

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, 5th February 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
31st January 2024

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 approve a sabbatical period of up to five months (period ending June 2024) for Cllr P Bailey due to poor health**
- 3. To receive declarations of interest for items on the agenda (under the Breckland Code of Conduct) and any requests for dispensation**
- 4. To approve the minutes of the Council Meeting held on Wednesday, 3rd January 2024 (Items 1-13 [01/2024])**

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)

- 5. To receive Chairman's announcements on current Council business**
- 6. To receive and approve Finances**
 - 6.1. To receive the current bank statements and financial reports (to be circulated prior to the meeting)
 - 6.2. To receive quotation from K&M Lighting Services to supply and fit a backplate at Bramble House, Dennys Walk, at a cost of £85.00 + £17.00 VAT (total £102.00) and approve the disbursement (circulated with agenda)
 - 6.3. 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 £
05.01.2024	Anglia Computer Solutions	Microsoft 365 Rent December	DD	10.30	2.06	12.36	0.00
10.01.2024	Parochial Church Council	Room Hire 03.01.2024	SO	14.00	0.00	14.00	0.00
18.01.2024	Npower	Street Lighting Power Dec	DD	454.40	22.72	477.12	0.00
05.02.2024	Anglia Computer Solutions	Microsoft 365 Rent January	DD	10.30	2.06	12.36	0.00
To be paid	Clerk	Clerk Expenses January	BACS	22.60	0.00	22.60	0.00
To be paid	Clerk	Salary January	BACS	545.85	0.00	545.85	0.00
To be paid	HMRC	PAYE/NI Contributions January	BACS	136.60	0.00	136.60	0.00
To be paid	K&M Lighting Services Limited	Street Light Maintenance Jan	BACS	38.86	7.77	46.63	0.00
Totals				1,232.91	34.61	1,267.52	0.00

- 7. To receive reports from Councillors/Clerk (as listed on agenda) regarding issues and community matters**
(circulated with agenda if applicable)
 - 7.1. Emergency Plan update – Cllr Wilkinson to report
 - 7.2. Council Facebook page – Cllr Williams to report
 - 7.3. Biodiversity matters (under the ‘biodiversity duty’ of the Environment Act 2021)
- 8. To consider planning applications and note planning decisions from Breckland District Council**
 - 8.1. Planning applications
 - 8.1.1. 3AG/2024/0001/AG – Stellas Middle Field – Construction of a water storage reservoir for irrigation purposes – comments by 21st January 2024
 - 8.1.2. 3BT/2024/0003/BT – Land at Narborough Sewage Treatment Works, Lower Farm Road – Prior approval for Arqiva Smart Metering 1No. Omni at 13.83m mean mounted on proposed 12m streetworks pole. Proposed Arqiva Smart Metering 1No. GPS Antenna at 12.4m mean mounted on proposed streetworks pole. Proposed Arqiva Smart Metering 1No. 3G Omni Antenna at 3.8m mean mounted on proposed streetworks pole and proposed Arqiva Smart Metering Equipment enclosure to be installed on a root foundation (The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 16, Class A) – Comments by 5th February 2024
 - 8.1.3. 3PL/2024/0052/F – Barge Cottages, Main Road – Conversion of a former Doctors surgery to a 3-bedroom dwelling along with conversion of 3 existing holiday lets to separate residential dwellings within the same building – comments by 13th February 2024
 - 8.1.4. 3PL/2023/1217/F – Willowbank, Main Road – Proposed demolition of the existing petrol station canopy and office block – AMENDMENT: Reference to any underground works removed – comments by 13th February 2024
 - 8.2. Planning decisions
 - 8.2.1. 3SR/2024/0001/SCR – Stellas Middle Field – Environmental Impact Assessment - Creation of reservoir – Approved
 - 8.3. Late planning applications and notices of decision
 - 8.4. Other planning matters / enforcements / appeals and other notifications (for information only)
 - 8.4.1. 3SR/2024/0001/SCR (Notification of a Screening Application) – Stella’s Middle Field – Environmental Impact Assessment - Creation of reservoir – Advance notice of a potential future application – Information only
 - 8.4.2. EE Ltd and Hutchinson 3G UK Ltd 5G Mobile Connectivity – Redevelopment of Existing Radio Mast at Chalk Farm, Narborough, Kings Lynn, Norfolk, PE32 1HY (NGR E: 577220 N: 311480) – Industry Best Practice Informal Engagement
- 9. To receive and discuss correspondence**
 - 9.1. For action/information (circulated prior to/with agenda)
 - 9.1.1. Mr N Chambers, Chair of the Castle Acre Playing Field Association, a registered charity, which has a Service Level Agreement with Castle Acre Parish Council to run the Playing Field on their behalf requests a nomination of one Councillor to join the Management Committee to represent Narborough (circulated with agenda)
 - 9.1.2. Norfolk County Council Norfolk Minerals and Waste Local Plan Notification of Submission 20th December 2023 (circulated prior to agenda)
 - 9.2. Late correspondence
- 10. Parish Partnership Scheme (PPS) 2024/2025 bid for replacement bus shelters – Awards to be confirmed March 2024**
 - 10.1. To receive details of County Cllr Nunn’s Local Member Funding for the demolition and disposal costs of the existing bus shelters, subject to the PPS being successful
- 11. To receive Highways & Transport Matters and consider and approve any actions required**
- 12. To record the date of the next Full Council meeting:**
 - 12.1. Annual Parish Meeting Monday, 4th March 2024 at 7.30pm, in the Church Room, All Saints Church, Main Road, followed by the Ordinary meeting of the Council