

**MINUTES OF THE MEETING
OF COLBY & BANNINGHAM PARISH COUNCIL
HELD IN THE JUBILEE HALL, BANNINGHAM
ON WEDNESDAY 20 APRIL 2022 at 7p.m**

PRESENT: Mr J van Poortvliet, Chairman
Mr R Anderson-Dungar, Vice-Chairman
Mr N Andrews
Mrs P Ashby
Mr S Elliott (late arrival)
Mrs M Anderson-Dungar, Clerk

The Chairman welcomed Members, and 1 member of the public

01 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Mr Clarke

02 DECLARATIONS OF INTEREST AND DISPENSATIONS

Mr Anderson-Dungar - Allotments (personal interest) and Planning Application for Orchard Barn – pecuniary interest as the agent.

03 PUBLIC PARTICIPATION

The meeting adjourned; the member of the public did not wish to speak.

04 RE-CONVENE THE MEETING

The meeting re-convened.

05 MINUTES

Minutes of the Meeting held on 16 March 2022, as previously circulated, were **PROPOSED, CONFIRMED AND SIGNED.**

06 INFORMATION ON MATTERS ARISING

There was nothing to report under this item.

07 VACANCIES ON THE COUNCIL

No applications or enquiries had been received.

08 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

To receive written/verbal reports from representatives, including the following:

Police – Operation Randall newsletter previously circulated was **NOTED.**

District Council - no representative in attendance.

County Council - no representative in attendance.

09 ITEMS REFERRED FROM PREVIOUS MEETING

No new items referred.

10 AREAS OF PARISH COUNCIL RESPONSIBILITY

To receive updates/reports on areas of parish council responsibility:

1. PLAYING FIELD

Mrs Ashby advised that the management plan would be finalised in time for the next meeting, so that the contractor had all the correct information for the season. Stakes had been placed in the ground before cutting.

2. VILLAGE HALL

- Leads Report – the Clerk’s minutes of meeting on 12 April and Mr Elliott’s notes had been circulated. Mr Elliott arrived at this point. With the permission of the meeting, the member of the public was invited to join the discussion, which covered the following points:
 - Vision 22 was based on the planning permission granted rather than the original thoughts
 - It was confirmed that C Cllr Penfold would authorise the cost of the highway directional signs from his budget. All other signage to be financed by Village Hall. The Parish Council had already **AGREED** to meet the cost of a notice board for the Village Hall.
 - Future works – these had been identified with estimated costs to aid budget planning. A further allocation would be needed from Management Committee funds. Grants would be sought wherever possible and Diane Fields had already been in contact with Vattenfall regarding their Community Fund.
 - Grants totalling £43,000 had been achieved for costs of immediate works.
 - New external doors and most of the new windows had been installed. Windows to the front elevations plus the French doors and side screens to the Jubilee Hall would be installed once the opening had been formed for the new doors.
- Future management :
 - The Chairman referred to the documents circulated and earlier informal discussion.
 - There were questions and concerns that needed to be addressed around governance and charities. It was therefore **AGREED** to invite representatives from Community Action Norfolk to a separate meeting. The Clerk to arrange as soon as possible.
 - Mr Andrews reminded the meeting that any decision made at a separate meeting should be ratified at a Parish Council meeting.

3. VILLAGE GREEN

The contractor had been asked not to cut the crocus areas until the bulbs had died down.

4. ALLOTMENTS

Mr Anderson-Dungar to organise connectors for water butts.

5. TELEPHONE KIOSK

A letter from a resident had been circulated and was discussed. Mr Anderson-Dungar updated the meeting on the original topics agreed for the display frames, and people to work on each. Two more topics were in the final stages. The concerns were acknowledged and Mr Anderson-Dungar's offer to meet with the resident was accepted.

11 **SCHEME OF DELEGATION**

There was nothing to report under this item.

12 **CORRESPONDENCE/REPORTS**

1. NEECH LOAN FUND

There was nothing further to report on the closure of the Fund as Mr Clarke was not present.

