

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 17th SEPTEMBER 2025 at 7.00pm**

PRESENT: Mr D Holgate (Chairman)
Mr K Fields
Mrs J Morgan
Mrs T Mills

IN ATTENDANCE: Mr C Studholme (Clerk).

64. APOLOGIES FOR ABSENCE

Mr S Elliott, Mrs S Woolliams, Mr N Andrews.

65. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

66. MINUTES OF THE MEETING HELD ON 16th JULY 2025

Approval of the minutes of the meeting held on 16th July 2025 was proposed by Mrs J Morgan and seconded by Mr K Fields. This was agreed and they were signed by the Chairman.

67. MATTERS ARISING

(a) Additional Defibrillator/Training

There was no news on whether an additional defibrillator would be available free of charge as Mrs Woolliams was not in attendance. This was deferred until the next meeting. The date for training, which had been initially set for 18th October, was no longer suitable and an alternative date was to be fixed in the New Year.

68. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

69. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

None.

70. ITEMS REFERRED FROM PREVIOUS MEETING

None.

71. STANDING ITEMS

1. **Elden's Retreat/Playground** – Regular inspections had been taking place over the summer in line with the rota. The equipment and matting seemed in good order although there were graffiti scratches on the wooden climbing frame. The Clerk collected completed inspection sheets. Mr Fields had placed a "No Dogs" sign on the playground gate. It was agreed that a second sign, the same as the one originally supplied by Hags, should be purchased for the second gate. The Clerk was to obtain a quote. The Clerk asked if anyone walking at Elden's Retreat could check if the recent high winds had caused any visible damage to the perimeter trees.
2. **Village Green** – The grass cutting had been satisfactory over the summer but there wasn't much grass to cut most recently as it had not grown much since the previous cut. The Clerk was to ask the contractor to leave three week's interval between the remaining cuts of the year. Mrs Mills asked if would be

possible to place a bus shelter on the village green as there were often long waits for the buses, especially school buses. The parish council has the power to erect a bus shelter, and the Clerk was to investigate the process such as if planning permission would be needed, the consent of County Highways, suppliers, funding, etc. Mrs Mills also reported that the old road signpost opposite the Crown had disappeared. The Clerk was to contact County Highways to see if they had removed it.

3. **Allotments** – Mr Holgate was to enquire whether the Balding family wished to keep Mr Balding's allotment. If not it would be advertised as vacant. The Clerk was to investigate whether there was a deposit which needed to be returned to the Balding family.
4. **Information Centre/Noticeboards/Newsletter** – The Clerk was to investigate with Openreach whether it would be possible to restore power to the telephone kiosk before any arrangements were made to place a defibrillator in the kiosk.
5. **SAM2** – data was continuing to be downloaded and sent to Campbell Jones for analysis. Mr Holgate had received an enquiry from a local resident asking if they could see the data generated for the road near them. The Clerk confirmed that the data was not confidential and suggested that it could be uploaded to the website so that it was available for general viewing. This was agreed.

72. CORRESPONDENCE/REPORTS/EVENTS

None.

73. POLICIES

None.

74. FINANCE REPORT

1. SCHEDULE OF PAYMENTS FOR AUTHORISATION

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

Payee	Item	Amount
August		
Colin Studholme	Salary, back pay and allowance	£ 611.76
Colin Studholme (reimburse)	Microsoft 365 renewal	£ 84.99
Colin Studholme (reimburse)	Wix Domain name and Plan	£ 142.06
September		
Colin Studholme	Salary and allowance	£ 489.52
Colin Studholme	Print Cartridges/Postage	£ 35.67
Campbell Jones	SAM2 data processing	£ 35.00
Parish Online	Subscription	£ 50.40
Community Hall	Grant – second instalment	£ 500.00
NPTS	Attendance at autumn seminar	£ 33.60

2. BANK RECONCILIATIONS AS AT 31st JULY AND 31st AUGUST 2025

These were noted by members and signed by the Chairman.

3. THE BANK STATEMENTS AS AT 31st JULY AND 31st AUGUST 2025

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

4. CASHBOOK AS AT 31st JULY AND 31st AUGUST 2025

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

5. SCHEME OF DELEGATION

None.

75. PLANNING MATTERS

1. The following application had been approved: PF/22/0229. Colby Hall Farm, Church Road, Colby, Norwich, Norfolk, NR11 7EE, Change of use of agricultural buildings and external alterations to form short term living accommodation for agricultural students.

3. The Council considered the following application but had no comments to make: PF/25/1762. Two storey extension to rear. Changes to front roof, to get rid of flat roof, new alignment of windows, reinstatement of front door - Maybank, Mill Road, Banningham, Norwich, Norfolk, NR11 7DT

76. ITEMS FOR FUTURE AGENDA/DISCUSSION ONLY

None.

77. DATE OF NEXT MEETING

After discussion it was agreed to move the parish council evenings to the 3rd MONDAY of the month. Accordingly the next meeting would be MONDAY 20th OCTOBER at 7.00pm at the Community Hall

78. CLOSURE OF THE MEETING

The Chairman closed the meeting at 7.45pm.

Signed (Chairman)

Date