

NARBOROUGH PARISH COUNCIL

**Minutes of the Full Council Meeting held Monday, 6th November 2023 at 7.45pm in the in the Church Room,
All Saints Church, Main Road**

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

1. Apologies for absence

Apologies for absence had been received from Cllr P Bailey (holiday) and County Cllr W Nunn (prior commitment).

The apologies were accepted.

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

The Chairman, Cllr Williams, declared a Personal Interest in Item 4, Chairman’s Announcements (West Acre Estate’s Rewilding Project) as he was the Clerk of West Acre Parish Council.

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 – Vice Chairman, Cllr Pipe

Seconded – Cllr Davey

That the minutes of the Full Council Meeting held on Monday, 2nd October 2023 (items 1-12 [10/2023]) 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 7.34pm.

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:

Breckland Local Plan

Roadshows had been hosted in Breckland’s market towns in the month of October regarding the Local Plan review. The information gathered would be processed in due course.

Chairman Signed Dated

Car Park Surveys

The surveys of Breckland's car parks had now been completed. Details would be made public once the information had been fully collated.

Electric Vehicle Charging (EVC) Units

Two EVC units had successfully been installed in the Theatre Street Car Park, Swaffham.

Public Participation

There were no members of public present at the meeting.

The Chairman, Cllr Williams, resumed the meeting at 7.37pm.

4. Chairman's Announcements on current Council business

4.1. West Acre Estate's Rewilding Project

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

The Chairman, Cllr Williams, reported that views were 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).

The Chairman, Cllr Williams, reported that a public meeting had been held by West Acre Parish Council on Tuesday, 29th August 2023, regarding concerns arising from an attack on a dog and its owner by a free roaming wild pig which took place in the West Acre Estate's Rewilding area. It was unknown whether the dog had been off its lead and/or whether the owner had not kept to the footpath at the time of the attack, but it was known the pig had been protecting its young piglets. Sadly, the dog had later passed away and the pig had been euthanised. It was noted that Norfolk County Council had previously approved the siting of gates along the Nar Valley Way footpath.

A long discussion took place and Councillors felt that providing the Rewilding Project along the Nar Valley Way was properly secured with fencing, this Council would be in full support of the project. Councillors felt that signage along the rewilding stretch of the footpath should inform walkers of the untamed livestock in that area, to keep a safe distance from the roaming animals, keep dogs on leads, stick to the path and close all gates.

Councillors felt that if a Panel Meeting was set up by West Acre, this Council would not wish to form part of its membership. However, it was agreed for the Clerk to send West Acre Parish Council a letter of support regarding their rewilding project, subject to precautions being taken for securing the site and providing advisory signage to walkers.

The Chairman, Cllr Williams, in his capacity as Clerk to West Acre Parish Council, would report any updates to this Council regarding developments of this matter.

5. Finance report

5.1. Financial report

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

October 2023

Bank Reconciliation	Community Account	Business Account
Bank Statement Start Balances	<u>3,559.70</u>	<u>30,516.31</u>
Total Opening Bank Balances		<u>34,076.01</u>
Unpresented Payments B/F	-	-
Unpresented Receipts B/F	-	-
Opening Balances	<u>3,559.70</u>	<u>30,516.31</u>
Total Opening Balances		<u>34,076.01</u>
Receipts	-	-
Payments	- 1,558.98	- 3,000.00
Bank Statement Close Balances	<u>2,000.72</u>	<u>30,516.31</u>
Total Closing Bank Balances		<u>32,517.03</u>
Unpresented Payments	-	-
Unpresented Receipts	-	-
Closing Balances	<u>2,000.72</u>	<u>30,516.31</u>
Total Closing Balances		<u>32,517.03</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		310.00
S137 Grants & Donations		370.00
Street Lights Conversion		-
Total Earmarked Reserves		<u>16,989.11</u>

Reconciliation Community Account	
Bank Statement 01.10.2023	<u>3,559.70</u>
Receipts	-
Payments Cleared	- 1,558.98
Bank Statement 31.10.2023	<u>2,000.72</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>2,000.72</u>

Reconciliation Business Account	
Bank Statement 01.10.2023	<u>30,516.31</u>
Receipts	-
Payments Cleared	-
Bank Statement 31.10.2023	<u>30,516.31</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>30,516.31</u>
Total Closing Balances	<u>32,517.03</u>

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

Total Closing Balances	<u>32,517.03</u>		
Total Earmarked Reserves	<u>16,989.11</u>	Remaining Available Precept	<u>15,527.92</u>

Chairman Signed Dated

5.2. CGM withheld invoice payment

The Clerk reported that she had again contacted CGM about their poor standard of maintenance in the Churchyard. Despite this, CGM had advised that the invoice for August 2023 should be paid as the grass cutting at that time had been carried out.

Councillors agreed that the works had been poor but that the invoice should be paid to avoid any legal disputes occurring.

Proposed – Chairman, Cllr Williams

Seconded – Cllr Wilkinson

That the CGM invoice for August 2023 for the amount of £196.40 is settled.

All in favour

5.3. Section 137 (1) of the Local Government Act 1972

5.3.1. Royal British Legion Remembrance Wreaths

The Clerk reported that it had come to light this year that the Council had been purchasing a B wreath and a Royal Flying Corps (RFC) wreath for the Narborough Research Group during the past few years.

Councillors agreed to purchase two B wreaths for the Church and Monument and purchase an RFC wreath for the Narborough Research Group at a cost of £25.00 and reclaim this back. Councillors agreed a donation of £25.00 each for the two B wreaths.

