

NARBOROUGH PARISH COUNCIL

**Minutes of the Full Council Meeting held Monday, 4th September 2023 at 7.30pm in the in the Church Room,
All Saints Church, Main Road**

Present:	Chairman	Cllr D Williams
	Councillors	Cllr P Bailey
		Cllr P Wilkinson (also District Councillor)
	County Councillor	Cllr W Nunn
	Parish Clerk	Mrs S Porter
	Member(s) of Public	1

1. Apologies for absence

Apologies for absence had been received from the Vice Chairman, Cllr H Pipe (holiday) and Cllr S Davey (illness).

The apologies were accepted.

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

Cllr Wilkinson declared a Personal Interest in Item 8, Planning Applications, as he was the Vice Chairman of the Breckland Council Planning Committee.

3. Requests for dispensation

The Chairman, Cllr Williams, and Vice Chairman, Cllr Pipe, had requested a dispensation for the duration of their term of office until the Ordinary Elections in 2027, as they been appointed Chairman and Vice Chairman respectively to the Community Centre Management Committee. This would enable them to participate in discussions appertaining to the Community Centre and further vote if the transaction of business would be impeded by the number of persons present.

Both Members had completed a Dispensation under Section 33 of the Localism Act 2011, to cover the period of their elected term of office.

Proposed – Cllr Bailey

Seconded – Cllr Wilkinson

That the Council delegates the power to grant dispensations to the Parish Clerk and that 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).

All in favour

4. Approval of the minutes of the Council meeting

Proposed – Chairman, Cllr Williams

Seconded – Cllr Wilkinson

That the minutes of the Full Council Meeting held on Monday, 3rd July 2023 (items 1-12 [07/2023]) 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 7.42pm.

Chairman Signed Dated

County Cllr

County Cllr Nunn reported the following:

County Deal

The Cabinet was currently considering the results of the public consultation regarding the proposed County Deal, and was likely to make its decision as to whether to proceed, in October 2023. Full Council would then be asked to consider its stance on whether it supported the change to an elected leader and cabinet system of governance.

Annual Local Member Fund

Cllr Nunn had pledged £2,000.00 to Narborough Parish Council towards the funding of two bus shelters. To date, no other Parish and Town Councils had come forward for a contribution, and if funds were available, this Council could apply to him for a further contribution to fund the costs for both shelters.

The Parish Council thanked him for his kind support of this project.

District Cllr Peter Wilkinson

District Cllr Wilkinson reported the following:

Norfolk Community Foundation

The Norfolk Community Foundation was continuing to support a range of community grants to benefit people and communities across Norfolk.

Skills and Careers Fair

The Icen Partnership and Department for Work and Pensions would be hosting an event in the Swaffham Assembly Rooms on Wednesday 11th October 2023, giving an opportunity for people to meet local employers and get their careers on the right track.

Breckland Local Plan

Breckland District Council would be hosting various roadshows at the end of October 2023/early November 2023 for residents. The Local Plan was currently being amended and a public consultation had taken place in May 2023.

Public Participation

The member of public wished to raise concerns about speeding vehicles in the village, particularly those travelling from Chalk Lane and/or Marham Road, and enquired whether traffic calming measures had been investigated by the Parish Council. He further enquired whether a Speed watch team could be set up.

The Chairman, Cllr Williams, reported that he and Cllr Wilkinson had held a site meeting with the Highways Engineer, Mr J Griffiths, recently to consider the options available. Mr Griffiths had confirmed that once the new development on Chalk Lane had been completed, the current 30mph sign would be relocated to slow traffic down sooner. The road could not be narrowed due to the use of heavy goods vehicles and large tractors travelling on this highway, although painted ‘Slow’ roundels would be considered by Norfolk County Council if it was felt there was a need for them. A flashing 30mph sign had already been erected as part of the developers’ S106 obligations and this was effectively improving the slowing of vehicles.

Cllr Wilkinson reported that a plea for volunteers to join a Speed watch team had been made on various occasions but only one or two people had ever come forward. It was noted that the team would need to be a minimum of six people. He confirmed that the police were regularly in the village using speed cameras and this had helped catch some offenders. It was further noted that mobile cameras were being deployed by Norfolk County Council and Breckland District Council to tackle this issue but there were not enough for every village or town in the County.

The member of public further raised concerns that the Skippers Meadow estate had still not been adopted due to Persimmon Homes not completing the gas works to Highways’ standard.

County Cllr Nunn confirmed that until the highways were brought up to the recommended standard by Persimmon Homes, and subsequently adopted, Norfolk County Council would hold no responsibility for issues arising.

The Chairman, Cllr Williams, resumed the meeting at 8.07pm.

