

**MINUTES OF THE MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL
ON WEDNESDAY 19th JANUARY 2026 at 7.00pm**

PRESENT: Mr S Elliot (Chairman)
Mr N Andrews
Mr K Fields
Mr D Holgate
Mrs T Mills
Mrs J Morgan

IN ATTENDANCE: Mr C Studholme (Clerk), Cllr J Toye, Cllr S Penfold

109. APOLOGIES FOR ABSENCE

None.

110. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

111. MINUTES OF THE MEETING HELD ON 17th NOVEMBER 2025

Approval of the minutes of the meeting held on 17th November 2025 was proposed by Mr Andrews and seconded by Mr Holgate, with all in agreement. They were signed by the Chairman.

112. MATTERS ARISING

(a) Additional Defibrillator/Training

The Community Heart Beat Trust had advised that it was not necessary to have an electricity supply to a telephone kiosk in order to accommodate a defibrillator as the unit worked on batteries and the cabinet was insulated to withstand freezing temperatures removing the need for a heated cabinet. The Clerk was awaiting a quote for a suitable defibrillator from the CHBT. Posters advertising the defibrillator training day on 14th February were distributed to be placed on all noticeboards.

(b) Councillor Vacancy

One resident had come forward expressing an interest in becoming a councillor following the note in the newsletter. They were to be invited along to the February meeting when the council would consider their application and co-option.

113. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

114. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

(a) Councillor Toye updated members on recent District matters affecting the Parish. The Local Plan had been adopted providing the future structure for development in the District. There was a current consultation asking residents their views on the Council's 2026/27 budget and the level of council tax. Representatives of mobile phone companies were to meet with the District Council's Scrutiny Committee regarding poor signal coverage in parts of the District. The Council had been monitoring signals via their waste collection vehicles and have comprehensive information about signal strength across the District. Secure solar-powered bike sheds had been built in

Erpingham for commuters creating a model for other areas (where a mobile signal exists).

(b) Councillor Penfold updated members on local government reorganisation and the likelihood of elections taking place in May, which was still uncertain.

Councillor Penfold had an underspend in his highways budget which could be used for parish highways-related projects but needed to be claimed by the end of the financial year. The issue of grit bins in Bridge Road was discussed again, and while it was thought to be a good idea, Mr Andrews considered that the issue should be considered on a parish-wide basis as there were other areas where icy, ungritted roads were an issue. The Clerk was to clarify with the County Highways Engineer liability issues should the parish council decide to provide and fill its own grit bins. The issue of bad parking outside Colby School which was damaging the verge and creating ruts was raised by Mr Fields. Councillor Penfold advised that there were no restrictions on such parking in the area and a conversation should be had with the headmaster. Mr Elliott was due to meet the headmaster in February and would raise the matter with him.

Councillor Penfold also had an underspend in his Community Fund budget which could potentially be used for a defibrillator or disabled access at the Community Hall, although match funding would be required. This was to be followed up with a proposal at the February meeting.

Mr Holgate raised the issue of cars turning into Banningham Road from Colby Road outside the church as if they had right of way. It was suggested that the road markings needed to be improved. Mr Elliott was to take a photograph of the junction and send it to Councillor Penfold.

115. ITEMS REFERRED FROM PREVIOUS MEETING

None.

116. STANDING ITEMS

1. **Elden's Retreat/Playground** – Weekly inspections of the playground equipment were ongoing and completed forms were given to the Clerk. It was agreed that inspections during the winter months should be fortnightly and the Clerk was to re-issue the rota. The annual inspection was due and the Clerk was to obtain quotes for the next meeting.
2. **Village Green** – it was agreed that a permanent Christmas tree should be planted which would eventually avoid buying a cut tree every year. The Clerk was to advise on species and planting requirements. Mr Elliott was to obtain a quote from Sarsby Nursery. It was agreed that members of the local MG Club could park their cars on the Green for a few hours on 15th April, as long as it was dry and care was taken to avoid the Spring bulbs.
3. **Allotments** – A number of residents had expressed an interest in taking on a plot and the Clerk was to arrange a site visit with interested parties to agree plot locations. Councillors agreed that dogs could be allowed if kept under control, any shed erected should be as far away as possible from the road and that fires in fire pits would be allowed except in periods of drought when they would present a fire risk.
4. **Information Centre/Noticeboards/Newsletter** – old notices were to be removed from the noticeboards. Mrs Mills was to take over looking after the noticeboard at Colby School and Mr Elliott was to hand over the keys.

