

NARBOROUGH PARISH COUNCIL

Parish Clerk, Mrs Sara Porter
01760 337187
narboroughpcnorfolk@hotmail.com

narboroughcouncil.norfolkparishes.gov.uk

Chairman, Cllr David Williams
01760 338810
narboroughpcnorfolk@hotmail.com

Councillors are hereby summoned to attend the **Full Council Meeting** of Narborough Parish Council on **Wednesday, 3rd January 2024 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
28th December 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, 4th December 2023 (Items 1-14 [12/2023])**

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 approve the Clerk attending a Norfolk ALC Biodiversity session on Friday, 9th February 2024 via Zoom at a cost of £30.00 + £6.00 VAT (total £36.00) to be split between three Councils
 - 5.3. To consider the Gov.uk domain name registration for £112.00 + £22.40 VAT (total £134.40) for 2 years (£56 + VAT per year) and Norfolk ALC administration charge £70.00 per year effective April 2024 and approve the disbursement (details circulated prior to and with the agenda)
 - 5.4. 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 £
06.12.2023	Anglia Computer Solutions	Microsoft 365 Rent November	DD	10.30	2.06	12.36	0.00
07.12.2023	Information Comm Office	Data Protection Annual Fee	DD	35.00	0.00	35.00	0.00
11.12.2023	Parochial Church Council	Room Hire 04.12.2023	SO	14.00	0.00	14.00	0.00
19.12.2023	Npower	Street Lighting Power Nov	DD	437.84	21.89	459.73	0.00
To be paid	Clerk	Clerk Expenses December	BACS	22.60	0.00	22.60	0.00
To be paid	Clerk	Salary December	BACS	545.85	0.00	545.85	0.00
To be paid	HMRC	PAYE/NI Contributions De	BACS	136.60	0.00	136.60	0.00
To be paid	K&M Lighting Services Limited	Street Light Maintenance Dec	BACS	38.86	7.77	46.63	0.00
Totals				1,241.05	31.72	1,272.77	0.00

- 6. To receive and consider the 2024/2025 draft Budget and approve the final Budget (circulated with agenda)**

- 7. To receive and consider the 2024/2025 proposed Precept and adopt the final Precept** (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/2023/1217/F – Willowbank, Main Road – Proposed Demolition of the existing petrol station canopy and office block – comments by 18th January 2024
 - 9.2. Planning decisions
 - 9.2.1. TRE/2023/0316/TCA – The Pottery, Pentney Road – Tree request is for removal. A single row of mature Ash 5 Trees, all suffering from "Ash die back" (Tree Work App CA) – CA No Objection
 - 9.2.2. 3PL/2023/1086/HOU – 28 Dennys Walk – Proposed single storey side extension – 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 receive items for consideration under the Biodiversity Policy (under the 'biodiversity duty' of the Environment Act 2021)**
- 11. To receive and discuss correspondence**
 - 11.1. For action/information (circulated prior to/with agenda)
 - 11.1.1. Letter from Mrs Susan Nairn in response to Closed and Open Churchyard matters (circulated prior to and with the agenda)
 - 11.2. Late correspondence
- 12. To receive Highways & Transport Matters and consider and approve any actions required**
 - 12.1. To receive and consider an update from County Cllr Nunn regarding the suggested reinstatement of the redundant bus stop on Main Road at the last Council meeting (circulated prior to and with the agenda)
- 13. To record the date of the next Full Council meeting:**
 - 13.1. Monday, 5th February 2024 at 7.30pm, in the Church Room, All Saints Church, Main Road