

COLBY & BANNINGHAM PARISH COUNCIL

Clerk: Mr Colin Studholme
Hall Farm Barns, Aylsham Road, Saxthorpe, Norwich, NR11 7DD
Tel: 01263 587952 e-mail: clerk@colby-banningham-pc.gov.uk
website: www.colby-banningham-pc.gov.uk

NOTICE OF MEETING & SUMMONS TO ATTEND

THERE WILL BE A MEETING OF COLBY & BANNINGHAM PARISH COUNCIL AT THE BANNINGHAM & COLBY COMMUNITY HALL ON WEDNESDAY 20th NOVEMBER 2024 at 7.00pm

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council requests that anyone wishing to record the meeting lets the Council know in advance so appropriate arrangements can be made to facilitate the recording.

AGENDA

1. APOLOGIES FOR ABSENCE AND WELCOME

To receive and accept apologies for absence.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

To receive Declarations of Interest in Agenda Items and to note any Requests for Dispensation.

3. MINUTES

To approve the minutes of the Parish Council Meeting held on 16th October 2024

4. MATTERS ARISING

To discuss matters arising from the minutes not elsewhere on the agenda:

- (a) Play Equipment
 - (i) Update on installation and completion
 - (ii) Inspection Procedures
 - (iii) Risk Assessment pro-forma
 - (iv) Amendment to Insurance Policy
 - (v) Publicity/Launch Event
- (b) Carols on the Green – Wednesday 18th December
- (c) SNAP Meeting 5th December
- (d) Questionnaire Action Plan

5. OPEN FORUM FOR PUBLIC PARTICIPATION

An opportunity to hear from members of the public

6. REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

To receive written/verbal reports from representatives, including the following:
District Council /County Council/Police – Operation Randall

7. ITEMS REFERRED FROM PREVIOUS MEETING

- 1. Remembrance Sunday Service

8. STANDING ITEMS

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

- 1. Elden’s retreat (Safety Audit)
- 2. Village Green (Carpet mulch for privet hedge)
- 3. Allotments
- 4. Information Centre (Review)
- 5. SAM2 (Data download)

9. CORRESPONDENCE/REPORTS/EVENTS

- (a) Email from Stephanie Bignell regarding Grit Bins on Bridge Road
- (b) Email from Ralph Goldson regarding ditch adjacent to Elden’s Retreat
- (c) Email from NNDC regarding affordable housing (all previously circulated).

10. POLICIES

- 1. Equal Opportunities (attached)
- 2. Standing Orders - discussion

11. FINANCE REPORT

To consider the following:

- 1. Schedule of Bills for Payment (to follow)
- 2. Bank Reconciliation as at 31st October (attached)
- 3. Bank Statements as at 31st October 2024 (attached)
- 4. Cashbook as at 31st October (attached)
- 5. Scheme of Delegation – to receive information from the Clerk on any actions taken under the Scheme of Delegation
- 6. Insurance Renewal
- 7. Draft budget for year 2025-26 (to follow)

12. PLANNING MATTERS/OTHER CONSULTATIONS

1. APPLICATIONS DETERMINED	
None.	
2. APPLICATIONS FOR CONSIDERATION	
3. OTHER PLANNING MATTERS	
Questionnaire from Catfield Parish Council regarding NNDC’s Planning Service	

13. ITEMS FOR INFORMATION/FUTURE AGENDA

14. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC DURING DISCUSSION OF THE FOLLOWING ITEM RELATED TO STAFFING

Report on the Clerk's Annual Appraisal.

15. DATE OF NEXT MEETING

To confirm **WEDNESDAY 15th JANUARY 2025 at 7.00 pm** at the Community Hall.

Colin Studholme

Mr Colin Studholme

Clerk of the Council

Published 13th November 2024

NOTES

This Agenda and documents marked as "attached" unless marked "Confidential" are available on the Council's website, at www.colby-banningham-pc.gov.uk The meeting will include public participation time when members of the public may speak. Planning application documents can be found on NNDC website at www.north-norfolk.gov.uk and follow the links to planning. Those listed are as at the date of this Agenda, but the Council reserves the right to consider applications received up to and including the date of the meeting.