

NARBOROUGH PARISH COUNCIL

**Minutes of the Full Council Meeting held Monday, 5th February 2024 at 7.45pm 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 (poor health) and County Cllr W Nunn (prior commitment).

The apologies were accepted.

2. Request for sabbatical period, Cllr P Bailey

The Clerk reported that due to poor health, Cllr Bailey had requested a sabbatical period of five months (February to June 2024).

Proposed – Chairman, Cllr Williams

Seconded – Cllr Wilkinson

That Cllr Bailey is approved a sabbatical period from all Council duties due to poor health, effective February to June 2024 and that this is reviewed in July 2024.

All in favour

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

Cllr Wilkinson declared a Personal Interest in Item 8.1, 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.

4. Approval of the minutes of the Council meeting

Proposed – Cllr Davey

Seconded – Cllr Wilkinson

That the minutes of the Full Council Meeting held on Wednesday, 3rd January 2024 (items 1-13 [01/2024]) 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 7.36pm.

County Cllr

County Cllr Nunn was not present at the meeting and no prior written report had been received.

Chairman Signed Dated

District Cllr Peter Wilkinson

District Cllr Wilkinson reported the following:

Bin Collection Day Changes

Changes would be introduced week commencing Monday, 26th February 2024 for household waste, recycling and garden waste collections. The change to collection routes had been prompted by the closure of a waste collection site and housing growth demand for garden waste collection services. Residents would receive a leaflet with their new collection days in the first half of February 2024.

Fly Tipping

Mobile CCTV and body cameras were being considered to help target hotspots of fly tipping and dog fouling in a bid to catch offenders. Parish Councils would be able to submit requests in the future to lease the mobile cameras for short periods of time.

Cllr Davey reported that the proprietor of 85 Eastfields was misusing their waste bins. Cllr Wilkinson agreed to inform the Serco Group and Breckland District Council of this matter in order that the proprietor could be informed.

Public Participation

There were no members of public present at the meeting.

The Chairman, Cllr Williams, resumed the meeting at 7.42pm.

5. Chairman’s Announcements on current Council business

There was nothing to report to the meeting.

6. Finance report

6.1. Financial report

The Clerk had circulated the bank reconciliation, period ending January 2024, current bank account statements and finance summary with the agenda. The bank balances were as follows:

January 2024

Bank Reconciliation	Community Account	Business Account
Bank Statement Start Balances	<u>241.38</u>	<u>29,224.67</u>
Total Opening Bank Balances		<u>29,466.05</u>
Unpresented Payments B/F	-	-
Unpresented Receipts B/F	-	-
Opening Balances	<u>241.38</u>	<u>29,224.67</u>
Total Opening Balances		<u>29,466.05</u>
Receipts	2,288.25	-
Payments	- 1,255.16	- 2,000.00
Bank Statement Close Balances	<u>1,274.47</u>	<u>27,224.67</u>
Total Closing Bank Balances		<u>28,499.14</u>
Unpresented Payments	-	-
Unpresented Receipts	-	-
Closing Balances	<u>1,274.47</u>	<u>27,224.67</u>
Total Closing Balances		<u>28,499.14</u>
Earmarked Funds		
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		-
Total Earmarked Reserves		<u>16,090.11</u>

Reconciliation Community Account	
Bank Statement 01.01.2024	<u>241.38</u>
Receipts	2,288.25
Payments Cleared	- 1,255.16
Bank Statement 31.01.2024	<u>1,274.47</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>1,274.47</u>

Reconciliation Business Account	
Bank Statement 01.01.2024	<u>29,224.67</u>
Receipts	-
Payments Cleared	- 2,000.00
Bank Statement 31.01.2024	<u>27,224.67</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>27,224.67</u>
Total Closing Balances	<u>28,499.14</u>

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

Total Closing Balances	<u>28,499.14</u>		
Total Earmarked Reserves	<u>16,090.11</u>	Remaining Available Precept	<u>12,409.03</u>

Chairman Signed Dated

6.2. Back plate for street lamp

The Clerk had circulated a quotation with the agenda from K&M Lighting Services for a back plate to be fitted on the street lamp adjacent to Bramble House, Denny's Walk. The cost quoted was £85.00 + £17.00 VAT (total £102.00).

Proposed – Cllr Davey

Seconded – Vice Chairman, Cllr Pipe

That the Council approves the supply and fitting of a back plate by K&M Lighting Services for the street lamp adjacent to Bramble House, Denny's Walk, at a cost of £85.00 + £17.00 VAT (total £102.00).

All in favour

The Clerk would contact K&M Lighting Services to confirm the contract.

