

**MINUTES OF THE MEETING  
OF COLBY & BANNINGHAM PARISH COUNCIL  
HELD IN THE JUBILEE HALL, BANINGHAM  
ON WEDNESDAY 21 OCTOBER 2021 at 7p.m**

**PRESENT:** Mr J van Poortvliet, Chairman  
Mr R Anderson-Dungar, Vice-Chairman  
Mr N Andrews  
Mrs P Ashby  
Mr S Clarke  
Mr S Elliott  
Mrs M Anderson-Dungar, Clerk

The Chairman welcomed Councillors, 5 members of the public and opened the meeting. It was **AGREED** to bring forward all the planning items as item 9 on the Agenda.

**01 APOLOGIES FOR ABSENCE**

None, all Parish Councillors were present.

**02 DECLARATIONS OF INTEREST AND DISPENSATIONS**

Declarations of Interest – Mr Anderson-Dungar – Allotments.  
No requests for Dispensations.

**03 PUBLIC PARTICIPATION**

It was **AGREED** that the Architect for the Watts Cottage application could make a presentation during the planning item later.

**04 RE-CONVENE THE MEETING**

The meeting re-convened.

**05 MINUTES**

Minutes of the Parish Council meeting held on 21 July 2021, as previously circulated, were **PROPOSED, AGREED AND SIGNED** following the removal of the reference to the playing field being unusable, and clarification of weedkilling. Minutes of the Planning Meeting held on 18 August 2021 were **PROPOSED, AGREED AND SIGNED**.

**06 INFORMATION ON MATTERS ARISING**

No Matters Arising.

**07 VACANCIES ON THE COUNCIL**

Noting to report to the meeting.

**08 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS**

**Police** – No comments on the latest newsletter previously circulated..

**District Council** - Cllr Toye reported on on-going discussions with Enforcement Officers regarding a site on Mill Road, all information has to remain confidential until resolved. He reminded the meeting of the upcoming Greenbuild event.

County Council – the Clerk had contacted Cllr Penfold on the issues around the Mill Road junction.

## **09 PLANNING MATTERS**

### **1. APPLICATIONS DETERMINED**

Nothing at the date of publication of this Agenda.

### **2. APPLICATIONS FOR CONSIDERATION**

PF/21/2507 Watts Cottage, Mill Road, Banningham NR11 7DT

Two storey detached dwelling (4-bed) with detached single garage and car port to front with widening and improvements to vehicle access

The Chairman invited Paul Harris, Architect, to present the proposals. The following points were highlighted:

- Comments from the August planning meeting had been reflected in the new design, which also had hopefully addressed the grounds for refusal
- Reference to the new Planning Policy Framework clause 80 (the former clause 79) with the opinion that the new design fits the outstanding design and sustainability criteria.
- Highways comments refuted in terms of the “desktop study” of traffic movements per day since traffic flows can increase for many reasons and personal circumstances of residents. Farm and business traffic was also a factor. A potential additional 6 traffic movements per day were negligible.
- Confirmation that the applicants plan to address comments on the status of the railways carriage with full records and plans for renovation
- This was an infill site
- Vision splay to frontage was under discussion with the Highways department.

## **10 ADJOURNMENT**

The meeting adjourned; no members of the public wished to speak.

## **11 RE-CONVENE THE MEETING**

The meeting re-convened.

## **12 RESPONSE TO PLANNING APPLICATION**

The application was discussed, and the following response uploaded to the District Council website:

The application was considered at the Parish Council meeting on 20 October 2021. The Architect explained the proposals and answered members’ questions. Comments made by residents and members at the August pre-application meeting had been incorporated in the revised proposal which met the design and sustainability criteria of NPPF para 80 (former 79).

The Highways response to this application was discussed in some detail. Whilst it was acknowledged that the junction of Mill Road and the B1145 had its problems,

it was considered this was a matter for the County Council to address rather than grounds for refusal of this application. In relation to the levels of agricultural and other business traffic in and out of Mill Road, an extra 6 movements per day is negligible; traffic flow levels can change at any time for a variety of reasons. Concerns about the vision splay from the frontage were being addressed by the Architect for further discussion with Highways.

