

COLBY & BANNINGHAM PARISH COUNCIL

Clerk: Mrs. M.E. Anderson-Dungar
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NOTICE OF MEETING & SUMMONS TO ATTEND

THE ANNUAL MEETING OF COLBY & BANNINGHAM PARISH COUNCIL WILL BE HELD IN THE JUBILEE HALL, BANNINGHAM ON WEDNESDAY 11 MAY 2022 at 7pm

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council requests that anyone wishing to record the meeting lets the Council know in advance so appropriate arrangements can be made to facilitate the recording.

A G E N D A

01 CHAIRMAN OF THE COUNCIL

To elect the Chairman of the Council for the Municipal Year 2022/2023

02 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Chairman's signed Declaration of Acceptance of Office, witnessed by the Clerk

03 VICE-CHAIRMAN OF THE COUNCIL

To elect the Vice-Chairman of the Council for the Municipal Year 2022/2023

04 APOLOGIES FOR ABSENCE

To receive and consider apologies for absence as previously notified to the Clerk

05 DECLARATIONS OF INTEREST AND DISPENSATIONS

To receive Declarations of Interest in Agenda Items and to note any Requests for Dispensations

06 PUBLIC PARTICIPATION

To adjourn the meeting for 10 minutes to receive comments on agenda items from members of the public and Councillors with pecuniary interests.

07 RE-CONVENE THE MEETING

08 VACANCIES ON THE COUNCIL

To consider any applications and co-opt as appropriate

09 PARISH COUNCIL REPRESENTATIVES

To confirm the Parish Council representatives appointed for 2 years from May 2021 to the following Committees and External Organisations with reports to come to the first available Parish Council Meeting.

1. Neech Loan Fund (1) – fund now closed; no representative required
2. Village Hall Management Committee (2) - Mr Anderson-Dungar and Mrs Ashby, number may be revised in the near future
3. Playing Field Working Party (3)- Mrs Ashby, Mr Clarke, and Mr Elliott

10 MINUTES

To receive, confirm and sign the Minutes of the Parish Council Meeting held on 20 April 2022 *attached* and to review the adoption of the Minutes of the Meeting held on 16 March 2022 *previously circulated* to account for further information

11 INFORMATION ON MATTERS ARISING

To receive information on Matters Arising from the Minutes not listed elsewhere on the Agenda

12 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

To receive written/verbal reports from representatives

13 MATTERS REFERRED FROM PREVIOUS MEETING

To consider the following items referred from previous meeting and agree action

1. Vattenfall Community Fund
2. Draft Annual Plan *attached*

14 STAFFING MATTERS

To ratify the recommendations of the Interview Panel on the appointment of a new Clerk

15 REPORTS/UPDATES ON AREAS OF COUNCIL RESPONSIBILITY

To receive the following verbal/written reports and/or recommendations:

1. Playing Field – Management Plan
2. Village Hall – update *information previously circulated*
3. Village Green
4. Allotments
5. Telephone Box - confirm discussions with resident following last meeting

16 CORRESPONDENCE

To receive the following items of Correspondence and agree action/response:

1. Operation Randall Newsletter*

17 POLICIES & DOCUMENTS

To note that Policies were reviewed during 2021/22 with next review in 2023 unless there are changes in legislation

Note: The Council does need new Financial Regulations as it is no longer an Exempt Authority due to income for 2021/22 exceeding £25,000

18 FINANCE

To consider the following financial items:

1. Approve Schedule of Bills for Payment which will be tabled at the meeting
2. Adopt Bank Reconciliations for April 2021*
3. Appoint Signatories to Bank Accounts
4. Internal Audit – verbal report

19 PLANNING ISSUES

1. APPLICATIONS DETERMINED
Nothing to report at the time of publication of this Agenda. .
2. APPLICATIONS FOR CONSIDERATION
None at the time of publication of this Agenda

20 ADJOURNMENT

To adjourn the meeting for 5 minutes to allow further public speaking

21 RESPONSE TO PLANNING APPLICATIONS

To agree Response to Planning Applications

22 ITEMS FOR INFORMATION/FUTURE AGENDA

To receive items for information/referral to future Agenda

23 DATE OF NEXT MEETING & TIMETABLE OF MEETINGS FOR 2022/2023 MUNICIPAL YEAR

To confirm that:

- The **Annual Parish Meeting** will be held on Wednesday 25 May 2022 in the Jubilee Hall Banningham at 7pm
- the next Ordinary Parish Council Meeting will be held on Wednesday 15 June 2022 in the Jubilee Hall, Banningham, at 7pm
- future ordinary meetings will be held on the following dates: (all Wednesdays) 20 July, 21 September, 19 October, 16 November, 21 December, 18 January 2023, 15 February, 15 March, 19 April. The Council does not usually meet in August, but the date of 17 August is available should business dictate

Mrs Anderson-Dungar

Mrs. M. E. Anderson-Dungar
Clerk of the Council

5 May 2022

**attached*

NOTES

The Parish Council may consider planning applications received up to and including the date of the meeting. Applications may be viewed on the District Council's website – www.northnorfolk.org and follow the links through to planning.

This Agenda, draft Minutes and papers marked as attached are available on the Council's website, at www.colby-banningham-pc.gov.uk