Proposed – Chairman, Cllr Williams

Seconded – Cllr Davey

That the Council purchases two B wreaths and an RFC wreath on behalf of the Narborough Research Group from the Castle Acre & District Royal British Legion branch at a cost of £25.00 each under S137(1) LGA 1972 and that £25.00 is reclaimed from the Narborough Research Group.

All in favour

The Clerk would forward payment for the three wreaths and contact Mr D Burchell regarding the refund for the RFC wreath.

5.3.2. MAGPAS Air Ambulance

Cllr Wilkinson reported that he had received a letter from MAGPAS Air Ambulance requesting financial assistance for the charity.

As this had not been circulated prior to the meeting, it was agreed to defer the item until the next meeting.

The Clerk reported that as this charity was not local, she would contact MAGPAS Air Ambulance to establish how many parishioners the charity had helped during the past twelve months.

5.4. 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 £
06.10.2023	Anglia Computer Solutions	Microsoft 365 Rent Sep	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	CGM	Grounds Maint Church Aug	BACS	163.67	32.73	196.40	0.00
To be paid	K&M Lighting Services Ltd	Street Lighting Maint Oct	BACS	38.86	7.77	46.63	0.00

Chairman Signed Dated

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
Late Bills / Receipts (Received after Agenda advertised)							
To be paid	CGM	Grounds Maint Church Oct	BACS	92.56	18.51	111.07	0.00
Totals				1,584.29	117.53	1,701.82	0.00

Proposed – Vice Chairman, Cllr Pipe

Seconded – Cllr Wilkinson

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

All in favour

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

6.1. Emergency Plan update

The Chairman, Cllr Williams, reported that he and the Vice Chairman, Cllr Pipe, in their capacity as Chairman and Vice Chairman of the Community Centre Management Committee, would be meeting shortly with the Breckland District Council Emergency Planning Officer, Ms D Read, to replace the items held in the emergency box at the Community Centre.

7. Planning Applications and Decisions

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

7.1. Planning applications received from Breckland District Council

No planning applications had been received from Breckland District Council.

7.2. Planning decisions completed by Breckland District Council

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

Late Planning Decision

3PL/2023/0916/HOU – 66 Westfields – Single storey front extension forming new lounge and dwelling entrance

Approved.

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

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

8. Correspondence

8.1. For action/information

No correspondence for action/information had been received.

8.2. Late correspondence

Cllr Wilkinson reported that the War Memorial was in the final stages of repair and the RAF had placed supplementary gravel on the path leading up to the gated garden.

It was noted that a rededication service held by the RAF could now be scheduled to be held in the Community Centre with a light buffet and refreshments. Councillors agreed that as the War Memorial repairs were unlikely to be finished by Remembrance Day, that the wreath be laid at the rededication service instead.

Chairman Signed Dated

The Clerk would add this item to the next agenda for formal approval of the Community Centre hiring and buffet costs for this event.

9. Highways and transport matters

Cllr Wilkinson reported that two lamps were not working; one by Normans Gate opposite the entrance to Westfields and the other at 12 Swaffham Road.

The Clerk would report these lights to the street lighting contractor.

Cllr Wilkinson reported that County Cllr Nunn had financed a drop kerb in Westfields from his Annual Local Member Fund to help aid mobility scooter users in that area. Cllr Nunn was given a vote of thanks for this by the Council.

10. Parish Partnership Scheme 2024/2025 – bids to be submitted by Friday, 8th December 2023

10.1. 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 she had obtained costs from Broxap to deliver and install two bus shelters and had circulated the approximate costs with the agenda as follows:

Estimated Total Project Cost with delivery costs	£10,843
Estimated Total project cost split 50/50 with NCC	£5,422
Potential funding from County Cllr Nunn’s Annual Local Member Fund	-£2,000

The Clerk reported that these figures were excluding demolition and disposal of the existing structures, concrete foundations, and fencing being made good/replaced at the residential property site. The Clerk and Councillors agreed that the costs of installation were very high.

It was agreed for the Clerk to seek two further quotations from local builders for the entire project works. Councillors were in approval that the Clerk seek a quotation from her husband’s company.

10.2. Sale of property which part-houses the Westbound shelter

Cllr Davey reported that the Parish Council owned the land on which the westbound shelter stood, which had been installed there in the 1950’s. Councillors agreed that providing the fencing was made good/replaced, that this negated any permissions to be obtained because the housing had been developed after the shelter was in place.

11. Date and time of the next meeting

11.1. Date and time of the next meeting

The next meeting of the Council was scheduled to take place on Monday, 4th December 2023 at 7.30pm, in the Church Room, All Saints Church.

11.2. Pre-authorised agreement for December payments and receipts

As a meeting of the Council would be taking place in December 2023, this item would not require discussion.

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

Proposed – Chairman, Cllr Williams

Seconded – Vice Chairman, Cllr Pipe

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

Chairman Signed Dated

12.1. Councils' financial aid in the form of the grounds maintenance for All Saint's Church
See confidential report.

12.1.1. Issues and breaches relating to the current CGM contract
See confidential report.

The Chairman, Cllr Williams, closed confidentiality.

Proposed – Cllr Davey

Seconded – Cllr Wilkinson

That the Council continues with the CGM Group grounds maintenance contract for the open and closed churchyards at All Saint's Church for the next two years.

All in favour

The Chairman, Cllr Williams, resumed confidentiality.

12.1.2. Weed spraying of the footpaths within the Churchyard
See confidential report.

12.1.3. Closed Churchyard Order
See confidential report.

12.1.4. Open Churchyard financial support
See confidential report.

12.1.5. Approve the letter (if required) to be sent to the Church
See confidential report.

The Chairman, Cllr Williams, closed confidentiality and resumed the meeting at 8.49pm.

The Chairman thanked everyone for attending and closed the meeting at 8.50pm.