

**MINUTES OF THE MEETING
OF COLBY & BANNINGHAM PARISH COUNCIL
HELD IN THE JUBILEE HALL, BANNINGHAM
ON WEDNESDAY 19 JANUARY 2022 at 7p.m**

PRESENT: Mr J van Poortvliet, Chairman
Mr R Anderson-Dungar, Vice-Chairman
Mr N Andrews
Mrs P Ashby
Mr S Elliott
Mrs M Anderson-Dungar, Clerk

The Chairman welcomed Members

01 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Mr S Clarke, attending a Neech Loan Fund Meeting as the Council's representative.

02 DECLARATIONS OF INTEREST AND DISPENSATIONS

The following Declarations were made:

Mr Anderson-Dungar – Allotments, Clerk's Appraisal, and a pecuniary interest in planning applications for Colby Hall Farm and Orchard Pyghtle as the Agent.

Mr Elliott – personal interest in planning application for Orchard Pyghtle as a friend of the applicants.

Mr van Poortvliet – pecuniary interest in the planning application for Colby Hall Farm as a Director of the applicant company.

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

The Chairman highlighted the main points of the application to convert a former chemical store to accommodation for students from September to November each year. The building was no longer suitable for agricultural use due to limited height. The caravans previously used for accommodation have been removed.

04 RE-CONVENE THE MEETING

The meeting re-convened.

05 MINUTES

Minutes of the Meeting held on 19 January 2022 had been circulated and were **proposed, confirmed, and signed as a true record following amendments**

*Minute 10/5 - A resident had noted that the telephone box had been renovated over 18 months ago but the intended information contents were not yet completed. Mr Anderson-Dungar had reminded those responsible for providing the outstanding information. Following discussion, it was **AGREED** to inform the community that this information resource is now available and also add*

more information as and when it becomes available. Information should also be made available in The Banningham Crown.

Minute 14 – Budget discussion, to include *the Council **agreed** to withdraw the yearly contribution to the Village Hall and to subject every discretionary spend to examination before approval.*

06 INFORMATION ON MATTERS ARISING

Nothing to report under this item

07 VACANCIES ON THE COUNCIL

Nothing to report to this meeting, agreed to include in next newsletter.

08 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

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

Police – The newsletter previously circulated was **NOTED**.

District Council - Cllr Toye highlighted the following points from his report previously circulated:

- Council Tax rise will be 1.99%.
- Miyawaki Forests – quick growing
- Blue flag beaches, ocean climate emergency.
- Joining up to share experiences -Chairman and Clerks to start with.
- Briefing on local plan available if councils wish.

County Council - Cllr Penfold sent apologies but would pursue possibilities for improvements to A140/B1145 junction alongside Cllr Riley of the Aylsham Division.

09 ITEMS REFERRED FROM PREVIOUS MEETING

1. ANNUAL PARISH MEETING

It was **AGREED** to hold this year's meeting on Monday 16 May 2022 at 7p.m. in the Jubilee Hall.

2. HM THE QUEEN'S PLATINUM JUBILEE

Preliminary interest had been expressed in having a beacon. This was re-considered and discounted on grounds of cost and logistics. The Council would not organise a formal celebration.

3. SPEEDING ON LONG LANE

A resident had requested monitoring of speeding in this area, and it was **AGREED** to complete the paperwork to join the rota for the portable SAM (Speed Awareness Message) sign.

4. WEBSITE UPDATE

Links to 2021 newsletters and previous years' minutes to be added.

5. FOOTPATH NEAR HEPPINN BARN

It was understood that the owners anticipated the removal of the scaffolding in the coming weeks, so the path will then be fully open.

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 – still to be completed, would be helpful to have before the season starts.

2. Village Hall

- Leads Report – Councillors were delighted with the progress to date and thanked everyone for their hard work. Information provided by Mr Clarke was tabled and the wording related to the role of the Leads Group was confirmed as co-ordinating the project.
- Future management
 - Operational – Information previously circulated was discussed and accepted in principle. It was **AGREED** to include a request in the forthcoming newsletter for volunteers to help with various tasks, and to arrange an informal workshop meeting for Council to consider options.
 - Legal status – discuss informally in conjunction with above.

3. VILLAGE GREEN

Crocus were now coming through. The bowls pavilion would be painted before the summer.

4. ALLOTMENTS

Suitable water butts had been sourced from a local garden centre.

5. TELEPHONE BOX

It was **AGREED** to include a piece in the next Newsletter and possible the next Village News publication to let residents know that, although the information is not finally complete, the box is now "open" to visitors.

