

**MINUTES OF THE MEETING OF  
COLBY & BANNINGHAM PARISH COUNCIL  
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL  
ON WEDNESDAY 21<sup>ST</sup> FEBRUARY 2024 at 7.00pm**

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

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

**129. APOLOGIES FOR ABSENCE**

None.

**130. DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

**131. MINUTES OF THE MEETING HELD ON 17<sup>th</sup> JANUARY 2023**

The minutes were agreed, proposed by Mrs Ashby, seconded by Mr Holgate.

**132. INFORMATION ON MATTERS ARISING**

- (a) Whole Council Training. Wednesday 24<sup>th</sup> April at 7.00 pm was agreed as a suitable date.
- (b) Councillor Email Addresses  
The Clerk was to raise the matter at the next meeting of Clerk's networking to see how other Councils deal with the issue.
- (c) Defibrillator Training. Mr Elliott reported that the defibrillator was connected to the mains supply and regularly serviced. Masks/mouth shields to assist resuscitation had been obtained, some were with the unit and Mr Elliott also had a supply.
- (d) Affordable Housing Pre-application advice. Information from NNDC and Councillor Toye had resolved the concerns of residents regarding the transparency of the process. The Clerk had contacted Broadland Housing Association for an update but had yet to receive a reply.
- (e) Residents' Survey. The survey forms had been delivered to all residents in the parish and some completed forms had already been returned. A group was to be convened to assess the results. The Chairman asked for thanks to be passed on to Mr Richard Woolliams who had printed the return envelopes.
- (f) Play Equipment. The responses from the survey would inform the Council of residents' support for play equipment in the parish and the favoured location. The grant application process could start however as location could be specified later in the process.
- (g) Grit Bins. The Clerk had contacted County Highways for clarification about the reason the request for grit bins on Bridge Road had been rejected

previously. A reply was awaited but funding appeared to be an issue. The Parish Council proposed that it would pay for the grit bins to be filled if Councillor Saul funded their purchase, and County Highways were to be asked if this option was acceptable.

- (h) Website. Steve Jackman had started work on a new website. Text would be required soon along with more up-to-date photos. The Clerk was to start to prepare the material required and would call on Councillors to contribute as the needs were identified. Councillors were asked to look out for suitable “photo opportunities” around the parish.
- (i) Bannaroo. Councillors were to forward any suggestions for improved monitoring for the 2024 event to the Clerk who would pass then on to Councillor Toye.
- (j) SAM2. The data logger had been installed and the unit had been returned and was back in place. Councillors Elliott and Holgate were working on how to download the data. The Chairman of Suffield PC had contacted Mr Elliott and he was to supply the bracket and agree the rota for its use in Suffield.
- (k) School Noticeboard. This had been ordered but had a 6-8 week delivery time.
- (l) Mobile Phone Reception meeting. Mrs Woolliams had attended the virtual meeting had had reported back. A copy of the minutes of that meeting are attached. A contentious application for a mast on Thwaite Common had been submitted and was due to be considered on 7<sup>th</sup> March.
- (m) Woodview Farm, Long Lane, Colby. There was continuing concern about the increasing number of caravans/mobile homes on site, some out of view. The Chairman had spoken to Councillor Toye who in turn had requested an update from NNDC Planning Department. It was agreed that the situation should continue to be monitored.

### 133. OPEN FORUM FOR PUBLIC PARTICIPATION

A member of the public was present and reported that they had also contacted County Highways regarding the matter of grit bins on Bridge Road but had not yet received a reply. They supported the Parish Council’s offer to fill the grit bins if Councillor Saul could fund them.

### 134. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

None.

### 135. ITEMS REFERRED FROM PREVIOUS MEETING

None.

### 136. CLERK’S REPORT

1. **Elden’s Retreat** – The grounds maintenance contract had been submitted to the contractor and a signed copy was awaited.
2. **Village Green** – About 10 people helped out on 27<sup>th</sup> January and successfully planted 1000 snowdrops which were currently in flower. It was agreed that grass cuttings arising from the bowling green could be used to mulch around the privet hedge.
3. **Allotments** – Nothing new to report..

