

**NARBOROUGH PARISH COUNCIL**

**Minutes of the Full Council Meeting held Wednesday, 3<sup>rd</sup> January 2024 at 7.45pm in the Church Room,  
All Saints Church, Main Road**

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

**1. Apologies for absence**

Apologies for absence had been received from the Vice Chairman, Cllr H Pipe (long Covid).

The apologies were accepted.

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

Cllr Wilkinson declared a Personal Interest in Item 9.1, 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 Davey**

**Seconded – Cllr Wilkinson**

**That the minutes of the Full Council Meeting held on Monday, 4<sup>th</sup> December 2023 (items 1-14 [12/2023]) 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 7.32pm.

**County Cllr**

County Cllr Nunn reported the following:

**Flooding**

There had been widespread flooding throughout Norfolk in December 2023, with the Breckland District being most impacted. Predicted rainfall for December had fallen within a 24-hour period producing record breaking levels of water recorded on the rivers within this District.

**Drop Kerb**

The drop kerb in Westfields, financed by Cllr Nunn’s Annual Local Member Fund, had not yet been installed and would be chased up by Cllr Nunn.

**District Cllr Peter Wilkinson**

District Cllr Wilkinson reported the following:

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

Breckland District Council 2023 Overview

January – celebrated Christmas with Ukrainian guests.

February – Thetford became Norfolk’s first Mindful Town.

March – The Princess Royal visited Elm House in Thetford.

April – prepared for the upcoming Local Government Elections.

May – elected a new Council for a four-year term.

June – kicked off Breckland’s celebration of Pride month.

July – celebrated the annual Thetford and Punjab Festival.

August – saw the return of the Thetford Stage and Screen Festival.

September – Breckland’s dog warden service achieved Platinum Status with the RSPCA.

October – Market Towns had their say on the Local Plan.

November – Breckland launched its latest Business Support Fund.

December – Breckland joined the ‘No Excuse for Abuse Campaign’.

Throughout the year – emptied over 300,000 bins each month, delivered over 100 essential services and has over 500 mental health first aiders in the community.

**Public Participation**

There were no members of public present at the meeting.

The Chairman, Cllr Williams, resumed the meeting at 7.35pm.

**4. Chairman’s Announcements on current Council business**

There was nothing to report to the meeting.

**5. Finance report**

**5.1. Financial report**

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

December 2023

Bank Reconciliation	Community Account	Business Account
Bank Statement Start Balances	<u>418.72</u>	<u>30,516.31</u>
<b>Total Opening Bank Balances</b>		<b><u>30,935.03</u></b>
Unpresented Payments B/F	-	-
Unpresented Receipts B/F	-	-
<b>Opening Balances</b>	<b><u>418.72</u></b>	<b><u>30,516.31</u></b>
<b>Total Opening Balances</b>		<b><u>30,935.03</u></b>
Receipts	1,500.00	208.36
Payments	- 1,677.34	- 1,500.00
Bank Statement Close Balances	<u>241.38</u>	<u>29,224.67</u>
<b>Total Closing Bank Balances</b>		<b><u>29,466.05</u></b>
Unpresented Payments	-	-
Unpresented Receipts	-	-
<b>Closing Balances</b>	<b><u>241.38</u></b>	<b><u>29,224.67</u></b>
<b>Total Closing Balances</b>		<b><u>29,466.05</u></b>
<b>Earmarked Funds</b>		
Operating Costs (6 Months)		10,000.00
Election		1,425.00
Asset Renewals		730.11
Tree Works (Year 2)		500.00
New Cemetery (Year 2)		1,000.00
S106		2,375.00
S137 Grants & Donations		60.00
Street Lights Conversion		-
<b>Total Earmarked Reserves</b>		<b><u>16,090.11</u></b>

Reconciliation Community Account	
Bank Statement <b>01.12.2023</b>	<u>418.72</u>
Receipts	1,500.00
Payments Cleared	- 1,677.34
Bank Statement <b>31.12.2023</b>	<u>241.38</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>241.38</u>

