MINUTES OF THE MEETING OF COLBY & BANNINGHAM PARISH COUNCIL HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL ON MONDAY 20th JULY 2026 at 7.00pm

PRESENT: Mr S Elliot (Chairman)
Mr N Andrews
Mr D Holgate
Mrs J Morgan

IN ATTENDANCE: Mr C Studholme (Clerk)

49. APOLOGIES FOR ABSENCE

Mr K Fields, Mrs T Mills, Mr B van Poortvliet

50. DECLARATIONS OF INTEREST AND DISPENSATIONS

Mr Elliott - allotments.

51. MINUTES OF THE MEETING HELD ON 15th JUNE 2026

Approval of the minutes of the meeting held on 15th June 2026 was proposed by Mr Holgate and seconded by Mr Andrews and they were signed by the Chairman.

52. MATTERS ARISING

(a) Additional Defibrillator

Heart2Heart had advised that the box should be checked to see if the electricity supply was still live and how this could be done. The Clerk was to forward the email from Heart2Heart to Cooks to ask them to check it.

(b) Projects for Funding

The Clerk had summarised the projects which had been suggested for funding. The following was agreed:

(i) Village Gates – these were considered an important project to pursue to help reduce speeding. Five preliminary locations had been identified. The Clerk was to contact NCC to enquire about likely cost and next steps.

(ii) Grit Bins – residents of Bridge Road were being canvassed to see if there was interest and volunteers to spread grit in icy weather. Locations on private land would be required. A decision would be made once the results of the survey were available.

(iii) Bus Shelter – the council had received three communications against the idea of a bus shelter on the Village Green and two in favour. After discussion it was agreed not to pursue the suggestion further.

(iv) Lowering the precept – it was agreed to wait until discussions around next year's budget to decide what next year's precept should be.

(v) Bulb Planting – agreed in principle dependant on what labour was available to plant the bulbs. Planting could be spread over a number of years. Locations to be decided.

(vi) Disabled Access Ramp at Community Hall – the parish council agreed to fund the construction of the ramp, less funding secured via the crowdfunder appeal.

(vii) School Prize – there had been no response from the Headmaster of Colby School. Other ideas were suggested to get the school (and parents) more involved in parish activities. Mr Elliott was to send a follow-up email.

(viii) Laser Printer – funds were available in the office equipment reserve to purchase a laser printer. There were lots of models available and Mrs Morgan agreed to enquire about recommended models.

(ix) Go Kart Race through Village – no costings available but could present insurance issues and would require considerable organisation. To be discussed further at a future meeting.

(c) Audit of Footpaths in the Parish

Mr Elliott had contacted the Ramblers Association and was awaiting a reply. He had also contacted Murphys regarding the reinstatement of a length of footpath between the Parish and Aylsham.

53. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

54. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Callum Ringer, the new County Councillor covering the parish, had sent an update which had been circulated to members.

55. ITEMS REFERRED FROM PREVIOUS MEETING

None.

56. STANDING ITEMS

1. **Elden's Retreat/Playground** – Weekly inspections of the playground equipment were ongoing and completed forms were given to the Clerk. There had been no response from Hags to an email sent by the Clerk requesting a site visit to discuss issues raised by the inspection. Mr Elliott was to send a follow-up email.
2. **Village Green** – The Clerk had advised the contractor of the dates of bowls matches when cars would be parked on the Village Green but the contractor had cut the grass on the day of a meeting, but fortunately it was just before the start of the match. The Clerk was to send a reminder.
3. **Allotments** – Mr van Poortvliet had sprayed the vacant plot and it was due to be covered with the plastic sheeting. Clemency Collins had given notice to quit her plot at the allotments. There was another resident on the waiting list and the Clerk was to contact them.
4. **Information Centre/Noticeboards/Newsletter** – The resident whose property is adjacent to the Notice Board on Long Lane had requested it be moved. It is old and needs replacing. It was agreed that a new noticeboard could be added to the list of projects to be funded from reserves. The Clerk was to ask NCC if it was acceptable for the noticeboard to be placed on the grass verge.
5. **SAM2** – the latest data analysis had been sent to the police and a response was awaited.
6. **Highway Issues –** None.

57. CORRESPONDENCE/REPORTS/EVENTS

Letters had been received from two residents objecting to a bu shelter being placed on the Village Green. A notification had been received from NNDC regarding the commencement of a review of the Local Plan.

58. POLICIES

None.

59. FINANCE REPORT

1. SCHEDULE OF PAYMENTS FOR AUTHORISATION
The schedule of payments for July had been circulated and was approved and signed by the Chairman. These were:

PAYEE	DESCRIPTION	AMOUNT	VN
Colin Studholme	Clerk's Salary July 2026 (after tax)	£ 441.54	
Colin Studholme	Clerk's Allowance July 2026 (non-taxable)	£ 26.00	
Colin Studholme	Total pay	£ **467.54**	
Banningham & Colby Community Hall	Annual Grant – 2nd instalment	£ 315.00	
Hansells Solicitors	Interim Payment for work on Hall transfer to CIO	£ 1194.00	
Mr SB Greengrass	Construction of disabled access ramp	tbc	

2. BANK RECONCILIATION AS AT 30th June 2026
This was noted by members and signed by the Chairman.

3. THE BANK STATEMENTS AS AT 30th June 2026
The Bank Statements were noted as being in agreement with the Bank Reconciliations.

4. CASHBOOK AS AT 30th June 2026
The Cashbook was noted as being in agreement with the Bank Reconciliation.

5. SCHEME OF DELEGATION
None.

60. PLANNING MATTERS

1. APPLICATIONS DETERMINED
None.

2. APPLICATIONS FOR CONSIDERATION
NP/26/1415 – Prior notification of proposed erection of a building for agricultural use – storage building. The application was noted only as comments had not been requested by NNDC.

61. ITEMS FOR FUTURE AGENDA/DISCUSSION ONLY
None.

62. RECRUTMENT OF NEW CLERK
A job description, person specification and application form had been prepared and circulated by the Chairman. The documentation was approved and the recruitment process was to proceed with advertisements being placed with NPTS, NALC and Just Regional. The Clerk was to respond to requests from potential candidates and send out the forms and also to receive completed applications. The closing date for applications was 14th August. The Chairman noted that he might be on holiday

during the period likely to be set for interviews, but if so interviews should proceed in his absence.

63. DATE OF NEXT MEETING

This was agreed for MONDAY 21st SEPTEMBER 2026 at 7.00 pm at the Community Hall.

64. CLOSURE OF THE MEETING

The Chairman closed the meeting at 8.15pm.

Signed …… (Chairman)

Date ……