5. **SAM2** – the latest set of data downloaded from the SAM was unusable as the battery had failed and the date had reset to 1970. Mr Campbell Jones was to supply a replacement battery.

117. CORRESPONDENCE/REPORTS/EVENTS

None.

118. POLICIES

IT Policy – this new policy was a requirement to ensure that the Council complied with the new digital and data guidance. The policy was adopted.

119. FINANCE REPORT

1. SCHEDULE OF PAYMENTS FOR AUTHORISATION

The schedule of payments for December and January had been circulated and were approved and signed by the Chairman. These were:

PAYEE	DESCRIPTION	AMOUNT
Colin Studholme	Total pay December 2025	£ 482.95
Colin Studholme	Postage	£ 6.96
Colin Studholme	Meeting costs	£ 9.75
David Sarsby	Christmas Tree	£ 130.00
Seamus Elliott	Carols on the Green costs	£ 143.11
Garden Guardian	Grounds maintenance for 2025	£ 3432.00

PAYEE	DESCRIPTION	AMOUNT
Colin Studholme	Total pay January 2026	£ 568.02
Campbell Jones	SAM data analysis	£ 12.00
NPTS	Spring Seminar (shared with Ingworth)	£ 28.00
SLCC (Society of Local Council Clerks)	Annual Subscription	£ 116.00
Bannington and Colby Community Hall	Grant (fourth Instalment)	£ 270.00
David Holgate	Batteries/Bulbs	£ 14.00

2. BANK RECONCILIATIONS AS AT 30th NOVEMBER AND 31ST DECEMBER 2025

These were noted by members and signed by the Chairman.

3. THE BANK STATEMENTS AS AT 30th NOVEMBER AND 31ST DECEMBER 2025

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

4. CASHBOOKS AS AT 30th NOVEMBER AND 31ST DECEMBER 2025

The Cashbooks were noted as being in agreement with the Bank Reconciliations.

5. SCHEME OF DELEGATION

The Clerk had authorised the purchase of a new subsidiary battery for the SAM. The cost was to be advised.

6. **DRAFT BUDGET 2026-27**

The budget was discussed and after discussion agreed by councillors. The budget more accurately reflected actual anticipated spend as a few new items had been included such as the SAM, events and meeting costs. A reduction in salary costs (as a Hall Administrator was no longer being considered) and grant to the Community Hall (as energy costs were considerably lower) meant that anticipated net expenditure for 2026-27 would be £16,786, down from £17.917 for the current year. In addition the tax base had increased from 192.20 to 198.00 meaning that the precept would be shared by more households. This would give a Band D charge per household of £84.78, down from £87.59 for the current year.

120. PLANNING MATTERS

1. APPLICATIONS DETERMINED

A Decision had been issued for PF/25/2158 by NNDC.

1 Brick Kiln, North Walsham Road.

Erection of two-storey rear extension and front porch including alteration works.

The application was approved.

121. ITEMS FOR FUTURE AGENDA/DISCUSSION ONLY

None.

122. DATE OF NEXT MEETING

This was agreed for MONDAY 16th FEBRUARY 2026 at 7.00 pm at the Community Hall

123. CLOSURE OF THE MEETING

Following a closed session to discuss the Clerk's appraisal, the Chairman closed the meeting at 8.30pm.

Signed (Chairman)

Date