

NARBOROUGH PARISH COUNCIL

Minutes of the Full Council Meeting held Wednesday, 3rd April 2024 at 7.30pm in the Church Room, All Saints Church, Main Road

Present:	Chairman	Cllr D Williams
	Vice Chairman	Cllr H Pipe
	Councillors	Cllr P Bailey
		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 County Cllr Nunn (prior meeting).

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

The Chairman, Cllr Williams, and Vice Chairman, Cllr Pipe declared a Personal Interest in Item 6.4, Community Centre Grant, as they were the Chairman and Vice Chairman respectively of the Community Centre Management Committee.

Cllr Wilkinson declared a Personal Interest in Item 7.1, 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 Bailey

That the minutes of the Full Council Meeting held on Monday, 4th March 2024 (items 1-11 [03/2024]) 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 7.31pm.

County Cllr

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

District Cllr Peter Wilkinson

District Cllr Wilkinson reported the following:

High Street Heritage Action Zone

The High Street Heritage Action Zone (HSHAZ) Partnership, including Breckland District Council, Historic England, Swaffham Town Council and the Swaffham Cultural Consortium, had celebrated the scheme's achievements over the four year programme. Breckland District Council had announced that the project would continue for a further three years with funding secured from Historic England and The National Lottery Heritage Fund to create an expected £1M budget to deliver heritage and community projects in Swaffham.

Chairman Signed Dated

Restoration would take place on four historic buildings within the Swaffham conservation area through the grant scheme to reclaim key historical features and ensure that the high street remained a source of pride.

It was noted that ten buildings were currently listed with The Tourist Board, with the Narborough Bone Mill having just been registered. Cllr Wilkinson reported that Breckland District Council had granted the Bone Mill £500.00 to help with its regeneration.

Minster Homes development on Chalk Lane

Cllr Wilkinson reported that the Breckland District Council Street Naming Officer was Ms V Taylor, and he had contacted her regarding the proposed street names for the new Chalk Lane development. Ms Taylor confirmed these as being ‘Oak Tree Way’ and ‘Willow Way’, with the development being known as ‘Chalk Meadow’.

Councillors agreed that these street names were very pleasant and fitting for that area.

Breckland Council’s 50th Anniversary

1st April 2024 had seen the 50th anniversary of Breckland Council being formed in April 1974, along with other district councils across the country, as part of the Local Government Act 1972. A celebratory event had been held at the Council offices on Tuesday, 2nd April 2024.

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 March 2024, current bank account statements and finance summary with the agenda. The bank balances were as follows:

March 2024

Bank Reconciliation	Community Account	Business Account
Bank Statement Start Balances	<u>1,982.53</u>	<u>25,224.67</u>
Total Opening Bank Balances		<u>27,207.20</u>
Unpresented Payments B/F	-	-
Unpresented Receipts B/F	-	-
Opening Balances	<u>1,982.53</u>	<u>25,224.67</u>
Total Opening Balances		<u>27,207.20</u>
Receipts	500.00	178.44
Payments	- 1,246.48	- 500.00
Bank Statement Close Balances	<u>1,236.05</u>	<u>500.00</u>
Total Closing Bank Balances		<u>24,903.11</u>
Unpresented Payments	-	-
Unpresented Receipts	-	-
Closing Balances	<u>1,236.05</u>	<u>24,903.11</u>
Total Closing Balances		<u>26,139.16</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 01.03.2024	<u>1,982.53</u>
Receipts	500.00
Payments Cleared	- 1,246.48
Bank Statement 31.03.2024	<u>1,236.05</u>
Unpresented Payments	-
	-
Unpresented Receipts	-
	-
Closing Balance	<u>1,236.05</u>

Reconciliation Business Account	
Bank Statement 01.03.2024	<u>25,224.67</u>
Receipts	178.44
Payments Cleared	- 500.00
Bank Statement 31.03.2024	<u>24,903.11</u>
Unpresented Payments	-
	-
Unpresented Receipts	-
	-
Closing Balance	<u>24,903.11</u>
Total Closing Balances	<u>26,139.16</u>