4. **Information Centre (Telephone Kiosk)** – Openreach had reported that the electricity supply to the kiosk had been disconnected and the Clerk was to contact BT to request that it be re-connected. Mr Anderson-Dungar was to supply the Clerk with the relevant contact. Mr Anderson-Dungar also circulated a revised schedule of topics for displays in the kiosk which was to be actioned. He was also to circulate the pro-forma for display sheets.

### 137. **CORRESPONDENCE/REPORTS/EVENTS**

1. Email from resident near Colby Corner regarding on-going problems with an overflowing sewer. A number of emails had been received from a local resident detailing the problem with sewage overflow. After a final visit it appears that Anglian Water have closed the job and are no longer going to address the problem, although it remains an issue for residents. Councillors were not impressed with AW's response and considered that more should be done. It was suggested that some bad press might get AW to take the issue more seriously. The Clerk was to reply to the resident's email.
2. Phone call regarding temporary speed limit on A140. The Clerk had been contacted by a concerned resident regarding the temporary speed limit on the A140 associated with the construction of the Vattenfall depot. Their concern was that drivers were unaware of, or were ignoring, the reduced speed limit resulting in the potential for an accident. They had tried to register their concern with County Highways and the police but had been told that it was neither of their responsibility. The Clerk was to contact Vattenfall.

### 138. **POLICIES**

Freedom of Information Publication Scheme and Complaints procedure  
The Clerk had updated these two documents, the first of which details the information which the Parish Council is required to make available to the public either through its website or noticeboards. The document would be used to ensure that all relevant information is uploaded to the new website. The documents were approved.

### 139. **FINANCE REPORT**

1. REPRESENTATION OF BUDGET FOR 2024/25  
The Clerk had made some adjustments to the Budget agreed at the January meeting to reflect the new relationship with the Community Hall now that it was a registered charity and a separate legal entity. The net expenditure for the year of £17,106 had not changed, but expenditure items previously shown as Parish Council expenditure but relating to the Community Hall had been removed and replaced with a grant to the Community Hall of £5,500 for the year 24-25. This was equal to the sum which the Parish Council had originally budgeted to spend on behalf of the Hall. Part of the grant was to be retained by the Parish Council for time spent by the Clerk and the Hall Administrator and would be paid on the Hall's behalf. An agreement was to be drawn up to formalise this arrangement.
2. SCHEDULE OF BILLS OF PAYMENT  
The schedule of bills awaiting authorisation for payment for February had been circulated. All payments were approved. These were:

• Colin Studholme - Clerk (Salary/expenses)	£ 512.73
• Elise Mabbutt – Hall Administrator (Salary)	£ 113.70
• Scribe Accounting Software	£ 397.44
• Royal Mail – Freepost Service	£ 119.88
• Westcotec – SAM data logger (to be reclaimed from Norfolk County Council)	£ 573.00
• NPTS – Annual Subscription	£ 160.34
• Community Action Norfolk	£ 344.00

3. BANK RECONCILIATION AS AT 31<sup>st</sup> JANUARY 2024

This was noted by members and signed by the Chairman.

4. THE BANK STATEMENTS FOR JANUARY 2024

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

5. CASHBOOK AS AT 31<sup>st</sup> JANUARY 2024

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

6. SCHEME OF DELEGATION

None.

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

**140. PLANNING MATTERS**

CL/24/0121 – Dwelling on Amenity Land, Mill Road, Banningham. Lawful Development application.

The Parish Council had been notified of this application. It was not a consultation requiring an object or support response, but NNDC had asked if the Parish Council had any information regarding the proposal. This was an existing and complicated matter which the Council had dealt with in the past. It was agreed that the Parish Council should reiterate the history of the proposal in a response. Mr Anderson-Dungar and Mr Elliott were to draft a response and forward it to the Clerk.

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

Biodiversity Duty.

