

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 16th OCTOBER 2024 at 7.00pm**

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

Councillor John Toye (NNDC Councillor)

IN ATTENDANCE: Mr C Studholme (Clerk)

80. APOLOGIES FOR ABSENCE

Mr D Holgate, Mrs S Woolliams.

81. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

82. MINUTES OF THE MEETING HELD ON 18th September 2024

The minutes of the meeting held on 18th September were approved and signed by the Chairman.

83. MATTERS ARISING

(a) Play Equipment. Installation had started on Tuesday 15th October. The ground needed to be levelled prior to installation and this had been carried out by Mr B Poortvliet. It was uncertain whether this had been effective or whether the contractor would need to undertake additional work. The top soil which had been removed had been piled near the hedge and needed to be dealt with.

Information about inspections had been received from HAGS and RoSPA and was to be considered and discussed further at the next meeting. The Clerk was to contact neighbouring parishes to find out about their inspection procedures.

The Clerk had obtained a quote from the insurance company for additional cover for the play equipment. Cover was to start when the installation was complete and the Clerk was to seek confirmation from HAGS that they had insurance to cover the equipment during construction.

A risk assessment pro-forma would be required for routine checks and it was anticipated that HAGS could supply this. The Clerk was to check. Finally, Councillors welcomed the offer from HAGS to support a launch event involving goody bags for up to 50 children.

(b) Residents' email addresses for Newsletter

A confidential group mailing list was still to be set up for residents wishing to receive their newsletter by email.

(c) Dumped Car near Bridge Road

This had been reported to NNDC and action was awaited.

84. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

85. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Councillor Toye gave a brief update on District Council matters. Residents using NNDC car parks regularly are advised to purchase season tickets as it is a cheaper option. Some public toilets in the District will be closing (it is not a statutory duty of the District Council to provide them). Norfolk Police are always looking for volunteers to act as Appropriate Adults to support and advise detainees. Budget setting is in progress. Dealing with the issue of Nutrient Neutrality is causing delays in the planning system. The next SNAP meeting is on 5th December at 6.30pm at the District Council offices in Cromer.

86. ITEMS REFERRED FROM PREVIOUS MEETING

1. Questionnaire Action Plan – Mr Elliott highlighted actions in the plan which were imminent or overdue. These were: Exercise provision at the Hall (Charity matter), Coffee Club (Charity matter) – relies on someone willing to run it), Open Gardens – to be discussed with Greenfingers, Litter Picks – already happening voluntary by some residents, find out who and thank them.
2. Newsletter – Mr Elliott would draft the next newsletter to be distributed by 25th October. It would include – feedback on the Summer Event: invitation to bulb planting at the Hall on 2nd November at 10.00 am; announcement of the play equipment and future opening event; Caros on the Green (w/c 19th Dec) and request for old hessian backed carpet to be used as mulch mats.

87. CLERK'S REPORT

1. **Elden's Retreat** – Nothing to report.
2. **Village Green** – Nothing to report – grass cutting contract to be reviewed at a future meeting.
3. **Allotments** – The rent on three plots was still outstanding. The Clerk was to send reminders.
4. **Information Centre (Telephone Kiosk)** – Mrs Morgan suggested a review of the purpose of the Telephone Box. Mrs Ashby said it was used by walkers looking for local information and by local people looking for event information. Some boxes are used to house defibrillators which could be another option.
5. **SAM** – Mr Anderson-Dungar was still to meet with Mr Holgate to try to download the data.

88. CORRESPONDENCE/REPORTS/EVENTS

None.

89. POLICIES

The Reserves Policy was adopted and would be implemented in the upcoming budget setting.

The Risk Assessment Framework was adopted. Some actions were already in place while others needed to be implemented or improved. Risk Assessments were to be on the November meeting agenda.

90. FINANCE REPORT

1. SCHEDULE OF BILLS OF PAYMENT

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

- Colin Studholme – Clerk’s salary (net) £460.29
- Colin Studholme – Clerk’s allowance £ 26.00
- Colin Studholme – Stationery £ 2.00
- Back payments due to the Community Hall £3946.60
- Hiscox Insurance (play equipment premium) £106.33

2. BANK RECONCILIATION AS AT 30th SEPTEMBER 2024

This was noted by members and signed by the Chairman.

3. THE BANK STATEMENTS AS AT 30th SEPTEMBER 2024

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

4. CASHBOOK AS AT 30th SEPTEMBER 2024

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

5. SCHEME OF DELEGATION

None.

91. PLANNING MATTERS

PF/22/0229 – Change of Use of agricultural buildings and external alterations to form short term living accommodation for agricultural students. Colby Hall Farm. This was a re-consultation following amendments to address issues around Nutrient Neutrality. The Council had no comments to make on the application

92. ITEMS FOR INFORMATION/FUTURE AGENDA

- (a) Risk Assessments procedure and pro-forma.
- (b) First draft on the 25/26 Budget

93. DATE OF NEXT MEETING – The next meeting was agreed as **WEDNESDAY 20th NOVEMBER at 7.00pm at the Community Hall.**

94. CLOSURE OF THE MEETING

The Chairman closed the meeting at 8.15pm.

Signed (Chairman)

Date