

**MINUTES OF THE MEETING OF  
COLBY & BANNINGHAM PARISH COUNCIL  
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL  
ON WEDNESDAY 19<sup>th</sup> JUNE 2024 at 7.00pm**

**PRESENT:** Mr R Anderson-Dungar (Chairman)  
Mrs P Ashby  
Mr S Elliott  
Mr D Holgate  
Mrs J Morgan  
Mrs S Woolliams

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

**1. APOLOGIES FOR ABSENCE**

Mr N Andrews.

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

The following interest was declared – Mr Anderson-Dungar – Allotments.

**3. MINUTES OF THE MEETING HELD ON 27<sup>th</sup> MAY 2024**

The minutes were agreed and signed..

**4. INFORMATION ON MATTERS ARISING**

(a) Residents' Survey. Mr Elliott had prepared an Action Plan based on the feedback received from the Residents' Survey which was welcomed. It covered all topics raised by residents and Mrs Morgan suggested that the Council would need to be selective in pursuing all the issues raised. Mrs Ashby also considered that the Council should not have a "policing" role on some issues (e.g., light pollution). It was agreed that providing information on the website about who could deal with resident's concerns (e.g., NCC and potholes) would be useful. Any comments to Mr Elliott, the plan would then be published on the website.

(b) Play Equipment. The LEP had confirmed the process by which monies would be paid to the PC if the application was successful. The 75% (£45k) contribution from the LEP would be paid in two instalments – one before work starts and on completion, each of £22.5k. The grant to Awards for All if successful would provide £15k. This process would require the Parish Council to be able to pay the balance to the contractor of £22.5k before the second instalment was received. After discussion it was agreed that the Clerk should investigate the Council obtaining a short-term loan to cover the required amount. There was discussion about the plans for the play equipment. It was reiterated again that the project did not require planning permission. Mrs Ashby expressed concern about whether all future maintenance costs had been considered and was assured by the working group that they had. There may be some additional costs to the Council for maintenance, repair and grass cutting but the Parish would be acquiring £60k worth of play equipment for free. Mr Anderson-Dungar asked if shape of the playground could be designed to blend in with the

current curves of the wildflower areas rather than being the rectangular shape currently shown on the plan.

(c) Noticeboard at Colby School

Mr Anderson-Dungar was to ask Mr Greengrass to erect the noticeboard.

(d) Residents' email addresses for Newsletter

The Clerk had set up a separate gmail address by which those residents who had expressed an interest could receive newsletters in future. A confidential group mailing list was to be set up.

**5. OPEN FORUM FOR PUBLIC PARTICIPATION**

None.

**6. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Councillor Toye reported that he was now the Council portfolio holder for Sustainable Growth. A Rural Strategy was to be prepared focussing on promotion of tourism and micro businesses. Councillor Toye also suggested that the Council should attend meeting of the Safer Neighbourhood Action Panel (SNAP) and he was to ensure that the Parish Council was informed of the dates of future meetings.

**7. ITEMS REFERRED FROM PREVIOUS MEETING**

None.

**8. CLERK'S REPORT**

1. **Elden's Retreat** – The trees were growing well and the uncut areas good for wildlife. The Clerk reported that the management plan would need to be reviewed next year (the trees were planted in February 2020) and provision made to release trees from the protective guards but not remove them completely to allow the trunks to thicken but still be protected from deer.
2. **Village Green** – The recent grass cutting had coincided with the Bowls Club meeting meaning that part of the Green could not be cut because of parked cars. The privet hedge was growing well but grass growth at the base needed management. The Clerk was to investigate mulch mats.
3. **Allotments** – Mr Anderson-Dungar was to take on the recently vacated half plot and the remainder of the site (two plots) was being managed by Mr Balding. The Clerk was to issue invoices, with rent unchanged at £20 per plot. Mr Balding was also to assist with the control of horsetail.
4. **Information Centre (Telephone Kiosk)** – The Clerk had drafted a poster for Elden's Retreat. Mr Anderson-Dungar was arranging for an aerial photo of the site to be included in the poster. He would also contact his Openreach contact again regarding the electricity supply to the kiosk.
5. **SAM** – Mr Holgate reported that the app for downloading data from the SAM was only compatible with Android phones.. Mr Anderson-Dungar was to assist using his phone.

**9. CORRESPONDENCE/REPORTS/EVENTS**

None.

**10. POLICIES**

The Functions and Duties of Parish Councils document along with the Local Government Association Code of Conduct for local councillors had been uploaded to the website.

**11. FINANCE REPORT****1. SCHEDULE OF BILLS OF PAYMENT**

The schedule of bills awaiting authorisation for payment for June had been circulated. All payments were approved and the schedule was signed by the Chairman. These were:

|   |          |
|---|----------|
| • Colin Studholme – Clerk’s salary (net)            | £ 460.29 |
| • Colin Studholme – Clerk’s Allowance               | £ 26.00  |
| • Colin Studholme – Avast renewal (reimbursement)   | £ 64.99  |
| • Colin Studholme – Ink Cartridges (reimbursement)  | £ 25.95  |
| • Paston Chase - .gov domain name renewal           | £ 36.00  |
| • Elise Mabbutt – Hall Administrator’s salary (net) | £ 113.70 |

**2. BANK RECONCILIATION AS AT 31<sup>st</sup> MAY 2024**

This was noted by members and signed by the Chairman.

**3. THE BANK STATEMENTS FOR MAY 2024**

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

**4. CASHBOOK AS AT 31<sup>st</sup> MAY 2024**

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

**5. SCHEME OF DELEGATION**

None.

Acceptance of the Finance Report was proposed by Mr Elliott and seconded by Mrs Woolliams.

**12. PLANNING MATTERS**

(a) CL/24/0121 – Certificate of Lawfulness: Dwelling on amenity land, Mill Lane, Banningham. NNDC had concluded that the dwelling was unlawful. The Clerk was to notify the residents of Mill Lane.

In addition the Parish Council had been contacted by NCC Highways regarding the a proposed consultation on the introduction of a 30 mph speed limit on Banningham Road, taken to mean the B1145. Members welcomed the consultation.

**13. ITEMS FOR INFORMATION/FUTURE AGENDA**

Newsletter, Action Plan.

- 14. **DATE OF NEXT MEETING** – The next meeting was agreed as **WEDNESDAY 17<sup>th</sup> JULY 2024** at 7.00pm at the Community Hall.
- 15. **CLOSURE OF THE MEETING**  
There being no further business, the Chairman closed the meeting at 8.30pm.

Signed ..... (Chairman)

Date .....

DRAFT