**142. DATE OF NEXT MEETING –** The next meeting was agreed as **WEDNESDAY 27<sup>th</sup> MARCH 2024 at 7.00 pm** at the Community Hall.

It was further agreed that the ANNUAL PARISH MEETING will be held on **WEDNESDAY 10<sup>th</sup> APRIL at 6.30pm** at the Community Hall followed by a business meeting if required.

Dates of NNDC full council meetings had now been published and the Clerk was to issue list of all proposed Parish Council meeting dates for 2024.

**143. CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 8.50p.m.

Signed ..... (Chairman)

Date .....

NOTES FROM MEETING – DIGITAL CONNECTIVITY 31<sup>ST</sup> JAN 2024

Attendees

Representatives from 6 parish councils, Duncan Baker, Shared Rural Network, Tech UK, Open Reach, Cornerstone (applicant for Thwaite/Alby mast planning application – Erpingham council area), Virgin02, Vodafone, Russel Williams (Planning NNDC)

Planning application PF222650 for a mast to be erected on Thwaite common – going to development committee on 7<sup>th</sup> March 24. Cornerstone confirmed that they will appeal a refusal of permission.

Cornerstone are the company that submit the applications on behalf of the Mobile Network Operators – their representative is Sean McHenry. This application has been active for 2 years and both Alby and Thwaite parish councils have differing views on whether the mast is desirable. One PC pro and one against. Both PCs were asked to try and find alternative sites as a substitution but all of those suggested were found to be no go because of technical problems or lack of residential amenity.

Duncan Baker was keen for each PC to shortlist 3, 4 or 5 sites to put forward but SMcH stated that he could only be looking at potential sites if his clients, MNOs, had identified that they wanted to put a mast up in a certain area. He also stated that each PC would need several for mobile phone masts to deliver connectivity. He was adamant that the mast at Thwaite common would not have a beneficial effect for neighbouring parishes. I asked him to confirm what the geographical reach of the proposed mast would be for improving signal and Duncan Baker is putting this question to him privately and then reporting back.

Bryn Jones from SRN confirmed that they provide 2 strands of operation

1. Government funded where they concentrate on Not Spots which are areas that have no coverage at present
2. Not Government funded – Partial Not Spots where maybe 1 or 2 MNOs are present but not all 4.

He thinks that our area is relatively well served (has improved significantly recently) and would therefore only be liable for Partial Not Spot status. SRN would therefore not get involved in locating and putting in applications as it needs to be driven by the MNOs.

According to SMcH what makes an ideal site for PCs to consider – has to be technically viable, high topography, minimised impact on residential amenity, access to a power source, willing land owner. The height of the mast is dictated by the technical issues, surrounding trees and topography. Regardless of the amount of trees surrounding any mast and

therefore masking it, the mast will need to be 5m taller than any surrounding trees to enable the radio frequency to be adequate.

There was a discussion regarding whether church spires would be a good option for siting masts. SMcH was clear that in his opinion they did not make a good alternative for siting any masts since there were frequently technical issues, the MNOs needed 24 hour access to the masts – he did say that he would look again at Erpingham church to see if it would be viable but he thought they had done it before.

VMO2 (Virgin network plus O2) lead on finding sites in our part of the country.

Digital switch over date (not relevant for mobile providers but for fixed network) by end of 2025.

#### Conclusion

Originally the purpose of the meeting was to try to get PCs to put forward suitable sites for masts for future planning applications. This was not welcomed with open arms by Cornerstone who appear to be in the driving seat regarding identifying where the MNOs want to operate an improved service. Cornerstone will not look at offered sites unless they have been instructed by the MNOs who would have to have already identified that they want to be active within this area.

We should prepare ourselves for each PC to be approached by Cornerstone/MNOs for the siting of a mast in each PC in order to improve connectivity.

I await a follow up email from DB to see if he still wants us to try and identify suitable sites – personally I think we lack technical info to make informed decisions and the power to advance this is really only with Cornerstone/MNOs.