

**MINUTES OF THE MEETING
OF COLBY & BANNINGHAM PARISH COUNCIL
HELD IN THE JUBILEE HALL, BANNINGHAM
ON WEDNESDAY 19 JANUARY 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
Mrs M Anderson-Dungar, Clerk

The Chairman welcomed Members

01 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Mr S Clarke, attending a Neech Loan Fund Meeting as the Council's representative.

02 DECLARATIONS OF INTEREST AND DISPENSATIONS

The following Declarations were made:

Mr Anderson-Dungar – Allotments, Clerk's Appraisal, and a pecuniary interest in planning applications for Colby Hall Farm and Orchard Pyghtle as the Agent.

Mr Elliott – personal interest in planning application for Orchard Pyghtle as a friend of the applicants.

Mr van Poortvliet – pecuniary interest in the planning application for Colby Hall Farm as a Director of the applicant company.

03 PUBLIC PARTICIPATION

To adjourn the meeting for 10 minutes to receive comments on agenda items from members of the public and Councillors with pecuniary interests

The Chairman highlighted the main points of the application to convert a former chemical store to accommodation for students from September to November each year. The building was no longer suitable for agricultural use due to limited height. The caravans previously used for accommodation have been removed.

04 RE-CONVENE THE MEETING

The meeting re-convened.

05 MINUTES

Minutes of the Meeting held on 19 January 2022 had been circulated and were **proposed, confirmed, and signed as a true record following amendments**

*Minute 10/5 - A resident had noted that the telephone box had been renovated over 18 months ago but the intended information contents were not yet completed. Mr Anderson-Dungar had reminded those responsible for providing the outstanding information. Following discussion, it was **AGREED** to inform the community that this information resource is now available and also add*

more information as and when it becomes available. Information should also be made available in The Banningham Crown.

Minute 14 – Budget discussion, to include *the Council **agreed** to withdraw the yearly contribution to the Village Hall and to subject every discretionary spend to examination before approval.*

06 INFORMATION ON MATTERS ARISING

Nothing to report under this item

07 VACANCIES ON THE COUNCIL

Nothing to report to this meeting, agreed to include in next newsletter.

08 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

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

Police – The newsletter previously circulated was **NOTED**.

District Council - Cllr Toye highlighted the following points from his report previously circulated:

- Council Tax rise will be 1.99%.
- Miyawaki Forests – quick growing
- Blue flag beaches, ocean climate emergency.
- Joining up to share experiences -Chairman and Clerks to start with.
- Briefing on local plan available if councils wish.

County Council - Cllr Penfold sent apologies but would pursue possibilities for improvements to A140/B1145 junction alongside Cllr Riley of the Aylsham Division.

09 ITEMS REFERRED FROM PREVIOUS MEETING

1. ANNUAL PARISH MEETING

It was **AGREED** to hold this year's meeting on Monday 16 May 2022 at 7p.m. in the Jubilee Hall.

2. HM THE QUEEN'S PLATINUM JUBILEE

Preliminary interest had been expressed in having a beacon. This was re-considered and discounted on grounds of cost and logistics. The Council would not organise a formal celebration.

3. SPEEDING ON LONG LANE

A resident had requested monitoring of speeding in this area, and it was **AGREED** to complete the paperwork to join the rota for the portable SAM (Speed Awareness Message) sign.

4. WEBSITE UPDATE

Links to 2021 newsletters and previous years' minutes to be added.

5. FOOTPATH NEAR HEPPINN BARN

It was understood that the owners anticipated the removal of the scaffolding in the coming weeks, so the path will then be fully open.

6. STAFFING

See item 15 below.

10 AREAS OF PARISH COUNCIL RESPONSIBILITY

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

1. PLAYING FIELD

- Management Plan – still to be completed, would be helpful to have before the season starts.

2. Village Hall

- Leads Report – Councillors were delighted with the progress to date and thanked everyone for their hard work. Information provided by Mr Clarke was tabled and the wording related to the role of the Leads Group was confirmed as co-ordinating the project.
- Future management
 - Operational – Information previously circulated was discussed and accepted in principle. It was **AGREED** to include a request in the forthcoming newsletter for volunteers to help with various tasks, and to arrange an informal workshop meeting for Council to consider options.
 - Legal status – discuss informally in conjunction with above.

3. VILLAGE GREEN

Crocus were now coming through. The bowls pavilion would be painted before the summer.

4. ALLOTMENTS

Suitable water butts had been sourced from a local garden centre.

5. TELEPHONE BOX

It was **AGREED** to include a piece in the next Newsletter and possible the next Village News publication to let residents know that, although the information is not finally complete, the box is now "open" to visitors.

11 SCHEME OF DELEGATION

The Clerk had nothing to report

12 CORRESPONDENCE/REPORTS

1. VANGUARD PROJECT

The decision letter previously circulated was **NOTED**. It was **AGREED** to pursue the possibility of funding from the Vattenfall Community Fund towards improvements to the A140/B1145 junction with assistance from C Cllrs Penfold and Riley.

2. UPDATE FROM DUNCAN BAKER MP

The information previously circulated was **NOTED**.

3. WESTERN LINK UPDATE

The information previously circulated was **NOTED**.

4. NORFOLK PARISH TRAINING & SUPPORT

Details of training and networking events had been circulated via email. The Clerk drew attention to the Spring Seminar which included a session on Village Halls.

13 POLICIES

1. TRAINING POLICY

The revised Policy previously circulated was discussed, and against the advice of the Clerk was amended to state that the Council would *facilitate* rather than

provide training. The suggested review date of 2024 was accepted.

2. SCHEME OF DELEGATION TO THE CLERK

There were no recommended changes, and in the absence of further comments, it was **AGREED** to review the document in 2024.

14 FINANCE

The following documents were considered, and were **proposed and AGREED**

1. SCHEDULE OF BILLS FOR PAYMENT

The Clerk presented the schedule, copy attached to signed copy of these Minutes.

2. BANK RECONCILIATIONS TO 31 JANUARY 2022

Documents had been circulated.

3. RECEIPTS & PAYMENTS 1 APRIL 2021 TO 31 JANUARY 2022

Documents had been circulated.

15 STAFFING MATTERS

1. ADVERTISEMENT FOR CLERK'S POST

Information previously circulated was discussed and a final document **AGREED**. Details would also be included in the next newsletter.

2. JOB DESCRIPTION

The model document had been circulated, but there were concerns expressed on the levels of responsibility. It was **AGREED** to discuss in more detail.

3. TIMETABLE, INTERVIEW DATE(S), PANEL

For later discussion.

4. CLERK'S APPRAISAL

Discussed in CONFIDENTIAL session below.

