

# 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, 4<sup>th</sup> December 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  
29<sup>th</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**

- 1. To receive and accept apologies and reasons for absence**
- 2. To receive declarations of interest for items on the agenda** (under the Breckland Code of Conduct) **and any requests for dispensation**
- 3. To approve the minutes of the Council Meeting held on Monday, 6<sup>th</sup> November 2023 (Items 1-12 [11/2023])**

**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)

- 4. To receive Chairman's announcements on current Council business**
- 5. To receive and approve Finances**
  - 5.1. To receive the current bank statements and financial reports (to be circulated prior to the meeting)
  - 5.2. To consider and approve local grants and donations under Section 137 (1) Local Government Act 1972
    - 5.2.1. MAGPAS Air Ambulance (deferred from last meeting)
  - 5.3. To consider a rededication event of the War Memorial by the RAF and approve the disbursement for the purchase of light refreshments up to a maximum of £50.00 and cost of hiring the Community Centre
  - 5.4. To approve the purchase and disbursement for defibrillator pads at a total cost of £204.00 + £40.80 VAT (total £244.80) due to the current ones expiring 31<sup>st</sup> October 2023
  - 5.5. To approve repaying the Chairman, Cllr Williams' expenses of £48.84 for commercial weed killer and the contracting of a specialist to take on the spraying of the Churchyard footpaths for the next two years
  - 5.6. 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 £
10.11.2023	Parochial Church Council	Room Hire 06.11.2023	SO	14.00	0.00	14.00	0.00
13.11.2023	RBL Poppy Appeal	3 x Remembrance Wreaths	BACS	75.00	0.00	75.00	0.00
20.11.2023	Npower	Street Lighting Power October	DD	379.07	18.95	398.02	0.00
20.11.2023	Narborough Museum	Refund for Poppy Wreath	BACS	-25.00	0.00	-25.00	0.00
27.11.2023	Intermedical (UK) Ltd	Defibrillator Pads	BACS	14.00	2.80	16.80	0.00
To be paid	Mrs S D Porter (Royal Mail)	Return postage for Defib pads	BACS	2.99	0.00	2.99	0.00
To be paid	K&M Lighting Services Limited	Street Light Maintenance Nov	BACS	38.86	7.77	46.63	0.00

To be paid	Clerk	Clerk Expenses November	BACS	22.60	0.00	22.60	0.00
To be paid	Clerk	Salary November	BACS	788.56	0.00	788.56	0.00
To be paid	HMRC	PAYE/NI Contributions Nov	BACS	228.63	0.00	228.63	0.00
To be paid	Cllr D Williams (Pitchcare)	Commercial Weed Spray	BACS	40.70	8.14	48.84	0.00
<b>Totals</b>				<b>1,579.41</b>	<b>37.67</b>	<b>1,617.08</b>	<b>0.00</b>

**6. To consider a highways project for the Parish Partnership Scheme 2024/2025 – bids to be submitted by Friday, 8<sup>th</sup> December 2023**

6.1. To discuss the proposed project for the refurbishment or replacement of the two village bus shelters under the PPS [50% match-funding required] (Clerk's report circulated prior to and with the agenda)

**7. To receive and consider the draft budget 2024/2025 and agree the overall precept** (draft budget circulated with agenda)

**8. To receive reports from Councillors (as listed on agenda) regarding issues and community matters** (circulated with agenda if applicable)

8.1. Emergency Plan update – Cllr Wilkinson to report

8.2. Council Facebook page – Cllr Williams to report

**9. To consider planning applications and note planning decisions from Breckland District Council**

9.1. Planning applications

9.1.1. 3PL/2023/1086/HOU – 28 Dennys Walk – Proposed single storey side extension – Comments by 6<sup>th</sup> December 2023

9.1.2. 3NM/2023/0106/NMA – Land west of Chalk Lane – Amendment to pp 3PL/2021/1082/D - Porches slightly amended at eaves to comply to housing association requirements and style remains. Amended location for Electricity Box. Double brick gable verge detail omitted (Refers to All House Types) Window widths slightly reduced to work for brick setting out (Refers to House Type FF) (Non Mat Minor Amend) – Information Only

9.2. Planning decisions

9.2.1. 3PL/2023/0855/F – Forester Lodge, Main Road – Erection of 1 no. dwelling – Approved

9.2.2. 3NM/2023/0106/NMA – Land west of Chalk Lane – Amendment to pp 3PL/2021/1082/D - Porches slightly amended at eaves to comply to housing association requirements and style remains. Amended location for Electricity Box. Double brick gable verge detail omitted (Refers to All House Types) Window widths slightly reduced to work for brick setting out (Refers to House Type FF) (Non Mat Minor Amend) – Approved

9.3. Late planning applications and notices of decision

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

**10. To resolve the Council's statutory obligation to declare its first action for biodiversity by 1<sup>st</sup> January 2024 and agree policies and objectives urgently after this** (public authorities must consider what they can do to conserve and enhance biodiversity which is the strengthened 'biodiversity duty' of the Environment Act 2021)

10.1. To consider forming a Working Party to deal with the biodiversity policies and objectives

**11. To receive and discuss correspondence**

11.1. For action/information (circulated prior to/with agenda)

11.1.1. To consider having a beacon for the Norfolk D-Day 80th Anniversary event in June 2024 (circulated prior to agenda)

11.2. Late correspondence

**12. To receive Highways & Transport Matters and consider and approve any actions required**

**13. To record the date of the next Full Council meeting:**

13.1. Wednesday, 3<sup>rd</sup> January 2024 at 7.30pm, in the Church Room, All Saints Church, Main Road

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

**14. 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**

14.1. Clerk's National Salary Award 2023/2024 backdated to April 2023 (circulated prior to and with agenda)