

# **COLBY & BANNINGHAM PARISH COUNCIL**

Clerk: Mrs. M.E. Anderson-Dungar  
Blacksmith's Cottage, Colby Road, Banningham  
Norwich Norfolk NR11 7DY  
Tel: 01263 732530 e-mail: [clerk@colby-banningham-pc.gov.uk](mailto:clerk@colby-banningham-pc.gov.uk)  
website: [www.colby-banningham-pc.gov.uk](http://www.colby-banningham-pc.gov.uk)

---

## **NOTICE OF MEETING & SUMMONS TO ATTEND**

### **. THERE WILL BE A MEETING OF COLBY & BANNINGHAM PARISH COUNCIL IN THE JUBILEE HALL, BANNINGHAM ON WEDNESDAY 16 FEBRUARY 2022 at 7.00p.m.**

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 APOLOGIES FOR ABSENCE**

To receive apologies for absence

### **02 DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

### **03 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.

### **04 RE-CONVENE THE MEETING**

To re-convene the meeting

### **05 MINUTES**

To receive and approve Minutes of the Parish Council Meeting held on 19 January 2022\*

## 06 INFORMATION ON MATTERS ARISING

## 07 VACANCIES ON THE COUNCIL

To receive update

## 08 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

To receive written/verbal reports from representatives, including the following:

Police – newsletter \*attached

District Council

County Council

## 09 ITEMS REFERRED FROM PREVIOUS MEETING

1. Date for Annual Parish Meeting – April or May
2. Platinum Jubilee
3. Speeding on Long Lane
4. Website update
5. Footpath near Heppinn Barn
6. Staffing – see item 15 below

## 10 AREAS OF PARISH COUNCIL RESPONSIBILITY

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

1. Playing Field – Management Plan
2. Village Hall
  - Leads Report attached
  - Future management
    - Operational attached – SE report/appendix
    - Legal status attached – Clerk report
3. Village Green
4. Allotments
5. Telephone Box

## 11 SCHEME OF DELEGATION

To receive information from the Clerk on any actions taken under the Scheme of Delegation

## 12 CORRESPONDENCE/REPORTS

1. Vanguard Decision letter attached
2. Update from Duncan Baker MP attached
3. Western Link update attached
4. Norfolk Parish Training & Support update previously circulated via email

## 13 POLICIES

To consider the following:

1. Training Policy (revised) attached
2. Scheme of Delegation to the Clerk (unchanged) attached

## 14 FINANCE

To consider the following:

1. Schedule of Bills for Payment to follow
2. Bank Reconciliations to 31 January 2022\*attached
3. List of Receipts and Payments 1 April 2021 to 31 January 2022\*attached

## 15 STAFFING MATTERS

To consider/agree the following:

1. Advert for Clerk's post attached
2. Job Description, salary range attached
3. Timetable, interview dates, panel
4. Clerk's Appraisal – CONFIDENTIAL item for later discussion

## 16 PLANNING MATTERS

1. APPLICATIONS DETERMINED

Nothing at the date of publication of this Agenda.

2. APPLICATIONS FOR CONSIDERATION

PF/22/0088 Poplar Farm, Banningham, NR11 7DS

Change of use of agricultural building to a single dwelling; associated external alterations

PF/22/0229 Colby Hall Farm, Church Road, Colby, NR11 7EE

Change of use of agricultural buildings and external alterations to form Short term living accommodation for agricultural students

## 17 ADJOURNMENT

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

## 18 RE-CONVENE THE MEETING

To re-convene the meeting

## 19 RESPONSE TO PLANNING APPLICATIONS/ISSUES

To agree Response(s) to Planning applications

## 20 ITEMS FOR INFORMATION/FUTURE AGENDA

To receive items for information/referral to future Agenda

## 21 DATE OF NEXT MEETING

To confirm that the next Parish Council Meeting will be held on Wednesday 16 March 2022 at 7pm in the Jubilee Hall, Banningham

**22 RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC DURING DISCUSSION OF THE FOLLOWING CONFIDENTIAL ITEM:**

STAFFING MATTERS – To receive verbal report from Mrs Ashby following Clerk’s appraisal

*Mo Anderson-Dungar*

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

10 February 2022

*\*attached*

**NOTES**

*This Agenda and documents marked as “attached” unless marked “Confidential” are available on the Council’s website, at [www.colby-banningham-pc.gov.uk](http://www.colby-banningham-pc.gov.uk)*

*The meeting will include public participation time when members of the public may speak. Planning application documents can be found on NNDC website at [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk) and follow the links to planning.*