

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 15th March 2023 at 7.00pm**

PRESENT: Mr J van Poortvliet (Chairman)
Mr R Anderson-Dungar
Mr N Andrews
Mrs P Ashby
Mr S Clarke
Mr D Holgate

IN ATTENDANCE: Mr C Studholme (Clerk)
Councillor J Toye
Councillor S Penfold (until item 6 only)
One member of the Public

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

The following interests were declared – Mr Anderson-Dungar – Allotments.
There were no requests for dispensations.

3. MINUTES

Minutes of the Meetings held on the 15th February 2023 were **confirmed and signed, proposed Mrs P Ashby; Seconded Mr R Anderson-Dungar.**

4. INFORMATION ON MATTERS ARISING

County Broadband – The version of events from County Broadband and Openreach regarding the timing of when Full Fibre Broadband will be available in the Parish continued to differ. However, Councillor Toye reported that the District Council had received an informal planning application from County Broadband for the installation of communication poles along North Walsham Road near its junction with Bridge Road. Councillor Toye would forward the details to the Clerk who would circulate to Councillors.

SAMs – Councillor Penfold confirmed that he had the funding available and the Clerk was to contact County Highways to arrange the transfer of funds. The Clerk was also to discuss the Memorandum of Understanding for the locations of the SAMs with County Highways and confirm arrangements for installation.

5. OPEN FORUM FOR PUBLIC PARTICIPATION

No members of the public were present.

6. REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

Police – None. The Clerk was to see if anyone would be available to attend the Annual Meeting in May.

County Council – Cllr Penfold updated Councillors on the County Council budget, the County Deal consultation which ends on 20th March, Homes for Ukraine which had seen 1955 refugees placed with 822 hosts in the County, and the proposal for reducing the speed limit on part of the A1145 North Walsham Road in the Parish from 40mph to 30mph. This had been agreed by the County Council and would come into effect some time in the next financial year.

District Council - Councillor Toye updated Councillors on the County Highways website which allowed residents to report a whole range of issues from potholes to overgrown footpaths. The Clerk was to circulate the link. Councillor Toye had arranged another Ward meeting which allowed Parishes to engage with the District Council which took place on 7th March. Mr Elliott had attended for Colby and Banningham. The District had reached and exceeded its target of planting 110,000 trees in the District (one for each resident). The Clerk had attended a celebratory meeting where the last tree was planted at Holt Country Park on the same day. Councillor also reported on some disruption the bin collections in recent weeks.

7. ITEMS REFERRED FROM PREVIOUS MEETING

1. Defibrillator training – Mrs Feneron had informed the Clerk that the defibrillator had been removed for refurbishment and that a new cabinet was required and would then be located in different spot to prevent future weather damage. There was discussion about whether the Parish Council might contribute towards the cost of the replacement cabinet and Councillor Toye recommended that Mrs Feneron contact the Sustainable Communities Fund. The Clerk was to pass on this advice.
2. Agenda Topics for Annual Meeting – Mr Anderson-Dungar was to give a presentation on the telephone kiosk. Other local groups were to be asked to give or submit a report, e.g. the School.

8. CLERK'S REPORT

To receive updates/reports on areas of parish council responsibility:

1. ELDEN'S RETREAT

A site visit was to be arranged to carry out some minor management tasks and assess the site's condition. The contractor had confirmed that the mole hills would present no problem to the grass cutting regime and also advised that there was no point trying to control the moles as they would soon return.

2. VILLAGE GREEN

The crocuses planted last autumn had started to appear.

3. ALLOTMENTS

The new tenant had paid the rent and deposit and had started cultivating the plot.

4. TELEPHONE KIOSK

Mr Anderson-Dungar had agreed to prepare a display about the telephone kiosk for the Annual Meeting and was to email Councillors regarding contributions.

9. **CORRESPONDENCE/REPORTS**

Dog Fouling on Bridge Road near School – email received from Christine Elsby, Chapel House, Bridge Road. The Clerk had previously forwarded an email from Christine Elsby to Councillors. She was concerned about dog fouling in the area and had requested that the Council consider installing a suitable bin. Councillors were sympathetic to the problem and had a range of views on the issue such as signage and asking the school to remind visitors to be responsible dog owners. Councillors did not commit to installing a bin at this stage but would keep the matter under review. The Clerk was to respond to Christine Elsby.

10. **POLICIES**

1. Full Council Functions/Delegation to the Clerk of the Council

The policy was agreed unchanged from its previous version and would next be reviewed in March 2025.

2. Internal Controls

This policy required significant amendment and was deferred to the April meeting.

Approval of the policy procedures was **proposed by Mr Elliott and seconded by Mrs P Ashby.**

11. **FINANCE REPORT**

1. SCHEDULE OF BILLS OF PAYMENT

The following bills for payment had been circulated and were approved.

- a) Clerk - Salary and allowances £505.99
- b) Scribe Accounting Software package subscription £397.44
- c) Trident Fire Ltd – for the installation of a new fire alarm system at the Community Hall (to be paid by 17th March) £8302.32. The Clerk was to identify the reserve from which the funds would be found.

2. BANK RECONCILIATION FOR FEBRUARY 2023

The document previously circulated was **accepted.**

3. THE BANK STATEMENT FOR THE MONTH TO 28TH FEBRUARY 2023

The document previously circulated was **noted and confirmed as being in agreement with the Bank Reconciliation.**

4. SCHEME OF DELEGATION

None.

Acceptance of the Financial Report was proposed by Mr Clarke and seconded by Mrs Ashby

12. PLANNING MATTERS

PF/23/0429 – Erection of dwelling for agricultural worker, Churchills Barn, Tuttington. Mr Anderson-Dungar had emailed members with his views on the proposal. After brief discussion \councillors agreed to support the application.

PF/23/0376 – Construction of two hard standings, Churchills Barn, Tuttington. As from the discussion at the February meeting Councillors had no comment to make on this application.

13. ITEMS FOR INFORMATION/FUTURE AGENDA

Mr Elliott suggested that the Council should review its current priorities and set new priorities for 23/24. This was agreed. Mr Elliott was to prepare a draft.

14. DATE OF NEXT MEETING The next Parish Council Meeting will be held on **WEDNESDAY 19th APRIL 2023 at 7.00pm** at Banningham & Colby Community Hall.

15. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.15p.m.

Signed (Chairman)

Date