MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON MONDAY 15th JUNE 2026 at 7.00pm

PRESENT: Mr S Elliot (Chairman)
Mr N Andrews
Mr K Fields
Mr D Holgate
Mrs T Mills
Mrs J Morgan
Mr B van Poortvliet

IN ATTENDANCE: Mr C Studholme (Clerk), plus one member of the public.

32. CHAIRMAN OF THE COUNCIL

Mrs J Morgan proposed Mr Seamus Elliott as Chairman of the Council for the Municipal Year 2026-27. This was seconded by Mr N Andrews, all in agreement

33. VICE CHAIRMAN OF THE COUNCIL

Mrs J Morgan proposed Mr David Holgate as Vice Chairman of the Council for the Municipal Year 2026-27. This was seconded by Mr N Andrews, all in agreement.

34 APOLOGIES FOR ABSENCE

None.

35. DECLARATIONS OF INTEREST AND DISPENSATIONS

Mr Elliott, Mrs Mills - allotments.

36. MINUTES OF THE MEETING HELD ON 18th May 2026

The minutes of the meeting held on 18th May 2026 were approved and signed by the Chairman.

37. MATTERS ARISING

(a) Additional Defibrillator

Heart2Heart were investigating the status of the electricity supply to the box on the parish council's behalf and a reply was awaited from UK Power Networks

(b) Audit of Footpaths in the Parish

There had been no news on the definitive rights of way map for the parish. Mr Elliott was to investigate.

38. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

39. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Mr Callum Ringer, NCC local councillor, had circulated a newsletter to all parish councils in his area. This is attached as an appendix to these minutes.

40. ITEMS REFERRED FROM PREVIOUS MEETING

(a) Suggested Projects for Parish Council Funding.

The Clerk had advised at the previous meeting that there was c£15,000 in the general reserve fund which was available for projects in the parish and there was discussion on what this might be spent on. The following suggestions were made:

1. White "gates" located on the roadside at various entrances to the villages to reinforce where the 30mph limits start in an attempt to reduce vehicle speeds. Match funding for this might be available from NCC and the Parish Partnership.
2. Grit Bins at ice-prone areas in the parish, especially Bridge Road
3. Bus Shelter on the Village Green. Again some funding might be available from NCC. Residents' support for a bus shelter was to be sought via the newsletter.
4. Reduction in the precept to lower council tax bills
5. Bulb planting along Banningham Road
6. Grant to the Community Hall to cover the cost of the disabled access ramps
7. A School Prize
8. Purchase of a laser printer to reduce costs of printing the newsletter
9. Go Kart race through the Village

It was agreed that these projects would be worked up with costings and any permissions required and discussed further at the next meeting.

41. STANDING ITEMS

1. Elden's Retreat/Playground – Weekly inspections of the playground equipment were ongoing and completed forms were given to the Clerk. The Annual Inspection of the play equipment had been carried out by The Play Inspection Co. on behalf of Hags. There was concern that a number of items were reported as showing signs of wear although it was unclear whether this was normal for equipment that was 18 months old or excessive. It was also reported that some items of equipment were too close to the boundary fence which was of concern given that Hags who had commissioned the inspection had installed the equipment originally. Mrs Morgan volunteered to compile a list of concerns arising from the inspection report and contact Hags.
Mr Holgate reported that the grass was not being strimmed around the car park boundary posts and that this was looking untidy. The Clerk was to ask the contractor to include this is the work schedule.

2. Village Green – The privet hedge around the bowls green was growing well and needed trimming. Mr Elliott volunteered to do this.

3. Allotments – Mr van Poortvliet had strimmed and treated the vacant plot and was waiting to cover it with a black plastic silage sheet in an attempt to deal with the horsetail.

4. Information Centre/Noticeboards/Newsletter
A newsletter was to be produced to inform residents of the date and time of the Summer Event and to update them on other matters arising from the meeting.

5. **SAM2** – the latest data had been analysed by Mr Campbell Jones and highlighted Church Road as a speeding hotspot. Mr Elliott was to forward analysis to the local police beat officer.

6. **Highway Issues –** Mr Elliott had met with Mr Holdsworth from NCC Highways to discuss local highway issues. Mr Holdsworth had suggested white village "gates" could be installed at various locations to help slow vehicles down. He was to investigate the cables which are exposed in the roadside verge along Church Road and also the ownership of the permanent SAM on the B1145 near the school car park which appears to be no longer working. He was also to investigate damaged road edges in a few locations which had not been repaired but had been resurfaced recently.

42. CORRESPONDENCE/REPORTS/EVENTS

It was confirmed that the date of the Summer Event was now SUNDAY 19th JULY, 14.00 – 18.00.

43. POLICIES

Financial Risk Assessment – this had been circulated and was agreed and adopted.

44. FINANCE REPORT

1. INTERNAL AUDIT REPORT 2025-26 – the report had been circulated and it was noted that the auditor was satisfied that the internal controls in all key areas had been carried out. The Clerk was to review the comments made about the VAT claim.
2. ANNUAL GOVERNANCE STATEMENT 2025-26 – councillors considered each of the internal control statements in turn and confirmed that they were satisfied the parish council was operating a sound internal financial control system.
3. ANNUAL ACCOUNTING STATEMENT 2025-26 – councillors approved the annual accounting statement.
4. TO DECLARE THE PARISH COUNCIL EXEMPT FROM EXTERNAL AUDIT – councillors approved the Certificate of Exemption
5. PUBLIC RIGHTS PERIOD FOR INSPECTION – councillors agreed to set the Public Rights period for the inspection of the accounts as starting on Thursday 18th June until Wednesday 29th July 2026.

6. SCHEDULE OF PAYMENTS FOR AUTHORISATION

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

PAYEE	DESCRIPTION	AMOUNT
Colin Studholme	Clerk's Salary June 2026 (after tax)	£ 454.84
Colin Studholme	Clerk's Allowance June 2026 (non-taxable)	£ 26.00
Colin Studholme	Total pay	£ **480.84**
Colin Studholme	Microsoft 365 annual subscription (charged to Clerk's debit card)	£ 84.99
Campbell Jones	SAM data analysis	£ 35.00
Kevin Eke	Internal Audit Fee	£ 110.00
Hags	Annual Inspection	£ 180.00

7. CASHBOOK AS AT 31st MAY 2026

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

8. BANK RECONCILIATION AS AT 31st MAY 2026

This was noted by members and signed by the Chairman.

9. THE BANK STATEMENTS AS AT 31st MAY 2026

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

10. SCHEME OF DELEGATION

None.

45. PLANNING MATTERS

1. APPLICATIONS DETERMINED

None.

2. APPLICATIONS FOR CONSIDERATION
None.

46. ITEMS FOR FUTURE AGENDA/DISCUSSION ONLY
None.

47. DATE OF NEXT MEETING
This was agreed for MONDAY 20th JULY 2026 at 7.00 pm at the Community Hall.

48. CLOSURE OF THE MEETING
The Chairman closed the meeting at 8.50pm.

Signed .... (Chairman)

Date ....