

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 19th FEBRUARY 2025 at 7.00pm**

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

IN ATTENDANCE: Mr C Studholme (Clerk)

125. APOLOGIES FOR ABSENCE

Mr N Andrews, Cllr J Toye.

126. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

127. MINUTES OF THE MEETING HELD ON 15th JANUARY 2025

Approval of the minutes of the meeting held on 15th January 2025 was proposed by Mr Holgate, seconded by Mrs Ashby and signed by the Chairman.

128. MATTERS ARISING

- (a) Play Equipment. The Clerk was to contact CAN to try to arrange an inspection training day during week commencing 28th April. Mole hills had appeared in the play area. It was only the area without protective matting that was affected, and the Clerk was to contact HAGS to see if it would be possible to retrofit matting to the affected areas. It was also agreed that HAGS were to be asked to supply an information sign for the playground. The Clerk was to contact Simon Carson. A sign had also been received from NNDC acknowledging the funder which needed to be erected on site. However, this was not suitable for an outdoor location and the Clerk was to see if an alternative was available.
- (b) Affordable Housing. A formal consultation on a proposal for affordable housing on the Banningham Road site was awaited. Parishioners would be kept up to date via the newsletter.

129. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

130. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

None.

131. ITEMS REFERRED FROM PREVIOUS MEETING

None.

132. STANDING ITEMS

1. **Elden's Retreat** – The Working Group (Mr Elliott, Mrs Ashby and the Clerk) were to meet on site w/c 24th February to carry out an inspection of the tree planting. At the same time the mature trees on site were to be inspected for safety; the issue of moles considered; the location of the sign(s) agreed and a proposal agreed for the goalpost.
2. **Village Green** – The tender document was ready to be circulated once the plan for Elden's Retreat had been updated. A request had been received to forward the tender document to an interested local resident. There was discussion about the plantain problem and the need to ensure that the future management regime kept this in check. Mr Elliott was to contact Hillary van Poortvliet regarding the carpet which she had available to be used as mulch under the privet hedge. It was noted that some large vehicles were passing through the village rather than heading north when leaving Colby Hall Farm. The Clerk was to contact Mr van Poortvliet to ask him to remind visiting drivers to exit the village north along Long Lane.
3. **Allotments** – It was agreed that a review of allotment/arable land charges and management should be carried out at the next meeting. The Clerk was to find out what other PC's charge for allotment rent.
4. **Information Centre (Telephone Kiosk)** – Cook's Electrical had agreed to sponsor lighting in the kiosk. Mr Anderson-Dungar was to source and cost an appropriate light fitting. The Clerk had reviewed all the noticeboards available in the parish (six) and proposed a standard selection of documents which were to be posted on each. This was agreed.
5. **SAM** – Mr Campbell Jones had assisted Mr Holgate and Mr Anderson-Dungar in downloading and analysing data from the SAM. It was agreed that this would be done monthly in future and that Mr Jones would be asked to process the data for a small fee (c£15 per month).

133. CORRESPONDENCE/REPORTS/EVENTS

None.

134. POLICIES

1. **Financial Regulations** – The revised Financial Regulations had been circulated and were approved by councillors.
2. **Statement of Internal Financial Controls** – The updated Statement had been circulated and was approved by councillors

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

The schedule of payments for February had been circulated and were approved and signed by the Chairman. These were:

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|---|----------|
| • Colin Studholme – Clerk’s salary & allow/expenses | £ 476.69 |
| • SLCC subscription - revised | £ 110.00 |
| • SAM Bracket | £ 71.40 |
| • Mr Campbell Jones (SAM support) | £ 25.80 |
| • Starboard Systems (Scribe software) | £ 397.44 |

2. BANK RECONCILIATION AS AT 31ST JANUARY 2025

This was noted by members and signed by the Chairman.

3. THE BANK STATEMENTS AS AT 31ST JANUARY 2025

The Bank Statements were noted as being in agreement with the Bank Reconciliations.

4. CASHBOOK AS AT 31ST JANUARY 2025

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

5. SCHEME OF DELEGATION

None.

6. BUDGET AND PRECEPT – 2025-26

The Parish Council had been informed by NNDC that, following a decision by District Councillors to double the council tax levied on second homes, the tax base for Colby and Banningham parish had changed. It did not affect the amount of money the parish council would receive by way of precept, but it did mean that the amount paid by each household in the parish decreased slightly from £88.19 to £87.59.

136. PLANNING MATTERS**1. PF/25/0204 - The Old Stables Long Lane Colby.**

Conversion of garage to residential annexe, erection of detached cart lodge with games room above, replacement of existing windows and doors and alterations to fenestration including new doors, windows & rooflights and changing the existing timber cladding colour. No Comment.

2. PF/24/2592 - Highbury Farm Colby Road Banningham.

This application had been received on the day of the meeting and there had been insufficient time to consider it. The Clerk was to seek an extension from NNDC to allow the application to be considered at the next meeting.

3. PF/22/1068 - Ambrose House , Mill Road, Banningham

Appeal against refusal in respect of the demolition of existing buildings and erection of single storey detached dwelling. Councillors noted that all comments that the council had previously made on this application would be submitted to the Inspector carrying out the appeal and that no further comments were necessary. The Clerk was to ensure that the residents were aware of the appeal.

137. ITEMS FOR INFORMATION/FUTURE AGENDA

1. Grounds Maintenance contract - tenders
2. Allotments Review
3. Planning Application – Highbury Farm

138. DATE OF NEXT MEETING

The next meeting was agreed as **WEDNESDAY 19th MARCH 2025 at 7.00pm at the Community Hall.**

139. CLOSURE OF THE MEETING

The Chairman closed the meeting at 8.35pm.

Signed (Chairman)

Date

DRAFT