

**MINUTES OF THE ANNUAL MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 11 MAY 2022 at 7pm**

PRESENT: Mr J van Poortvliet -Retiring Chairman
Mr R Anderson-Dungar
Mr N Andrews
Mrs P Ashby
Mr S Elliott

The Retiring Chairman welcomed Members.

- 01 CHAIRMAN OF THE COUNCIL FOR THE 2022/23 COUNCIL YEAR**
The Retiring Chairman called for nominations. Mrs Ashby proposed Mr van Poortvliet, seconded by Mr Elliott and **unanimously agreed.**
- 02 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
The Chairman signed the Declaration of Acceptance of Office, witnessed by the Clerk.
- 03 VICE-CHAIRMAN OF THE COUNCIL**
The Chairman proposed Mr Anderson-Dungar, seconded by Mrs Ashby, and **unanimously agreed.**
- 04 APOLOGIES FOR ABSENCE**
Apologies were received and accepted from Mr Clarke.
- 05 DECLARATIONS OF INTEREST AND DISPENSATIONS**
Mr Anderson-Dungar declared an interest in the Allotments item.
- 06 PUBLIC PARTICIPATION**
In the absence of any member of the public, the meeting re-convened immediately.
- 07 RE-CONVENE THE MEETING**
Not required, see above.
- 08 VACANCIES ON THE COUNCIL**
There was nothing to report.
- 09 PARISH COUNCIL REPRESENTATIVES**
Although changes were proposed to the Neech Loan Fund and the Village Hall Management Committee, existing representatives were re-affirmed until changes take place, therefore representatives remain as below:
1. Neech Loan Fund (1) – Mr Clarke
2. Village Hall Management Committee (2) - Mr Anderson-Dungar and Mrs Ashby, number may be revised in the near future as the structure is under review
3. Playing Field & Village Green Working Party (3)- Mrs Ashby, Mr Clarke, and Mr Elliott

10 MINUTES

Minutes of the Parish Council meeting held on 20 April 2022, as previously circulated were **proposed, confirmed, and signed**. Minutes of the Parish Council meeting held on 16 March 2022, although adopted, were **reviewed, to account for further information, adopted and signed**.

11 INFORMATION ON MATTERS ARISING

Nothing to report

12 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

Police - no report.

District Council – Cllr Toye’s report had been circulated. Mr Anderson-Dungar explained the effects of the nutrient neutrality legislation on planning departments throughout the country. North Norfolk District Council had suspended decisions on applications at present.

County Council – no report.

13 MATTERS REFERRED FROM PREVIOUS MEETING

To consider the following items referred from previous meeting and agree action

1. VATTENFALL COMMUNITY FUND

An expression of interest had been registered on behalf of the local community.

2. ANNUAL PLAN

The draft previously circulated was **agreed subject to the addition of pictures to the various sections**. Once completed it would be used for all publicity and grant applications.

14 STAFFING MATTERS

The Chairman reported on the interview process. An offer of employment has been made to Kristine Ceirane subject to references and ratification at this meeting. Members were **unanimous in agreement**. A draft contract would be prepared.

15 REPORTS/UPDATES ON AREAS OF COUNCIL RESPONSIBILITY

To receive the following verbal/written reports and/or recommendations:

1. PLAYING FIELD

The Management Plan was almost complete and should be ready for the next meeting.

2. VILLAGE HALL

It was **unanimously agreed** to support the advice of Community Action Norfolk to become Sole/Managing Trustees of the Banningham & Colby Community Hall

3. VILLAGE GREEN

Re-decoration of the pavilion and entrance gates had been completed, general tidying of the internal perimeter was in progress.

4. ALLOTMENTS

Nothing to report.

5. TELEPHONE BOX

Mr Anderson-Dungar had resolved the various issues with the resident who contacted the Council.

16 CORRESPONDENCE

1. Operation Randall Newsletter – **NOTED**.

17 POLICIES & DOCUMENTS

The meeting **NOTED** that Policies were reviewed during 2021/22 with next review after two years unless legislative changes dictated otherwise. It was further **NOTED** that the Council required new Financial Regulations as it was no longer an Exempt Council for audit purposes due to 2021/22 income being in excess of £25,000

18 FINANCE

To consider the following financial items:

1. SCHEDULE OF BILLS FOR PAYMENT

The Clerk presented the schedule which was **AGREED**

2. BANK RECONCILIATIONS

Bank reconciliations for April 2022 had been circulated and were **ADOPTED**.

3. SIGNATORIES TO BANK ACCOUNTS

Signatories were confirmed as:

- Mr J van Poortvliet]
- Mrs P Ashby
- Mr S Elliott

4. INTERNAL AUDIT

- The report from the Internal Auditor was read to the meeting and **AGREED**
- The Annual Governance Statement was **AGREED AND SIGNED**
- The Accounting Statements were **AGREED AND SIGNED**.

19 PLANNING ISSUES

1. APPLICATIONS DETERMINED

Nothing to report at the time of publication of this Agenda. .

2. APPLICATIONS FOR CONSIDERATION

None at the time of publication of this Agenda

20 ADJOURNMENT

Not required in the absence of any member of the public.

21 RESPONSE TO PLANNING APPLICATIONS

Not required, see 19/2 above.

22 ITEMS FOR INFORMATION/FUTURE AGENDA

Information:

- It was suggested that a definitive map of the parish, similar to that provided in the telephone kiosk, should be available for use at meetings.

Next meeting:

- Affordable housing presentation
- Speeding – concerns raised, locations for Speed Awareness Message sign (SAM)

23 DATE OF NEXT MEETING & TIMETABLE OF MEETINGS FOR 2022/2023 MUNICIPAL YEAR

It was confirmed that:

- The **Annual Parish Meeting** will be held on Wednesday 25 May 2022 in the Banningham & Colby Community Hall at 7pm
- the next Ordinary Parish Council Meeting will be held on Wednesday 15 June 2022 in the Banningham & Colby Community Hall at 7pm
- future ordinary meetings will be held on the following dates: (all Wednesdays) 20 July, 21 September, 19 October, 16 November, 21 December, 18 January 2023, 15 February, 15 March, 19 April. The Council does not usually meet in August, but the date of 17 August is available should business dictate

24 CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8:30p.m.

Signed (Chairman)

Date