

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 18th October 2023 at 7.00pm**

PRESENT: Mr R Anderson-Dungar (Chairman)
Mr D Holgate
Mr S Elliott
Mr N Andrews
Mrs P Ashby
Mrs S Woolliams
Mrs J Morgan
Mr J Toye (NNDC)

IN ATTENDANCE: Mr C Studholme (Clerk)

84. APOLOGIES FOR ABSENCE

Mr S Penfold

85. DECLARATIONS OF INTEREST AND DISPENSATIONS

The following interest was declared – Mr Anderson-Dungar – Allotments.

86. MINUTES OF THE MEETING HELD ON 20th September 2023

The minutes were agreed, proposed by Mr D Holgate, seconded by Mrs J Morgan.

87. INFORMATION ON MATTERS ARISING

SAM2 – The new brackets had been received. The unit was due to be moved to a different location. Anecdotal evidence suggested that the SAM was causing motorists to slow down. Information generated is not currently being captured, but this remains an option with the purchase of a data recorder.
Councillor Training – A list of training courses for Councillors run by NPTS had been circulated. The Chairman was interested in attending a refresher course, and it was suggested that a tailored course could be given by NPTS to Councillors at the Hall. The Clerk was to investigate.

88. OPEN FORUM FOR PUBLIC PARTICIPATION

No members of the public present.

89. REPORTS FROM POLICE, DISTRICT AND COUNTY COUNCILLORS

Councillor Toye updated Councillors on recent activity of interest. Aldborough Parish Council was to hold a talk at their Community Centre with tips and advice for residents on preparing for winter. The date is 24th October at 2.00 pm. All residents are welcome.

A new business page has been set up on the NNDC website – Invest North Norfolk. Link here: [Home | Invest North Norfolk \(north-norfolk.gov.uk\)](https://www.north-norfolk.gov.uk)

NNDC is preparing a new Corporate Plan 23-27. Due to the uncertainty around Government Funding year on year, the Plan describes a number of themes and potential projects which the Council would like to develop if funding allows. Link here: [corporate-plan-2023-to-2027.pdf \(north-norfolk.gov.uk\)](https://www.norfolk.gov.uk/corporate-plan-2023-to-2027.pdf)

Councillor Toye also updated Councillors on the latest thinking around Nutrient Neutrality and how this might affect future planning applications in the District.

Mr Holgate asked Councillor Toye about the monitoring by NNDC Environmental Health Dept of noise/safety issues at the Bannaroo event in August. He, and Mrs Woolliams, were concerned that Council officers may not have spent enough time on site and may have missed periods when noise was particularly loud. Councillor Toye cited limited Council resources as a reason for restricted attendance by Council officers, but he agreed to find out what monitoring had taken place and when and report back to the Council.

Mr Elliott asked about 20 mph speed limits and the NNDC view. Councillor Toye reported that this issue is a County Highway matter and a way to influence such issues was to challenge the County Highway Strategy. Views on 20mph speed limits are polarised and Councillor Tote's view was that driver education should be an important aspect of any strategy.

90. ITEMS REFERRED FROM PREVIOUS MEETING

- 1. Noticeboards** – The Clerk had prepared a brief note about the use/condition of noticeboards in the Parish. The board at Colby School was unusable and the Clerk was to contact the School to enquire if they intended to replace it. The board at the Crown was very small with not much room for Council papers alongside other notices. The new Board at the Community Hall and the Board on Long Lane presented the best opportunities for communication. It was agreed that contact details and general information about the Council should be placed on both boards. Meeting agendas and other papers where appropriate should also be displayed on these boards, allowing good time before meetings took place. Mrs Morgan volunteered to display notices on the Long Lane board.
- 2. Play Equipment** – There was discussion about the need for play equipment in the Parish and the best location for it. Elden's Retreat was considered the best and safest option. However, it was agreed that such a project to provide play equipment should be seen in the wider context of future plans for the Parish. To this end Mr Elliott had started to consider preparing a questionnaire for residents to canvas views of what they would like to see in the Parish and Mr Anderson-Dungar proposed that the Parish Plan should be updated. This could potentially develop into a major project to follow on from the refurbishment of the Community Hall. This would be an on-going item on future agendas.

