

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 27th MARCH 2024 at 7.00pm**

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

IN ATTENDANCE: Mr C Studholme (Clerk)

Prior to the meeting Kay Montandon from Aylsham Town Council updated members on initiatives led by ATC with relevance to the surrounding parishes. This included a Healthy Town event scheduled for 19th April and on-going projects to make the town more sustainable in terms of transport and car parking facilities. More information can be found on their website: www.aylsham-tc.gov.uk. (Search Aylsham Traffic Strategy)

144. APOLOGIES FOR ABSENCE

None.

145. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

146. MINUTES OF THE MEETING HELD ON 21st FEBRUARY 2024

The minutes were agreed, proposed by Mrs Ashby, seconded by Mr Holgate.

147. INFORMATION ON MATTERS ARISING

(a) Councillor Email Addresses

There was further discussion on this topic but it was concluded that the Council would not pursue separate email addresses for Councillors at this time.

(b) Residents' Survey. There had been a good response to the survey with 73 forms being returned. This success was attributed to the use of freepost envelopes. There is still more analysis to be carried out but an initial summary had been circulated by Mr Elliott.

(c) Play Equipment. The working group had met and a grant application was in preparation. A meeting had also taken place with 4 suppliers and quotes were awaited. The maximum grant available from the LEP was £50,000 but spend was likely to be in the region of £64,000 so an additional £13-14,000 would need to be found. Further grant applications would be needed. There was discussion as to whether planning permission would be required before the equipment could be installed and the Clerk was to make enquiries. It was also considered that benches for parents should be provided in the vicinity. The Council gave its approval in principle for the application to proceed.

- (d) Woodview Farm, Long Lane, Colby. Further activity had been observed on site including a new wooden structure, diggers and cross country bikes. The Clerk was to update Councillor John Toye on the matter to see if NNDC's planning enforcement had any concerns with these issues.
- (e) Website. The new website was now live. Some additional documents were still to be uploaded and more photos of the parish were needed.

148. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

149. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

None.

150. ITEMS REFERRED FROM PREVIOUS MEETING

None.

151. CLERK'S REPORT

1. **Elden's Retreat** – The grass had been cut with the wildflower strip uncut as requested. Some daffodils had been planted on site which were to be allowed to remain at present.
2. **Village Green** – The grass had been cut on the Village Green but the cut was uneven, considered to be the result of excessive speed by the operator. When turning the operator had also cut the grass too low leaving base soil. The Clerk was to contact the contractor.
3. **Allotments** – Nothing new to report..
4. **Information Centre (Telephone Kiosk)** – Mr Anderson-Dungar had circulated the format for the display panels. The text prepared for the website about Elden's Retreat would be suitable for a display panel although some additional information was required to be added about its history. Mrs Ashby reported that the kiosk was looking untidy and needed a refresh.

152. CORRESPONDENCE/REPORTS/EVENTS

1. Email regarding overgrown hedge at Bridge Road and badly parked vans causing a hazard. The Clerk had pointed the complainant to NCC's website where overgrown hedges could be reported and action taken by NCC. It was considered that the building work and accompanying vans were the main source of the problem. Parking in general was an issue around the school and the Clerk was to contact the head teacher to see what could be done to ease the situation.
2. Email from the Open Spaces Society. The OSS had requested the Council's support for their call that NCC replace a missing footpath sign in Colby and include with it the destination and distance. Members did not think that this was a priority given the state of County Council finances nor would it provide any benefit for local residents.
3. Email regarding a blocked water pipe at Pond Cottage, Long Lane. Members agreed that this was not a matter for the Council but the landowner. It is possible that the complainant had mistakenly thought that the involvement by a former parish councillor in this matter previously was the reason it was

assumed to be a Council matter, but that involvement had been in a private householder capacity and not on behalf of the parish council.

153. POLICIES

Biodiversity Duty. The policy was approved. Some of the responses to the parish questionnaire had supported further projects to help wildlife and an action plan was to be drafted in the summer.

154. FINANCE REPORT

1. SCHEDULE OF BILLS OF PAYMENT

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

• Colin Studholme - Clerk (Salary/expenses)	£ 503.03
• Elise Mabbutt – Hall Administrator (Salary)	£ 113.70
• Steve Jackman – website	£ 140.00
• Seamus Elliott – facemasks	£ 11.20
• Citizens Advice Bureau (annual grant)	£ 108.00
• Colby Churchyard (annual grant)	£ 215.00
• Banningham Churchyard (annual grant)	£ 215.00
• Adcock – CH heating installation	£1914.60
• Adcocks – Interface cards	£ 572.00
• NPTS – whole council training	£ 295.00

The following payments were ratified. They had been paid from PC funds as they were very late (the invoices had been misplaced) and the new Community Hall bank account was not yet functional. To be reclaimed from the Community Hall account

• J Taylor (Plastering)	£830.00
• JP Howard (Plastering)	£930.00

In addition it was agreed that the amount remaining in the Council's funds from the Hall heating grant (£466.50) should be transferred to the Community Hall account.

3. BANK RECONCILIATION AS AT 29th FEBRUARY 2024

This was noted by members and signed by the Chairman.

4. THE BANK STATEMENTS FOR FEBRUARY 2024

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

5. CASHBOOK AS AT 29th FEBRUARY 2024

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

6. SCHEME OF DELEGATION

None.

Acceptance of the Finance Report was proposed by Mr Elliott and seconded by Mrs Ashby.

155. PLANNING MATTERS

CL/24/0121 – Dwelling on Amenity Land, Mill Road, Banningham. Lawful Development application.

As advised at the previous meeting this was not a consultation by NNDC but a request for any information the Parish Council might have which might help NNDC make a decision. The Clerk had forwarded the Parish Council's previous comments on this matter.

156. ITEMS FOR INFORMATION/FUTURE AGENDA

Noe.

157. DATE OF NEXT MEETING – The next meeting was agreed as **WEDNESDAY 10th APRIL 2024** immediately following the Annual Parish Meeting.

158. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.10pm.

Signed (Chairman)

Date