16 PLANNING MATTERS

1. APPLICATIONS DETERMINED

Nothing at the date of publication of this Agenda. Watts Cottage given approval.

2. APPLICATIONS FOR CONSIDERATION

PF/22/0088 Poplar Farm, Banningham, NR11 7DS

Change of use of agricultural building to a single dwelling;
associated external alterations

Proposals discussed. There were discrepancies over the shared access as shown on the plans and also reported objections from the owner of the access, who felt that it had not been satisfactorily address in the application.

Discrepancy over shared access.

PF/22/0229 Colby Hall Farm, Church Road, Colby, NR11 7EE

Change of use of agricultural buildings and external alterations to form short-term living accommodation for agricultural students

The Chairman and Vice-Chairman left the meeting, and Mr Elliot was elected to chair this item. The proposals were discussed in conjunction with information provided during the public participation time earlier.

SUPPORT

The Chairman and Vice-Chairman returned to the meeting.

HN/22/0271 Orchard Pyghtle, Colby Road, Banningham NR11 7DY

Notification of intention to erect a single storey rear extension projecting from the original wall by 3.5 metres with a maximum height of 2.72 metres and eaves height of 2.39 metres

Mr Anderson-Dungar, as the Agent for the application, had declared a pecuniary interest and left the room during discussion. Mr Elliott had declared a personal interest, remained in the room but did not take part in discussion or vote. Councillors noted that neighbours had no objections to the proposals. **SUPPORT.** Mr Anderson-Dungar returned to the meeting.

17 ADJOURNMENT

In the absence of any member of the public the meeting continued without adjournment.

18 RE-CONVENE THE MEETING

Not required.

19 RESPONSE TO PLANNING APPLICATIONS/ISSUES

Responses to applications for Colby Hall Farm and Orchard Pyghtle had been agreed at the time of discussion.

With regard to Poplar Farm, it was **AGREED** that the Clerk should respond based on the comments made earlier. The following paragraph was uploaded to the NNDC website:

Poplar Farm – OBJECT. Consideration took account of comments from the owner of the shared access drive. The Council agreed with Highways comments related to poor access and visibility, and also noted that the applicant is not in a position to improve the access drive as he does not own it. This leads the Council to say that the drawings do not reflect the shared access. However, should permission be granted, the Council would like the Highways suggested conditions to be included.

20 ITEMS FOR INFORMATION/FUTURE AGENDA

Village Hall Matters – next agenda

21 DATE OF NEXT MEETING

To confirm that the next Parish Council Meeting will be held on Wednesday 16 March 2022 at 7pm in the Jubilee Hall, Banningham

22 RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC DURING DISCUSSION OF THE FOLLOWING CONFIDENTIAL ITEM:

It was proposed by the Chairman, seconded by Mrs Ashby, and **unanimously agreed** that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the Press and Public should be excluded.

The Clerk and Mr Anderson-Dungar left the room during discussion of the following item.

STAFFING MATTERS – CLERK’S APPRAISAL

Mrs Ashby gave a verbal report following her meeting with the Clerk, following which the Clerk and Mr Anderson-Dungar returned to the meeting. The Chairman thanked the Clerk for her (almost) 27 years of service and hard work on behalf of the Council and the community.

23 CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.20p.m.

Signed (Chairman)

Date



Opening From Chief Constable

It is my pleasure to welcome you to the March edition of the Operation Randall newsletter. As your Chief Constable, rural crime remains a priority for me and the constabulary. I urge you to report matters to us (on 999 in an emergency or use the 101 or online services when



there is not an immediate threat to life or property). We will do all that we can to investigate crime and make Norfolk a unwelcoming place to those who seek to commit offences which cause our communities harm. I am continuing with work to improve visibility; including the use of drones and I am working with our partners on achieving successful convictions and designing out crime.

I hope you find the newsletter useful, and I look forward to hopefully meeting with you in person at the briefings/ meetings currently being organised – confirmed dates and venues will be publicised soon.

Norfolk CC Paul Sanford

Introduction from PCC

Change often creates uncertainty. There may be some uncertainty about how a new Commissioner might change things. I would like to reassure everyone that rural crime, and especially agricultural crime, is very definitely on my radar. Why do I make the distinction between rural and agricultural crime? My view is that 'rural' relates to geography. For example, the greatest volume of reported crime in Norfolk is domestic abuse – 24% of all reported crime is domestic abuse – but this goes on in both rural and urban areas while being recorded regardless of geography as domestic abuse. Meanwhile, 'agricultural' crime seems to me to be a more focussed label for issues such as hare coursing, sheep worrying, GPS and machinery theft, heritage crime and so on. However, the key thing on my mind is how we achieve effects on the ground. I'm delighted to say that our new Chief Constable, Paul Sanford, is working hard to increase police visibility across our mostly rural county. This will further reinforce the successes that the Operation Randall team, together with the wider Constabulary, are having in driving down agricultural and other rural crimes. I am also keen to involve wider partners to assist with crime prevention as prevention is always far better than reaction. I am also looking at how the criminal justice system might be improved so that victims of crime get their day in court and do so much more quickly than happens at the moment. A lot of work is in hand and I look forward to meeting as many readers of this newsletter as possible when I'm out on the ground so that you can offer your thoughts to the debate. I will certainly look forward to such opportunities.



NEED TO TALK TO US?

PC Chris Shelley | christopher.shelley@norfolk.police.uk | 07900 407106

Introduction

It is great this month to open with contributions from Norfolk's Chief Constable (CC) and the Police and Crime Commissioner (PCC). Our team regularly discusses matters with both the CC and the PCC and their respective teams. While sometimes rural crime and matters affecting our rural communities and businesses don't always make the headlines, it remains very much on our agenda and we will continue to tackle it with every opportunity available to us.

As touched on by both the CC and PCC, we are currently planning to bring back our Barn Briefs - these are opportunities for communities to meet the team, discuss current issues and trends, and for us to provide crime prevention advice in an informal way. Due to a lack of opportunities because of the pandemic, at the moment we're planning to do four Barn Briefs in the coming year at four different locations around the county...all being well and if we remain without Covid restrictions. I will of course update you once we have more information and we're looking forward to meeting many of you. As for the last month, and although I say this every month, life doesn't get any calmer! It's been extremely busy and in the middle of providing county drone cover, progressing investigations and all the other day-to-day work, we were hit hard by two storms in quick succession. Officers and partner agencies worked tirelessly for several days to keep as many roads as possible open from falling trees. We were of course helped by so many local people and we're incredibly grateful to each one of them, so thank you!

GPS Thefts

As I mentioned last month, we have received another report of this high value crime and I'd encourage all owners of these systems to please remove them where possible and mark them clearly with your name/farm name and postcode. Make sure you know the serial numbers of your units (these should be on the system itself or the box it came in) and consider other security options.