The Council was aware that the proposals did not satisfy Policies SS1 and SS2 but felt this was outweighed by the detailed attention to NPPF para. 80 as described above. The proposed property is an infill addition to the existing street scene, since Mill Road is built up on both sides.

The Council therefore reiterates its SUPPORT for this application on the basis that a property on this site and the later proposed renovation of the existing cottage as a potential starter home would be a positive contribution to the village.

The Council has requested Cllr J Toye to call in this application for determination by the Development Committee.

### **13 ITEMS REFERRED FROM PREVIOUS MEETING**

#### **1. CHRISTMAS TREE AND CHRISTMAS LIGHTS**

The document previously circulated was discussed, and it the following **AGREED**:

- Publicise all information in the next newsletter
- Specifically ask residents to advise the Clerk if they wished their property to be considered
- Mr Elliott and Mr Anderson-Dungar to manage the project
- The projected costs of £300 to be taken from the Community events reserve

### **14 AREAS OF PARISH COUNCIL RESPONSIBILITY**

#### **1. PLAYING FIELD**

Mr Clarke advised that a draft management plan would be presented to a future meeting. All trees on the playing field have been inspected and the water level had been dropped for the winter. Better advance communication with the contractor was needed to avoid errors. More sand would be spread on the car park area and the football goalposts moved to a better position for informal play. A photographic record of the planting and future progress would be an asset for the future.

#### **2. VILLAGE HALL**

**AGREED** to defer this to a later point on the Agenda.

#### **3. VILLAGE GREEN**

Additional bulb planting was **AGREED**, confined to one area, with a budget of £200 to £300. Another bench was also suggested.

#### 4 ALLOTMENTS

Water butts to be purchased and installed.

#### 5. TELEPHONE BOX

Remaining information panels to be completed. Reference to work to date to be included in the next newsletter.

### 15 **SCHEME OF DELEGATION**

The Clerk had nothing to report.

### 16 **CORRESPONDENCE**

#### 1. NORTH NORFOLK DISTRICT COUNCIL

Information on the Greenbuild 2021 event was **NOTED**.

#### 2. NORFOLK ALC UPDATE

The document included information on the first round of awards from the Social Infrastructure Fund; a wide variety of schemes had received funding.

#### 3. HM THE QUEEN PLATINUM JUBILEE 2022

On the basis of the information previously circulated, it was **AGREED** to register interest in lighting a beacon on the village green. Final decision to be made once more information was available.

#### 4. COMMEMORATIVE PLAQUES

Commemorative plaques were to be offered to parishes in recognition of community action during the pandemic. It was **AGREED** to accept one for the parish.

#### 5. COUNTY BROADBAND

The correspondence was discussed, and in view of the previous work and the information that the Aylsham exchange was to be upgraded, it was **AGREED** to take no further action.

### 17 **POLICIES**

No questions or comments had been received from Members; therefore, the Standing Orders and Financial Regulations were both **ADOPTED**. The final documents to be circulated to Members and uploaded to the website. In view of the complexity of business on this Agenda, no policies were offered for review at this meeting.

### 18 **FINANCE**

#### 1. SCHEDULE OF BILLS FOR PAYMENT

The schedule presented was **AGREED**, a copy to be attached to the signed copy of these Minutes. The Clerk was asked to read meters each quarter to ensure that future bills were based on "actual" rather than "estimated" consumption. This had proved difficult when responding to questions raised by the Sheringham Shoal Fund administrators in relation to the grant application.

#### 2. BANK RECONCILIATIONS

Bank reconciliations to 30 September 2021 were **AGREED**.

#### 3. RECEIPTS & PAYMENTS TO 30 SEPTEMBER 2021

The information was **NOTED** and gave a good indication of the financial position at the halfway point.

