

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 21ST June 2023 at 7.00pm**

PRESENT: Mr R Anderson-Dungar (Chairman)
Mr N Andrews
Mr D Holgate
Mr S Elliott
Mrs P Ashby

IN ATTENDANCE: Mr C Studholme (Clerk)
Mr Kevin Eke (Internal Auditor)

37. APOLOGIES FOR ABSENCE

Mr S Penfold and Mr J Toye (it was noted that a clash of dates meant that both Councillors were unlikely to be able to make many future meetings. The PC would consider changing some dates of future meetings so that they would be able to attend).

38. DECLARATIONS OF INTEREST AND DISPENSATIONS

The following interest was declared – Mr Anderson-Dungar – Allotments. There were no requests for dispensations.

39. MINUTES OF THE MEETING HELD ON 17TH MAY 2023

Acceptance of the minutes of the meeting held on 17th May 2023 were **proposed by Mrs Ashby and seconded by Mr Andrews**. All members were in agreement.

40. INFORMATION ON MATTERS ARISING

SAM2 – The Unit had arrived and was with Mr Elliott. Mr Holgate agreed to help Mr Elliott install the equipment. A post had been ordered and its installation was included in the price of the Unit. Westcotec had requested a map of the proposed location of the post but Mr Elliott suggested that it would be best if he met them on site to identify the exact location. The Clerk was to inform Westcotec of this.

41. OPEN FORUM FOR PUBLIC PARTICIPATION

None present.

42. REPORTS FROM POLICE, DISTRICT AND COUNTY COUNCILLORS

No reports were available this time.

43. ITEMS REFERRED FROM PREVIOUS MEETING

(a) Vacancies on the Council.

Four residents had responded to the request in the newsletter for candidates to become Councillors. The Clerk had requested that each submit a cv/brief resume to allow Councillors to identify those candidates with the best skills.

Candidate A had withdrawn saying that they would be unable to attend Parish Council meetings due to other commitments on Wednesdays.

Candidate B had submitted a resume and this had been circulated to members.

Candidate C had replied that they thought that other candidates would probably have better skills and appeared not to want to put themselves forward.

Candidate D had submitted a resume and this had been circulated.

Members discussed which candidates might best fill the two available vacancies. A representative from the Colby end of the Parish was considered to be a good idea. Mr Andrews also noted that appointing Candidates B and C would improve the gender balance of the Council. The majority of Members felt that Candidate C would make a good candidate but were unsure of their precise intentions due to apparent ambiguity in their response. Mr Holgate's interpretation was that Candidate C had not declared a wish to become a candidate and therefore should not be considered. For clarity, the Chairman asked the Clerk to phone Candidate C at that point and it was clear that they did wish to be considered if the Council thought that they had the required skills.

The Chairman called a vote with the following results:

Candidate B received 5 votes
Candidate C received 4 votes

The Clerk was to contact candidates B and C and invite them to the next meeting.

44. CLERK'S REPORT

1. Elden's Retreat – A local resident had removed some tree guards from around the planted trees. Some other unauthorised management work had also been carried out, including vegetation and thistle cutting. Mrs Ashby had spoken to the resident concerned but the resident has an interest in the site and clearly believes that what they are doing is beneficial. The Clerk was to contact the resident concerned and ask them not to carry out any further work on site and arrange a site visit with them to discuss their reasoning.

Mrs Ashby reported that the grass cutting was not being carried out to the specified contract and suggested that the Company Manager be contacted and invited to a site visit to discuss the problems. The type of mower being used appeared not to be suitable for the work required. Mrs Ashby had discussed this with the contractor who cuts the grass but the matter had not been resolved. The Clerk was to contact the Manager.

The Clerk put up a vigorous, but largely fruitless, defence of thistles as a major source of nectar for bees and other insects.

2. Village Green – Mr Elliott had cleared the grass which had been growing around the planted privet hedge. This had identified a few gaps which will need filling with new plants in the autumn. The drooping branches of the silver birch opposite the pub were touching the ground and preventing the grass from being cut beneath. The branches were to be removed.

3. Allotments – the new tenant was only managing part of the plot and the remainder had become overgrown. This was in contravention of the allotment agreement. The Clerk was to contact them and remind them of their responsibilities.

4. Telephone Kiosk – Nothing to report this meeting.

45. CORRESPONDENCE/REPORTS

(a) Highways Inspection – the County Council had informed the Parish that an inspection of the condition of the roads in the Parish would be carried out on 10th July and asked if there were any particular concerns they should know about. A number of potholes and encroachment issues were identified and the Clerk was to pass this information on to the County Council.

(b) Speeding on Church Close – a resident had responded to the newsletter item about the proposed SAM pointing out that speeding and unsafe vehicle use takes place in Church Close which was a hazard to children playing. The Close would not be a suitable location for the SAM, but it was agreed that the Clerk should contact County Highways to seek possible options for dealing with the issue.

46.. POLICIES

The revised General Data Protection Policy (GDPR) was approved. The Clerk was to attend a training course on how a Parish Council could best implement the policy.

47. FINANCE REPORT

1. THE INTERNAL AUDITORS REPORT ON THE 22-23 FINANCES

Mr Kevin Eke presented his report to the Council. He identified a few minor numerical errors on the AGAR statements and some wrong allocations on the VAT Schedule. These were to be amended by the Clerk before submitting to the External Auditor. Otherwise, he found the Council financial papers to be in order and did not have any new recommendations in relation to the Council's Internal Control Systems.

2. THE ACCOUNTING STATEMENT AND ANNUAL RETURN

Mr Eke had returned the Statements which needed to be agreed by the Council and signed. These were all agreed and signed. The Chairman read out to the meeting a list of statements relating to the Council's Internal Control

system to which members were in agreement. The Chairman signed the report.

3. SCHEDULE OF BILLS OF PAYMENT

The schedule of bills awaiting authorisation for payment had been circulated. All payments were approved. These were:

- (a) Clerk Salary and allowances £410.67
- (b) NPTS Subscription £160.34
- (c) Solar Signs £125.40
- (d) Microsoft Office renewal £59.99
- (e) Westcotec £3886.80
- (f) Kevin Eke £100.00

4. BANK RECONCILIATION TO 31ST MAY 2023

This was noted by members and signed by the Chairman.

5. THE BANK STATEMENTS FOR THE MONTH TO 31ST MAY 2023

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

6. SCHEME OF DELEGATION

None.

Acceptance of the Finance Report was **proposed by Mrs Ashby and seconded by Mr Andrews.**

7. COMMUNITY HALL ENERGY CONTRACT

The Clerk had obtained a variety of quotes from different suppliers. These were changing almost daily. The Council agreed to go with British Gas as the cheapest supplier, and opted for a one-year contract on Mr Andrew's suggestion because of the volatility of the Market. The Clerk was to process the transfer to British Gas before 30th June when the current contract expires.

48. **PLANNING MATTERS**

The Planning application for Well Cottage had been approved by the District Council. There were no other applications to consider.

49. **ITEMS FOR INFORMATION/FUTURE AGENDA**

None proposed.

50. **DATE OF NEXT MEETING** The next Parish Council Meeting will be held on **WEDNESDAY 19TH July 2023 at 7.00pm** at Banningham & Colby Community Hall.

36. **CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 8.40p.m.

Signed (Chairman)

Date

DRAFT