

COLBY & BANNINGHAM PARISH COUNCIL

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NOTICE OF MEETING & SUMMONS TO ATTEND

THE ANNUAL MEETING OF COLBY & BANNINGHAM PARISH COUNCIL WILL BE HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL ON WEDNESDAY 15th May 2024 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 2024-25
- 02 VICE CHAIRMAN OF THE COUNCIL**
To elect the Vice-Chairman of the Council for the Municipal Year 2024-25
- 03 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
To receive the Chairman's 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 VACANCIES ON THE COUNCIL**
None.

07 PARISH COUNCIL REPRESENTATIVES

To appoint Parish Council representatives to the following Working Groups with reports to come to the first available Parish Council Meeting.

1. Elden's Retreat Working Party (2)
2. Play Equipment Working Group (4)

08 MINUTES

To approve the minutes of the Parish Council Meeting held on 10th April 2024. (Attached)

09 INFORMATION ON MATTERS ARISING

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

1. Councillor Training - feedback
2. Residents' Survey
3. Play Equipment application

10 OPEN FORUM FOR PUBLIC PARTICIPATION

An opportunity to hear from members of the public.

11 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

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

District Council

County Council

12 ITEMS REFERRED FROM PREVIOUS MEETING

To consider items suggested at the last meeting:

1. Newsletter – residents' email addresses
2. Council Priorities 24/25 (attached)

13 CLERK'S REPORT

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

1. Elden's Retreat
2. Village Green
3. Allotments
4. Information Centre (Kiosk)
5. SAM

14 CORRESPONDENCE/REPORTS

None.

15 POLICIES

None.

16 FINANCE REPORT

1. To receive and consider the report from the Internal Auditor – Mr Eke will present his report
2. To complete and agree the Annual Governance Statement on the Annual Return
3. To agree the Accounting Statement on the Annual Return – to follow
4. Schedule of Bills for Payment – to follow
5. Bank Reconciliation as at 30th April 2024 – to follow
6. Cashbook as at 30th April 2024 - to follow

7. Scheme of Delegation – to receive information from the Clerk on any actions taken under the Scheme of Delegation.
8. To confirm bank account signatories

17 PLANNING MATTERS

1. APPLICATIONS DETERMINED/STATUS	
None.	
2. APPLICATIONS FOR CONSIDERATION	
PF/24/0802 Highbury Farm, Colby. Three open-fronted detached garages to serve dwellings approved under planning permission PO/2006/1725.	
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 next Parish Council will be held on Wednesday 19th June at 7.00pm.
- Future ordinary meetings will be held on the following dates:

17th July, 18th September, 16th October, 20th November, 15th January 2025, 19th February and 19th March. All at 7.00pm. The Council does not usually meet in August or December, but 21st August and 18th December are available should business dictate. All meetings are held in the Community Hall.

Colin Studholme

Mr Colin Studholme

Clerk of the Council

Published 8th May 2024

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

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 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.