#### 4 PRELIMINARY BUDGET CONSIDERATIONS FOR 2022/23 INCLUDING PROPOSAL FOR VILLAGE HALL FUNDING

The following items were put forward:

- Playing Field –
  - Signage
  - Replacement posts
  - New ties for trees
  - Benches
  - Review grass cutting contract
- Administration –
  - Clerk intending to retire around the end of the financial year, but willing to stay pending resolution of the village hall status and management issues
- Village Hall
  - Update following Leads Meetings – Mr Clarke thanked everyone for their work so far, especially Mr Fields for leadership of the project group, and Mrs Fields for the preparation of the 2 successful funding applications for insulation, windows, and doors. A decision on an application for a new heating system was expected in November. The planning group's suggestion for a logo template for all "parish" areas was discussed, and **SUPPORTED**, with thanks to Mr Catton for leading that group.
  - Vision 2022 – the report and recommendations were discussed in detail, including the modification to overcome engineering difficulties. Any application would need architectural and structural engineering advice, the fees estimated at £3000. An expression of interest had been lodged, and information could be submitted in stages. Now that the immediate issues had been addressed, it was considered in the project group that a masterplan was needed to bring together the aims and aspirations for the future. An application to the Social Infrastructure Fund would require the applicant body to commit 20% of the project cost. It was subsequently **PROPOSED AND AGREED** to commit £3000 for fees at this stage, and to defer discussion of funding and management, as detailed in the documents circulated, to the next meeting.

#### 5. INSURANCE 2021/22

This would be the last year of the 3-year Long Term Agreement, therefore it was **PROPOSED AND AGREED** to proceed, and to tender during 2022 for the following year.

## **19 ITEMS FOR INFORMATION/NEXT AGENDA**

Information:

- 30mph sign near The Old Rectory to be reinstated
- Monitor reinstatement of footpaths ploughed over
- Newsletter to be finalised and distributed
- Remembrance Sunday at Tuttington 10:00 on Sunday 14 November, wreaths for Colby & Banningham villages to be laid by the Chairman and Vice-Chairman respectively

- External rendering to Felmingham Village Hall gives a much brighter appearance

Next Agenda:

- Village Hall

**20 DATE OF NEXT MEETING**

The date of the next Parish Council Meeting was confirmed as **Wednesday 17 November 2021 at 7pm in the Jubilee Hall, Banningham**

**21 CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 8.53p.m.

Signed ..... (Chairman)

Date .....

DRAFT

# COMMUNITY UPDATE

## CROMER SAFER NEIGHBOURHOOD TEAM

ALBY WITH THWAITE, ALDBOROUGH & THURGARTON, COLBY, ERPINGHAM, FELBRIGG, HANWORTH, INGWORTH, NORTHREPPS, OVERSTRAND, ROUGHTON, SIDESTRAND, SOUTHREPPS, THORPE MARKET, TRIMINGHAM AND WICKMERE



[www.norfolk.police.uk](http://www.norfolk.police.uk)

NOVEMBER 2021



### WE ARE YOUR SAFER NEIGHBOURHOOD TEAM – WANT TO GET IN TOUCH?

CONTACT US – E: [sntcromer@norfolk.pnn.police.uk](mailto:sntcromer@norfolk.pnn.police.uk)

TEL: 101 Ext: 1173

FOLLOW US ON SOCIAL MEDIA

FACEBOOK: North Norfolk Police TWITTER: @NorthNorfPolice

### YOUR LOCAL BEAT MANAGER



PC 445 MATT PRITTY



PC 526 JOEY MEZZETTI

### UPDATE FROM YOUR ENGAGEMENT OFFICER

**Daisy Woodward-Smith**

TEL: 07917 642073

E : [Daisy.Woodward-Smith@norfolk.police.uk](mailto:Daisy.Woodward-Smith@norfolk.police.uk)



A reminder that the next SNAP (Safer Neighbourhood Action Panel) meeting for Cromer and surrounding parishes (including, Alby with Thwaite, Aldborough, Colby & Banningham, Erpingham with Calthorpe, Hanworth, Ingworth, Wickmere, Northrepps, Overstrand, Sidestrand, Trimingham, Felbrigg, Roughton, Southrepps and Thorpe Market ) is taking place on Monday 15th November at 7pm at Cromer Town Council Offices and virtually via Microsoft Teams.

For more information, to join the meeting or to put forward a neighbourhood priority suggestion, please email [SNTCromer@norfolk.pnn.police.uk](mailto:SNTCromer@norfolk.pnn.police.uk)

These meetings give you the chance to have your say of what the priorities are for the next 3 months for your neighbourhood. The new priorities will be published on our social media pages.

### CURRENT NEIGHBOURHOOD PRIORITIES

- High visibility patrols in Cromer and surrounding Parishes, to include Pop up Surgeries and Street Surgeries
- Target Traffic related offences/ASB in Cromer and surrounding Parishes.

