

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, 2nd October 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
27th September 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 approve the minutes of the Council Meeting held on Monday, 4th September 2023 (Items 1-13 [09/2023])**

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

Speaker – Gabriella Crittenden, Community Enabler Officer, Breckland District Council

County Councillor

District Councillor

Public Participation (maximum 15 minutes – 3 minutes per speaker)

- To receive Chairman's announcements on current Council business**
 - Report on the meeting held 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 (to be circulated prior to the meeting)
 - To consider payment of the August CGM invoice (declined at the previous meeting due to non-compliance of this year's weed spraying) and consider future action to be taken regarding this breach of contract
 - 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 £
05.09.2023	Anglia Computer Solutions	Microsoft 365 Rent August	DD	10.30	2.06	12.36	0.00
07.09.2023	Westcotec	Street Light Maintenance Aug	DD	54.33	10.87	65.20	0.00
To be paid	CGM (deferred from last meeting)	Grounds Maint Church Aug	BACS	163.67	32.73	196.40	0.00
To be paid	Clerk	Salary Sep	BACS	511.32	0.00	511.32	0.00
To be paid	Clerk	Clerk Expenses Sep	BACS	22.60	0.00	22.60	0.00
To be paid	HMRC	PAYE/NI Contributions Sep	BACS	127.80	0.00	127.80	0.00
To be paid	PKF Littlejohn LLP	External Audit	BACS	210.00	42.00	252.00	0.00
Totals				1,100.02	87.66	1,187.68	0.00

- 6. To receive the Notice of Conclusion of Audit for the Annual Governance & Accountability Return 2022/2023** (circulated with agenda)
- 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
- 8. To consider planning applications and note planning decisions from Breckland District Council**
 - 8.1. Planning applications
 - 8.1.1. 3PL/2023/0916/HOU – 66 Westfields – Single storey front extension forming new lounge and dwelling entrance – comments by 11th October 2023
 - 8.2. Planning decisions
 - 8.2.1. 3PL/2023/0721/F – Land west of Chalk Lane – Erection of electricity sub-station – Permission
 - 8.2.2. TRE/2023/0222/TCA – Waterside, Main Road – Beech- reduce sides up to 3m. Reduce top up to 4m. Finish height of approx 9m – No Objection
 - 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)
 - 9.1.1. CNB Housing Insights questionnaire sent to all households in August 2023 (deferred from previous meeting)
 - 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 discuss the overall costs for the replacement of the two village bus shelters including possible replacement fencing for a residential property, contractor quotations to install the shelters, and potential licence agreements from Highways, 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, 6th November 2023 at 7.30pm, in the Church Room, All Saints Church, Main Road