

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 17th NOVEMBER 2025 at 7.00pm**

PRESENT: Mr D Holgate (Chairman)
Mr N Andrews
Mr K Fields
Mrs T Mills
Mrs J Morgan

IN ATTENDANCE: Mr C Studholme (Clerk)

94. APOLOGIES FOR ABSENCE

Mr S Elliott. Mr J Toye

95. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

96. MINUTES OF THE MEETING HELD ON 20th OCTOBER 2025

Approval of the minutes of the meeting held on 20th October 2025 was proposed by Mrs Morgan and seconded by Mrs Mills, with all in agreement. They were signed by the Chairman.

97. MATTERS ARISING

(a) Additional Defibrillator/Training

The application to the BHF for a free defibrillator for the telephone box had been unsuccessful. Funding was to be sought from elsewhere. The Clerk had contacted the Community Heartbeat Trust who work with BT to install defibrillators in adopted telephone boxes. BT supply the electricity free for 7 years. A response was awaited

(b) Bus Shelter

Some funding was available from the County Council to provide bus shelters but the scheme is time-limited and there would not be time to apply as various permissions, along with public consultation, are required. It was agreed to progress the project in 2026. The Clerk had emailed Sanders requesting any information they might have regarding the use of the bus service from Banningham but had yet to receive a reply.

(c) Councillor Vacancy

There had been no response to the mandatory notice to parishioners regarding the vacancy, and the parish council was now free to co-opt a new councillor. The vacancy was to be advertised in the next newsletter.

98. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

99. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

None.

100. ITEMS REFERRED FROM PREVIOUS MEETING

None.

101. STANDING ITEMS

1. **Elden's Retreat/Playground** – Weekly inspections of the playground equipment were ongoing and completed forms were given to the Clerk. Some of the fixings on the climbing net needed to be regularly tightened and there were protrusions under some of the loops at the top of boundary which could be a hazard. Mr Andrews was to sand them. Some of the matting had also lifted and molehills had reappeared. This was to continue to be monitored. The additional sign had been received from Hags and Mr Fields was to place it on the second gate. A note was to be put in the newsletter advising that if anyone required children's safety straps for the swing they should notify the Clerk who would be able to get them a personal set.
2. **Village Green** – the Carols on the Green event was to be held on Wednesday 17th December at 6.00pm. The newsletter was to advise residents that in the event of bad weather the event would be held in the church. Preparations were in hand and the Clerk was to liaise with Mr Elliott on his return from holiday.
3. **Allotments** – The vacant plot was to be advertised in the next newsletter.
4. **Information Centre/Noticeboards/Newsletter** – old notices were to be removed from the noticeboards. A newsletter was to be circulated in early December.
5. **SAM2** – the unit was currently at Suffield and had been trialled on Bridge Road.

102. CORRESPONDENCE/REPORTS/EVENTS

Anna Clarke from NNDC had advised the Clerk that a meeting was scheduled between NNDC and Anglian Water to discuss sewerage capacity issues in the area. Thereafter she hoped that Broadland Housing Association would have further information for the parish council.

103. POLICIES

New draft policies relating to additional requirements of the AGAR process were to be circulated and then discussed at the January meeting.

104. FINANCE REPORT1. SCHEDULE OF PAYMENTS FOR AUTHORISATION

The schedule of payments for November had been circulated and were approved and signed by the Chairman. These were:

PAYEE	DESCRIPTION	AMOUNT
Colin Studholme	Clerk's Salary November 2025 (after tax)	£ 554.97
Colin Studholme	Clerk's Allowance November 2025 (non-taxable)	£ 26.00
Colin Studholme	Total pay	£ 580.97
Campbell Jones	SAM Data Analysis	£ 15.00
Hiscox	Insurance Renewal	£1401.65
S&M Supplies	Postmix	£ 7.80
Community Action Norfolk	CIO conversion process	£ 380.00

2. BANK RECONCILIATIONS AS AT 31st OCTOBER 2025

This was noted by members and signed by the Chairman.

3. THE BANK STATEMENTS AS AT 31st OCTOBER 2025

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

4. CASHBOOK AS AT 31st OCTOBER 2025

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

5. SCHEME OF DELEGATION

None.

6. DRAFT BUDGET 2026-27

The Clerk was to circulate the draft budget as soon as possible. It would need to be agreed at the January meeting.

105. PLANNING MATTERS

1. APPLICATIONS DETERMINED

A Decision has been issued for PF/25/1762, Maybank, Mill Road. Two storey extension to rear. Changes to front roof, to get rid of flat roof, new alignment of windows, reinstatement of front door. Refuse.

106. ITEMS FOR FUTURE AGENDA/DISCUSSION ONLY

None.

107. DATE OF NEXT MEETING

This was agreed for MONDAY 17th JANUARY at 7.00 pm at the Community Hall

108. CLOSURE OF THE MEETING

The Chairman closed the meeting at 7.50pm.

Signed (Chairman)

Date