General Reserves

General Reserves

General Reserves

General Reserves

General Reserves

Specific Reserves

Specific Reserves

Total Closing Balances	<u>26,139.16</u>		
Total Earmarked Reserves	<u>16,090.11</u>	Remaining Available Precept	<u>10,049.05</u>

Chairman Signed Dated

5.2. Gov.uk domain registration for emails and the website

The Clerk had circulated details from Norfolk ALC prior to and with the agenda regarding a one-off Government incentive grant for Councils to sign up for .gov emails and a .gov website. The cost to set this scheme up would therefore be £12.00 + £2.40 VAT (total £14.40) for 2 years and £56.00 + £11.20 VAT (total £67.20) per year thereafter. The Clerk noted that the Norfolk ALC administration charge of £70.00 per year was already paid by the Council with the Norfolk ALC subscription fees.

A short discussion took place and Councillors agreed that in light of the grant being offered, the Council would benefit from a professional and secure system.

Proposed – Cllr Wilkinson

Seconded – Vice Chairman, Cllr Pipe

That the Council approves subscribing to the Gov emails and website at a cost of £12.00 + £2.40 VAT (total £14.40) for 2 years, and £56.00 + £11.20 VAT (total £67.20) per year thereafter, subject to the one-off Government grant of £100.00 being paid.

All in favour

The Clerk would contact Norfolk ALC to set this up.

5.3. 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 £
07.03.2024	Anglia Computer Solutions	Microsoft 365 Rent February	DD	10.30	2.06	12.36	0.00
11.03.2024	Parochial Church Council	Room Hire 04.03.2024	SO	14.00	0.00	14.00	0.00
19.03.2024	Npower	Street Light Power February	DD	417.56	20.88	438.44	0.00
To be paid	K&M Lighting Services Ltd	Street Light Maintenance Mar	BACS	38.86	7.77	46.63	0.00
To be paid	K&M Lighting Services Ltd	Back plate Bramble House	BACS	85.00	17.00	102.00	0.00
To be paid	Clerk	Annual Ready Ink charges	BACS	40.00	0.00	40.00	0.00
To be paid	Clerk	Clerk Expenses March	BACS	22.60	0.00	22.60	0.00
To be paid	Clerk	Salary March	BACS	545.85	0.00	545.85	0.00
To be paid	HMRC	PAYE/NI Contributions March	BACS	136.60	0.00	136.60	0.00
Late Bills / Receipts (Received after Agenda advertised)							
31.03.2024	Unity Trust Bank	Quarterly Bank Service Charge	BACS	18.00	0.00	18.00	0.00
31.03.2024	Unity Trust Bank	Bank Interest	BACS	0.00	0.00	0.00	178.44
To be paid	Norfolk ALC	Annual Membership	BACS	305.12	0.00	305.12	0.00
To be paid	Norfolk ALC	Annual Website Hosting	BACS	70.00	0.00	70.00	0.00
Totals				1,703.89	47.71	1,751.60	178.44

Proposed – Cllr Davey

Seconded – Vice Chairman, Cllr Pipe

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

All in favour

The Clerk reported that she would enquire with K&M Lighting Services Ltd whether the street lighting could be fully upgraded to reduce the monthly electrical supply charges.

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

6.1. Emergency Plan update

There was nothing to report to the meeting.

Chairman Signed Dated

6.2. Council Facebook Page

The Clerk reported that she would set up a new Facebook page 'Narborough Parish Council Norfolk'.

Councillors agreed that all Members should have admin permissions. This was noted by the Clerk.

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

The Clerk reported that she had prepared a post for Facebook which would be asking for volunteers to come forward to help with biodiversity but would not be posting it until the protocol had been established by the Council.

Cllr Wilkinson reported that Breckland District Council was considering the introduction of food waste collections in the future to help the environment. The Clerk noted that rotting food waste releases methane (a harmful greenhouse gas that is 25 times more potent than carbon dioxide) and that recycled food was converted into fertilisers for agriculture or natural forms of energy, which was a good alternative to fossil fuels.

Councillors noted their support of this proposed initiative to help biodiversity gain.

6.4. D Day 80th Anniversary

The Chairman, Cllr Williams, reported that the Community Centre had been awarded a grant of £500.00 from Breckland District Council for its D Day 80th Anniversary celebrations. The Community Centre would be holding an evening event on Thursday, 6th June 2024.

