

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 15th MAY 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)
Mr K Eke (Internal Auditor)

16. CHAIRMAN OF THE COUNCIL

Mrs Ashby proposed Mr Anderson-Dungar as Chairman for the coming year. Seconded by Mr Holgate. All in agreement.

17. VICE CHAIRMAN OF THE COUNCIL

Mr Anderson-Dungar proposed Mrs Ashby as Vice Chairman who agreed to carry out the role for one more year. Seconded by Mr Elliott. All in agreement.

18. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Mr Anderson-Dungar signed the relevant form, witnessed by the Clerk.

19. APOLOGIES FOR ABSENCE

None.

20. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

21. VACANCIES ON THE COUNCIL

None.

22. PARISH COUNCIL REPRESENTATIVES

The following representatives were agreed:

Elden's Retreat Working Party – Mrs Ashby, Mr Elliott, and the Clerk.

Play Equipment Working Group – Mr Elliott, Mr Holgate, Mrs Morgan and Mrs Woolliams.

23. MINUTES OF THE MEETING HELD ON 10th APRIL 2024

The minutes were agreed, proposed by Mrs Morgan, seconded by Mrs Ashby.

24. INFORMATION ON MATTERS ARISING

(a) Residents' Survey – the results had been analysed and Mr Elliott was to draft an Action Plan for how the Parish Council would respond to the key topics raised by residents.

(b) Play Equipment Application – Mrs Woolliams confirmed the LEP requirement was that the Council should be able to demonstrate that match funding sum of 25% of the likely grant (c£15,000) would be in the Council's bank account at the time of the application. An application had been submitted to the National Lottery Awards for All fund for the match funding (£16,000) with a turnaround time of 16 weeks (mid-August). Three quotes had been sought for the installation which were being assessed by the Working Group. Mrs Morgan presented plans submitted by one of the suppliers and there was discussion about the scheme. Mr Holgate proposed that the Working Group should look at all three proposals when received and propose a favoured supplier at the next meeting. An order could then be placed once the LEP funding had been secured. This was seconded by Mrs Ashby and all were in agreement.

25. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

26. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

None.

27. ITEMS REFERRED FROM PREVIOUS MEETING

(a) Residents' email addresses – a number of residents had indicated in the survey feedback that they would like to receive the newsletter by email. The Clerk was to investigate setting up a new email account for such a purpose, subject to data protection provisions.

(b) Council Priorities 2024-25

This had been drafted by Mr Elliott and the Clerk and circulated to members. It was approved and would guide the Council's work for the coming year. It was to be posted on the website.

(c) Noticeboard for Colby School

Mr Anderson-Dungar was to ask Mr Greengrass to erect the noticeboard on the outside wall of Colby School.

28. STANDING ITEMS

1. **Elden's Retreat** – Nothing further to report
2. **Village Green** – The grass had been left to grow around the crocuses and snowdrops but was now ready for cutting. The Clerk was to inform the contractor
3. **Allotments** – Daisy Groom had given up her plot citing the infestation of the plot with horsetail. It was suggested that the plot should be covered in geotextile/black plastic in an attempt to eradicate the weed. The Clerk would investigate options.
4. **Information Centre (Telephone Kiosk)** – Mr Anderson-Dungar had the contact details regarding the electricity supply and was to pass them to the Clerk. Work was underway on the additional displays. Mark Camidge would be able to supply an aerial photo of Elden's Retreat.
5. **SAM** – the SAM had been deployed in Suffield for the first time as part of the sharing arrangements and was now part of the rota. Mr

Anderson-Dungar had the contact details for someone at Aylsham Town Council who could advise on the downloading of data from the SAM and was to make contact.

29. CORRESPONDENCE/REPORTS/EVENTS

None.

30. POLICIES

None.

31. FINANCE REPORT

1. REPORT FROM THE INTERNAL AUDITOR

Mr Eke presented his report to the Council. He had audited the accounts and was content that the internal controls had been carried out correctly. He had completed and signed the relevant form.

2. AGAR - ANNUAL GOVERNANCE STATEMENT 2023/24 (Section 1)

Members considered each of the statements contained in Section 1 of the AGAR and were able to agree with all of them. The form was signed by the Chairman and the Clerk.

3. AGAR - ACCOUNTING STATEMENT OF THE ANNUAL RETURN (Section2)

The accounting statements for 2023/24 had been prepared and signed by the Responsible Financial Officer and had been subject to the Internal Audit and approved. Members considered and approved the accounting statements and they were signed by the Chairman.

4. SCHEDULE OF BILLS OF PAYMENT

The schedule of bills awaiting authorisation for payment for May had been circulated. All payments were approved and the schedule was signed by the Chairman. These were:

• Colin Studholme – Clerk’s salary (net)	£ 445.49
• Colin Studholme – Clerk’s Allowance	£ 26.00
• Elise Mabbutt – Hall Administrator’s salary (net)	£ 113.70
• Paston Chase – Domain Name Renewal	£ 112.80
• Kevin Eke – Internal Audit Fee	£ 108.00

5. BANK RECONCILIATION AS AT 30th APRIL 2024

This was noted by members and signed by the Chairman.

6. CASHBOOK AS AT 30th APRIL 2024

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

7. SCHEME OF DELEGATION

None.

8. BANK SIGNATORIES

These were confirmed as: Mr Anderson-Dungar, Mrs Ashby, Mr Elliott and Mr Holgate.

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

32. PLANNING MATTERS

PF/24/0802 Highbury Farm, Colby.

Members considered this proposal and agreed to support the application.

33. ITEMS FOR INFORMATION/FUTURE AGENDA

None.

34. DATE OF NEXT MEETING – The next meeting was agreed as **WEDNESDAY**

19th JUNE 2024 at 7.00pm at the Community Hall. The dates for the rest of the municipal year were agreed.

35. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.45pm.

Signed (Chairman)

Date