5. Chairman’s Announcements on current Council business

5.1. 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 would be holding a site meeting with the agent for Minster Homes within the next few weeks. Various meeting dates had been set up and then subsequently cancelled, but the Clerk would continue to ensure a fixed date was set.

6. Finance report

6.1. Financial report

The Clerk had circulated the bank reconciliations, periods ending July 2023 and August 2023, current bank account statements and finance summary with the agenda. The bank balances were as follows:

July 2023

Bank Reconciliation	Community Account	Business Account
Bank Statement Start Balances	<u>4,788.37</u>	<u>26,358.56</u>
Total Opening Bank Balances		<u>31,146.93</u>
Unpresented Payments B/F	-	-
Unpresented Receipts B/F	-	-
Opening Balances	<u>4,788.37</u>	<u>26,358.56</u>
Total Opening Balances		<u>31,146.93</u>
Receipts	3,000.00	-
Payments	- 5,264.44	- 3,000.00
Bank Statement Close Balances	<u>2,523.93</u>	<u>23,358.56</u>
Total Closing Bank Balances		<u>25,882.49</u>
Unpresented Payments	-	-
Unpresented Receipts	-	-
Closing Balances	<u>2,523.93</u>	<u>23,358.56</u>
Total Closing Balances		<u>25,882.49</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 01.07.2023	<u>4,788.37</u>
Receipts	3,000.00
Payments Cleared	- 5,264.44
Bank Statement 31.07.2023	<u>2,523.93</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>2,523.93</u>

Reconciliation Business Account	
Bank Statement 01.07.2023	<u>26,358.56</u>
Receipts	-
Payments Cleared	- 3,000.00
Bank Statement 31.07.2023	<u>23,358.56</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>23,358.56</u>
Total Closing Balances	<u>25,882.49</u>

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

Total Closing Balances	<u>25,882.49</u>		
Total Earmarked Reserves	<u>19,769.11</u>	Remaining Available Precept	<u>6,113.38</u>

Chairman Signed Dated

August 2023

Bank Reconciliation	Community Account	Business Account
Bank Statement Start Balances	<u>2,523.93</u>	<u>23,358.56</u>
Total Opening Bank Balances		<u>25,882.49</u>
Unpresented Payments B/F	-	-
Unpresented Receipts B/F	-	-
Opening Balances	<u>2,523.93</u>	<u>23,358.56</u>
Total Opening Balances		<u>25,882.49</u>
Receipts	-	-
Payments	- 987.54	-
Bank Statement Close Balances	<u>1,536.39</u>	<u>23,358.56</u>
Total Closing Bank Balances		<u>24,894.95</u>
Unpresented Payments	-	-
Unpresented Receipts	-	-
Closing Balances	<u>1,536.39</u>	<u>23,358.56</u>
Total Closing Balances		<u>24,894.95</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 01.08.2023	<u>2,523.93</u>
Receipts	-
Payments Cleared	- 987.54
Bank Statement 31.08.2023	<u>1,536.39</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>1,536.39</u>

Reconciliation Business Account	
Bank Statement 01.08.2023	<u>23,358.56</u>
Receipts	-
Payments Cleared	-
Bank Statement 31.08.2023	<u>23,358.56</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>23,358.56</u>
Total Closing Balances	<u>24,894.95</u>

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

Total Closing Balances	<u>24,894.95</u>		
Total Earmarked Reserves	<u>19,769.11</u>	Remaining Available Precept	<u>5,125.84</u>

Chairman Signed Dated

6.2. Rededication event of the War Memorial

Cllr Wilkinson confirmed that the War Memorial had not yet been fully repaired and a rededication event would not be organised until it had been completed.

The Clerk would remove this item from the agenda until the works had been completed.

6.3. 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 £
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 Maint 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 Maint 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	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 Aug	BACS	127.80	0.00	127.80	0.00
Late Bills / Receipts (Received after Agenda advertised)							
01.09.2023	HMRC	VAT Return Apr-Jul 2023	BACS	0.00	0.00	0.00	308.10
To be paid	CGM	Grounds Maint Church Aug	BACS	163.67	32.73	196.40	0.00
Totals				2,329.86	131.65	2,461.51	308.10

Councillors and the Clerk raised concerns that CGM had breached their contract and repeatedly not kept the Churchyard grounds in a good state of maintenance for the past two months. The Clerk had sent emails to CGM regarding this, following complaints from two Church officials.

A short discussion took place and Councillors agreed that the August invoice should not be paid and a credit issued by CGM for their breach.