Several retailers are now offering aftermarket anti-theft solutions and it may well be worth discussing this further with your local dealership.

I'm pleased to tell you that thanks to more collaborative working with several forces across the country, one man has been arrested in Norfolk for the theft of GPS systems in Cheshire last year, and another two men were arrested in Cheshire following that arrest. This provides further evidence that these are criminals who travel and it is hard to predict where they will hit next, but with better information sharing and a national approach to tackling the issue we are making some headway. Here in Norfolk, we have been working with NAVCIS (National Vehicle Crime Intelligence Service), a European Countries Consulate and their police force and several other police forces to investigate our most recent crimes. There is a lot of work going on behind the scenes and although I'm unable to share further details with you at this stage, please know we are investigating every opportunity we have. But the fact remains prevention is also key so please take steps to protect your property that I've outlined above.

WhatsApp Group

The Operation Randall WhatsApp group is expanding. At present the group mainly consists of partner agencies, key landowners and administrators of other social media rural groups. I am currently looking at increasing the size of this group so if you meet one or more of the above criteria – work for a partner agency, key landowner or you administer another rural group on social media - or if you think you would benefit or be able to contribute in any way, I want to hear from you. You can contact me on email at christopher.shelley@norfolk.pnn.police.uk

Criminal Damage in Rural Area

There has been some reckless damage to public owned property, including public toilets, churches, band stand and park equipment, over the last few weeks. This is sad to see given these are provided for public use or left open for the the public to visit. I am keen to encourage anyone with information about these crimes to come forward and please do contact us if you see any suspicious behaviour.

Wildlife Crimes in Norfolk

Unfortunately, we have received a report this month of a tractor driving over a badger sett, causing at least one entrance or tunnel to collapse. The landowner worked with us and the contractor was identified as being responsible for the damage – the contractor admitted the damage and claimed he wasn't aware. It was decided the best course of action would be to deal with this crime with a Community Resolution and ask the offender to give back to the 'harmed'. This involved me working with the contractor, so he fully understood the Protection of Badgers Act as well as his legal obligations. He also donated money to a local wildlife charity.

Regarding our other ongoing investigations, they remain live so nothing to update you on this month. I continue to work closely with the RSPB and Natural England collating evidence on a couple of these investigations. Most of these now are awaiting full scientific and forensic reports before we can progress further.

Harecoursing—OP Galileo

After a small rise in reports last month, this month has been very quiet again thankfully and we've received fewer reports than last season. We are now coming to the end of the traditional season, and I am really pleased to say reports have remained incredibly low. I believe this is partly due to our collaborative work with our six neighbouring forces so it's worked for one year, and we will continue to enforce and work with our colleagues across borders. This time next year, we may also have new legislation that will make it more difficult for this type of criminality.

I continue to urge anyone who believes hare coursing is ongoing or has any information relating to hare coursing to please get in contact with us or anonymously by contacting Crimestoppers.

WhatsApp Group

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March in the Countryside

Well, I think it's safe to say it should be less breezy this month...or at least I hope it will be! The temperature should start to slowly warm up with longer days and the sun sitting higher in the sky. Snowdrops will be well in bloom alongside the yellow and purple crocuses brightening up the roadside - one day there will be nothing to see, and the next we'll see a wash of colour... crocuses can grow very quickly. Add the daffodils, which seem to pop up earlier and earlier (I have already seen several this year in sheltered areas), and we can be sure spring is on its way.

Many of our native birds will start to speak their minds at morning chorus, and this sound really is a sign of spring. We will also start to see some of our migratory birds returning from warmer winter climates. One of the first to return is the Chiffchaff (some do overwinter in UK now) which often head south to Spain and Northern Africa during the winter. Towards the end of the month, we may be lucky enough to see probably the most famous of our migratory birds - the Swallow - starting to appear as they return with the warmer days and an increase in flying insects: their natural food source. Many of our winter visitors from the north, the wetland and wading birds, will also remain in the county a little longer before leaving for northern areas in April. Another one to mention for the month of March is the Great Crested Newt, Sadly, these have been in decline over the last few decades mainly due to the rapid growth of urban areas. The Great Crested Newts start to come out of hibernation this month and all pond maintenance should have been completed by the end of February to prevent any harm or potential offences being committed as Great Crested Newts are a protected species under the Wildlife and Countryside Act.

On the farm, the drier days will see the cultivation equipment out in the fields preparing the ground for

spring planted crops: spring barley, wheat, early peas, and sugar beet. You may also still see sugar beet being harvested as this is one of very few crops in the UK that can take up to 12 months to grow. At the time of writing, the factories around the county remain open and generally do into March and possibly even April if the harvest is taking longer than normal.

Livestock farmers will be starting to think about their spring turn out plans with many looking at how they can prepare their fields to get the best out of the grass growing season and repairing fencing and walls. Some early spring lambs will start to appear, especially in the slightly warmer climate of the east and most of our lambs are born indoors initially so get a head start before making it into the fields a few days later. In the north, many ewes lamb outside so the season tends to be well into April to allow for better weather.

Final Word

As always, a big thank you for taking the time to read this month's newsletter. Please feel free to get in touch if you feel something should be included in the newsletter. The idea of this newsletter is to give you an insight into our varied work and make sure you're updated on what's going on. Sometimes, we can't share everything as it's part of a live investigation. This month I am lucky enough to have a couple weeks off work, so March is likely to fly past as trying to fit everything in before and after my annual leave...and I'm sure the rest of the team will be busy in my absence! As always, please don't hesitate to contact me.

Chris

Please note if you are reading this version of our monthly newsletter, this is a simplified version created for ease of distribution on parish websites, community pages and similar outlets.

If you wish to receive a copy of this newsletter directly to your email in its fullest form with images and interactive options please visit: norfolk.police.uk/contact-us/police-connect-sign make sure you select 'Rural Crime' to receive direct to your email.



POLICE
NORFOLK & SUFFOLK
working together for you



Are you the owner of a Well-behaved and sociable dog?

Would you like to be part of our new
exciting Pilot Scheme?

Providing canine visits to various locations promoting
positive mental health and wellbeing



Subject to dog temperament test

Understanding and knowledge of dog welfare

Good communication and engagement skills

To show interest and for further information email:



Norfolk: Volunteer@norfolk.police.uk

Suffolk: SpecialsandVolunteers@suffolk.police.uk

Cleveland Police's first Wellbeing and Trauma Support Dogs:

"These interactive sessions provide light relief from the rigors of the job and the dogs help get people talking and create expressions of genuine feeling just by being friendly and non-judgemental"

"Over recent years, police forces around the country have recognised the value of dogs in helping officers and staff with their wellbeing"

"When a dog is introduced to the workplace, the atmosphere immediately changes, and people want to interact with the dog"



TEXT OF EMAIL FROM NORFOLK PTS

Dear Mo,

We hope that you and your Council have enjoyed the benefits of subscription to Norfolk Parish Training and Support during the past year; we've certainly enjoyed training and supporting so many councils.