Reconciliation Business Account	
Bank Statement <b>01.12.2023</b>	<u>30,516.31</u>
Receipts	208.36
Payments Cleared	- 1,500.00
Bank Statement <b>31.12.2023</b>	<u>29,224.67</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>29,224.67</u>
<b>Total Closing Balances</b>	<b><u>29,466.05</u></b>

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

<b>Total Closing Balances</b>	<b><u>29,466.05</u></b>		
<b>Total Earmarked Reserves</b>	<b><u>16,090.11</u></b>	Remaining Available Precept	<b><u>13,375.94</u></b>

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

## 5.2. Norfolk ALC Biodiversity Course

The Clerk reported that she had booked a place on the Norfolk ALC Biodiversity session on Friday, 9<sup>th</sup> February 2024. The session was being held via Zoom at a cost of £30.00 + £6.00 VAT (total £36.00) and would be split equally with Downham West Parish Council and Watlington Parish Council.

**Proposed – Cllr Wilkinson**

**Seconded – Cllr Bailey**

**That the Clerk attends a Norfolk ALC Biodiversity session on Friday, 9<sup>th</sup> February 2024 via Zoom at a cost of £30.00 + £6.00 VAT (total £36.00), to be split equally with Downham West Parish Council and Watlington Parish Council.**

**All in favour**

## 5.3. Gov.uk domain registration for emails and the website

The Clerk reported that Norfolk ALC had run a scheme in 2023 for fifteen Councils to pilot the Gov.uk domain registration which provided .gov emails and a .gov website. Following the success of this, this scheme was being opened to all Parish and Town Councils, effective from April 2024. The cost for this would be £112.00 + £22.40 VAT (total £134.40) for 2 years (£56.00 + VAT per year) with a Norfolk ALC administration charge of £70.00 per year.

Councillors felt that due to this being a small Council, the costs would not be beneficial, and agreed not to take this up.

## 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 £
06.12.2023	Anglia Computer Solutions	Microsoft 365 Rent Nov	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 Dec	BACS	136.60	0.00	136.60	0.00
To be paid	K&M Lighting Services Ltd	Street Light Maint Dec	BACS	38.86	7.77	46.63	0.00
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
31.12.2023	Unity Trust Bank	Quarterly Bank Charge	BACS	18.00	0.00	18.00	0.00
31.12.2023	Unity Trust Bank	Bank Interest	BACS	0.00	0.00	0.00	208.36
03.01.2024	HMRC	VAT Return Aug-Nov 2023	BACS	0.00	0.00	0.00	288.25
<b>Totals</b>				<b>1,259.05</b>	<b>31.72</b>	<b>1,290.77</b>	<b>496.61</b>

**Proposed – Cllr Davey**

**Seconded – Cllr Bailey**

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

**All in favour**

## 6. Approval of the 2024/2025 Budget

A copy of the 2024/2025 draft budget had been circulated prior to the agenda. The Clerk had outlined the budget and highlighted the variances.

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

Proposed – Chairman, Cllr Williams

Seconded – Cllr Davey

That the budget for the financial year 2024/2025 is approved and adopted.

All in favour

7. **Approval of the 2024/2025 Precept**

2023/2024 Tax base 413.9 - For a precept of £20,000 this was £48.26 per band D property

**2024/2025 Tax base 414.9 For a precept of £22,000** (increase £2,000 / 10%) this equates to:

**Band D = £53.02** (9.87% increase on 2023/2024 = £4.76 increase pa / 40p increase pm / 9p increase pw / 1p increase pd)

**Band A = £35.35** (2/3 of Band D)

**Band H = £106.05** (twice Band D)

Section 137 payments limit for 2023/2024 is £9.93 per elector (1064) = maximum £10,565.52

Proposed – Chairman, Cllr Williams

Seconded – Cllr Davey

That the Precept for the financial year 2024/2025 of £22,000 is approved and adopted.

All in favour

The Clerk would submit the demand to Breckland District Council and place a copy of the approved budget and precept on the website.

