	Npower	Street Lighting Power July	DD	224.13	11.21	235.34	0.00

23.08.2023	Clerk	Salary July	BACS	511.32	0.00	511.32	0.00
23.08.2023	HMRC	PAYE/NI Contributions July	BACS	127.80	0.00	127.80	0.00
29.08.2023	Westcotec	Street Light Maintenance July	DD	54.33	10.87	65.20	0.00
To be paid	CGM	Grounds Maint Church July	BACS	256.23	51.24	307.47	0.00
To be paid	Westcotec	Convert lights/sleeve brackets	BACS	856.50	171.30	1,027.80	0.00
To be paid	Westcotec	Convert lights/sleeve bracket	BACS	1,340.00	268.00	1,608.00	0.00
To be paid	Clerk	Salary August	BACS	511.32	0.00	511.32	0.00
To be paid	Clerk	Clerk Expenses August	BACS	10.00	0.00	10.00	0.00
To be paid	HMRC	PAYE/NI Contributions August	BACS	127.80	0.00	127.80	0.00
Totals				4,362.69	538.22	4,900.91	0.00

- 7. To receive reports from Councillors (as listed on agenda) regarding issues and community matters** (circulated with agenda if applicable)
 - 7.1. Emergency Plan update – Cllr Wilkinson to report
 - 7.2. LED conversion of the street lights and backplates fitted by Westcotec – Cllr Wilkinson to report
- 8. To consider planning applications and note planning decisions from Breckland District Council**
 - 8.1. Planning applications
 - 8.1.1. 3PL/2023/0731/VAR – Kilmany, Pentney Road – Removal of agricultural occupancy condition 2 on pp S.3497 – comments by 11th August 2023
 - 8.1.2. TRE/2023/0222/TCA – Waterside, Main Road – Beech- reduce sides up to 3m. Reduce top up to 4m. Finish height of approx 9m – information only
 - 8.1.3. 3PL/2023/0721/F – Land west of Chalk Lane – Erection of electricity sub-station – comments by 6th September 2023
 - 8.1.4. 3PL/2023/0855/F – Forester Lodge, Main Road – Erection of 1 no. dwelling – comments by 19th September 2023
 - 8.2. Planning decisions
 - 8.2.1. 3AG/2023/0014/AG – Stellas Field – Reservoir – Refused
 - 8.2.2. 3SR/2023/0007/SCR – Stellas Field – Proposed reservoir - screening opinion – Application Withdrawn
 - 8.2.3. 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 – Approved
 - 8.2.4. 3PL/2023/0731/VAR – Kilmany, Pentney Road – Removal of agricultural occupancy condition 2 on pp S.3497 – Approved
 - 8.3. Late planning applications and notices of decision
 - 8.4. Other planning matters / enforcements / appeals and other notifications (for information only)
- 9. To receive and discuss correspondence**
 - 9.1. For action/information (circulated prior to/with agenda)
 - 9.2. Late correspondence
- 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 confirmation of County Cllr Nunn’s approval to fund a new bus shelter from his annual Local Member Fund to the net value of £2,000
 - 11.2. To receive quotations and consider the replacement of the two village bus shelters, one of which can be bid for under the PPS [50% match-funding required] (circulated 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, 2nd October 2023 at 7.30pm, in the Church Room, All Saints Church, Main Road
- 13. 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**
 - 13.1. To receive tenders for a new street lighting contract 1st September 2023 – 31st August 2026 and approve a three-year contract