2. NORTH NORFOLK TOWN/PARISH FORUM

Notes from the open meeting held on 28 March had been circulated and were **NOTED**.

3. VATTENFALL UPDATES

The information was **NOTED**, in particular that related to the Community Fund. It was suggested that this might be a source of funding for improvements to the A140/B1145 junction. A joint approach from C Cllrs Penfold and Riley with an invitation to a meeting might be the way forward.

13 **POLICIES**

The following Policies were reviewed and re-affirmed for a further 2 years unless legislative changes dictated otherwise:

- Complaints Policy and Procedure
- Social Media Policy

All policies would be available on the Council's website.

14 **FINANCE**

1. SCHEDULE OF BILLS FOR PAYMENT

The Clerk presented the schedule which was **ACCEPTED**.

2. BANK RECONCILIATIONS TO 31 MARCH 2022

The documents previously circulated were **UNANIMOUSLY ACCEPTED**.

3. LIST OF RECEIPTS AND PAYMENTS 1 APRIL 2021-31 MARCH 2022

The information previously circulated was **NOTED**.

4. INTERNAL/EXTERNAL AUDIT

The Clerk confirmed that Mr Kevin Eke would carry out the Internal Audit. The Council could not claim Exemption status as the Income this year had risen above £25,000, therefore the Annual Return and supporting documents required would need to be sent for External Audit.

15 **PLANNING MATTERS**

1. APPLICATIONS DETERMINED

PF/22/0423 Banningham & Colby Community Hall, Banningham, NR11 7DY

Single storey extension; replacement windows with alteration to existing/new opening in rear elevations for French doors; render to gables on front elevation

Decn: **PERMIT**

2. APPLICATIONS FOR CONSIDERATION

PF/22/0891 Orchard Barn, 4 Lacey's Farm, Long Lane, Colby, NR11 7EF
Erection of single-storey rear extension

Mr Anderson-Dungar had declared a pecuniary interest so left the meeting at this point.

It was **AGREED** to **SUPPORT** the application. Mr Anderson-Dungar returned to the meeting.

16 **ADJOURNMENT**

The meeting adjourned to allow further public speaking, during which the following points were raised:

- Herras fencing at Heppinn Barn – the Clerk explained that work to install a transformer was scheduled for 29 April, so the fencing would remain for the time being.
- Management Plan for the playing field – does this include dealing with mole activity? Are there regulations/rules on culling of moles on public areas? This would be researched and considered by the working group
- New Clerk – would an appointment be made soon and was there a plan in place should an appointment not be made. The Chairman advised that interviews would be held soon; should an appointment not be made, a locum clerk would be organised.
- Future management of the village hall – this would become a high priority as the renovations progress. The Chairman emphasised that the Council was very conscious of this.

17 **RE-CONVENE THE MEETING**

The meeting re-convened.

18 **RESPONSE TO PLANNING APPLICATIONS/ISSUES**

Not required, see Minute 15/2 above.

19 **ITEMS FOR INFORMATION/FUTURE AGENDA**

Information:

- Annual Report and plan for the coming year – Mr Elliott had started to work on this
- Speed Awareness Message signs – the Clerk had some questions for the Highways Engineer before finalising the application form, which needed plans of proposed locations. Mr Elliott had some ideas for this.
- The meeting recorded thanks on behalf of the community to Simon Feneron and the team at The Banningham Crown for all their work to provide aid and support for the people of Ukraine.

Next Meeting:

- Minutes of the March meeting – Mr Elliott requested an amendment to remove a comment wrongly attributed to him. The Clerk advised that the Minutes had been adopted earlier, but could be re-considered at the next meeting in the light of this further information

20 DATE OF NEXT MEETING

The date of the **Annual Parish Council Meeting** was confirmed as **Wednesday 11 May 2022** at 7pm in the Jubilee Hall, Banningham.

23 CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at .8.25p.m.

Signed (Chairman)

Date

DRAFT