

**MINUTES OF THE MEETING OF  
COLBY & BANNINGHAM PARISH COUNCIL  
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL  
ON MONDAY 20<sup>th</sup> APRIL 2026 at 7.00pm**

**PRESENT:** Mr S Elliot (Chairman)  
Mr N Andrews  
Mr K Fields  
Mr D Holgate  
Mrs J Morgan

**IN ATTENDANCE:** Mr C Studholme (Clerk)

**1. APOLOGIES FOR ABSENCE**  
Mrs T Mills, Mr B van Poortvliet

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**  
Mr Elliott - allotments.

**3. MINUTES OF THE MEETING HELD ON 16<sup>th</sup> MARCH 2026**  
The minutes of the meeting held on 16<sup>th</sup> March 2026 were approved and signed by the Chairman.

**4. MATTERS ARISING**

(a) Additional Defibrillator

The Clerk had met with Mr Chris Baker to discuss the installation of a defibrillator in the telephone kiosk. Mr Baker had put the Clerk in touch with Heart2Heart Norfolk who were investigating the status of the box and how to get the electricity supply reconnected. Heart2Heart had advised that it can take some time to get a response from National Grid and a reply was awaited.

(b) NNDC Food Waste Collections

This item was deferred until Councillor Toye was able to attend.

(c) Parish Council Priorities – 2026/27

Mr Elliott had circulated a revised list of priorities which were agreed and were to be uploaded to the website.

**5. OPEN FORUM FOR PUBLIC PARTICIPATION**  
None.

**6. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**  
None.

**7. ITEMS REFERRED FROM PREVIOUS MEETING**  
None.

**8. STANDING ITEMS**

**1. Elden's Retreat/Playground** – Weekly inspections of the playground equipment were ongoing and completed forms were given to the Clerk. No new issues were highlighted. The Clerk was to arrange to visit with Mr Elliott to carry out maintenance of the planted trees.

**2. Village Green** – The grass cutting had coincided with the meeting of MG owners who had parked their cars on the Green and had to move them. It was noted that the grass cutting contractor should be notified in future if a similar event is planned in the future.

3. **Allotments** – Four plots had been let and agreements and invoices had been sent to the new tenants. Mr van Poortvliet had advised the Clerk that there might be a herbicide treatment which could deal with the horsetail and the Clerk was to follow this up. As the affected plot would not be let this year it was to be covered with a black plastic sheet to suppress weeds. The water butts were to be moved as they were currently in front of a resident's window.
4. **Information Centre/Noticeboards/Newsletter** – The Clerk was to recirculate the permanent notice which was to be placed on all the noticeboards.
5. **SAM2** – Mr Jones had circulated the latest analysed data. Mr Elliott had forwarded the information to the local police beat officer. The Clerk was to set up a new page on the website and upload the analysed data to it.
6. **Highway Issues** – Residents in Colby had been notified of the closure of High Noon Road, although no official notice had been received by the Clerk. There were a number of highway issues which councillors felt needed attention and the Clerk was to ask the County Highways Engineer if he was able to attend a site visit.

## 9. CORRESPONDENCE/REPORTS/EVENTS

An email had been received from the Norfolk Ramblers Association encouraging the parish council to carry out an audit of the rights of way in the parish with the aim of ensuring that the definitive footpath network stays accessible. The chairman was to contact a local resident who had expressed an interest in footpaths to see if they could assist.

## 10. POLICIES

None.

## 11. FINANCE REPORT

### 1. SCHEDULE OF PAYMENTS FOR AUTHORISATION

The schedule of payments for April had been circulated and was approved and signed by the Chairman. These were:

PAYEE	DESCRIPTION	AMOUNT
Colin Studholme	Clerk's Salary April 2026 (after tax)	£ 468.54
Colin Studholme	Clerk's Allowance April 2026 (non-taxable)	£ 26.00
Colin Studholme	Total pay	£ 494.54
Banningham & Colby Community Hall	Annual Grant – 1 <sup>st</sup> instalment	£ 315.00
Colby Church	Annual Grant	£ 220.00
Banningham Church	Annual Grant	£ 220.00
Campbell Jones	SAM data analysis/replacement battery	£ 45.38
Community Action Norfolk	Annual Subscription	£ 50.00
101 Paston Computers	Wix Domain name renewal (website)	£ 144.00
	Plastic Sheet for Allotment	tbc

2. BANK RECONCILIATION AS AT 31<sup>st</sup> MARCH 2026

This was noted by members and signed by the Chairman.

3. THE BANK STATEMENTS AS AT 31<sup>st</sup> MARCH 2026

The Bank Statements were noted as being in agreement with the Bank Reconciliations.

4. CASHBOOK AS AT 31<sup>st</sup> MARCH 2026

The Cashbook was noted as being in agreement with the Bank Reconciliation.

5. SCHEME OF DELEGATION

None.

6. RESERVES

The Clerk had circulated a schedule showing the Council's financial reserves as at 31<sup>st</sup> March 2026. There was a healthy general fund as well as a number of ear-marked reserves. After discussion it was agreed that the ear-marked fund for elections should be increased from £2000 to £4000. This still leaves a general fund of £13,000 which was available for projects. A discussion was to be held at the June meeting on possible projects that the money could be spent on.

**12. PLANNING MATTERS**

1. APPLICATIONS DETERMINED

None.

2. APPLICATIONS FOR CONSIDERATION

None.

Mr Holgate had been contacted by a resident concerned that building activity was being carried out in the parish without the necessary planning consent. The Clerk informed members that it was not for the parish council to police building works in the parish and that the resident should contact NNDC directly with their concerns.

**13. ITEMS FOR FUTURE AGENDA/DISCUSSION ONLY**

None.

**14. DATE OF NEXT MEETING**

**This was agreed for MONDAY 18<sup>th</sup> MAY 2026 at 7.00 pm at the Community Hall following the Annual Parish Meeting**

**15. CLOSURE OF THE MEETING**

The Chairman closed the meeting at 8.10pm.

Signed ..... (Chairman)

Date .....