

**NARBOROUGH PARISH COUNCIL**

**Minutes of the Full Council Meeting held Monday, 2<sup>nd</sup> October 2023 at 7.45pm in the in the Church Room,  
All Saints Church, Main Road**

Present:	Chairman	Cllr D Williams
	Councillors	Cllr P Bailey Cllr S Davey Cllr H Pipe Cllr P Wilkinson (also District Councillor)
	Parish Clerk	Mrs S Porter
	Member(s) of Public	0

Prior to the meeting, Ms G Crittenden, Breckland District Council Community Enabler Officer, provided a brief presentation about the Inspiring Communities project. This included details of their work to help with the health and wellbeing of residents suffering from domestic abuse, mental health, social isolation and loneliness and early intervention for those in a crisis.

The Chairman, Cllr Williams, confirmed that he would advertise the project in the forthcoming Nar Valley News.

Ms Crittenden was thanked for attending and left the Council Chamber at 7.42pm.

**1. Apologies for absence**

Apologies for absence had been received from County Cllr W Nunn (Conservative Party Conference).

**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.

The Chairman, Cllr Williams, and Vice Chairman, Cllr Pipe, had a standing dispensation for the duration of their term of office until May 2027 in regards to the Community Centre, as they were the Chairman and Vice Chairman respectively of the Community Centre Management Committee.

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

**Proposed – Cllr Wilkinson**

**Seconded – Cllr Bailey**

**That the minutes of the Full Council Meeting held on Monday, 4<sup>th</sup> September 2023 (items 1-13 [09/2023]) 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 7.47pm.

**Speaker – Ms G Crittenden, Breckland District Council Community Enabler Officer**

Ms Crittenden had provided a presentation prior to the meeting.

**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:

Household Support Fund

The Norfolk Community Foundation was supporting the Norfolk Household Support Fund, funded through the Norfolk County Council Cost of Living Support Scheme, to help with the cost of living crisis. It was not possible for residents to apply directly for the fund from Breckland District Council, although help and advice could be sought from officers there.

Breckland Local Plan

Breckland District Council would be hosting a roadshow on Saturday, 14<sup>th</sup> October 2023 in Swaffham regarding the Local Plan review. Residents were encouraged to attend and give their views about local issues.

Inspiring Communities

Breckland District Council Inspiring Communities was a match-funding scheme providing grants of up to £5,000 for groups working on community projects in Breckland.

Chairman’s Charity Night

The Chairman of Breckland Council, Cllr Wilkinson, would be holding a Charity Quiz at St Georges Hotel, Swaffham, on Friday, 6<sup>th</sup> October 2023 at 6.30pm. Tickets were priced at £10.00 per person and all Councillors had been invited to attend.

**Public Participation**

There were no members of public present at the meeting.

The Chairman, Cllr Williams, resumed the meeting at 7.50pm.

**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 Stentiford, Agent for Minster Homes, Mr S Mann, Developer for Minster Homes and Mr J Nobbs from Flagship, registered landowner. A summary of the items considered at the meeting were as follows:

Current S106 Agreement

- The current S106 Agreement was dated and executed on 30th July 2019 between Breckland District Council, Norfolk County Council and Gooderstone Property Development Company Ltd, following approval of the Outline Application 3PL/2015/1180/O on 29th July 2019, of which the applicant at that time had been Blubird Land & Planning Ltd. The Reserved Matters Application 3PL/2021/1082/D, then under the developer Minster Property Group Ltd, was approved on 22nd July 2021.
- The Parish Council raised concerns that this development would have a significant impact on the local area and place extra pressure on the social, physical and economic infrastructure which already exists, and that a contribution of £9,500.00 sealed towards the green infrastructure contribution, based on a figure of £237.50 per dwelling for 40 dwellings, would be going directly to National Heritage, without any consultation at that time with the Parish Council. The Parish Council confirmed there was no public access to the National Heritage land and felt that if National Heritage did open it up to the public, the railway embankment would be compromised with interference of the natural ecological environment.
- The Parish Council felt that a more positive contribution to the village would be for the £9,500.00 to be granted for greatly needed recreational play equipment.
- Conclusion - that the current S106 Agreement drawn up by Blubird Land & Planning Ltd be renegotiated for requirements that are beneficial to the village as a whole and not for something that will not directly benefit them.

