

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 15th November 2023 at 7.00pm**

PRESENT: Mr R Anderson-Dungar (Chairman)
Mr D Holgate
Mr S Elliott
Mr N Andrews
Mrs P Ashby
Mrs S Woolliams
Mrs J Morgan
Mr S Penfold (NCC)

IN ATTENDANCE: Mr C Studholme (Clerk)

Prior to the meeting Coralie Martin from NNDC Community Connectors gave a brief overview of the Community Connectors project. The project aims to connect local people with a whole range of services that they might need, especially the vulnerable, hard to reach or those in crisis. The Project has drawn together extensive information about groups, services and other resources in the District and makes it available for those in need or for those just looking for like-minded people. It was agreed that the Parish Council could assist in helping to “sign-post” local residents to Community Connectors via its website, noticeboards and newsletters. Coralie left a folder of information which Councillors were to pass between them before deciding where it should reside permanently for easy access by residents.

99. APOLOGIES FOR ABSENCE

Mr J Toye

100. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

101. MINUTES OF THE MEETING HELD ON 18th October 2023

The minutes were agreed, proposed by Mr D Holgate, seconded by Mr S Elliott.

102. INFORMATION ON MATTERS ARISING

- (a) Whole Council Training. NPTS had provided a quote for a tailored training session, either half day or whole day, to be given at the Community Hall. Councillors would be able to select topics to be covered. Councillors opted for a half day session sometime next Spring. The Clerk was to make the arrangements.
- (b) SAM2. It was agreed that the Council should purchase the data recorder to allow information to be downloaded from the SAM2 and analysed. Councillor Penfold said that he still had funding available to assist with the purchase. The Clerk was to get a quote from Westcotec. Suffield PC were progressing their Memorandum of Understanding with the County Council and would then be able to start to deploy the SAM2 in their parish.

(c) Defibrillator Training. Training was to be held on Saturday 13th January 2024 with sessions at 10.30, 13.00 and 15.00.

103. OPEN FORUM FOR PUBLIC PARTICIPATION

No members of the public present.

104. REPORTS FROM POLICE, DISTRICT AND COUNTY COUNCILLORS

Councillor Penfold updated Councillors on recent activity of interest from Norfolk County Council. NCC was promoting its Warm and Well campaign <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/campaigns/stay-well-this-winter>

NCC was to meet on 12th December to vote on the County Deal, a 30 year funding agreement between NCC and Government which would see more powers pass to the County Council as part of local devolution. The Deal is worth £20m per year but is not index-linked.

A proposal to reduce the speed limit on the B1145 as it passes through the Parish from 40mph to 30mph had been agreed but not yet implemented.

Councillor Penfold was to make enquiries about the implementation timetable.

105. ITEMS REFERRED FROM PREVIOUS MEETING

- 1. Bannaroo** - There was no update available from Councillor Toye on NNDC's monitoring of the Bannaroo event. The Clerk was to seek an update from him.
- 2. Noticeboards** – The clerk had drafted a permanent notice with basic contact information about the Parish Council which was to be displayed on the Colby Lane and Community Hall noticeboards. It was agreed after discussion that contact phone numbers should be removed and it made clearer that the first point of contact was the Clerk. It was suggested that each Councillor should have a specific email address for Council business. The Clerk was to investigate how best to implement this. Colby School had confirmed that the now defunct noticeboard outside the school probably belonged to the Parish Council and that they would be happy for the Council to replace it.
- 3. Parish Survey** – Mr Elliott and Mrs Woolliams had drafted an initial proposal for carrying out a survey of residents to inform the next version of the Parish Plan. There was discussion about format (multiple choice questions vs written answers to questions); distribution and return (collection, freepost, SAE) and the possible need for an incentive to encourage residents to complete and return the questionnaire. It would probably be circulated to residents after Christmas. **Councillors were to test the questionnaire by having a go at completing it by the end of November.**
- 4. Updating the Website** – Councillors agreed to progress the updating of the website and accepted the quote provided by Steve Jackman. The Clerk was to progress the update.
- 5. Christmas Event** – The date of the event was agreed as 21st December starting at 6.00pm. The format was to be the same as last year. Mr Anderson-Dungar was to purchase the tree (bigger than last year); Mr Elliott was to purchase additional lights and the refreshments and speak to Mr Clark about the generator and firepit; Mr Anderson-Dungar was to