### WHAT'S HAPPENING IN YOUR AREA?

Throughout October PC Pritty and PC Mezzetti have continued hosting Pop Up Surgeries; these include patrols and engaging with members of the public on 16<sup>th</sup> and 17<sup>th</sup> October in Aldborough, Erpingham, Overstrand and Trimingham and carrying out an Engagement Surgery at Morrisons.

The Cromer Safer Neighbourhood Team also delivered County Lines training at Argyll House, Empanda and About with Friends. They have a planned visit coming up to Cromer Academy where they will spend time with pupils and teachers.

PC Pritty and PC Mezzetti have conducted patrols outside Roughton St Marys School, Overstrand Belfry, Cromer Infants School to engage with pupils and prevent traffic issues at school start and finish times.

They have also maintained high visibility patrols in Cromer during busy periods, visiting licensed premises and local shops.

They are continuing to support local officers with policing demand and dealing with spate of criminal damage and a drug related offences.

### DATES FOR YOUR DIARY

Virtual SNAP Priority Setting Meeting – 15th November at 7pm at Cromer Town Council Office and via Microsoft Teams.



CONTACT US THROUGH OUR  
SOCIAL MEDIA CHANNELS



CALL US ON 101 OR 999 IN  
AN EMERGENCY



TALK TO YOUR LOCAL  
BEAT MANAGER

# COMMUNITY UPDATE

## CROMER SAFER NEIGHBOURHOOD TEAM

ALBY WITH THWAITE, ALDBOROUGH & THURGARTON, COLBY, ERPINGHAM, FELBRIGG, HANWORTH, INGWORTH, NORTHREPPS, OVERSTRAND, ROUGHTON, SIDESTRAND, SOUTHREPPS, THORPE MARKET, TRIMINGHAM AND WICKMERE




[www.norfolk.police.uk](http://www.norfolk.police.uk)

NOVEMBER 2021



### CRIME UPDATES (1st to 31st October)

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	0	Harassment, alarm or distress is caused in a non-crime incident.
Burglary business and community	0	A person commits theft in a building or structure that is not lived in.
Burglary residential	0	Entry and theft in a building or a structure that is lived in.
Criminal Damage	1	A person destroys or damages property belonging to someone else.
Domestic	5	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	1	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	3	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	0	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	0	From a public place, if stolen from a shed or garage this would be a BOTD.
Theft from a person	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.



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Banningham and Colby Parish Council

Item from Village Hall Long Term Strategy

Item to review the annual payment from The Parish Council to The Village Hall Management Committee for repairs on The Jubilee Hall/Sandy Lane Club.

It is recommended that the annual contribution from The Parish Council to The Village Hall Management Committee be stopped at the end of the 2021/2022 financial year.

It is recommended that the same sum of money be allowed for in The Parish Council budget for 2022/2023 but be used for Community Programmes that might be related to The Village Hall.

It is recommended that any community use be approved by The Parish Council.

S.F.Clarke Oct 2021

Item for Discussion

Banningham and Village Community Hall;

Stage 3 item- Village Hall Management

1 .It has already been agreed that The Village Hall Management structure will be reviewed before the end of 2021.

Agreed, the Council joined Community Action Norfolk and some background work has been undertaken

2. Currently the arrangements are an amalgam of The Parish Council, Village Hall Management Committee, Working Groups and specific task allocations.

Agreed, and the arrangements need to be "tied down" so that the decision making process is clearly understood. Legally, working groups have no decision making powers. The audit trail is still far from clear. The Interim Management committee, comprising the remaining VH management committee members, (David Holgate & Gill Ridout), the 2 Parish Council representatives (Richard & Penny), plus the leads of the 3 focus groups would seem to be the best way forward at the moment.

3. It would be advisable if certain parameters could be established for this review by The Parish Council before any work is undertaken.

The review should be based on the status of the Parish Council as Custodian Trustees, which gives it no management rights – management should be vested in the management committee (as it is now)

4. For brevity the major parameters are reduced to a series of questions,-----

Have Councillors read and understood the Declaration of Trust and how it should operate ?

I would say most have read it

If they do, are they aware of the extent to which it has been applied in the past.