Future planning and speed calming

- The existing hedge along the eastern boundary should be retained and enhanced.
- The proposed play area on the southern part of the site should focus on the provision for younger children.
- The speed limit on Chalk Lane should be reduced at the southern point of the site prior to the first occupation being built, rather than following full occupation of the site.
- Conclusion - that the current scheme and any future development on the remainder of the land follows the design approach of the previous scheme.

Actions agreed at the meeting

- Mr Stentiford to contact Norfolk County Council and highlight the issues with the current S106 Agreement, namely that the works proposed are likely to damage the ecological interests of the SSSI and not provide any community benefit, and that the contribution would be better directed to the Parish Council's infrastructure priorities based on local knowledge.
- Cllr Williams to contact Online Playgrounds for a quotation for play equipment and forward this to Mr Stentiford in order for him to firm up a proposed amendment.
- Cllr Wilkinson to engage with the S106 officer at Breckland District Council, due to the previous officer involved in the current S106 Agreement no longer being in post.
- Mr Stentiford to ensure the future planning and speed calming measures on the Phase II development of a further 40 dwellings on the Chalk Lane development are taken into account.

The Chairman, Cllr Williams, noted that the meeting had been extremely positive. He confirmed that a traffic island would not be feasible due to tractors using the route, but that painted roundels would be considered by Highways.

In regards to the proposed second phase of this development, an outline planning application was anticipated to be received late 2023/early 2024. This scheme would be for social and affordable homes, with the aim of housing tenants from the district of Breckland. It was noted that RAF Marham personnel were buying property in Narborough more frequently than in previous years, and this type of scheme would be beneficial to them.

A long discussion took place and Councillors noted other points to consider as follows:

- that accessible and inclusive play equipment be considered for less-abled young children.
- towards the completion end date of the full development, the route hierarchy for HGV's and other large vehicles be reconsidered by Norfolk County Council.

The Council noted these comments.

**5. Finance report**

**5.1. Financial report**

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

September 2023

Bank Reconciliation	Community Account	Business Account
Bank Statement Start Balances	<u>1,536.39</u>	<u>23,358.56</u>
<b>Total Opening Bank Balances</b>		<b><u>24,894.95</u></b>
Unpresented Payments B/F	-	-
Unpresented Receipts B/F	-	-
<b>Opening Balances</b>	<b><u>1,536.39</u></b>	<b><u>23,358.56</u></b>
<b>Total Opening Balances</b>		<b><u>24,894.95</u></b>
Receipts	3,308.10	10,157.75
Payments	- 1,284.79	- 3,000.00
Bank Statement Close Balances	<u>3,559.70</u>	<u>30,516.31</u>
<b>Total Closing Bank Balances</b>		<b><u>34,076.01</u></b>
Unpresented Payments	-	-
Unpresented Receipts	-	-
<b>Closing Balances</b>	<b><u>3,559.70</u></b>	<b><u>30,516.31</u></b>
<b>Total Closing Balances</b>		<b><u>34,076.01</u></b>
<b>Earmarked Funds</b>		
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		-
<b>Total Earmarked Reserves</b>		<b><u>17,179.11</u></b>

Reconciliation Community Account	
Bank Statement <b>01.09.2023</b>	<u>1,536.39</u>
Receipts	3,308.10
Payments Cleared	- 1,284.79
Bank Statement <b>30.09.2023</b>	<u>3,559.70</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>3,559.70</u>

Reconciliation Business Account	
Bank Statement <b>01.09.2023</b>	<u>23,358.56</u>
Receipts	10,157.75
Payments Cleared	-3,000.00
Bank Statement <b>30.09.2023</b>	<u>30,516.31</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>30,516.31</u>
<b>Total Closing Balances</b>	<b><u>34,076.01</u></b>

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

<b>Total Closing Balances</b>	<b><u>34,076.01</u></b>		
<b>Total Earmarked Reserves</b>	<b><u>17,179.11</u></b>	<b>Remaining Available Precept</b>	<b><u>16,896.90</u></b>

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

## 5.2. CGM contract

The Clerk reported that she had received several complaint emails from members of the Church regarding the poor grounds maintenance service carried out by CGM this year. Councillors and the Clerk agreed, from viewing the churchyard this evening, that the grass was very overgrown and the paths looked unkempt. It was noted that the Parish Council had withheld the payment for the CGM August invoice at the last meeting.

Councillors agreed that a further email should be sent to CGM stating that the payment would continue to be withheld.

