

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, 4th March 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 February 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 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, 5th February 2024 (Items 1-12 [02/2024])**

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)

- 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 paying the Clerk expenses towards printer ink for the past year (instant ink contract is £10.00 per month paid by the Clerk for three Councils)
 - 5.3. To consider a change of bank signatories and approve the addition(s)/deletion(s)
 - 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 £
12.02.2024	Parochial Church Council	Room Hire 05.02.2024	SO	14.00	0.00	14.00	0.00
19.02.2024	Npower	Street Lighting Power January	DD	489.43	24.47	513.90	0.00
To be paid	Clerk	Clerk Expenses February	BACS	22.60	0.00	22.60	0.00
To be paid	Clerk	Salary February	BACS	546.05	0.00	546.05	0.00
To be paid	HMRC	PAYE/NI Contributions Feb	BACS	136.40	0.00	136.40	0.00
To be paid	K&M Lighting Services Limited	Street Light Maintenance Feb	BACS	38.86	7.77	46.63	0.00
To be paid	Norfolk ALC	Biodiversity (split DW/Wat)	BACS	10.00	2.00	12.00	0.00
Totals				1,257.34	34.24	1,291.58	0.00

- 5.5. To approve, in principle, the payment of invoices received in March 2024, in order that they are paid in this financial year (invoices will be circulated to Councillors by the Clerk prior to payments being made)

- 6. To receive reports from Councillors/Clerk (as listed on agenda) regarding issues and community matters** (circulated with agenda if applicable)
 - 6.1. Emergency Plan update – Cllr Wilkinson to report
 - 6.2. Council Facebook page – Cllr Williams to report
 - 6.3. Biodiversity matters (under the ‘biodiversity duty’ of the Environment Act 2021)
 - 6.3.1. To receive written report from the Clerk following attendance of a Biodiversity session hosted by Norfolk ALC on Friday, 9th February 2024 (circulated with agenda)
 - 6.4. Chairman Bitesize session hosted by Norfolk ALC on Wednesday, 21st February 2024 – Cllr Pipe to report
- 7. To consider planning applications and note planning decisions from Breckland District Council**
 - 7.1. Planning applications
 - 7.2. Planning decisions
 - 7.2.1. 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) – Prior approval is given
 - 7.3. Late planning applications and notices of decision
 - 7.4. Other planning matters / enforcements / appeals and other notifications (for information only)
- 8. To receive and discuss correspondence for action/information** (circulated prior to/with agenda)
- 9. To receive and discuss late correspondence/enquiries**
- 10. To receive Highways & Transport Matters and consider and approve any actions required**
- 11. To record the date of the next Full Council meeting:**
 - 11.1. Wednesday, 3rd April 2024 at 7.30pm, in the Church Room, All Saints Church, Main Road