Your current subscription will lapse on 31 March 2022 and attached is your invoice for 2022/23.

Just as a reminder the benefits to you and your Council are:

- **Support** via email (norfolkpts@gmail.com) and telephone (**01603 857004**).
We work as a team to answer and respond during office hours (Mon-Fri 9-5) using a shared email address and phone number
- **Training** discount of 20% on our advertised courses and free attendance at our networking mornings
- **Document Library** including more than 200 model and template documents and topic briefings
- **News updates** emailed to your inbox on a regular basis
- **Minimum of fifteen minutes free telephone advice** from associates when you need an expert on subjects such as websites, HR, planning, accounting and legal services (see www.norfolkpts.org/associates), with guidance as to where to go next or the cost of further assistance.

If you have any queries or questions then please get in touch, we look forward to receiving payment by 30 April wherever possible.

With very best wishes,

Julie

Julie King

TEXT OF EMAIL INFORMATION FROM NORFOLK ALC

Colby With Banningham Parish Council

Dear Mo

Norfolk ALC Membership subscription –
1 April 2022 to 31 March 2023



As a not-for-profit co-operative association, we are owned by, and work exclusively for our member councils and your support would be greatly appreciated.

Throughout the last year, in addition to our council support, advice and training, Norfolk ALC has strengthened the award-winning Wellbeing programme included in the membership. The mentoring of Clerks, Councillor training and SLCC accredited CiLCA training is an integral part of our services. As is help with conflict resolution, assistance with recruitment, providing templates for policy development and up-to-date information on relevant government changes.

Our Wellbeing programme covers a wide spectrum of issues such as the environment, flooding, policing, community resilience and mental health. This year we will expand this area of our work significantly. We have established a new, funded partnership with Norfolk County Council and will continue our relationship with the Norfolk Lieutenancy.

The National ALC agenda prioritises lobbying on your behalf concerning the Civility and Respect agenda and the return of being able to hold remote meetings.

The membership fee for this forthcoming year will be **£110.78**. £29.74 is forwarded to the National Association of Local Councils as your membership fee with them and the remaining £81.05 is retained by us to provide the services we offer you.

SCRIBE SAVINGS – We can offer Norfolk ALC members who sign up for Scribe a 40% discount in their 1st year of membership and also for all Norfolk ALC members the Scribe village hall booking system for free.

If you would like to be a member with Norfolk ALC please email admin@norfolcalc.gov.uk for an invoice and for further information please contact myself via email at countyofficer@norfolcalc.gov.uk or give me a call on the number shown below.

As your county association we firmly believe in our moto of 'Stronger Together' and look forward to continuing working in unison with you during these challenging times.

Regards

Jeremy Burton

County Officer and Company Secretary
Norfolk Association of Local Councils
Tel: 07904 043911

Company Secretary, Norfolk Association of Local Councils Limited

TEXT OF EMAIL FROM NCC HIGHWAYS

Dear Parish Clerk

As part of the preventative measures for Coronavirus (Covid19) the County Council is minimising face to face meetings. This includes your local Highways teams.

We are still able to respond to enquiries regarding highway maintenance and we would encourage you to continue to report defects to us using the on-line reporting system (www.norfolk.gov.uk/highwaysproblem), telephone calls or via emails.

Our highway teams will continue to carry out their routine and reactive inspections and programme repairs as necessary.

Our Streetscene Inspectors are due to visit Colby from the week commencing 11/04/2022 if there is work identified for their attention. If you have any specific highway maintenance issues, we would be grateful for any information to ensure these issues are considered by the **Inspector** who will be taking account of maintenance needs of the road network in your area.

Our key concern is maintaining the essential elements with regard to the safety of the highway network, with this in mind our highest priority -

- **Potholes** – an accurate location and dimensions (including depth) really help us to judge their priority.
- **Regular incidences of Standing water/ flooding** – location and area affected are important, in addition any knowledge of any features which may be blocked, does the ponding eventually clear over time, does this only occur during heavy rain. Recently heavy rain falls and wash from fields has caused issues over which we sometimes have no control. We can clear gulley pots and back ditches and grips within the highway boundary.
- **Mud on road** – this is a common occurrence in our rural community. If this repeatedly affects highway users ability to travel, is not signed in advance or is simply left following farming activity, the most useful information is contact details of the responsible party. Be assured that this information is completely confidential, we will not disclose any details of an enquiry.

Should you wish to add any work, for consideration by the Inspector, please email these to highways@norfolk.gov.uk including **RANGER** and **YOUR PARISH NAME** in the subject title. Please provide as much information as possible including the exact location and specific concerns. We aim to provide feedback on the work which has been carried out during the visit this will follow within a few weeks. At any time please feel free to contact us to discuss any maintenance questions or concerns you may have. **Please keep in mind that our resources and access to materials may affect our ability to respond to some lower priority defects**

Thank you in advance for any information you can offer to assist with our service.

Pippa Reeve, Business Support Assistant

Community and Environmental Services
Tel: 01263 738823 | Dept: 0344 800 8020

Highways North Area, Aylsham

TEXT OF EMAIL INVITATION TO
NNTPF MEETING 28 MARCH

Dear Clerk

I am contacting you on behalf of the Leader of North Norfolk District Council to invite you to a meeting of the NNDC Town & Parish Council Engagement Forum at **2pm on Monday 28th March.**

Some of you may have attended previous sessions that we have hosted in the last couple of years. We are now looking to formalise these to reflect the importance of constructive engagement with the towns and parishes across the District. The meetings will be held quarterly and hosted by the Leader, Cabinet members and senior officers. We want to make them informative for parish clerks and chairmen and we will seek to ensure that the agenda reflects topics and areas of interest from across the District – touching on areas of concern for the parishes and outlining emerging and upcoming issues at the District Council that we think will be of interest to you.

Following feedback from the previous sessions, they will be held remotely via Zoom and we will hold them during the day to avoid clashes with parish and town council meetings which tend to be held in the evening. Although the invitation will be sent to clerks, it is up to the individual parish or town council to nominate who they would like to attend, so please feel free to share it with your chairman and/ or parish councillors. Ideally we would like to have a representative from each town and parish council.

I will send out a Zoom invitation next week, followed by an agenda the following week. If there are any particular items that you would like to see included on the agenda, please let me know by Wednesday 16th March.

