

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 15th February 2023 at 7.00pm**

PRESENT: Mr J van Poortvliet (Chariman)
Mr R Anderson-Dungar
Mr N Andrews
Mrs P Ashby
Mr S Clarke
Mr D Holgate
Councillor S Penfold (for item 6 only)

IN ATTENDANCE: Mr C Studholme (Clerk)

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr S Elliott and Councillor S Penfold.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

The following interests were declared – Mr Anderson-Dungar – Allotments.
There were no requests for dispensations.

3. MINUTES

Minutes of the Meetings held on the 18th January 2023 were **confirmed and signed, proposed Mrs P Ashby; Seconded Mr S Clarke.**

4. INFORMATION ON MATTERS ARISING

County Broadband – as agreed at the last meeting, a letter drafted by Mr S Elliott, had been sent to Duncan Baker MP, asking him to make further representations to Openreach on the Council's behalf. An acknowledgement had been received from Mr Baker agreeing to contact Openreach again. There had still been no response from County Broadband in response to the Council's offer to meet with their representative to discuss the issue.

5. OPEN FORUM FOR PUBLIC PARTICIPATION

No members of the public were present.

6. REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

Police – Operation Randall Newsletter previously circulated was **noted.**

District Council – Cllr Penfold – No report

County Council - Cllr Toye - Councillor Toye updated members on current issues in North Norfolk District. He reminded members about the Deal for Norfolk and that the consultation was now open for comments. He had scheduled another Ward meeting for 7th March which members were welcome to attend (the Clerk was to circulate details). He also updated members on waste issues (batteries were, and small electricals soon would be, recyclable from home collections). Other news was that solar panels had been installed

on the roof of the Sheringham Swimming Pool, and some refurbishment of the theatre at the end of Cromer pier had been carried out.

The District Council had agreed a balanced budget for the next financial year without resorting to cuts in services. Mr Anderson- Dungar asked if there was any news regarding affordable homes in the Parish following Broadland Housing Association's call for sites, and was informed that some sites had come forward and were currently being considered as to their initial viability by the Planning Department before any public announcement was made.

Councillor Toye left the meeting at 7.30pm.

7. ITEMS REFERRED FROM PREVIOUS MEETING

1. Speed Awareness Monitor – following the discussion at the previous meeting, Councillor Penfold had offered to fund a SAM unit to be shared with Suffield Parish Council, dependant on a quote being obtained and sufficient funds being available. A quote for a standard model, with 3 fixings and download facility had come in at just over £4000. Councillor Penfold was investigating funds. It was discussed whether the Council would cover any shortfall in funding in the event of insufficient funds being available from Councillor Penfold. Mrs Ashby suggested that the cost of installing the posts, and the work required for the on-going operation of the Unit, should be clarified first before agreeing to go ahead with the purchase. The Clerk was to speak to County Highways.

8. CLERK'S REPORT

To receive updates/reports on areas of parish council responsibility:

1. ELDEN'S RETREAT

The issue with the wandering pony appeared to have been resolved and the hedge opposite the entrance to the playing field had been cut – thanks to the Chairman. An inspection visit was to be scheduled for some general maintenance. There was discussion about increasing number of molehills appearing in part of the playing field. The Clerk advised that control of moles was generally ineffective and reminded Councillors that it was a nature area and that we should be kind to the cute furry animals (I might change this bit!) The Clerk was to ask the contractor if the molehills were a problem impacting on maintenance of the site.

2. VILLAGE GREEN

The crocuses planted last autumn had started to appear. The Clerk confirmed that the hedge at the far end of the Bowling Green was cut by the Council's ground maintenance contractor.

3. ALLOTMENTS

The allotment currently rented by Mr & Mrs Anderson-Dungar was, at their suggestion, to be divided into two smaller plots with them retaining one part and the other being rented to Daisy Groom who had expressed an interest in taking on an allotment. The Clerk was to process the rent agreement and invoice.

4. TELEPHONE KIOSK

Mr Anderson-Dungar suggested preparing a display about the telephone kiosk for the Annual Meeting. [Richard – have I captured this correctly?]

9. **CORRESPONDENCE/REPORTS**

None received.

10. **POLICIES**

1. Conflict of Interest (Sole Trustee) Policy

Although Councillors had agreed this policy at the previous meeting, CAN had suggested some amendments and a revised copy was awaited.

2. Financial Regulations

The updated version of the Policy was agreed. **Proposed Richard Anderson-Dungar, Seconded Stuart Clarke.**

3. Financial Risk Assessment

There were no comments made about the existing Risk Assessment. Much of the risk is considered to be dealt with via the Council's Insurance policy, and it was agreed to re-visit the policy provisions before it is next reviewed to ensure it cover the Council's requirements. The Clerk was to attend a webinar run by the Council's Insurance Brokers which deals with risk assessment.

11. **FINANCE REPORT**

1. SCHEDULE OF BILLS OF PAYMENT

The following bills for payment had been circulated and were approved.

- a) Clerk - Salary and allowances £424.59
- b) HMRC – Clerk tax £90.60
- c) Colby Churchyard – upkeep £200.00
- d) Banningham Churchyard – upkeep £200.00
- e) Richard Anderson-Dungar – printing costs £49.50
- f) Richard Anderson-Dungar – Planning Regulations fee £324.00
(The latter will be paid by BACS on behalf of the Community Hall and reclaimed).

2. BANK RECONCILIATION FOR JANUARY 2023

The document previously circulated was **accepted**.

3. CASHBOOK 1 APRIL 2022 TO 31st JANUARY 2023

The document previously circulated was **accepted**.

4. SCHEME OF DELEGATION

None.

Acceptance of the Financial Report was proposed by Mr Clarke and seconded by Mrs Ashby

12. PLANNING MATTERS

NP/23/0208 – Prior notification of proposed agricultural development – concrete hard standings. Councillors had no comment to make of this application.

13. ITEMS FOR INFORMATION/FUTURE AGENDA

Mr Holgate suggested that refresher training in the use of the defibrillator outside the Crown Pub should be arranged. The Clerk was to speak to Mrs Feneron at the Crown and report to the next meeting.

14. DATE OF NEXT MEETING The next Parish Council Meeting will be held on **WEDNESDAY 15th MARCH 2023 at 7.00pm** at Banningham & Colby Community Hall. It was also agreed that the Annual Parish Meeting this year would be held immediately after the Annual Parish Council Meeting on 17th May

15. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC DURING DISCUSSION OF THE FOLLOWING ITEM RELATED TO STAFFING

Report on the Clerk's 6 month review carried out by Mrs P Ashby. The Clerk left the meeting for this item.

16. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.20p.m.

Signed (Chairman)

Date