

# 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, 6<sup>th</sup> November 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  
1<sup>st</sup> November 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, 2<sup>nd</sup> October 2023 (Items 1-12 [10/2023])**

**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**
  - Views are being sought from Narborough, Castle Acre and Gayton Parish Councils regarding the West Acre Estate's Rewilding Project (the 54km Nar Valley Way footpath and bridleway runs from King's Lynn to Gressenhall and passes through West Acre which has two distinct and lengthy sections and pass through a rewilding area with untamed free-roaming animals)
- To receive and approve Finances**
  - To receive the current bank statements and financial reports (circulated with agenda)
  - To consider payment of the August CGM invoice following recent communication from CGM stating that the grass cutting works had been carried out
  - To consider and approve local grants and donations under Section 137 (1) of the Local Government Act 1972
    - Two Royal British Legion Remembrance B wreaths for the Church and Monument and approve the donation amounts and a third Royal Flying Corps wreath for the Narborough Research Group at a cost of £25.00 and consider reclaiming this back
    - MAGPAS Air Ambulance (to be circulated by Cllr Wilkinson at meeting)
  - 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 £
06.10.2023	Anglia Computer Solutions	Microsoft 365 Rent September	DD	10.30	2.06	12.36	0.00

10.10.2023	Parochial Church Council	Room Hire 02.10.2023	SO	14.00	0.00	14.00	0.00
18.10.2023	Npower	Street Lighting Power Sep	DD	327.88	16.39	344.27	0.00
24.10.2023	Intermedical (UK) Ltd	Defibrillator Pads	BACS	190.00	38.00	228.00	0.00
06.11.2023	Anglia Computer Solutions	Microsoft 365 Rent October	DD	10.30	2.06	12.36	0.00
To be paid	<b>CGM (previously deferred)</b>	<b>Grounds Maint Church Aug</b>	<b>BACS</b>	163.67	32.73	196.40	0.00
To be paid	K&M Lighting Services Limited	Street Light Maintenance Oct	BACS	38.86	7.77	46.63	0.00
To be paid	Breckland District Council	Uncontested Elections	BACS	75.00	0.00	75.00	0.00
To be paid	Clerk	Clerk Expenses October	BACS	22.60	0.00	22.60	0.00
To be paid	Clerk	Salary October	BACS	511.32	0.00	511.32	0.00
To be paid	HMRC	PAYE/NI Contributions Oct	BACS	127.80	0.00	127.80	0.00
<b>Totals</b>				<b>1491.73</b>	<b>99.02</b>	<b>1590.75</b>	<b>0.00</b>

- 6. To receive reports from Councillors (as listed on agenda) regarding issues and community matters (circulated with agenda if applicable)**
  - 6.1. Emergency Plan update – Cllr Wilkinson to report
- 7. To consider planning applications and note planning decisions from Breckland District Council**
  - 7.1. Planning applications
  - 7.2. Planning decisions
    - 7.2.1. 3PL/2023/0635/F – Land opposite Willow Bank, Main Road – Proposed new industrial unit for vehicle maintenance, hire & repair facility – Refused
  - 7.3. Late planning applications and notices of decision
  - 7.4. Other planning matters / enforcements / appeals and other notifications (for information only)
- 8. To receive and discuss correspondence**
  - 8.1. For action/information (circulated prior to/with agenda)
  - 8.2. Late correspondence
- 9. To receive Highways & Transport Matters and consider and approve any actions required**
- 10. To consider a highways project for the Parish Partnership Scheme 2024/2025 – bids to be submitted by Friday, 8<sup>th</sup> December 2023**
  - 10.1. 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)
  - 10.2. To consider the sale of the property which part-houses the Westbound bus shelter on Main Road
- 11. To record the date of the next Full Council meeting:**
  - 11.1. Monday, 4<sup>th</sup> December 2023 or Wednesday, 3<sup>rd</sup> January 2024 at 7.30pm, in the Church Room, All Saints Church, Main Road
  - 11.2. To approve the pre-authorised payments of invoices received for the December 2023 payment run if a meeting is not held in December 2023 (invoices will be circulated to Councillors prior to payments being made)
- 12. 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**

Councillors may not film, record and/or broadcast from this point forward

  - 12.1. To consider and discuss the Councils’ financial aid in the form of the grounds maintenance contract for All Saint’s Church and approve actions to be taken for the following matters (documents circulated prior to and with the agenda):
    - 12.1.1. Issues and breaches relating to the current CGM contract
    - 12.1.2. Weed spraying of the footpaths within the Churchyard
    - 12.1.3. Closed Churchyard Order
    - 12.1.4. Open Churchyard financial support
    - 12.1.5. Approve the letter (if required) to be sent to the Church