Although a specific charity was never formed (and even before the council got involved it was never a charity),I would say that the trust deed has been adhered to "in spirit"

If the answer is yes, do they wish to revert to the system so prescribed in the document ?

So far as I understand it, under charity law, as Custodian Trustees, a "Banningham & Colby Community Hall" charity should be formed with a Management Committee that would include representatives of the Custodian Trustees (the council) as we have done in the past. Minutes of the management committee meetings would come to the parish council, again as we did in the past. The Governance Document would set out the operational framework and Community Action Norfolk can help with this.

So do they wish to have a Management Committee at arms length with financial and legal powers ?

As a Custodian Trustee, the parish council has no operational rights. The separate management committee/charity is the recommendation in this case.

Or do they wish the Managing and Owning the hall to be integrated.ie no separate committee with financial and legal powers.?

The council could apply to the Charity Commission for permission to change its status to Sole/Managing trustee as a corporate body. (no liabilities for individual councillors). There would still need to be a charity as described above, with separate bank account, but the managing trustees would have complete operational responsibility. As it would still be a charity, no VAT can be reclaimed.

Should the Council wish to operate the hall as a managed property, I would suggest taking legal advice from a solicitor specialising in village halls (contact through Norfolk Parish Training & Support) as the council would need to “own” the building.

If there is no support from individuals in the community to join a management committee, the Council is able to ask the Charity Commission for permission to run the hall on an emergency basis. The expectation would be that this would be temporary with the predicted outcome of a change to Sole/Management Trustee status.

Are they clear on the advantages and disadvantages of forming a charity ?

Only Councillors can answer this! But the main advantages are:

- Business rate relief
- Ability to apply for some grants that are not open to Parish Councils
- Still owned by the community

Disadvantages:

- Cannot reclaim VAT
- Another layer of administration and reporting to the charity commission

Are they clear on the advantages and disadvantages in non charitable status ?

As the first part above, but if the hall was owned and managed by the Council, the advantages would be:

- VAT can be reclaimed
- All income would come to the parish council and be allocated to the relevant cost centre – income would offset expenditure, so the hall could be self-funding at some point (as per the intention in the management plan)
- There is no separate administrative layer or reporting to the Charity Commission

Disadvantages:

- No direct community involvement
- The council would be liable for business rates
- Access to grant funds may be limited – obviously parish councils have the ability to precept for any additional funds needed to run its assets

To what extent would Councillors get directly involved in managing the hall ? –

Do councillors as individuals want to be involved in day to day management?

As Custodian Trustees of a charity, there is no direct involvement other than representation on a Management committee.

As Sole/Management Trustees, the Council as a corporate body would have full management responsibilities.

Do they have any thoughts about “employing “ a part time Manager to overcome any lack of volunteer.

This is interesting – the current thinking is for councils to hold Sole/Managing Trustee status but to employ a part time person – at least as a Booking clerk, to ensure that things run smoothly. Anyone appointed would be employed and managed by the charity.

If the hall was operated as a managed property, anyone appointed with responsibility for bookings, caretaking etc would be employed by the council, and would be managed by the Clerk in accordance with the agreed job description.

5. Within the UK there are examples of all types of arrangement for local halls.

Some work in one area and not another. We need one that works for Banningham and Colby and we must not underestimate the amount of work involved and the need to get a flow of younger members of the community to take over from the stalwarts of the present.

Getting younger volunteers is a universal problem!

6. Depending on the parameters set I would imagine that our Clerk will give most of the legal advice but we might need to seek external advice.

S.F. Clarke - annotations by the Clerk.

18/10/2021

**Colby & Banningham Parish Council**  
**RECONCILIATION - Unity Current Account T1 20388689**

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From Accounts .....	£14,297.94
Payments not cashed ..... Add .....	
Receipts not entered ..... Subtract .....	
<hr/>	
<b>Statement should be .....</b>	<b>£14,297.94</b>

**Colby & Banningham Parish Council**  
**RECONCILIATION - Unity Instant Access Account 20388692**

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From Accounts .....	£30,677.89
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Payments not cashed .....	Add .....
Receipts not entered .....	Subtract .....

