

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 17th July 2024 at 7.00pm**

PRESENT: Mr R Anderson-Dungar (Chairman)
Mrs P Ashby
Mr S Elliott
Mr D Holgate
Mrs J Morgan
Mrs S Woolliams
Councillor John Toye

IN ATTENDANCE: Mr C Studholme (Clerk)

51. APOLOGIES FOR ABSENCE

Mr N Andrews.

52. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

53. MINUTES OF THE MEETING HELD ON 19th June 2024

Mrs Ashby and Mr Holgate proposed amendments to the minutes which were both agreed and the hard copy amended. These were then signed by the Chairman.

54. MATTERS ARISING

- (a) Residents' Survey. No further comments had been received on the Action Plan produced by Mr Elliott and it was agreed that it should be uploaded to the Council's website.
- (b) Play Equipment. There was discussion about the proposal around the suitability of the ground, on-going maintenance costs and the need for a risk assessment – the Clerk was to obtain an example Risk Assessment. Mr Anderson-Dungar asked if the final design could be sinuous rather than rectangular in shape to better blend in with the existing landscaping. It was explained that this would be more expensive. Mr Elliott proposed that the Council proceed in principle with the purchase of the play equipment subject to all finance being received. This was seconded by Mr Holgate and all councillors were in favour.
- (c) Noticeboard at Colby School
Mr Anderson-Dungar was to ask Mr Greengrass to erect the noticeboard.
- (d) Residents' email addresses for Newsletter
The Clerk had set up a separate gmail address by which those residents who had expressed an interest could receive newsletters in future. A confidential group mailing list was to be set up.
- (e) Newsletter
A newsletter, including publicity for the Community Hall Summer Event,

had been produced and circulated to residents. Mr Elliott was to send an electronic copy of the newsletter to the Clerk so it could be put on the website.

55. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

56. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Councillor Toye reported that the next meeting of the Safer Neighbourhood Action Panel (SNAP) was scheduled for September and he was to let the Clerk know the date. He also reported that the East of England Ambulance Service was looking to recruit volunteers to be trained as Community First Responders. NNDC was to be subject to a peer review imminently but Councillor Toye considered that the Council was performing well. Finally Councillor Toye reported that the Head of the Council had called in the planning application for the amenity land in Mill Road PF22/1068. This meant that the application would now be considered by the Planning Committee rather than be delegated to an officer for a decision. This was normal process given the way a similar application had been dealt with. The planning meeting was scheduled for 25th July and Mr Anderson-Dungar was to attend on behalf of the Parish Council to present the Council's views.

57. ITEMS REFERRED FROM PREVIOUS MEETING

None.

58. CLERK'S REPORT

1. **Elden's Retreat** – Nothing to report.
2. **Village Green** – Plantains were flowering at the eastern end of the Green and the cutter used by the contractor was not suitable to deal with them. The Clerk was to request that the contractor visit with a rotary mower to deal with the problem. A letter regarding the state of the Green had been received from a resident of Church Close and the Clerk was to reply. The use of mulch mats around the privet plants was to be investigated to prevent grass growing along the hedgerow.
3. **Allotments** – Nothing to report.
4. **Information Centre (Telephone Kiosk)** – The Clerk had finished the poster for Elden's Retreat and was to forward it to Mr Anderson-Dungar for printing. Mr Anderson-Dungar would also contact his Openreach contact again regarding the electricity supply to the kiosk.
5. **SAM** – Mr Holgate was to contact Ryan at Aylsham Town Council with a few to getting help downloading the data from the SAM.

9. CORRESPONDENCE/REPORTS/EVENTS

See 58(2) above.

10. POLICIES

None.

11. FINANCE REPORT

1. SCHEDULE OF BILLS OF PAYMENT

The schedule of bills awaiting authorisation for payment for July had been circulated. All payments were approved and the schedule was signed by the Chairman. These were:

- Colin Studholme – Clerk’s salary (net) £ 460.29
- Colin Studholme – Clerk’s Allowance £ 26.00
- Colin Studholme – Microsoft renewal (reimbursement) £ 59.99
- Colin Studholme – Stationery (reimbursement) £ 21.62
- Elise Mabbutt – Hall Administrator’s salary (net) £ 113.70

2. BANK RECONCILIATION AS AT 30th June 2024

This was noted by members and signed by the Chairman.

3. THE BANK STATEMENTS As AT 30th June 2024

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

4. CASHBOOK AS AT 30th June 2024

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

5. SCHEME OF DELEGATION

None.

Acceptance of the Finance Report was proposed by Mr Elliott and seconded by Mrs Woolliams.

12. PLANNING MATTERS

No new planning applications to consider, but the Parish Council had been consulted by NCC Highways regarding the introduction of a 30 mph speed limit on Banningham Road. Councillors were supportive of the proposal but considered that the length of road subject to the new limit should extend as far as the A140.

13. ITEMS FOR INFORMATION/FUTURE AGENDA

Clerk’s Appraisal, Defibrillator Training.

14. DATE OF NEXT MEETING – The next meeting was agreed as **WEDNESDAY 18th SEPTEMBER 2024** at 7.00pm at the Community Hall.

15. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.35pm.

Signed (Chairman)

Date