judge the “Christmas Lights” competition, arrange the fireworks and arrange for the church tower to be illuminated. He would also speak to Reverend Chamberlin about the carols and the possibility of musical accompaniment. Help would be required on the day to set up from about 4.30pm. The event was to be publicised in the next newsletter, scheduled for the end of November.

106. CLERK’S REPORT

1. **Elden’s Retreat** – The open day had taken place on 4th November but due to poor weather only three residents, plus six Councillors attended. The Clerk led a walk around the site looking at the tree planting. The parking area had become very muddy, despite the under-surface matting, and posts were put in place to prevent access. The Clerk was updating the maintenance specification and would circulate it to Councillors before asking the contractor to provide a quote for next year’s maintenance. It was agreed to ask Mr Catton to remove the old sign as he had volunteered to do. It was agreed however that a replacement sign was not needed.

2. **Village Green** – Snowdrops “in-the-green” were to be ordered for planting next spring. It was suggested that more crocuses should be planted at the xxx end of the green but it was too late to order those this year. The maintenance specification was to include regular cutting of vegetation between the bowls green and the privet hedge. The contractor was to be asked not to strim too close to the hedge as some privet plants had been damaged this year.

3. **Allotments** – Nothing new to report..

4. **Information Centre (Telephone Kiosk)** – A contact of Mr Anderson-Dungar’s had inspected the cables and concluded that it was the phone line not the electricity supply which had been cut despite the report from Cooks Electrical. The problem could just be the internal light fitting. Mr Anderson-Dungar was to ask his contact repair the fitting if possible. There was discussion about the need for additional information boards to be added. Mr Anderson-Dungar said that the proposal for boards had previously been agreed and he was to re-circulate the proposal.

107. CORRESPONDENCE/REPORTS/EVENTS

1. Email regarding wooden bridge south of Beck Farm – the location of the bridge in question was uncertain and the Clerk was to contact Mrs xxx to determine this and to ask if she had received a response from the County Council. If not the Clerk was to make representations to the County Council on her behalf.

108. POLICIES

The Financial Risk Assessment policy document was approved. A valuation of the Community Hall (£745,000) had been received. The Clerk was to now obtain insurance renewal quotes and would circulate these to Councillors.

109. FINANCE REPORT

1. FIRST DRAFT OF BUDGET AND PRECEPT FOR 2024/25

Progress on the budget was noted with no specific comments at this stage. A final draft was to be presented to the January meeting.

2. SCHEDULE OF BILLS OF PAYMENT

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

- | | |
|--|---------|
| • Colin Studholme (Salary, back pay and allowance) | £665.45 |
| • Elise Mabbutt (Salary and back pay) | £137.70 |
| • HMRC | £232.11 |
| • Royal British Legion | £ 40.00 |
| • Mr Anderson-Dungar | £ 49.50 |

3. BANK RECONCILIATION AS AT 31st OCTOBER 2023

This was noted by members and signed by the Chairman.

4. THE BANK STATEMENTS FOR OCTOBER 2023

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

5. CASHBOOK AS AT 31st OCTOBER 2023

The Cashbook 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 Elliott.

110. PLANNING MATTERS

None.

111. ITEMS FOR INFORMATION/FUTURE AGENDA

No new items.

112. DATE OF NEXT MEETING – Dates for 2024 to be confirmed once checked against Full Council meetings of NNDC.

113. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.25p.m.

Signed (Chairman)

Date