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<b>Statement should be .....</b>	<b>£30,677.89</b>
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## Colby & Banningham Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/10/2021</b>		
	Cash in Hand 01/04/2021		33,690.93
	<b>ADD</b> Receipts 01/04/2021 - 31/10/2021		19,960.32
			53,651.25
	<b>SUBTRACT</b> Payments 01/04/2021 - 31/10/2021		8,675.42
<b>A</b>	<b>Cash in Hand 31/10/2021</b> (per Cash Book)		<b>44,975.83</b>
	Cash in hand per Bank Statements		
	Cash 31/10/2021	0.00	
	Unity Current Account T1 2038868 31/10/2021	14,297.94	
	Unity Instant Access Account 2038 30/10/2021	30,677.89	
			<b>44,975.83</b>
	Less unrepresented payments		
			44,975.83
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>44,975.83</b>
	<b>A = B Checks out OK</b>		

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/10/2021)

## Admin

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	Filestream				372.00	184.00	188.00	188.00 (50%)
23	Scribe				268.00		268.00	268.00 (100%)
24	Insurance				1,555.00		1,555.00	1,555.00 (100%)
25	Internal Audit				101.00	100.00	1.00	1.00 (0%)
26	External Audit							(N/A)
27	Video Conferencing				144.00	11.99	132.01	132.01 (91%)
28	Stationery/Photocopying				250.00		250.00	250.00 (100%)
29	Office Equipment							(N/A)
30	Election Costs							(N/A)
31	Bank Charges				72.00	36.00	36.00	36.00 (50%)
32	Bank Interest							(N/A)
33	Training				100.00		100.00	100.00 (100%)
34	Legal Expenses				250.00		250.00	250.00 (100%)
35	Agency Services							(N/A)
36	Subscriptions				265.00	50.00	215.00	215.00 (81%)
37	Grants							(N/A)
38	Publications							(N/A)
39	Councillors Expenses				50.00		50.00	50.00 (100%)
40	Precept	16,034.00	16,034.00					(0%)
41	Grant				100.00		100.00	100.00 (100%)
42	Recycling credit							(N/A)
43	Website				250.00	25.00	225.00	225.00 (90%)
50	Wayleave Payment	55.00		-55.00				-55.00 (-100%)
51	VAT refund							(N/A)
53	Data Protection Fee				35.00	35.00		(0%)
57	Signage				150.00		150.00	150.00 (100%)
<b>SUB TOTAL</b>		<b>16,089.00</b>	<b>16,034.00</b>	<b>-55.00</b>	<b>3,962.00</b>	<b>441.99</b>	<b>3,520.01</b>	<b>3,465.01 (17%)</b>

## Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Allotment Rents							(N/A)
18	Allotment Deposits							(N/A)
19	Arable Land	65.00		-65.00				-65.00 (-100%)
60	Water butts provision				300.00	22.50	277.50	277.50 (92%)
<b>SUB TOTAL</b>		<b>65.00</b>		<b>-65.00</b>	<b>300.00</b>	<b>22.50</b>	<b>277.50</b>	<b>212.50 (58%)</b>

## Churchyard

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Banningham				197.00		197.00	197.00 (100%)
21	Colby				197.00		197.00	197.00 (100%)
<b>SUB TOTAL</b>					<b>394.00</b>		<b>394.00</b>	<b>394.00 (100%)</b>

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/10/2021)

**Clerk**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	PAYE				982.00	875.51	106.49	106.49 (10%)
2	Salary				3,925.00	2,386.66	1,538.34	1,538.34 (39%)
3	Expenses				50.00		50.00	50.00 (100%)
<b>SUB TOTAL</b>					<b>4,957.00</b>	<b>3,262.17</b>	<b>1,694.83</b>	<b>1,694.83 (34%)</b>

**Playing Field**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Grounds Maintenance				730.00	225.00	505.00	505.00 (69%)
15	Tree works							(N/A)
16	Drainage							(N/A)
44	Ditch clearance				300.00		300.00	300.00 (100%)
52	Events				303.47		303.47	303.47 (100%)
54	Tree Project 2020							(N/A)
58	Car Park					367.20	-367.20	-367.20 (N/A)
<b>SUB TOTAL</b>					<b>1,333.47</b>	<b>592.20</b>	<b>741.27</b>	<b>741.27 (55%)</b>