6.3. 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 £
05.01.2024	Anglia Computer Solutions	Microsoft 365 Rent Dec	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 Jan	BACS	136.60	0.00	136.60	0.00
To be paid	K&M Lighting Services Ltd	Street Light Maintenance Jan	BACS	38.86	7.77	46.63	0.00
Totals				1,259.05	31.72	1,290.77	496.61

Proposed – Vice Chairman, Cllr Pipe

Seconded – Cllr Bailey

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

All in favour

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

7.1. Emergency Plan update

Cllr Wilkinson reported that he had provided the Community Centre Chairman with items that were required to be dealt with in the event of a community emergency. Rehearsal emergency exercises by Breckland District Council, RAF and other associated organisations, were scheduled to take place in the near future.

7.2. Council Facebook Page

The Chairman, Cllr Williams, reported that he had been in contact with Ms S Greeno regarding the Council Facebook page password, but regrettably she could not remember it.

The Chairman, Cllr Williams, would therefore set up a new Council Facebook page in the coming months.

7.3. Biodiversity matters (under the 'biodiversity duty' of the Environment Act 2021)

The Clerk reported that she would be attending the Biodiversity session on Friday, 9th February 2024. Councillors agreed to defer discussions on this item until after the Clerk had attended the session.

The Clerk would provide a report at the next meeting.

Chairman Signed Dated

8. Planning Applications and Decisions

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

8.1. Planning applications received from Breckland District Council

8.1.1. 3PL/2023/1217/F – 3AG/2024/0001/AG – Stellas Middle Field – Construction of a water storage reservoir for irrigation purposes – comments by 21st January 2024

No objections.

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

No objections.

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

A discussion took place regarding this application and Councillors felt very aggrieved that the Parish Council had not been consulted on the closure of the Doctor's surgery, when it had fought very hard in previous years to support it being kept open. It was further noted that there should be a Change of Use application for this proposal.

The Chairman, Cllr Williams, agreed to write a letter to the Surgery expressing the Council's sorrow that no formal communication had been made regarding its closure.

Cllr Wilkinson agreed to contact the Planning Department to investigate whether this plan required a Change of Use application.

Councillors confirmed they had no objections to the concept of the proposed application, but did not wish to comment on the current application until the above matters had been ascertained.

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

No objections.

8.2. Planning decisions completed by Breckland District Council

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

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

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

Noted.

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

Noted.

9. Correspondence

9.1. For action/information

9.1.1. Castle Acre Playing Field Association

An email had been received from Mr N Chambers, Chairman of the Castle Acre Playing Field Association, and this had been circulated with the agenda. The Association was a registered charity and had a Service Level Agreement with Castle Acre Parish Council to run the Playing Field on their behalf. A request had been made for a Councillor to join the Management Committee to represent Narborough.

A short discussion took place and Councillors agreed that it would serve no benefit to be part of the Castle Acre Playing Field Association Management Committee. The Clerk would respond to Mr Chambers.

9.1.2. Norfolk County Council Norfolk Minerals and Waste Local Plan

Norfolk County Council had sent notification of the Norfolk Minerals and Waste Local Plan Submission on 20th December 2023. This had been circulated by the Clerk prior to the agenda and was noted.

9.2. Late correspondence

No late correspondence for action or information had been received.

The Chairman, Cllr Williams, enquired whether this item could in future be placed on the agenda as a standing item. The Clerk would ensure it was.

10. Parish Partnership Scheme (PPS) 2024/2025 bid for replacement bus shelters – Awards to be confirmed March 2024

10.1. County Cllr Nunn’s Local Member Funding

The Clerk reported that following discussions at the previous Council meeting, County Cllr Nunn had enquired with Highways whether it would be permitted for his annual Local Member Fund to fund the demolition and disposal costs of the existing bus shelters, subject to the PPS being successful. Highways had confirmed this would be permissible.

The Chairman, Cllr Williams, enquired whether this item could be removed from the agenda until the bid had been confirmed by Norfolk County Council. The Clerk would ensure it was.

11. Highways and transport matters

The Chairman, Cllr Williams, reported that a resident had contacted him to enquire whether a zebra crossing could be installed close to the Norman Gates, adjacent to Marham Road, as this stretch of road was continually crossed by pedestrians. The Chairman, Cllr Williams, had informed them that this had been investigated with Highways by the Council previously, and as the scheme would cost around £40,000/£50,000, Norfolk County Council would not approve it.

Cllr Wilkinson reported that the drop kerb in Westfields had still not been actioned by Highways. This would be pursued by him.

12. Date and time of the next meeting

12.1. Date and time of the next meeting

The Annual Parish Meeting was scheduled to take place on Monday, 4th March 2024 at 7.00pm, in the Church Room, All Saints Church, followed by the Ordinary meeting of the Council at 7.30pm.

The Chairman thanked everyone for attending and closed the meeting at 8.12pm.

Chairman Signed Dated