11 SCHEME OF DELEGATION

The Clerk had nothing to report

12 CORRESPONDENCE/REPORTS

1. VANGUARD PROJECT

The decision letter previously circulated was **NOTED**. It was **AGREED** to pursue the possibility of funding from the Vattenfall Community Fund towards improvements to the A140/B1145 junction with assistance from C Cllrs Penfold and Riley.

2. UPDATE FROM DUNCAN BAKER MP

The information previously circulated was **NOTED**.

3. WESTERN LINK UPDATE

The information previously circulated was **NOTED**.

4. NORFOLK PARISH TRAINING & SUPPORT

Details of training and networking events had been circulated via email. The Clerk drew attention to the Spring Seminar which included a session on Village Halls.

13 POLICIES

1. TRAINING POLICY

The revised Policy previously circulated was discussed, and against the advice of the Clerk was amended to state that the Council would *facilitate* rather than

provide training. The suggested review date of 2024 was accepted.

2. SCHEME OF DELEGATION TO THE CLERK

There were no recommended changes, and in the absence of further comments, it was **AGREED** to review the document in 2024.

14 FINANCE

The following documents were considered, and were **proposed and AGREED**

1. SCHEDULE OF BILLS FOR PAYMENT

The Clerk presented the schedule, copy attached to signed copy of these Minutes.

2. BANK RECONCILIATIONS TO 31 JANUARY 2022

Documents had been circulated.

3. RECEIPTS & PAYMENTS 1 APRIL 2021 TO 31 JANUARY 2022

Documents had been circulated.

15 STAFFING MATTERS

1. ADVERTISEMENT FOR CLERK'S POST

Information previously circulated was discussed and a final document **AGREED**. Details would also be included in the next newsletter.

2. JOB DESCRIPTION

The model document had been circulated, but there were concerns expressed on the levels of responsibility. It was **AGREED** to discuss in more detail.

3. TIMETABLE, INTERVIEW DATE(S), PANEL

For later discussion.

4. CLERK'S APPRAISAL

Discussed in CONFIDENTIAL session below.

16 PLANNING MATTERS

1. APPLICATIONS DETERMINED

Nothing at the date of publication of this Agenda. Watts Cottage given approval.

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

Proposals discussed. There were discrepancies over the shared access as shown on the plans and also reported objections from the owner of the access, who felt that it had not been satisfactorily addressed in the application.

Discrepancy over shared access.

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

The Chairman and Vice-Chairman left the meeting, and Mr Elliot was elected to chair this item. The proposals were discussed in conjunction with information provided during the public participation time earlier.

SUPPORT

The Chairman and Vice-Chairman returned to the meeting.

HN/22/0271 Orchard Pyghtle, Colby Road, Banningham NR11 7DY

Notification of intention to erect a single storey rear extension projecting from the original wall by 3.5 metres with a maximum height of 2.72 metres and eaves height of 2.39 metres

Mr Anderson-Dungar, as the Agent for the application, had declared a pecuniary interest and left the room during discussion. Mr Elliott had declared a personal interest, remained in the room but did not take part in discussion or vote. Councillors noted that neighbours had no objections to the proposals. **SUPPORT.**
Mr Anderson-Dungar returned to the meeting.

17 ADJOURNMENT

In the absence of any member of the public the meeting continued without adjournment.

18 RE-CONVENE THE MEETING

Not required.

19 RESPONSE TO PLANNING APPLICATIONS/ISSUES

Responses to applications for Colby Hall Farm and Orchard Pyghtle had been agreed at the time of discussion.

With regard to Poplar Farm, it was **AGREED** that the Clerk should respond based on the comments made earlier. The following paragraph was uploaded to the NNDC website:

Poplar Farm – OBJECT. Consideration took account of comments from the owner of the shared access drive. The Council agreed with Highways comments related to poor access and visibility, and also noted that the applicant is not in a position to improve the access drive as he does not own it. This leads the Council to say that the drawings do not reflect the shared access. However, should permission be granted, the Council would like the Highways suggested conditions to be included.

20 ITEMS FOR INFORMATION/FUTURE AGENDA

Village Hall Matters – next 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:

It was proposed by the Chairman, seconded by Mrs Ashby, and **unanimously agreed** that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the Press and Public should be excluded.

The Clerk and Mr Anderson-Dungar left the room during discussion of the following item.

STAFFING MATTERS – CLERK’S APPRAISAL

Mrs Ashby gave a verbal report following her meeting with the Clerk, following which the Clerk and Mr Anderson-Dungar returned to the meeting. The Chairman thanked the Clerk for her (almost) 27 years of service and hard work on behalf of the Council and the community.

23 CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.20p.m.

Signed (Chairman)

Date

DRAFT