

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 28th SEPTEMBER 2022 at 8.00pm**

PRESENT: Mr J van Poorvliet (Chairman)
Mr R Anderson-Dungar
Mr N Andrews
Mrs P Ashby
Mr S Clarke
Mr S Elliott
Mr D Holgate

IN ATTENDANCE: Mr C Studholme (Clerk)

01 APOLOGIES FOR ABSENCE

Apologies were received from Councillor John Toye and Councillor Saul Penfold.

02 DECLARATIONS OF INTEREST AND DISPENSATIONS

The following interests were declared – Mr Anderson-Dungar – Allotments. There were no requests for dispensations.

03 PUBLIC PARTICIPATION

No members of the public were present.

05 MINUTES

Minutes of the Meetings held on the 20th July and 3rd August 2022 were **confirmed and signed**.

06 STAFFING

This matter was deferred to the next meeting to allow changes to the Clerk's job description and contract regarding legal obligations of the new Charity to be made.

07 INFORMATION ON MATTERS ARISING

Mr Elliott reported that at his on-site meeting with the County Council Highways Officer to discuss SAMs, he had raised the matter of the overgrown Trod Path. Mr Anderson-Dungar reported that the path had since been cut.

08 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

Police – Operation Randall Newsletter previously circulated was **noted**.

District Council – Cllr Toye has advised local parishes that there have been a series of thefts in the North Norfolk area and urges people to ensure property is secured. Mr Anderson-Dungar reported that he had attended a meeting of local parish councillors convened by Cllr Toye. This had been well attended and was an opportunity for councillors to network and discuss issues and concerns. Topics raised included PROW, warm hubs and there had been a presentation from Broadland Housing Association.

County Council - Cllr Penfold – No report.

9 ITEMS REFERRED FROM PREVIOUS MEETING

Norfolk County Council's Cost of Living Scheme.

The Clerk had contacted the head teacher at Colby School as discussed at the previous meeting, but had not received a reply. However, in the meantime the fund had closed and an option to bid was no longer available. There was a discussion on how the Parish Council might help vulnerable people in the Parish with the Cost of Living Crisis and Mr Clarke suggested that a food bank would probably be a better option. It was agreed that the Council should continue to monitor the matter and see where it could best help.

10 AREAS OF PARISH COUNCIL RESPONSIBILITY

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

PLAYING FIELD

Management Plan – this was almost complete. The map was being updated. The trees were growing well despite the very hot weather in July. This had been helped in part by the burst pipe in the village with water finding its way into ditches around the playing field. A meeting of the Playing Field Group was to be convened.

1. VILLAGE GREEN

More crocus bulbs were to be ordered and the long grass to be attended to in privet hedge. Mr Clarke had investigated the possibility of fabric membrane or similar to lay in between the plants to prevent grass growing. Mr Holgate expressed concern about the number plantains growing on the Green and wondered if a different machine could be used to cut them.

2. ALLOTMENTS

It was agreed that the rent for plots from 1st October 2022 should remain unchanged.

3. TELEPHONE KIOSK

Mr Anderson-Dungar reported that further information for the box was still under consideration.

11 SCHEME OF DELEGATION

The Clerk had nothing to report.

12 AFFORDABLE HOUSING PROPOSAL

Draft wording of a letter from Broadland Housing Association/NNDC to be sent to householders in the Parish had been circulated with the agenda. Mr Elliott noted that NNDC didn't actually select the identified site on Banningham Road but that the owner offered it. Following discussion however the Council agreed to support the proposed wording. The Clerk was to communicate this to BHA/NNDC. **Action: CS**

13 CORRESPONDENCE/REPORTS

1. SPEED AWARENESS MONITORS

Mr Elliott had introduced the report following his meeting with County Council Highways department and this had been circulated. It was agreed that the clerk would establish whether there had been any liaison with other parishes to share use of the monitor which had been provided by John Timewell. If not,

then we should initiate a discussion about this with other local parishes. If this is then unsuccessful, then a bid will be submitted to the Parish Partnership scheme in December. When the procurement of a monitor is underway, the residents in the immediate areas identified to occasionally position the monitor (along Colby Long Road and on the B1145 near to Mill Road) will be advised.

2. PARISH PARTNERSHIPS SCHEME

The letter of invitation to bid for schemes for the 2023/24 financial year was circulated again as a reminder that SAM signs were included on the list of eligible projects. The closing date is 9 December.

3. NEECH LOAN FUND

Mr Clarke advised that there was still nothing to report

14 **POLICIES**

PLANNING PROTOCOL

The Council had previously considered the protocol when it was part of a discussion paper. The Protocol was now presented as a stand-alone document and it was approved by the Council. Following a recommendation from Mr Elliott, the Clerk was to include a review date of September 2025.

15 **FINANCE**

1. SCHEDULE OF BILLS FOR PAYMENT

The Clerk presented the schedule, which was **accepted** as proposed by Mr Anderson-Dungar, seconded by Mr Elliott. A copy to be attached to the signed copy of these Minutes.

2. BANK RECONCILIATION TO 31st AUGUST 2022

The document previously circulated was **accepted**.

3. CASHBOOK 1 APRIL 2022 TO 31st AUGUST 2022

The document previously circulated was **accepted**.

16 **PLANNING MATTERS**

1. APPLICATIONS DETERMINED

Of the applications previously discussed by the Council the following had been **consented** by NNDC:

PF/22/1761 POND COTTAGE, NORTH WALSHAM ROAD

The application PF/22/1694 THE OLD RECTORY, COLBY ROAD was **pending determination**.

2. APPLICATIONS FOR CONSIDERATION

PF/22/2062 HOME FARM, COLBY ROAD

Members had no issues with this scheme and agreed to **support** the application.

LA/22/2210 CHANGE OF USE: POND COTTAGE, NORTH WALSHAM ROAD.

Members had no issues with this scheme and agreed to **support** the application.

17 **ITEMS FOR INFORMATION/FUTURE AGENDA**

1. Mr Elliott proposed that another edition of the Newsletter should be produced as there were a number of topics to share with residents.
2. A Christmas event should be held again this year.
3. The outline budget for 23/24 would be presented at the next meeting.
4. There was a new Vicar at the Church who was interested in Community matters and it was suggested that he should be invited to a future meeting. The Clerk was to send him the dates and invite him to attend.
5. Consideration should be given to acquiring a fireproof filing cabinet as a document archive.
6. Acoustics in the main hall need addressing – this will be passed to the new Management Team.

21 DATE OF NEXT MEETING

It was confirmed that the next Parish Council Meeting would be held on **WEDNESDAY 19th OCTOBER 2022 at 8.00pm** at Banningham & Colby Community Hall.

22 CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.15p.m.

Signed (Chairman)

Date