**s.137**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Poppy Wreaths				35.00		35.00	35.00 (100%)
<b>SUB TOTAL</b>					<b>35.00</b>		<b>35.00</b>	<b>35.00 (100%)</b>

**Telephone Kiosk**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
48	Repairs/Decoration				200.00		200.00	200.00 (100%)
59	Display Equipment				100.00		100.00	100.00 (100%)
<b>SUB TOTAL</b>					<b>300.00</b>		<b>300.00</b>	<b>300.00 (100%)</b>

**Village Green**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11	Grounds Maintenance				660.00	300.00	360.00	360.00 (54%)
12	Bowls Club Lease							(N/A)
13	Tree works							(N/A)
61	Path works				1,080.00	1,080.00		(0%)

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/10/2021)

SUB TOTAL					1,740.00	1,380.00	360.00	360.00 (20%)
<b>Village Hall</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Electricity		170.16	170.16	850.00	333.48	516.52	686.68 (80%)
5	Repairs				750.00	1,000.00	-250.00	-250.00 (-33%)
6	Water/Sewerage				650.00	81.69	568.31	568.31 (87%)
7	FIT Payments	250.00	701.88	451.88				451.88 (180%)
8	Waste Collection				400.00	176.90	223.10	223.10 (55%)
9	Heating Oil				900.00	209.25	690.75	690.75 (76%)
10	Grounds Maintenance				165.00	75.00	90.00	90.00 (54%)
45	Cleaning				900.00	191.10	708.90	708.90 (78%)
46	Window Cleaning				195.00	105.00	90.00	90.00 (46%)
47	Fire Equipment Service				95.00		95.00	95.00 (100%)
62	Renovation Grant	1,820.00	1,820.00		1,820.00		1,820.00	1,820.00 (50%)
<b>SUB TOTAL</b>		<b>2,070.00</b>	<b>2,692.04</b>	<b>622.04</b>	<b>6,725.00</b>	<b>2,172.42</b>	<b>4,552.58</b>	<b>5,174.62 (58%)</b>
<b>Village Signs</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Banningham sign				16.00	50.00	-34.00	-34.00 (-212%)
56	Colby sign				16.00	50.00	-34.00	-34.00 (-212%)
<b>SUB TOTAL</b>					<b>32.00</b>	<b>100.00</b>	<b>-68.00</b>	<b>-68.00 (-212%)</b>
<b>Summary</b>								
<b>NET TOTAL</b>		<b>18,224.00</b>	<b>18,726.04</b>	<b>502.04</b>	<b>19,778.47</b>	<b>7,971.28</b>	<b>11,807.19</b>	<b>12,309.23 (32%)</b>
<b>V.A.T.</b>			1,234.28			704.14		
<b>GROSS TOTAL</b>			<b>19,960.32</b>			<b>8,675.42</b>		

TEXT OF EMAIL MESSAGE FROM NNDC  
RE PRECEPT 2022/2023

Dear Maureen

As with last year we will only be completing our annual precept requests electronically via email this year due to the COIVD situation.

We are now looking at agreeing the parish taxbases for the 2022/23 council tax calculations. Could you please review the below information from NNDC and inform us of your requested precept amount by emailing [accountancy@north-norfolk.gov.uk](mailto:accountancy@north-norfolk.gov.uk) or by emailing [James.Moore@north-norfolk.gov.uk](mailto:James.Moore@north-norfolk.gov.uk). Even if your precept value is nil, could you please let us know so we can confirm an official response. Due to the delay in us getting the taxbase information to you, we have an extended deadline of **31<sup>st</sup> January 2022** for you to inform us of your 2022-23 precept figure. Please note, in the instance you are not the Clerk or Chairman of the parish, we require the email informing us of your parish precept to come from either the Chairman or Clerk.

To assist with this process I have attached the answers to some frequently asked questions. However if you are unsure of anything, or require us to carry out any calculations for you, please don't hesitate to contact one of the two email addresses above.

For your information the 2022/23 Tax Base for the town of Colby is 188.46

Last year your taxbase was 190.48 and precept was £16,034 resulting in a charge of £84.17

May I remind you that The Local Government Finance Act 1992 (see provision 106 of the Act) places restrictions on members voting if they are in arrears with their council tax. This applies to the setting of the council tax and also for the setting of precepts by precepting bodies, for example parish and town councils. If any member is in arrears of their council tax by at least two months, they must not vote at the meeting when the precept is set. When parish councils are considering the precept they wish to levy, clerks may wish to confirm, with their own members, in advance of the meeting, whether or not they are able to vote, as the District Council will not be able to confirm this for your members.