If you have any questions at all, please don't hesitate to contact me,
Kind regards
Emma

Emma Denny
Democratic Services Manager
[+441263 516010](tel:+441263516010)

Note for Councillors – As I am currently on the Executive I will attend anyway, but it would be good to have a Councillor representative too.

I also have the Zoom joining instructions now.

Mo/080322

COLBY & BANNINGHAM PARISH COUNCIL FINANCIAL RISK ASSESSMENTS

1. Introduction

- 1.1 The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.
- 1.2 The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and Council may wish to consider other risks not identified.

| Service Area | Risk | Recommendation |
|--------------|---------------------------------|--|
| Insurance | Public Liability (statutory) | Continue existing cover (£10m) |
| | Employers Liability (statutory) | Continue existing cover (£10m) |
| | Hirers Liability | Continue existing cover (£5m) |
| | Money | Continue existing cover Non-negotiable £250,000 Negotiable – Premises £1000 Negotiable – any other loss £1000 |
| | Fidelity Guarantee | Continue existing cover (£150,000 limit of indemnity) |
| | Property | Continue with existing cover for buildings and contents total £546,543.75, index linked at 3% |
| | Loss of revenue. | Continue with existing cover £10,000 limit of indemnity |
| | Officials Indemnity. | Continue with existing cover £500,000 limit of indemnity |
| | Libel & Slander | Continue with existing cover £250,000 limit of indemnity |
| | Personal Accident (Age 16-90) | Continue existing cover Capital benefits £50,000 Temporary total disablement £200pw |
| | Motor Policy no claims | Continue existing cover No claims discount up to £250 |
| | Discount & Loss of Excess | Continue existing cover Loss of Excess up to £250 |

| Service Area | Risk | Recommendation |
|------------------|--|--|
| Payroll | Loss of data on PC due to system fault. | Continue to back up data on monthly basis, regularly update from HMRC |
| | Loss of services of employee. | Immediately advertise any vacancy (if permanent loss) and request locum help via Norfolk PTS/Norfolk ALC or local clerks to cover any temporary loss. |
| Administration | Payment arrangements | Continue with requirement to report all payments to Council for approval. Continue with requirement for signatories to initial voucher slips. Online banking protocols – Clerk to upload, once approved, 2 of 3 signatories to log in and approve. |
| | Reconciliation | Continue with bank reconciliation to be carried out on a monthly basis using Scribe system and reported to each meeting |
| | Agency advice | Continue with memberships of Norfolk PTS or Norfolk ALC, Community Action Norfolk and SLCC. |
| | Potential expenditure. | Review allotment rents and deposits annually. |
| Playing Field | Loss of use of play equipment (if purchased in the future) | Undertake regular maintenance and safety checks, take unsafe equipment out of service until repairs carried out. Remove existing cover for goalposts £974.90, |
| | Loss of contractor | Advertise immediately for replacement and arrange temporary cover if necessary |
| Street Furniture | Loss or damage to either of the 2 village signs | Continue with existing cover of £8,388.07 index linked 3% |
| Village Green | Loss of contractor | Advertise immediately for replacement and arrange temporary cover if necessary |

| Service Area | Risk | Recommendation |
|--------------|---|--|
| Precept | Annual precept not the result of proper detailed consideration. | Continue to present budget to full Council, convene special meeting if necessary. |
| | Inadequate monitoring of performance. | Continue budget monitoring report (quarterly). |
| | Illegal expenditure. | Continue to ensure that all expenditure is within legal powers. |
| Accounting | Non-standard and/or non-compliant records kept. | Continue to require adequate, complete and statutory financial records and accounts |
| | Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns. | Continue to ensure that all accounts and returns are completed and submitted by the deadlines. |
| | Non-compliance with internal audit requirements. | Appoint internal auditor on an annual basis |
| Contracts | Ensure continued value for money coupled with continuity of work. | Approve the practice of seeking tenders for contracts and major works in accordance with financial regulations and standing orders. Tenders to be opened by the Chairman and Clerk and reported to next available Council meeting. |

First Adopted at Annual Parish Council Meeting 12 May 2015

Signed (Chairman)

Reviewed Annual Parish Council Meeting 10 May 2016, May 2017, May 2018

Next Review Date – March 2024 or as per agreed Schedule, earlier if legislative changes require.

NOTE – changes are in bold italic

NOTE re insurance – existing Long Term Agreement ceases 30 November 2022 – recommend commence insurance negotiations summer 2022 – contact BHIB, (very competitive rates for parish councils as a NALC partner) plus Gallagher as existing and possibly Zurich for comparison quotes.

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

| | |
|---|-------------------|
| From Accounts | £23,557.46 |
| Payments not cashed Add | £345.60 |
| Receipts not entered Subtract | |
| Statement should be | £23,903.06 |

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

| | |
|-------------------------|------------|
| From Accounts | £30,679.78 |
|-------------------------|------------|

| | |
|---|--|
| Payments not cashed Add | |
| Receipts not entered Subtract | |

| | |
|--------------------------------------|-------------------|
| Statement should be | £30,679.78 |
|--------------------------------------|-------------------|

Colby & Banningham Parish Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

| | | | |
|----------|---|-----------|------------------|
| A | Bank Reconciliation at 28/02/2022 | | |
| | Cash in Hand 01/04/2021 | | 33,690.93 |
| | ADD Receipts 01/04/2021 - 28/02/2022 | | 39,958.46 |
| | SUBTRACT Payments 01/04/2021 - 28/02/2022 | | 73,649.39 |
| | Cash in Hand 28/02/2022 (per Cash Book) | | 19,412.15 |
| B | | | 54,237.24 |
| | Cash in hand per Bank Statements | | |
| | Cash 28/02/2022 | 0.00 | |
| | Unity Current Account T1 2038868 28/02/2022 | 23,903.06 | |
| | Unity Instant Access Account 2038 28/02/2022 | 30,679.78 | |
| | | | 54,582.84 |
| | Less unrepresented payments | | 345.60 |
| | | | 54,237.24 |
| | Plus unrepresented receipts | | |
| | Adjusted Bank Balance | | 54,237.24 |
| | A = B Checks out OK | | |

Colby & Banningham Parish Council**BANK ACCOUNTS**

| | |
|-------------------------------------|-------------------|
| Unity Instant Access Account 2038: | £30,679.78 |
| Unity Current Account T1 20388689 | £23,557.46 |
| Total in Banks | 54,237.24 |
| <hr/> | |
| Cash | |
| <hr/> | |
| GRAND TOTAL (Banks and Cash) | £54,237.24 |

