

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 16th April 2025 at 7.00pm**

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

IN ATTENDANCE: Mr C Studholme (Clerk); Councillor J Toye

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

3. MINUTES OF THE MEETING HELD ON 19th MARCH 2025

The minutes of the meeting held on 19th March 2025 were approved and signed by the Chairman.

4. MATTERS ARISING

(a) May meetings: The Annual Parish Meeting was to be held prior to the May Parish Council meeting, which in turn was to be followed by a Trustees meeting. The APM would start at 6.30pm and would likely exceed 30 minutes. The Clerk was to invite Colby Primary School to give their annual report to the meeting and the Chairman was to invite church representatives and the bowls club. The Clerk suggested that the approval of the AGAR documents could be moved to the June Parish Council meeting.

5. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

6. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Councillor John Toye updated members on the on-going local government reorganisation and the outcome would likely be known in the autumn. A mayor for Norfolk and Suffolk could be in place by May 2026 but there was still a lot of discussion to be had around funding the proposals. Councillor Toye also updated members on a Health & Wellbeing support project; a climate emergency project and the launch of a news bulletin for updating residents. Councillor Toye had provided links to the Clerk regarding these projects and the Clerk had circulated them to members. Finally Councillor Toye reminded members to let him know about any projects which the Council were seeking funding for in case the fund raising team at NNDC could assist. Mr Elliott thanked Councillor Toye for attending the opening of the playground.

7. ITEMS REFERRED FROM PREVIOUS MEETING

None.

8. STANDING ITEMS

1. **Elden's Retreat/Playground** – it was noted that the cutting of the grass in the play area was being done well. The opening event on 8th April was a success with about 50 people attending, including local MP Steff Aquarone. The sign had arrived and Mr Elliott offered to fix it to the fence. Final arrangements were made for the inspection training being delivered by CAN on 29th April.
2. **Village Green** – Mr Elliott was to contact Hillary van Poortvliet regarding the carpet mulch.
3. **Allotments** – Rent invoices were due to be sent out. It was noted that the rent increases would commence on 1st April 2026 because of the need to give tenants a year's notice.
4. **Information Centre/Noticeboards/Newsletter** – Cook's Electrical had agreed to sponsor lighting in the kiosk and the Chairman was to liaise with them. The Clerk was to draft an updated notice to go on all noticeboards containing contact details, meeting dates, etc. A notice advertising the Community Hall was also to be produced.
5. **SAM** – Mr Campbell Jones had provided another analysis of the data downloaded from the SAM.

9. CORRESPONDENCE/REPORTS/EVENTS

The Clerk had been contacted by a local resident asking if signs could be erected on the footpath between Long Lane and Colby Corner reminding users that horses were not allowed. Unfortunately, this is outside the powers of the parish council and the Clerk had referred the correspondent to the County Council's website.

10. POLICIES

None.

11. FINANCE REPORT

1. SCHEDULE OF BILLS OF PAYMENT

The grant to the Community Hall for 2025-26 of £1990 (the same as last year) was agreed in principle subject to a review of actual electricity costs prior to the final instalment. The schedule of payments for April had been circulated and were approved and was signed by the Chairman. These were:

Payee	Item	Amount
Colin Studholme	Salary and allowance	£ 469.77
CAN	Annual Subscription	£ 50.00
Colby Churchyard	Contribution to upkeep of churchyard	£ 215.00
Banningham Churchyard	Contribution to upkeep of churchyard	£ 215.00
Banningham and Colby Community Hall	Annual Grant – first instalment	£ 500.00
Mr Campbell Jones	SAM data analysis	£ 15.00

2. BANK RECONCILIATION AS AT 31st MARCH 2025

This was noted by members and signed by the Chairman.

3. THE BANK STATEMENTS AS AT 31st MARCH 2025

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

4. CASHBOOK AS AT 28th MARCH 2025

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

5. SCHEME OF DELEGATION

None.

12. PLANNING MATTERS

1. Agricultural Building, Woodview Farm, Long Lane, Colby, Norwich, Norfolk, NR11 7EF Change of use of agricultural building to 2 dwellinghouses (Class C3) and building operations reasonably necessary for the conversion

Members discussed this application and agreed that there was no planning reason to object. However, there were discrepancies in the application, notably the application form which stated that the proposal was for two dwellings while the introduction to the planning statement stated that the proposal was for six dwellings. Members agreed that the Council should object to the application as it stands pending clarification.

13. ITEMS FOR INFORMATION/FUTURE AGENDA

Annual Report/Objectives for 2025-26

14. DATE OF NEXT MEETING

The next meeting was agreed as **WEDNESDAY 21st MAY 2025 at 7.00pm at the Community Hall.** To be preceded by the Annual Parish Meeting at 6.30pm.

154. CLOSURE OF THE MEETING

The Chairman closed the meeting at 8.50pm.

Signed (Chairman)

Date