The Chairman, Cllr Williams, reported that Mr Peter Allin, Treasurer of the Community Centre Management Committee, had sadly passed away whilst driving along the A47 towards Dereham. No other vehicle had been involved in the incident. Members expressed their condolences to his family.

7. Planning Applications and Decisions

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

7.1. Planning applications received from Breckland District Council

7.1.1. 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 (Revised Details - Amended red line location plan) – comments by 5th April 2024

No objections.

7.2. Planning decisions completed by Breckland District Council

7.2.1. 3AG/2024/0001/AG – Stella's Middle Field – Construction of a water storage reservoir for irrigation purposes

Prior approval is given.

7.3. Late Planning applications and notices of decision

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

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

7.4.1. 3BT/2024/0007/BT – MUNDIFORD: Land at Mundford STW Cranwich Road – Prior approval for Arqiva Smart Metering 1No. Omni at 23.8m mean mounted on proposed 22.5m streetworks pole. Proposed Arqiva Smart Metering 1No. GPS Antenna at 4.14m mean mounted on proposed streetworks pole. Proposed Arqiva Smart Metering 1No. 3G Omni Antenna at 4.15m 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 application for telecommunications development (it is not a planning application) – comments by 2nd April 2024

The Parish Council supports these ongoing installations, which are improving the district's connectivity.

7.4.2. 3BT/2024/0006/BTM – NARBOROUGH: Chalk Farm – Prior approval for New 25m 5G Mast (The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 16, Class A) – Prior approval application for telecommunications development (it is not a planning application) – comments by 2nd April 2024

The Parish Council supports these ongoing installations, which are improving the district's connectivity.

8. Correspondence for action/information

8.1. Litter collections by volunteers

The Clerk had circulated an email from a concerned resident who had made enquiries with Breckland District Council to provide litter bags for volunteer litter picking. They had suggested that this could only be done if a relevant policy and risk assessment was sent to them.

The Clerk reported that some Parish and Town Councils provided volunteer litter pickers with free waste bags. A quotation had been sought from Amazon for 100 heavy duty bags at a cost of £19.13 + £3.82 VAT (total £22.95) and this had been circulated with the agenda.

A short discussion took place and it was agreed for the Clerk to forward the resident the Parish Council's Litter Picking Policy and Risk Assessment in order for them to send to Breckland District Council to obtain waste bags from them.

9. Late correspondence/enquiries

No late correspondence or enquiries had been received.

10. Parish Partnership Scheme 2024/2025

The Clerk reported that the bid for the two bus shelter replacements on Main Road had been approved by Norfolk County Council. The total scheme costs applied for, excluding demolition, disposal, site inspections and concrete bases was for £10,054.00. Norfolk County Council would be granting £5,027.00, County Cllr Nunn would be contributing £2,000.00 from his Local Member Fund, and the Parish Council would be contributing £3,054.00. The Clerk confirmed that she was awaiting confirmation from Broxap to set up a site visit and inspection and advised that the total project costs would be confirmed to the Council when they had been fully established.

A quotation had today been received from Mr I Hindle to dismantle the shelters, store the timber at the Community Centre and erect new fencing posts and panels at the Westbound shelter. The cost for materials and labour would be £540.00. Councillors agreed that this was a reasonable price.

Proposed – Cllr Wilkinson

Seconded – Cllr Bailey

That Mr I Hindle is contracted to dismantle the shelters, store the timber at the Community Centre and erect new fencing posts and panels at the Westbound shelter at a cost of £540.00.

For – 3

Against – 0

Abstentions – 1

The Clerk would confirm the contract with Mr Hindle and return the signed Agreement to Norfolk County Council.

11. Highways and transport matters

The Chairman, Cllr Williams, reported that the white lining had been completed by Highways in Eastfields.

12. Date and time of the next meeting

12.1. Date and time of the next meeting

The Annual Meeting of the Council was scheduled to take place on Wednesday, 8th May 2024 at 7.30pm, in the Church Room, All Saints Church.

The Chairman thanked everyone for attending and closed the meeting at 8.44pm.

Chairman Signed Dated