Colby & Banningham Parish Council

PAYMENTS LIST

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|-----------------------|------------|--------|-----------------------|-----------|--------------------------------|------------------------------|----------|----------|--------|----------|
| 3 | Waste Collection | 20/04/2021 | 12/1 | Unity Current Account | | Waste collection | Veolia | S | 3.10 | 0.62 | 3.72 |
| 4 | Car Park | 20/04/2021 | 12/1 | Unity Current Account | | Car park | S & M Supplies (Aylsham) Ltr | S | 93.50 | 18.70 | 112.20 |
| 6 | Video Conferencing | 20/04/2021 | 12/1 | Unity Current Account | | Video Conferencing | Zoom Video Communications | S | 11.99 | 2.40 | 14.39 |
| 7 | Cleaning | 20/04/2021 | 12/1 | Unity Current Account | | Cleaning | Marion Cubitt | N | 104.64 | | 104.64 |
| 1 | PAYE | 20/04/2021 | 12/1 | Unity Current Account | | PAYE | HMRC | Z | 364.11 | | 364.11 |
| 5 | Car Park | 20/04/2021 | 12/1 | Unity Current Account | | Car park | Woodgate Nursery | Z | 80.00 | | 80.00 |
| 2 | Heating Oil | 20/04/2021 | | Unity Current Account | | Heating Oil | AF Affinity Ltd | L | 209.25 | 10.46 | 219.71 |
| 8 | Salary | 20/04/2021 | 12/1 | Unity Current Account | | Clerk Salary | Maureen Anderson-Dungar | E | 340.98 | | 340.98 |
| 12 | Water/Sewerage | 19/05/2021 | | Unity Current Account | | Water/sewerage | Anglian Water Business | E | 38.90 | | 38.90 |
| 13 | Salary | 19/05/2021 | | Unity Current Account | | Clerk Salary | Maureen Anderson-Dungar | E | 340.98 | | 340.98 |
| 9 | Filestream | 19/05/2021 | 17/1 | Unity Current Account | | Filestream Web | Filestream Ltd | S | 92.00 | 18.40 | 110.40 |
| 10 | Water butts provision | 19/05/2021 | 17/1 | Unity Current Account | | allotments water butt provisor | TWD Outdoor Pursuits & Gar | N | 22.50 | | 22.50 |
| 11 | Waste Collection | 19/05/2021 | 17/1 | Unity Current Account | | Waste collection | Veolia | S | 3.00 | 0.60 | 3.60 |
| 14 | Grounds Maintenance | 15/06/2021 | 14/4 | Unity Current Account | | Grounds maintenance | The Garden Guardian | S | 225.00 | 45.00 | 270.00 |
| 15 | Grounds Maintenance | 15/06/2021 | 14/4 | Unity Current Account | | Grounds maintenance | The Garden Guardian | S | 300.00 | 60.00 | 360.00 |
| 16 | Grounds Maintenance | 15/06/2021 | 14/4 | Unity Current Account | | Grounds maintenance | The Garden Guardian | S | 75.00 | 15.00 | 90.00 |
| 17 | Banningham sign | 15/06/2021 | 14/4 | Unity Current Account | | Grounds maintenance | The Garden Guardian | S | 50.00 | 10.00 | 60.00 |
| 18 | Colby sign | 15/06/2021 | 14/4 | Unity Current Account | | Grounds maintenance | The Garden Guardian | S | 50.00 | 10.00 | 60.00 |
| 19 | Car Park | 15/06/2021 | 14/4 | Unity Current Account | | Car park | S & M Supplies (Aylsham) Ltr | S | 31.98 | 6.40 | 38.38 |
| 20 | Car Park | 15/06/2021 | 14/4 | Unity Current Account | | Car park | Screwfix | S | 8.32 | 1.66 | 9.98 |
| 21 | Car Park | 15/06/2021 | 14/4 | Unity Current Account | | Car park | Hanworth Timber Company L | S | 127.83 | 25.57 | 153.40 |
| 22 | Car Park | 15/06/2021 | 14/4 | Unity Current Account | | Car park | Hanworth Timber Company L | S | 25.57 | 5.11 | 30.68 |
| 24 | Salary | 15/06/2021 | 14/4 | Unity Current Account | | Clerk Salary | Maureen Anderson-Dungar | E | 340.98 | | 340.98 |
| 23 | Electricity | 15/06/2021 | 14/4 | Unity Current Account | | Electricity | SSE | L | 237.19 | 11.85 | 249.04 |
| 25 | Subscriptions | 16/06/2021 | 14/4 | Unity Current Account | | Subscription | Community Action Norfolk | E | 50.00 | | 50.00 |
| 26 | Internal Audit | 23/06/2021 | 14/4 | Unity Current Account | | Internal Audit | Kevin Eke FCCA | N | 100.00 | | 100.00 |
| 27 | Window Cleaning | 23/06/2021 | 14/4 | Unity Current Account | | Window Cleaning | Justin Lynch (Mr Brightside) | N | 15.00 | | 15.00 |
| 28 | Bank Charges | 30/06/2021 | 14/4 | Unity Current Account | | Bank Charges | Unity Trust Bank | X | 18.00 | | 18.00 |
| 29 | PAYE | 21/07/2021 | 12/1 | Unity Current Account | | Clerk's PAYE amount | HMRC | X | 255.60 | | 255.60 |
| 35 | Salary | 21/07/2021 | 12/1 | Unity Current Account | | Clerk Salary | Maureen Anderson-Dungar | X | 340.98 | | 340.98 |
| 33 | Repairs | 21/07/2021 | 12/1 | Unity Current Account | | Repairs | S J Fuller | N | 80.00 | | 80.00 |
| 30 | Waste Collection | 21/07/2021 | 12/1 | Unity Current Account | | Waste collection | Veolia | S | 24.10 | 4.82 | 28.92 |
| 31 | Website | 21/07/2021 | 12/1 | Unity Current Account | | Domain name renewal | Paston Chase Ltd | S | 25.00 | 5.00 | 30.00 |
| 32 | Waste Collection | 21/07/2021 | 12/1 | Unity Current Account | | Waste collection | Veolia | S | 24.00 | 4.80 | 28.80 |
| 34 | Path works | 21/07/2021 | 12/1 | Unity Current Account | | Path Works | B & B Roadworks | S | 1,080.00 | 216.00 | 1,296.00 |
| 36 | Filestream | 18/08/2021 | 06/5 | Unity Current Account | | Filestream Web | Filestream Ltd | S | 92.00 | 18.40 | 110.40 |