3. **Updating the Website** – The Clerk reported that the Council website was not “accessibility compliant” and needed a significant upgrade. The Clerk was to contact Steve Jackman for a quote for the work.
4. **Funding Contribution for the Defibrillator** – The Chairman had spoken to Mr van Poortvliet who had agreed to make a contribution towards the refurbishment of the defibrillator located at The Crown. Mr Anderson-Dungar proposed that the Parish Council match this contribution. This was agreed. The Clerk was to confirm the sum involved with Mrs Feneron. The Clerk would also discuss training provision with Mrs Feneron.

91. CLERK’S REPORT

1. **Elden’s Retreat** – The Clerk and Mrs Ashby had met the grass cutting contractor on site to review the year’s grounds maintenance work. The cutting of the main open area at Elden’s Retreat and the Village Green had some times left isolated tufts of grass stems uncut. Proper cutting to remove these tufts was to be a required outcome next year. Some areas of strimming specified in the contract had sometimes been missed and these too were to be highlighted for regular cutting next year. There may be the need for some additional strimming at the Village Green between the new privet hedge and bowls green fence and this would be included in a revised specification being drafted by the Clerk. The Open Day had been scheduled for Saturday 4th November, 2.00 – 4.00pm.
2. **Village Green** – A work party was to be arranged to trim the privet hedge.
3. **Allotments** – Tenants had struggled to control horsetail on their plots this year. Mr Anderson-Dungar was considering covering part of his plot with a geotextile to try to control the weed.
4. **Information Centre (Telephone Kiosk)** – Elden’s Retreat was next to have information prepared. Cooks Electrical had visited and confirmed that the electricity cable to the kiosk had been cut. Mr Anderson-Dungar was to speak to Openreach as an on-going supply was guaranteed when the Council acquired it. Alternatively, Cooks had quoted for installing a solar-powered light.

92. CORRESPONDENCE/REPORTS/EVENTS

1. **Long Lane Housing Allocation site** - The Clerk had been copied in on a Fol request to NNDC regarding a proposed alternative site for affordable housing in Long Lane. The Council was unaware of such a site although it had apparently been publicised on the NNDC website. Councillor Toye was also unaware of such a site but suggested that it may have been a site for which a future applicant had asked for pre-application advice. If so, such advice might be confidential until an application is submitted.
2. **Remembrance Sunday – Wreath Laying.**
Mr Anderson-Dungar was to lay the wreath at Banningham Church and Mr Andrews the wreath at Colby Church.

93. POLICIES

Financial Risk Assessment – the draft was currently being updated and would be presented at the next meeting along with Insurance Renewal quotes.

94. FINANCE REPORT**1. SCHEDULE OF BILLS OF PAYMENT**

The schedule of bills awaiting authorisation for payment had been circulated. All payments were approved. These were:

• Colin Studholme (Salary and allowance)	£475.37
• Refreshments (reimbursed to the Clerk)	£8.69
• Hall Administrator's salary	£105.70
• Additional brackets for SAM	£133.80
• NNDC Election Fee	£40.94
• Parish Online	£50.40
• Cooks Electrical	£36.00

2. BANK RECONCILIATION AS AT 30th SEPTEMBER 2023

This was noted by members and signed by the Chairman.

3. THE BANK STATEMENT FOR SEPTEMBER 2023

The Bank Statement were noted as being in agreement with the Bank Reconciliation.

4. CASHBOOK AS AT 30TH SEPTEMBER 2023

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

5. PROGRESS AGAINST BUDGET AS AT 30th SEPTEMBER 2023

Expenditure at the half year was well below budget, mainly because large items (insurance, grounds maintenance) become payable in the second half of the year. A reforecast for the year suggested that the outturn would be c£2600 below budget owing to underspend in salaries and pension.

6. SCHEME OF DELEGATION

None.

Acceptance of the Finance Report was **proposed by Mr Elliott and seconded by Mr Holgate.**

95. PLANNING MATTERS

1. PF/23/1811 – Woodview Farm, Long Lane, Colby. Erection of Agricultural Building for cattle and feed. Council response: No comment.
2. PF/23/1667 – High Oaks, Ingworth Road, Banningham. Change of use to dog training business. Council response: No comment.

96. ITEMS FOR INFORMATION/FUTURE AGENDA

1. Play Equipment/Parish Plan
2. Christmas event
3. Budget 24/25

97. DATE OF NEXT MEETING The next Parish Council Meeting will be held on **WEDNESDAY 15th NOVEMBER 2023 at 7.00pm** at Banningham & Colby Community Hall.

98. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.55p.m.

Signed (Chairman)

Date