**Proposed – Cllr Davey**

**Seconded – Chairman, Cllr Williams**

**That the CGM invoice for August 2023 for the amount of £196.40 is further withheld until the weeding of the paths and strimming of the grass is carried out in accordance with the contract.**

**All in favour**

The Clerk would email CGM to confirm this.

Councillors raised concerns that the Clerk was spending a great deal of time dealing with complaint emails from the Church when it was ultimately their responsibility to make complaints directly to CGM, as the Parish Council was the third party in the contract. It was noted that the grounds maintenance for the Church was being funded by the Parish Council in good faith.

It was agreed for the Clerk to write a letter to the Church on behalf of the Chairman, Cllr Williams.

## 5.3. 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 £
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 Maint Aug	DD	54.33	10.87	65.20	0.00
To be paid	Clerk	Salary September	BACS	511.32	0.00	511.32	0.00
To be paid	Clerk	Clerk Expenses September	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
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
29.09.2023	Breckland District Council	50% Precept Balance	BACS	0.00	0.00	0.00	10000.00
30.09.2023	Unity Trust Bank	Quarterly Bank Charge	BACS	18.00	0.00	18.00	0.00
30.09.2023	Unity Trust Bank	Bank Interest	BACS	0.00	0.00	0.00	157.75
To be paid	K&M Lighting Services Ltd	Street Light Maint Sep	BACS	38.86	7.77	46.63	0.00
<b>Totals</b>				<b>2,329.86</b>	<b>131.65</b>	<b>2,461.51</b>	<b>308.10</b>

**Proposed – Cllr Davey**

**Seconded – Chairman, Cllr Williams**

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

**All in favour**

## 6. Notice of Conclusion of Audit for the Annual Governance & Accountability Return

The completed Annual Return from PKF Littlejohn LLP had been circulated prior to the agenda. The Clerk confirmed that an advisory comment had been made by the External Auditor and this had been actioned by the Clerk. The report was noted.

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

The Notice of Conclusion of Audit for the Annual Governance & Accountability Return had been displayed on the Council notice board and website dated 14<sup>th</sup> September 2023.

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

**7.1. Emergency Plan update**

There was nothing to report to the meeting.

**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/2023/0916/HOU – 66 Westfields – Single storey front extension forming new lounge and dwelling entrance – comments by 11<sup>th</sup> October 2023**

No objections.

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

**8.2.1. PL/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**

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**

**9.1.1. CNB Housing Insights questionnaire sent to all households in August 2023 (deferred from previous meeting)**

Cllr Wilkinson, in his capacity as Breckland District Councillor, reported that the Housing Insights questionnaire from CNB had not been commissioned by Breckland District Council. It was noted that many residents had simply ignored and binned it. There was nothing further to report on this item.

**9.2. Late correspondence**

No late correspondence had been received.

**10. Highways and transport matters**

Cllr Wilkinson reported that Mr D Jacklin, South Highways Area Manager at Norfolk County Council, was currently covering Mr J Griffiths' work until the post had been filled.

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

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

Cllr Davey reported that he wished to abstain from any voting of the bus shelters as he was not in favour of the design. This was acknowledged.

The Clerk reported that at the previous meeting the Council had agreed to place a 6 person shelter on Main Road (eastbound shelter) and a 6 person shelter on Main Road Road (westbound shelter, currently part standing in a residential garden).

Councillors felt that the shelters should be powder coated in air force blue and that they should be fitted by a professional at Broxap and not by a standard local contractor.

The Clerk would contact Broxap for the costs to do this.

Cllr Wilkinson reported that Mr I Hindle had confirmed he would dismantle the two timber shelters at cost to the Council and remove the timber off site. Mr Hindle also agreed to erect a fence panel to replace the missing one when the westbound shelter had been removed from the residential garden. Councillors agreed that these elements of cost would not form part of the overall PPS bid and would be paid directly from the precept.

**Proposed – Cllr Wilkinson**

**Seconded – Chairman, Cllr Williams**

**That the Council agrees to the two proposed Broxap Harrowby bus shelters to be powder coated in air force blue and that the Clerk contacts Broxap for the installation costs (split 50/50 between the Parish Council and Norfolk County Council) for the 2024/2025 Parish Partnership Scheme.**

**For – 4**

**Against – 0**

**Abstentions – 1**

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

The Chairman thanked everyone for attending and closed the meeting at 9.00pm.