Proposed – Chairman, Cllr Williams

Seconded – Cllr Wilkinson

That the payment of bills are approved in accordance with the above schedule and the receipts are noted, excluding payment of the CGM invoice for the total amount of £196.40 due to works not being carried out in accordance with the contract.

All in favour

The Clerk would contact CGM to confirm that a credit note would be required for the August invoice.

7. Reports from Councillors (as listed on agenda) regarding issues and community matters (circulated with agenda if applicable)

7.1. Emergency Plan update

Cllr Wilkinson reported that the Breckland District Council Emergency Planning officer, Ms D Read, had viewed the large emergency first aid kit held at the Community Centre and would be updating the items.

Chairman Signed Dated

A rehearsal exercise was scheduled to be carried out by Breckland District Council and RAF Marham in the coming weeks.

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

The Clerk reported that there had been little or no communication from Westcotec regarding the missing backplates and UKPN information.

Councillors agreed that as the contract had been terminated by Westcotec on 31st August 2023, no further communication should be made with them.

8. Planning Applications and Decisions

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

8.1. Planning applications received from Breckland District Council

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

No objections.

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 (no comments required).

8.1.3. 3PL/2023/0721/F – Land west of Chalk Lane – Erection of electricity sub-station – comments by 6th September 2023

No objections.

8.1.4. 3PL/3PL/2023/0855/F – Forester Lodge, Main Road – Erection of 1 no. dwelling – comments by 19th September 2023

No objections.

8.2. Planning decisions completed by Breckland District Council

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

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

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

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

9. Correspondence

9.1. For action/information

There was no correspondence for action or information.

Chairman Signed Dated

9.2. Late correspondence

The Clerk reported that an email had been received from CNB Housing Insights to advise that it had been commissioned to undertake a housing needs survey. A questionnaire had been sent to all households in the parish this week.

Councillors agreed for the Clerk to add this item to the next agenda for discussion.

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, 8th December 2023

11.1. County Cllr Local Member Fund support

The Parish Council had received confirmation from County Cllr Nunn of his approval to support the purchase of two bus shelters with a contribution of £2,000.00 from his annual Local Member Fund. As discussed during the Public Open Forum, if no further requests were submitted to him from other Councils in his division, further funds could be requested from him.

County Cllr Nunn was given a vote of thanks for committing his support to this project.

11.2. 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.

It was 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. If this was the case, a street licence would need to be obtained from Highways.

The quotations for two bus shelters from Broxap were as follows:

3 person standard shelter x 2	£2,924.00 + £672.52 shipping (net total <u>£3,596.52</u>) + £719.30 VAT (total £4,315.82)
3 person powder coated shelter x 2	£3,414.00 + £785.22 shipping (net total <u>£4,199.22</u>) + £839.84 VAT (total £5,039.06)
6 person standard shelter x 2	£4,106.00 + £944.38 shipping (net total <u>£5,050.38</u>) + £1,010.08 VAT (total £6,060.46)
6 person powder coated shelter x 2	£4,758.00 + £1,094.34 shipping (net total <u>£5,852.34</u>) + £1,170.47 VAT (total £7,022.81)

A discussion took place and Councillors agreed that the best option was a 6 person bus shelter. Details and costs regarding powder coating, replacement fencing and a contractor to do the work would be determined at the next meeting.

Proposed – Chairman, Cllr Williams

Seconded – Cllr Wilkinson

That the Council agrees to submit a bid for funding for two Broxap Harrowby bus shelters, with the final total costs to be agreed (split 50/50 between the Parish Council and Norfolk County Council) for the 2024/2025 Parish Partnership Scheme.

All in favour

Chairman Signed Dated

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, 2nd October 2023 at 7.30pm, in the Church Room, All Saints Church.

County Cllr Nunn and the member of public left the Council Chamber at 8.29pm.

13. Exclusion of Press and Public (Public Bodies (Admission to meetings) Act 1960 S1)

Proposed – Chairman, Cllr Williams

Seconded – Cllr Bailey

That under the Public Bodies (Admission to meetings) Act 1960 Section 1, the press and public be excluded from the meeting in order to allow confidential items to be discussed.

All in favour

13.1 Tenders for the 2023/2026 Street Lighting Contract

See confidential report.

The Chairman, Cllr Williams, closed confidentiality and resumed the meeting at 8.33pm.

Proposed – Chairman, Cllr Williams

Seconded – Cllr Wilkinson

That the Street Lighting Contract is awarded to K&M Lighting Services Ltd for a three year term commencing 1st September 2023 until 31st August 2026 at a cost of £466.40 + VAT per annum, with additional works charged accordingly at price per application as detailed in their contract schedule.

All in favour

The Chairman thanked everyone for attending and closed the meeting at 8.35pm.