

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 15th January 2025 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), Cllr J Toye (for item 115 only)

110. APOLOGIES FOR ABSENCE

None.

111. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

112. MINUTES OF THE MEETING HELD ON 20th November 2024

Approval of the minutes of the meeting held on 20th November 2024 was proposed by Mr Holgate, seconded by Mrs Ashby and signed by the Chairman.

113. MATTERS ARISING

- (a) Play Equipment. The Clerk was to contact Community Action Norfolk (CAN) to arrange a date for the trainer to attend and instruct councillors in the regular inspection of the play equipment. It would ideally be a Thursday in late February or sometime in March. The trainer would be able to advise on the required frequency of inspections. The date for the Grand Opening of the playground had been set for Tuesday 8th April, 2-4.00pm. A sign for the playground with location and contact details was to be discussed at the next meeting.
- (b) Carols on the Green. The event had been well attended (c50 people). It was agreed that next year the newsletter would inform residents that if the weather was bad the event would be held in the church. There was discussion about whether it would be possible to hold the event in Colby church next year, or if a special event could be held at Elden's Retreat to make it more convenient for residents of Colby to attend.
- (c) Safer Neighbourhood Advisory Panel (SNAP) meeting
Cllr Toye had attended the (virtual) SNAP meeting and informed members that in future the group's priority setting was to be arrived at by combining the issues raised from a number of area panel meetings rather than from individual panel meetings as happens at the moment.

114. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

115. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Toye had nothing to report specifically affecting the parish, but he updated councillors on the finalisation of the District Council budget; a summit held at Bacon to discuss the future opportunities at the site; transport issues; awards and cultural celebrations in the District and the launch of a new programme of activities for young people called Green Futures: Youth Project. Cllr Toye was to send the Clerk a link to the latter project for circulation. Cllr Toye also outlined possible changes to county and district structures which may happen in the future which could see some districts combined within unitary authorities delivering all services currently delivered by the districts and the county council. A separate government initiative could also see such new authorities overseen by an elected mayor.

In response to a request from Mr Elliott, Cllr Toye reported that he was unaware of any progress towards a planning application being made in relation to affordable housing in the parish, but if the parish council became aware of any information to let him know. The Clerk was to contact Broadland Housing Association again to see if they had anything to update the parish on.

116. ITEMS REFERRED FROM PREVIOUS MEETING

None.

117. STANDING ITEMS

1. **Elden's Retreat** – The Clerk had drafted a safety audit which had been circulated. A tree safety inspection was to take place in March 2025 along with maintenance work on the planted trees. Date to be confirmed with the working group.
2. **Village Green** – It was agreed that the council's ground maintenance contract for all sites for 2025 should go out to tender. The Clerk was to prepare the tender document. A date was to be set in early March to mulch the privet hedge.
3. **Allotments** – It was agreed that a review of allotment/arable land charges and management should be carried out this year.
4. **Information Centre (Telephone Kiosk)** – Cook's Electrical had been approached regarding the sponsorship of a solar light for the kiosk. A response was awaited.
5. **SAM** – Contact had been made with someone who could help with the download of the data from the SAM. The chairman was to report back on progress.

118. CORRESPONDENCE/REPORTS/EVENTS

None.

119. POLICIES

1. **Standing Orders** – The revised Standing Orders had been circulated and were approved by councillors.

120. FINANCE REPORT**1. SCHEDULE OF BILLS OF PAYMENT**

The schedule of payments for January had been circulated and were approved and signed by the Chairman. These were:

• Colin Studholme – Clerk’s salary and allowance	£ 463.77
• SLCC (subscription) -1% of precept	£ 168.36
• Norfolk Geeks (computer repairs)	£ 60.00
• Mr Anderson-Dungar (reimbursement, xmas tree)	£ 90.00

The Clerk was authorised to order an additional bracket for the SAM at a cost of £71.40 (in VAT)

2. BANK RECONCILIATION AS AT 31ST DECEMBER 2024

This was noted by members and signed by the Chairman.

3. THE BANK STATEMENTS AS AT 31ST DECEMBER 2024

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

4. CASHBOOK AS AT 31ST DECEMBER 2024

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

5. SCHEME OF DELEGATION

None.

6. BUDGET AND PRECEPT – 2025-26

The proposed budget for 2025-26 had been circulated. Playground costs had been reduced from the amount shown in the first draft and now only included an annual inspection cost of £300. Insurance costs were also reduced as the Hall cover was now being met from the Hall account. The result was an anticipated net expenditure for 2025-6 of £17917, up from £17280 for 2024-25. This would give a household Band D council tax figure of £93.86. Over the last three years the precept had been calculated based on the 2021-22 net expenditure figure meaning that there had been no increase in the precept for three years. During this time, however, costs had risen by nearly 12%. It was agreed that for the next financial year the precept should increase, but not to cover the full predicted net expenditure. Mr Elliott proposed a 5% increase which would give a precept of £16836, with the shortfall of £1081 being covered from reserves. The Band D council tax would be £88.18, up from 84.74, an increase of £3.44.

After discussion this was seconded by Mr Andrews and all were in agreement. The Clerk was to notify the district council of the requested precept.

121. PLANNING MATTERS

None.

122. ITEMS FOR INFORMATION/FUTURE AGENDA

1. Grounds Maintenance contract
2. Allotments Review.

123. DATE OF NEXT MEETING

Prior to agreeing the date of the next meeting, the chairman announced his intention to retire, taking effect from the May 2025 meeting. He had been a councillor for 30 years.

The next meeting was agreed as **WEDNESDAY 19th FEBRUARY 2025 at 7.00pm at the Community Hall.**

124. CLOSURE OF THE MEETING

The Chairman closed the meeting at 8.45pm.

Signed (Chairman)

Date

DRAFT