As per the latest Local Government Finance Settlement 2021-22. It has been noted that the average Band D parish precept has increased by approximately 4.5% year on year. The government has noted that they remain concerned about the pressure placed on taxpayers from all government authorities due to the COVID situation and caution us to make restraint with increases for the upcoming year. With the current problems with gas and electricity, we are

The payment of the precept will be made in two equal instalments on the 29<sup>th</sup> April 2022 and 30<sup>th</sup> September 2022.

Thank you for your assistance in this matter.

Yours Faithfully,

**James Moore,**  
**Accountancy Assistant**

**North Norfolk District Council**

# PARISH COUNCILS FREQUENTLY ASKED QUESTIONS

## Question:

The parish council has raised a precept for the same amount as last year. Why then has the amount of the council tax charge shown on the bill for the parish precept changed?

## Answer:

The precept is added to each householder's council tax bill. If, for example, the precept is for £2,400 and this can be spread over 100 households in the parish, each would pay a council tax charge of £24 (£2,400 divided by 100).

However, if new homes were built in the parish and the number of households increased in the following year to say 120, the council tax charge would reduce to £20 (£2,400 divided by 120). The amount of the precept (£2,400) has not changed, but the council tax paid by the tax payer has reduced, simply because the number of households has changed.

## Question:

What is a tax base?

## Answer:

The number of households in the parish is called the tax base and is the number of Band D equivalent dwellings in the parish (every household in the parish is given a Band from A to H).

To calculate the tax base for the parish, the number of dwellings is reduced to take account of any discounts or exemptions. The resulting figure for each band is then multiplied by its proportion relative to Band D as per the table below.

A – 6/9  
B – 7/9  
C – 8/9  
D – 9/9  
E – 11/9  
F – 13/9  
G – 15/9  
H – 18/9

An adjustment is made for non-collection and the total across all eight bands results in the tax base.

As an example, if a parish had 108 dwellings in the following bands:-

6 x Band A  
18 x Band B  
36 x Band C  
48 x Band D

The equivalent number of Band D dwellings, and therefore the tax base, would be:-

$6 \times 6/9 = 4$   
 $18 \times 7/9 = 14$   
 $36 \times 8/9 = 32$   
 $48 \times 9/9 = 48$   
Total = 98

**Question:**

Why does the tax base change from year to year?

**Answer:**

The factors which cause the tax base to change include; new properties being built in the parish; more (or less) people receiving a discount under the local council tax support scheme; people no longer eligible for a single person discount or a change in the level of discount given to second home owners etc. etc.

**Question:**

The parish council wants the tax payers to pay the same amount of council tax in respect of the parish in 2019/20 as it did in 2018/19. How is this achieved when the tax base and the amount of local council tax support scheme grant we are receiving has changed?

**Answer:**

The table below shows that the amount of the precept has been adjusted to maintain the same council tax charge when both the tax base and the LCTS grant have changed.

Year	Tax Base	Anticipated Spend	LCTS Grant	Precept	Council Tax Charge
		£	£	£	£
(a)	(b)	(c)	(d)	(e)	(f)
2018/19	120	2,500	100	2,400	20
2019/20	125	2,585	85	2,500	20

To calculate the amount of the precept multiply the council tax charge you require (£20) by the tax base (125).

- (b) The tax base for 2020/21 is provided by the District Council.
- (c) This is the parish council's estimate of its expenditure for the year.
- (d) The amount of LCTS Grant provided by the District Council.
- (e) This is calculated as (c) minus (d).
- (f) This is calculated as (e) divided by (b).

**Question:**

The parish council does not meet to set the precept until after the 31<sup>st</sup> January. What is the last possible date the parish council can set the precept?

**Answer:**

The current deadline for all parish precepts to be received is the 31<sup>st</sup> January. Under special circumstances at extended deadline can be give, please email [accountancy@north-norfolk.gov.uk](mailto:accountancy@north-norfolk.gov.uk) if you require an extended deadline.