Colby & Banningham Parish Council

PAYMENTS LIST

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|-----------------------------|------------|--------|-----------------------|-----------|-----------------------------|-------------------------------|----------|----------|--------|----------|
| 38 | Waste Collection | 18/08/2021 | 06/05 | Unity Current Account | | Waste collection | Veolia | S | 34.60 | 6.92 | 41.52 |
| 37 | Water/Sewerage | 18/08/2021 | 06/05 | Unity Current Account | | Water/sewerage | Anglian Water Business | Z | 42.79 | | 42.79 |
| 39 | Salary | 18/08/2021 | 06/05 | Unity Current Account | | Clerk Salary | Maureen Anderson-Dungar | E | 340.98 | | 340.98 |
| 40 | Repairs | 08/09/2021 | | Unity Current Account | | Repairs | Cooks Electrical Services Ltd | S | 300.00 | 60.00 | 360.00 |
| 41 | Waste Collection | 08/09/2021 | 12/1 | Unity Current Account | | Waste collection | Veolia | S | 24.10 | 4.82 | 28.92 |
| 42 | Waste Collection | 08/09/2021 | 12/1 | Unity Current Account | | Waste collection | Veolia | S | 40.00 | 8.00 | 48.00 |
| 43 | Electricity | 23/09/2021 | 14/2 | Unity Current Account | | Electricity | SSE | L | 96.29 | 4.81 | 101.10 |
| 44 | Bank Charges | 30/09/2021 | | Unity Current Account | | Bank Charges | Unity Trust Bank | E | 18.00 | | 18.00 |
| 49 | Data Protection Fee | 20/10/2021 | 14/2 | Unity Current Account | | Data Protection Annual Fee | Information Commissioner's | E | 35.00 | | 35.00 |
| 48 | Window Cleaning | 20/10/2021 | 14/2 | Unity Current Account | | Window Cleaning | Justin Lynch (Mr Brightside) | N | 90.00 | | 90.00 |
| 50 | Cleaning | 20/10/2021 | 14/2 | Unity Current Account | | Cleaning | Marion Cubitt | N | 86.46 | | 86.46 |
| 51 | Salary | 20/10/2021 | 14/2 | Unity Current Account | | Clerk Salary | Maureen Anderson-Dungar | X | 340.78 | | 340.78 |
| 52 | PAYE | 20/10/2021 | | Unity Current Account | | Clerk's PAYE amount | HMRC | X | 255.80 | | 255.80 |
| 53 | Salary | 20/10/2021 | 14/2 | Unity Current Account | | Clerk Salary | Maureen Anderson-Dungar | X | 340.98 | | 340.98 |
| 45 | Repairs | 20/10/2021 | 14/2 | Unity Current Account | | Repairs | Cooks Electrical Services Ltd | S | 440.00 | 88.00 | 528.00 |
| 46 | Repairs | 20/10/2021 | | Unity Current Account | | Repairs | Cooks Electrical Services Ltd | S | 180.00 | 36.00 | 216.00 |
| 47 | Waste Collection | 20/10/2021 | 14/2 | Unity Current Account | | Waste collection | Veolia | S | 24.00 | 4.80 | 28.80 |
| 54 | Car Park | 17/11/2021 | 14/1 | Unity Current Account | | Car park | Suregreen Ltd | S | 20.00 | 4.00 | 24.00 |
| 55 | Waste Collection | 17/11/2021 | | Unity Current Account | | Waste collection | Veolia | S | 34.60 | 6.92 | 41.52 |
| 57 | Filestream | 17/11/2021 | 14/1 | Unity Current Account | | Filestream Web | Filestream Ltd | S | 92.00 | 18.40 | 110.40 |
| 58 | Events | 17/11/2021 | 14/1 | Unity Current Account | | Events | The Solar Centre Ltd | S | 116.65 | 23.33 | 139.98 |
| 56 | Water/Sewerage | 17/11/2021 | 14/1 | Unity Current Account | | Water/sewerage | Anglian Water Business | Z | 39.82 | | 39.82 |
| 59 | Salary | 17/11/2021 | 14/1 | Unity Current Account | | Clerk Salary | Maureen Anderson-Dungar | E | 340.98 | | 340.98 |
| 60 | Poppy Wreaths | 17/11/2021 | 14/1 | Unity Current Account | | Poppy Wreaths | Poppy Appeal | E | 34.00 | | 34.00 |
| 61 | Renovation Grant | 09/12/2021 | | Unity Current Account | | renovation project | Evergreen Insulation Service | S | 1,820.00 | 364.00 | 2,184.00 |
| 73 | Electricity | 13/12/2021 | 14/1 | Unity Current Account | | Electricity | SSE | L | 169.07 | 8.45 | 177.52 |
| 76 | Window Cleaning | 23/12/2021 | 14/1 | Unity Current Account | | Window Cleaning | Justin Lynch (Mr Brightside) | N | 15.00 | | 15.00 |
| 68 | Colby sign | 23/12/2021 | 14/1 | Unity Current Account | | Grounds maintenance | The Garden Guardian | S | 8.00 | 1.60 | 9.60 |
| 69 | Hedge cutting village green | 23/12/2021 | 14/1 | Unity Current Account | | Grounds maintenance | The Garden Guardian | S | 70.00 | 14.00 | 84.00 |
| 70 | Weedkilling | 23/12/2021 | 14/1 | Unity Current Account | | Grounds maintenance | The Garden Guardian | S | 45.00 | 9.00 | 54.00 |
| 71 | Banningham sign | 23/12/2021 | 14/1 | Unity Current Account | | Grounds maintenance | The Garden Guardian | S | -10.00 | -2.00 | -12.00 |
| 72 | Colby sign | 23/12/2021 | 14/1 | Unity Current Account | | Grounds maintenance | The Garden Guardian | S | -10.00 | -2.00 | -12.00 |
| 75 | Waste Collection | 23/12/2021 | 14/1 | Unity Current Account | | Waste collection | Veolia | S | 24.00 | 4.80 | 28.80 |
| 77 | Salary | 23/12/2021 | 14/1 | Unity Current Account | | Clerk Salary | Maureen Anderson-Dungar | X | 340.98 | | 340.98 |
| 62 | Website | 23/12/2021 | 14/1 | Unity Current Account | | Website development & suppo | Wix.com | S | 102.00 | 20.40 | 122.40 |
| 63 | Website | 23/12/2021 | 14/1 | Unity Current Account | | Domain name renewal | Wix.com | S | 10.39 | 2.07 | 12.46 |
| 64 | Grounds Maintenance | 23/12/2021 | 14/1 | Unity Current Account | | Grounds maintenance | The Garden Guardian | S | 780.00 | 156.00 | 936.00 |
| 65 | Grounds Maintenance | 23/12/2021 | 14/1 | Unity Current Account | | Grounds maintenance | The Garden Guardian | S | 660.00 | 132.00 | 792.00 |
| 66 | Grounds Maintenance | 23/12/2021 | 14/1 | Unity Current Account | | Grounds maintenance | The Garden Guardian | S | 165.00 | 33.00 | 198.00 |