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

**8.1. Emergency Plan update**

Cllr Wilkinson reported that he had emailed Ms D Read, Emergency Planning Officer, several times but had not yet received a response.

The Chairman, Cllr Williams, confirmed that he would email Ms Read regarding the Community Centre's emergency planning arrangements.

**8.2. Council Facebook Page**

The Chairman, Cllr Williams, reported that he would be contacting Ms S Greeno for the Council Facebook page password in the next few weeks and would report his findings at the next Council meeting.

9. **Planning Applications and Decisions**

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

**9.1. Planning applications received from Breckland District Council**

**9.1.1. 3PL/2023/1217/F – Willowbank, Main Road – Proposed Demolition of the existing petrol station canopy and office block – comments by 18<sup>th</sup> January 2024**

No objections.

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

**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.

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

**9.3. Late Planning applications and notices of decision**

No late planning applications or notices of decision had been received from Breckland District Council.

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

Cllr Wilkinson reported that the Breckland District Council S106 Planning Officer, Mr C Hobson, had not received a response from Norfolk County Council regarding the S106 Agreement for the Chalk Lane development. It was noted that the Minster Property Group Ltd would support an amendment to the original agreement, subject to permission from Breckland District Council and Norfolk County Council.

The Clerk would forward the information to County Cllr Nunn in order that he could investigate this matter with the Norfolk County Council S106 Officer.

**10. Items for consideration under the Biodiversity Policy**

Councillors agreed to defer this item until the Clerk had attended the Norfolk ALC course in February 2024.

**11. Correspondence**

**11.1. For action/information**

**11.1.1. Letter from the Church regarding grounds maintenance matters**

Mrs S Nairn had responded to the Chairman’s letter regarding the grounds maintenance and Order for the closed Churchyard. It was confirmed that the responsibility of the closed Churchyard had not been served by the Church due to previous implications on the parish for doing so.

The Church had agreed to contact the CGM Group with any future complaints it may for the duration of the current grounds maintenance contract.

A short discussion took place and it was agreed for the Clerk to write to the Church and advise that the grounds maintenance contract would need to be reviewed at the end of the current CGM Group contract if S8 of the 1894 Local Government Act had not been amended and passed by the House of Lords to allow provide legal powers to Councils to help fund their local Churches.

**11.2. Late correspondence**

No late correspondence for action or information had been received.

**12. Highways and transport matters**

**12.1. Reinstatement of redundant bus stop on Main Road**

The Clerk reported that she had contacted County Cllr Nunn to investigate the possibility of reinstating the bus stop on Main Road to enable disabled members of public to be able to access the bus services.

County Cllr Nunn had contacted the Highways Engineer, Mr D Walmsley, who confirmed that Passenger Transport had liaised with First Bus, the operator of the limited stop route in Narborough. First Bus had confirmed that it was not in favour of adding an additional stop to the route due to the citing of the lack of housing in that location. Without their approval, Highways could therefore not support it.

Councillors thanked Cllr Nunn for investigating this and noted that Norfolk County Council had introduced a ‘hail and ride’ bus service in the village which would be useful for less-able bodied residents.

Street Lighting

Cllr Wilkinson reported that the backplate adjacent to Bramble House had not been fitted. The Clerk would contact K&M Lighting Services Ltd again for a quotation to fit one.

Parish Partnership Scheme 2024/2025

The Clerk reported that a bid under the Parish Partnership Scheme 2024/2025 had been submitted to Norfolk County Council for two new bus shelters. The Clerk confirmed that the application had not included demolition costs of the existing structures or concrete bases for the new shelters.

It was agreed for the Clerk to email County Cllr Nunn to ascertain whether his annual Local Member Fund could be utilised for demolition costs.

**13. Date and time of the next meeting**

**13.1. Date and time of the next meeting**

The next meeting of the Council was scheduled to take place on Monday, 5<sup>th</sup> February 2024 at 7.30pm, in the Church Room, All Saints Church.

The Chairman thanked everyone for attending and closed the meeting at 8.14pm.