

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 20th SEPTEMBER 2023 at 7.00pm**

PRESENT: Mr R Anderson-Dungar (Chairman)
Mr D Holgate
Mrs P Ashby
Mrs J Morgan

IN ATTENDANCE: Mr C Studholme (Clerk)

68. APOLOGIES FOR ABSENCE

Mr N Andrews, Mr S Elliott, Mrs S Woolliams and Mr J Toye.

69. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

70. REVISED MINUTES OF THE MEETING HELD ON 21st June 2023

The revised minutes were considered again. Mr Holgate requested 2 amendments to the minutes but his proposal was not seconded. Thereafter the minutes were approved as presented (noting that Mr Holgate was not in agreement) and signed by the Chairman.

71. MINUTES OF THE MEETING HELD ON 19TH JULY 2023.

Mr Holgate proposed the removal of the line in minute 55 reading “which were not shared by all other Councillors present”. This was agreed. The amendment was made by the Clerk and initialled by the Chairman.

72. INFORMATION ON MATTERS ARISING

SAM2 – The unit was now in place and operational. Mr Elliott had sent an email to members recommending the purchase of two additional brackets. This was agreed and the Clerk was to order the brackets at a cost of £141.30
Councillor Training – the possible joint training for Councillors with Suffield PC was not now going to happen. Mrs Woolliams and Mrs Morgan had attended the first of a two-part induction course for new Councillors run by NPTS. The Clerk was to circulate information about the availability of other courses for Councillors.

73. OPEN FORUM FOR PUBLIC PARTICIPATION

No members of the public present.

74. REPORTS FROM POLICE, DISTRICT AND COUNTY COUNCILLORS

No reports were available this time.

75. ITEMS REFERRED FROM PREVIOUS MEETING

None.

76. CLERK'S REPORT

1. **Elden's Retreat** – Mr Elliott and Mrs Ashby had carried out some maintenance work on site, replacing some tree guards and general weeding. It was noted that the cutting of the central area had improved but was still not in line with the contract schedule. This was to be reviewed by the Clerk and considered at the next meeting. The hay cut of the wildflower strip was due and the Clerk was to remind the contractor. There was discussion about the possibility of installing play equipment on site (or at the Community Hall) and this was to be put on the agenda for the next meeting. An Open Day was to be scheduled for the management plan to be discussed and to canvas views on other possible actions at the site. This was to be advertised in the next Newsletter.
2. **Village Green** – A work party was required to trim the privet hedge and to cut the low branches of the weeping birch which were touching the ground and preventing the grass from being cut. There was also the need to manage the vegetation growth between the privet hedge and the bowling green boundary and this was to be considered at the work party.
3. **Allotments** – Some tenants had struggled keeping down vegetation over the summer but all plots now seemed to be well managed.
4. **Information Centre (Telephone Kiosk)** – work was underway on a board about Elden's Retreat. It had been reported that the light in the kiosk was not working. The source of the electric supply was uncertain. The Clerk was to contact Cooks to ask them to inspect and make recommendations.

There was a discussion about the noticeboards in the Parish and the fact that they are underused. The Clerk was to assess the current situation and bring a draft proposal for improving their use to the next meeting.

77. CORRESPONDENCE/REPORTS

1. County Broadband – CBB were moving forward with infrastructure in the Parish. They had contacted individual households inviting residents to sign-up to their service. It was reported that Openreach would also have infrastructure in place by 2024.
2. Funding for defibrillator – Mrs Feneron had contacted the Council requesting a contribution towards the upgrading of the defibrillator. It had not been possible to secure a grant for this work. Mr Anderson-Dungar was to speak to Mr van Poortvliet who had previously offered to contribute. The Council would then consider if it wished to contribute. The Clerk was to raise the issue of training in the use of the defibrillator with Mrs Feneron.
3. Letter from Duncan Baker – the letter was notifying the Council of a proposed public meeting to discuss the matter of speeding on rural roads. It was scheduled for Friday 29th September at 7.00pm at North Walsham High School. Anyone wishing to attend was to notify the Clerk.
4. Obstruction to Bridleway – the Clerk had received an email regarding plastic netting across the bridleway which runs from the Community Hall south to the B1145. The Clerk had directed the correspondent to the County Council website where such issues could be reported. Mr Holgate suggested

that the barrier may be in place for safety purposes as its location is very close to the road.

5. Bannaroo – The Clerk had received 3 emails complaining about the noise generated by the event. An email and a letter had also been received supporting the event. Complainants had been directed to NNDC who license the event.

78. POLICIES

Financial Risk Assessment – the current policy had been circulated. It was noted that most of the identified risks were dealt with via the insurance policy. However, it was thought that there were possibly other risks which should be included and assessed. The Clerk was to investigate model policies available on this topic and report to the next meeting. The Clerk was also to commence the insurance policy renewal process and would contact a recommended broker to obtain quotes. Mr Anderson-Dungar was to contact someone who would be able to provide a rebuild valuation for the Community Hall.

79. FINANCE REPORT

1. 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 and allowance) £310.17
- Printer cartridges (reimbursed to the Clerk) £53.78
- Hall Administrator's salary £132.10
- External Audit fee £252.00
- Training Fee (new Councillor induction) £96.00

2. BANK RECONCILIATIONS AS AT 31st JULY and 31st AUGUST 2023

These was noted by members and signed by the Chairman.

5. THE BANK STATEMENTS FOR JULY and AUGUST 2023

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

6. SCHEME OF DELEGATION

None.

7. UPDATE ON EXTERNAL AUDIT

The External Auditor's report had been received . They considered that the Council's AGAR had been prepared in accordance with proper practices. Two exceptions were noted (1) the reporting of staff costs and (2) the minuting of the Council meeting where the AGAR had been considered. The Clerk was to publish the "Notice of Conclusion of Audit".

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

80. PLANNING MATTERS

None.

81. ITEMS FOR INFORMATION/FUTURE AGENDA

Noticeboards.
Play Equipment.
Councillor Training.

82. DATE OF NEXT MEETING The next Parish Council Meeting will be held on **WEDNESDAY 18th OCTOBER 2023 at 7.00pm** at Banningham & Colby Community Hall.

83. CLOSURE OF THE MEETING

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

Signed (Chairman)

Date