Colby & Banningham Parish Council

PAYMENTS LIST

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|-------------------------|------------|--------|-----------------------|-----------|---------------------|-------------------------------|----------|------------------|-----------------|------------------|
| 67 | Banningham sign | 23/12/2021 | 14/1 | Unity Current Account | | Grounds maintenance | The Garden Guardian | S | 8.00 | 1.60 | 9.60 |
| 74 | Insurance | 23/12/2021 | 14/1 | Unity Current Account | | Insurance | Gallagher Insurance | E | 1,652.20 | | 1,652.20 |
| 78 | Bank Charges | 31/12/2021 | 14/1 | Unity Current Account | | Bank Charges | Unity Trust Bank | Z | 18.00 | | 18.00 |
| 79 | PAYE | 18/01/2022 | 14/1 | Unity Current Account | | Clerk's PAYE amount | HMRC | Z | 255.60 | | 255.60 |
| 80 | Repairs | 18/01/2022 | 14/1 | Unity Current Account | | Repairs | Cooks Electrical Services Ltd | S | 70.00 | 14.00 | 84.00 |
| 81 | Waste Collection | 18/01/2022 | 14/1 | Unity Current Account | | Waste collection | Veolia | S | 24.10 | 4.82 | 28.92 |
| 82 | Banningham | 18/01/2022 | 14/1 | Unity Current Account | | Grant | Banningham Church & Churc | Z | 197.00 | | 197.00 |
| 83 | Colby | 18/01/2022 | 14/1 | Unity Current Account | | Grant | Colby Church & Churchyard (| Z | 197.00 | | 197.00 |
| 84 | Grants | 18/01/2022 | 14/1 | Unity Current Account | | Grant | Norfolk CAB | Z | 100.00 | | 100.00 |
| 85 | Window Cleaning | 18/01/2022 | 14/1 | Unity Current Account | | Window Cleaning | Justin Lynch (Mr Brightside) | Z | 15.00 | | 15.00 |
| 86 | Subscriptions | 18/01/2022 | 14/1 | Unity Current Account | | Subscription | SLCC | Z | 112.00 | | 112.00 |
| 88 | Stationery/Photocopying | 19/01/2022 | 14/1 | Unity Current Account | | Printing Newsletter | Richard C Anderson-Dungar | Z | 76.00 | | 76.00 |
| 89 | Events | 19/01/2022 | 14/1 | Unity Current Account | | Events | Richard C Anderson-Dungar | Z | 50.00 | | 50.00 |
| 90 | Events | 19/01/2022 | | Unity Current Account | | Events | Seamus & Karen Elliott | Z | 72.66 | | 72.66 |
| 87 | Salary | 25/01/2022 | | Unity Current Account | | Clerk Salary | Maureen Anderson-Dungar | Z | 340.98 | | 340.98 |
| 91 | Heating Oil | 25/01/2022 | 14/1 | Unity Current Account | | Heating Oil | AF Affinity Ltd | L | 285.90 | 14.30 | 300.20 |
| 92 | Filestream | 08/02/2022 | 14/1 | Unity Current Account | | Filestream Web | Filestream Ltd | S | 92.00 | 18.40 | 110.40 |
| 93 | Repairs | 15/02/2022 | 14/1 | Unity Current Account | | Repairs | Cooks Electrical Services Ltd | S | 100.00 | 20.00 | 120.00 |
| 94 | Repairs | 15/02/2022 | 14/1 | Unity Current Account | | Repairs | Cooks Electrical Services Ltd | S | 480.00 | 96.00 | 576.00 |
| 95 | Water/Sewerage | 15/02/2022 | 14/1 | Unity Current Account | | Water/sewerage | Anglian Water Business | Z | 39.81 | | 39.81 |
| 96 | Waste Collection | 15/02/2022 | 14/1 | Unity Current Account | | Waste collection | Veolia | S | 27.77 | 5.55 | 33.32 |
| 98 | Scribe | 15/02/2022 | 14/1 | Unity Current Account | | Accounts package | Starboard Systems Ltd. | S | 288.00 | 57.60 | 345.60 |
| 97 | Salary | 15/02/2022 | 14/1 | Unity Current Account | | Clerk Salary | Maureen Anderson-Dungar | E | 340.98 | | 340.98 |
| Total | | | | | | | | | 17,681.77 | 1,730.38 | 19,412.15 |

Colby & Banningham Parish Council
RECEIPTS LIST

| Voucher | Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------------|------------|--------|-----------------------|------------|--------------------|--------------------------------|----------|------------------|-----------------|------------------|
| 1 | FIT Payments | 13/04/2021 | 12/1 | Unity Current Account | | FIT payment | SSE | Z | 508.54 | | 508.54 |
| 2 | VAT refund | 19/04/2021 | 12/1 | Unity Current Account | | VAT refund | HMRC | R | | 1,234.28 | 1,234.28 |
| 3 | Precept | 30/04/2021 | 12/1 | Unity Current Account | | Precept | North Norfolk District Council | Z | 8,017.00 | | 8,017.00 |
| 4 | FIT Payments | 14/06/2021 | | Unity Current Account | | FIT payment | SSE | E | 193.34 | | 193.34 |
| 6 | Electricity | 19/07/2021 | 12/1 | Unity Current Account | | Electricity | SSE | N | 170.16 | | 170.16 |
| 5 | Renovation Grant | 20/08/2021 | | Unity Current Account | | Grant | Norfolk Community Foundati | E | 1,820.00 | | 1,820.00 |
| 7 | Precept | 30/09/2021 | 14/2 | Unity Current Account | | Precept | North Norfolk District Council | E | 8,017.00 | | 8,017.00 |
| 8 | Renovation Grant | 16/11/2021 | | Unity Current Account | | renovation project | Norfolk Community Foundati | E | 19,629.00 | | 19,629.00 |
| 9 | Bank Interest | 31/12/2021 | 14/4 | Unity Instant Access | | Bank Interest | Unity Trust Bank | Z | 1.89 | | 1.89 |
| 10 | Arable Land | 06/01/2022 | | Unity Current Account | | Allotment Rent | Gary Fiske | Z | 65.00 | | 65.00 |
| 11 | Wayleave Payment | 06/01/2022 | 14/1 | Unity Current Account | | Wayleave Payment | UK Power Networks | Z | 56.74 | | 56.74 |
| 12 | FIT Payments | 25/01/2022 | 14/1 | Unity Current Account | | FIT payment | SSE | Z | 245.51 | | 245.51 |
| Total | | | | | | | | | 38,724.18 | 1,234.28 | 39,958.46 |