Minutes of the Meeting of Colby and Banningham Parish Council held at the Banningham and Colby Community Hall on Monday 19th October 2026 at 7pm

Present: Mr S Elliott, Chair
Mr N Andrews
Mr K Fields
Mr D Holgate
Mrs J Morgan
Mrs S Burns, Parish Clerk

Also present: Cty Cllr Callum Ringer, Dst Cllr John Toye and two members of the public.

1. **Apologies for absence**
   Mrs T Mills sent apologies, accepted by all.

2. **Declaration of interest for items on the agenda**
   Mr S Elliott declared an interest in allotments as a plot tenant.

3. **To approve minutes of the previous meeting**
   The minutes of the previous meeting held on Monday 21st September 2026 were approved following an amendment to one spelling matter and change of font colour to all black, agreed by all.

4. **Public Forum**
   A member of the public in attendance raised concerns regarding pedestrians exiting the Church, straight onto the road at the junction of Colby Road and Banningham Road. There is a strong safety concern, as pedestrians have to step out into Colby Road to see any oncoming traffic. There is also a safety concern for persons regarding the watering of flowers at the Church gates. It was noted that there is no indication the Church entrance is on this corner and traffic coming down Colby Road from the Community Hall direction drive very close to the Church Wall. The member of public asked whether the Parish Council is able to have signs put up stating 'Concealed Entrance' and enquired whether chevrons and a sign to highlight the Church entrance could be possible. The Parish Council discussed this matter and it was agreed that Mr S Elliott raise these concerns as a matter of urgency with NCC Highways when meeting with them in person on Monday 26th October. The Parish Council will inform the member of public with any updates.

5. **To receive reports:**
   a. **District Councillor**
      Dst Cllr John Toye reported the following:
      - Cllr John Toye has a Councillor Community Grant and is happy to make a contribution to the cost of the Laser Printer the Parish Council intend to buy, from the Community Grant fund. Cllr Toye will write a letter of support for 50% of the costs with a minimum spend of £250. Mrs J Morgan informed the Council of the recommended printer and the rough cost. This is discussed further in item 6.e.iv.
      - District Council are running an initiative called 'Ask for Annie'. Ask for Annie is a confidential support scheme available at North Norfolk District Council Offices and through council staff. This scheme is for anyone who is experiencing domestic abuse now or in the past, feels unsafe at home or in a relationship, needs advise, support or information and is not sure who to turn to. It gives you a safe, discreet way to let us know that you need help because you are experiencing domestic abuse. If you **ask for Annie** when speaking to a member of staff, it signals that you need support. You do not need to explain your situation at that point or share details in public. NNDC staff are trained to respond sensitively, without judgement, and to help you access the right support. Clerk to add this information to the Parish Council website and Mr S Elliott will add the leaflet and card to the Parish noticeboards.

b. County Councillor

Cty Cllr Callum Ringer circulated a digital report and also reported the following:

- LGR is on hold
- District Council elections will go ahead in 2027
- Following a discussion regarding speeding on Colby Long Lane Callum Ringer suggested submitting a FOI request to the Beat Officer to gain information on speeding figures from the mobile speed unit. This is one of the two roads experiencing high volumes of speeding vehicles. Mr S Elliott is in contact with the police regarding speed data, and if further action is required then a FOI request can be considered.

6. To discuss matters arising:

a. **Allergy Kits**

Mrs T Mills not present to discuss this matter, Clerk to add to next agenda.

b. **To nominate Councillors for wreath laying on Remembrance Sunday**

After discussion, it was agreed Mr K Fields would lay the wreath at Colby and Mr S Elliott would lay the wreath at Banningham. Clerk to inform Mo-Anderson Dungar.

c. **Christmas Carols on the Green**

This event was discussed, and two suggested dates were put forward – Wednesday 16th December and Monday 21st December. These dates do not clash with other local events, however it was noted that if a group from Colby school wish to attend then these dates need to be proposed with the school so as not to clash with any of their Christmas events. There was a suggestion of a lights competition and refreshments being available. Mrs J Morgan has agreed to phone Colby school to discuss dates and a group to attend and sing. Clerk to add item to next agenda.

d. Defibrillator/Information Kiosk

There was discussion, if the power supply could not be connected, whether to look into installing a solar panel on the roof of the kiosk to power a defibrillator cabinet. It was agreed to explore this further once there is an update from either heart2 heart or UK Power Networks. No further update from heart2heart at present, Clerk to contact UK Power Networks directly and add item to next agenda.

e. Projects for funding:

i. Bulb planting

The bulbs have been delivered to Mr B van Poortvliet's address. Mrs J Morgan put forward a suggestion she received of all residents receiving a bag of bulbs and planting along the verge in front of their properties. This idea would reduce the labour and time needed by the Parish Council to complete the bulb planting. It was agreed, if a resident wishes to have some bulbs and has a suitable bank/verge outside their property, they may receive a bag of bulbs for plating. After further discussion, it was agreed to also have a bulb planting morning on the 15th November and 21st November where anyone who is able to help can come along to plant bulbs in the villages. Mr S Elliott to add this to the newsletter, Clerk to add to website.

