

**MINUTES OF THE MEETING OF  
COLBY & BANNINGHAM PARISH COUNCIL  
HELD AT THE BANNINGHAM & COLBY COMMUNITY HALL  
ON WEDNESDAY 20<sup>th</sup> November 2024 at 7.00pm**

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

**IN ATTENDANCE:** Mr C Studholme (Clerk)

**95. APOLOGIES FOR ABSENCE**

Apologies were received from Mr N Andrews and Mr S Elliott.

**96. DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

**97. MINUTES OF THE MEETING HELD ON 16<sup>th</sup> October 2024**

Approval of the minutes of the meeting held on 16<sup>th</sup> October was proposed by Mrs Ashby, seconded by Mrs Morgan and signed by the Chairman.

**98. MATTERS ARISING**

(a) Play Equipment. The installation had been completed and an independent inspection was to take place on 25<sup>th</sup> November. Thereafter the contractor would formally hand over the site to the Council. The Clerk had arranged for additional cover for the play equipment with the Council's insurer, to commence on 25<sup>th</sup> November. Part of the site would remain cordoned off to allow newly sown grass seed to germinate, otherwise it was available for use. The Clerk was to request dates from RoSPA when they would be able to provide inspection training for Councillors. Hags had supplied a manual with inspection requirements which could be used to create a pro-forma checklist for weekly inspections. A launch event, courtesy of Hags, was to be held in the Spring, date to be set nearer the time.

Mrs Morgan was arranging the press release and had the information and logos which the funders required be publicised.

(b) Carols on the Green. The date was set for Wednesday 18<sup>th</sup> December, being a date that suited Rev Chamberlin. The format would be as in previous years.

(c) Safer Neighbourhood Advisory Panel (SNAP) meeting

The date of the next meeting was 5<sup>th</sup> December and Mr Anderson-Dungar was to attend on behalf of the Council. It was to be a virtual meeting.

(d) Abandoned car near Bridge Road. The car had been removed by NNDC.

(e) Remembrance Sunday. Mr Anderson-Dungar and Mrs J Morgan had laid the poppy wreaths at Banningham and Colby churches respectively.

**99. OPEN FORUM FOR PUBLIC PARTICIPATION**

None.

**100. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

None available.

**101. ITEMS REFERRED FROM PREVIOUS MEETING**

None.

**102. STANDING ITEMS**

1. **Elden's Retreat** – The Clerk was to carry out a safety audit and report to the January meeting
2. **Village Green** – Hillary van Poortvliet had contacted the Clerk saying that she had some hessian backed carpet which could be used as mulch for the privet hedge.
3. **Allotments** – Nothing to report
4. **Information Centre (Telephone Kiosk)** – Mr Anderson-Dungar was to ask Cook's Electrical if they would sponsor a solar light for the kiosk
5. **SAM** – To be added

**103. CORRESPONDENCE/REPORTS/EVENTS**

1. **Grit Bins** – the Clerk had received an email from Stephanie Bignell regarding the likelihood of grit bins being placed on Bridge Road. This seemed unlikely given the County Council's previous responses but the Clerk was to obtain a update from NCC and then inform the correspondent accordingly.
2. **Ditch adjacent to Elden's Retreat** – the Clerk had received an email from Ralph Goldson regarding the clearance of the ditch on the western side of Elden's Retreat. The Councillors view was that this was no longer an issue due to re-routing of flood water in the vicinity, but it was agreed that the state of the ditch would be reviewed annually. The Clerk was to reply to Mr Goldson.
3. **Affordable Housing** – A circular had been sent to all Parish Councils in North Norfolk again requesting any council's with possible land available for affordable housing to contact NNDC to discuss. This was noted but CBPC has no land available for this purpose.

**104. POLICIES**

1. **Equal Opportunities** - The policy had been updated and was approved by Councillors
2. **Standing Orders** – This was due for review. The Clerk was to produce an updated version and circulate it in advance of the January meeting where it would be discussed.

**105. FINANCE REPORT****1. SCHEDULE OF BILLS OF PAYMENT**

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

• Colin Studholme – Clerk’s salary and allowance	£	626.01
• Hags – Play equipment	£	71811.60
• Hiscox Insurance	£	1382.17
• Royal British Legion – poppy wreaths	£	40.00
• Garden Guardian – Grounds maintenance	£	tbc

**2. BANK RECONCILIATION AS AT 31<sup>ST</sup> OCTOBER 2024**

This was noted by members and signed by the Chairman.

**3. THE BANK STATEMENTS AS AT 31<sup>ST</sup> OCTOBER 2024**

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

**4. CASHBOOK AS AT 31<sup>ST</sup> OCTOBER 2024**

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

**5. SCHEME OF DELEGATION**

None.

**6. INSURANCE RENEWAL**

The Clerk informed the Council that as the Hall was now a separate legal entity it would require its own separate insurance policy. Consequently the premium to be paid by the PC no longer include cover for the Community Hall.

**7. DRAFT BUDGET – 2025-26**

A first draft had been prepared and circulated by the Clerk. This was for initial discussion and would be represented at the January meeting for approval. The Clerk brought to the attention of councillors that the precept had not been raised in the last three years during which time costs had increased by approximately 16%, the additional expenditure being paid for from reserves. However, reserves were now much reduced following expenditure of grant money on the Hall held by the PC, and furthermore there was additional expenditure in the budget for 2025-26 to cover maintenance and training costs associated with the new play equipment. The Clerk’s advice that an increase in the precept would be required but the size of the increase was still to be calculated and would be presented at the January meeting.

**106. PLANNING MATTERS**

PF/24/1968 – Conversion of redundant agricultural buildings to form single story dwelling. Highbury Farm, Colby. The Council had no comments to make on the application

**107. ITEMS FOR INFORMATION/FUTURE AGENDA**

1. Budget
2. Play Equipment Risk Assessment and Training

**108. DATE OF NEXT MEETING** – The next meeting was agreed as **WEDNESDAY** 15<sup>th</sup> JANUARY 2025 at 7.00pm at the Community Hall.

**109. CLOSURE OF THE MEETING**  
The Chairman closed the meeting at 8.10pm.

Signed ..... (Chairman)

Date .....

DRAFT