

# **COLBY & BANNINGHAM PARISH COUNCIL**

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## **NOTICE OF MEETING & INVITATION TO ATTEND**

### **THE ANNUAL MEETING OF COLBY & BANNINGHAM PARISH COUNCIL WILL BE HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL ON WEDNESDAY 17<sup>th</sup> May 2023 at 7.00p.m.**

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council requests that anyone wishing to record the meeting lets the Council know in advance so appropriate arrangements can be made to facilitate the recording.

#### **A G E N D A**

- 01 CHAIRMAN OF THE COUNCIL**  
To elect the Chairman of the Council for the Municipal Year 2023-24
- 02 VICE CHAIRMAN OF THE COUNCIL**  
To elect the Vice-Chairman of the Council for the Municipal Year 2023-24
- 03 CHAIRMAN'S AND MEMBERS' DECLARATION OF ACCEPTANCE OF OFFICE**  
To receive the Chairman's and Members' signed Declarations of Acceptance of Office, witnessed by the Clerk
- 04 APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence.
- 05 DECLARATIONS OF INTEREST AND DISPENSATIONS**  
To receive Declarations of Interest in Agenda Items and to note any Requests for Dispensation.
- 06 OPEN FORUM FOR PUBLIC PARTICIPATION**  
An opportunity to hear from members of the public.
- 07 VACANCIES ON THE COUNCIL**  
To consider any applications and co-opt as appropriate.

## **08 PARISH COUNCIL REPRESENTATIVES**

To appoint Parish Council representatives to the following Working Group for two years from May 2023 with reports to come to the first available Parish Council Meeting.

1. Elden's Retreat Working Party (3)

## **09 MINUTES**

To approve the minutes of the Parish Council Meeting held on 19<sup>th</sup> April 2023. (Attached)

## **10 INFORMATION ON MATTERS ARISING**

To receive information on matters arising from the Minutes not listed elsewhere on the Agenda:

- (1) SAM2 – to agree and sign the Memorandum of Understanding with Norfolk County Council for the locations and placing of the SAM2 unit. (to follow).

## **11 OPEN FORUM FOR PUBLIC PARTICIPATION**

An opportunity to hear from members of the public.

## **12 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS**

To receive written/verbal reports from representatives, including the following:

**Police:**

**District Council**

**County Council**

## **13 ITEMS REFERRED FROM PREVIOUS MEETING**

To consider items suggested at the last meeting:

None.

## **14 CLERK'S REPORT**

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

1. Elden's Retreat
2. Village Green
3. Allotments
4. Telephone Kiosk

## **14 CORRESPONDENCE/REPORTS**

None

## **15 POLICIES**

Deferred to a later meeting.

## **16 FINANCE REPORT**

To consider the following:

1. Schedule of Bills for Payment – to follow
2. Bank Reconciliation for April 2023 – to follow
3. Bank Statement as at 30<sup>th</sup> April 2023 – to follow
4. Scheme of Delegation – to receive information from the Clerk on any actions taken under the Scheme of Delegation.
5. To confirm bank account signatories
6. Year-end accounts and Internal/External audits

## 17 PLANNING MATTERS

|   |                  |
|---|------------------|
| 1. APPLICATIONS DETERMINED/STATUS   |                  |
| PF/23/0648 River Lodge, Bridge Road.<br>Erection of two-storey rear extension and loft conversion.  | Pending decision |
| PF/23/0786 Well Cottage, 7 Church Road<br>Render to front elevation, re-roofing, replacement studio.  | Pending decision |
| 2. APPLICATIONS FOR CONSIDERATION   |                  |
| (1) PF/23/0860 – Holly Farm, Ingworth Road, NR11 7DL<br>Conversion of redundant barn to residential dwelling, creation of new access, erection of new garage. |                  |
| (2) PF/23/0913 – Land east of Archway, Bridge Road<br>Erection of 5-bedroomed detached dwelling and garage  |                  |
| (3) PF/23/0979 – Pinewood, Bridge Road, NR11 7EA<br>Erection of single-storey rear extension  |                  |
| 3. To consider and agree the Council's view on any application submitted since the publication of this agenda.  |                  |

## 18 ITEMS FOR INFORMATION/FUTURE AGENDA

## 19 DATE OF NEXT MEETING & TIMETABLE OF MEETINGS FOR 2023-24 MUNICIPAL YEAR

- The Annual Parish meeting will be held on Wednesday 24<sup>th</sup> May at 7.00pm.
- The next Parish Council will be held on Wednesday 21<sup>st</sup> June at 7.00pm.
- Future ordinary meetings will be held on the following dates:  
19<sup>th</sup> July, 20<sup>th</sup> September, 18<sup>th</sup> October, 15<sup>th</sup> November, 17<sup>th</sup> January, 21<sup>st</sup> February and 20<sup>th</sup> March. All at 7.00pm. The Council does not usually meet in August or December, but 16<sup>th</sup> August and 20<sup>th</sup> December are available should business dictate. All meetings are held in the Community Hall.

Colin Studholme

Mr Colin Studholme

Clerk of the Council

Published 11<sup>th</sup> May 2023

### NOTES

This Agenda and documents marked as "attached" unless marked "Confidential" are available on the Council's website, at [www.colby-banningham-pc.gov.uk](http://www.colby-banningham-pc.gov.uk)

The meeting will include public participation time when members of the public may speak. Planning application documents can be found on NNDC website at [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk) and follow the links to planning. Those listed are as at the date of this Agenda, but the Council reserves the right to consider applications received up to and including the date of the meeting.