ii. Village gates

This matter was discussed, the Parish Council agreed to purchase 4 gates. Two for Colby and two for Banningham. Mr S Elliott agreed to discuss this further with NCC Highways on Monday 26th October, Mr S Elliott also noted that Highways will be responsible for purchasing and installing the gates at the agreed locations, the Parish Council would then be invoiced. It was also agreed to submit a Parish Partnership Bid as village gates are included in this scheme. It was agreed that Mr S Elliott completes the application. Clerk to add to next agenda.

iii. Grit bins

After discussion, it was agreed to purchase two grit bins, not bigger than 200L each. Mr S Elliott agreed to discuss this with NCC Highways on Monday 26th October to establish

agreed sites and confirm that the grit bins would be filled on behalf of the Parish Council. Clerk to add to next agenda.

iv. Parish Council printer
It was agreed the Parish Council purchases a Laser Printer, the quarterly newsletter would be printed on this. Mrs J Morgan recommended a Kyocera printer and it was agreed Mr S Elliott would have the printer, as the Councillor responsible for the newsletter. Dst Cllr John Toye, kindly offered to write a letter of support, contributing 50% of the cost with a minimum spend of £250 from the Councillor Community Grant fund. Clerk to complete application, obtain 3 quotes for printer and the consumables and add to the next agenda.

7. Standing Items – To receive updates and reports on areas of Parish Council responsibility:

a. Eldon's Retreat / Playground
Mr S Elliott reported a complaint letter has been sent to HAGS and circulated to Councillors. There has been no response yet, Mr S Elliott to chase. It was noted the new sign on the playground has two bolts jutting out at the back, these need to be trimmed as a matter of safety. A member of public in attendance noted he had the correct tool and offered to carry this out, the Parish Council kindly accepted.

b. Village Green
It was noted the current grass cutting contract went out to tender several years ago and it was agreed the Clerk get three new quotes ahead of next year. It was noted he current contractor is doing a very nice job.

c. Allotments
It was noted two new residents are interested in the vacant plots and these plots are currently covered to prevent weeds growing. Mr S Elliott to speak with residents regarding their expressed interest.

d. Noticeboards
Nothing to report at this time.

e. SAM2
The Parish Council discussed the matter of speeding within the Parish and noted contact from a resident regarding speeding on Mill Road, and it was agreed this is of concern. Mr S Elliott agreed to see if it is possible to move the SAM2 to Mill Road for a period of time to address this matter. Clerk to update resident with outcome.

8. To note correspondence, reports and events

a. North Norfolk Policing Neighbourhood online drop-in meeting, noted.
b. Banningham 10k was a successful event, it has been suggested it may become popular, with 300 runners attending the event this year.

9. Finance

a. To consider schedule of payments for October 2026 for authorisation:
The schedule of payments was approved, agreed by all.

PAYMENTS FOR APPROVAL:

PAYEE	DESCRIPTION	AMOUNT
a. Sara Burns	Clerk October 2026 Salary & Expenses	£480.79
b. HMRC	October 2026 PAYE Tax	£117.20
c. Boston Seeds	Daffodil Surprise Bulb Collection 20kg	£185.00

PAYMENS FOR RATIFICATION:

PAYEE	DESCRIPTION	AMOUNT

a.	Unity Bank	Monthly Service Charge (DD)	£7.00
b.	ICO	Data Protection Annual License Fee	£47.00

RECEIPTS SINCE 21ST SEPTEMBER 2026:

PAYEE		DESCRIPTION	AMOUNT
a.	NNDC	Precept 2nd installment	£8393.00
b.	Unity Bank	Interest	£138.13
c.	HMRC	VAT Refund	£811.36

b. **To note the bank reconciliation as at 30th September 2026**
The bank reconciliation was noted with bank balances as below:
Unity Current: ££9881.95
Unity Deposit: £25,046.17

c. **To note the Cashbook as at 30th September 2026**
Payments and receipts were noted.

d. **To discuss 2027-28 budget**
The 2027-28 budget was discussed, and no items were identified for inclusion. Councillors to email Clerk if any item is identified.

10. Planning

a. New applications
None

b. Applications determined
PF/26/1468 – Highbury Farm, Colby Road, Banningham NR11 7DY – Conversion of Barns to 3 Dwellings to allow for alteration of integrated cart shed garages to habitable space (retrospective) – **Approved**

c. Other planning matters
None

11. To identify any items for inclusion on the next agenda
None other than already noted.

12. Date of next meeting: Monday 16th November 2026 7pm at the Banningham and Colby Community Hall

Meeting closed at: 8.30pm

CHAIR