MINUTES OF A VIRTUAL MEETING OF

**COLBY & BANNINGHAM PARISH COUNCIL**

**HELD ON WEDNESDAY 21 OCTOBER 2020 at 7p.m.**

**PRESENT:** Mr R Anderson-Dungar, Vice-Chairman (In the chair)

 Mrs P Ashby

 Mr S Clarke

 Mr S Elliott

 Mrs M Anderson-Dungar, Clerk

In the absence of the Chairman, the Vice-Chairman took the Chair and welcomed Councillors, D Cllr Toye and C Cllr Timewell.

**01 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Mr van Poortvliet

**02 DECLARATIONS OF INTEREST AND DISPENSATIONS**

Mr Anderson-Dungar declared an interest in the allotments item, but it was **agreed** he should remain in the chair during discussion. No requests for dispensations.

**03 PUBLIC PARTICIPATION**

C Cllr Timewell gave his report during this item. He highlighted some difficulties of communication as officers were working from home. The budget setting process would start soon. There were questions and discussions on the Track and Trace system with opinion it should be operated locally and under the control of the County Council, and a request for guidance on how parishes could help with very local instances of Covid. Cllr Timewell was reminded of outstanding highways issues which he agreed to follow up.

C Cllr Timewell left the meeting at this point.

**04 RE-CONVENE THE MEETING**

The meeting re-convened.

**05 MINUTES**

Minutes of the Parish Council Meeting held on 16 September 2020 had been circulate and were **approved for signing at a later date**.

**06 INFORMATION ON MATTERS ARISING**

1.Clerk’s Long Service

The Clerk was presented with a card and gift vouchers to mark her 25 years’ service.

**07 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS**

**Police – the** latest Newsletter had been circulated and was **noted.**

**District Council –** Cllr Toye updated the meeting as follows:

* Following a re-organisation, he was now Portfolio Holder for Planning, which had been split away from Housing.
* Planning White Paper – Cllr Toye encouraged the Council to respond. There was more information on the District Council website. In response to concerns around environmental and enforcement issues, Cllr Toye reiterated that this was a consultation stage; responses could be submitted by individuals as well as councils and other bodies.
* Home working and Covid regulations – generally, officers working from home and holding meetings under the new Covid legislation was working well.

#### County Council - C Cllr Timewell’s update was given during the public participation session earlier in the meeting. .

**08** **MATTERS REFERRED FROM PREVIOUS MEETING**

1. SUSTAINABLE COMMUNITIES FUND

It was **agreed** to apply once the Council had a specific project, costed as part of an overall package.

**09 REPORTS/UPDATES ON AREAS OF COUNCIL RESPONSIBILITY**

1. PLAYING FIELD

Mr Clarke updated the meeting on progress with the car park. The steel had been delivered and work on the entrance was scheduled for 29 October. Residents would be notified. Due to the mild weather, it was **agreed** that one more cut was needed, timing to be agreed, and to include the area on the east side where there were wildflowers. Mrs Ashby to liaise with Hazel Blackburn regarding the yellow rattle planting. More tree stakes were needed; Mr Clarke to liaise with the Clerk.

The Acting Chairman recorded thanks to all the volunteers who had unloaded the steel in today’s terrible weather.

All **agreed** that the area had been transformed in less than a year, a fantastic achievement.

2. VILLAGE HALL

It was **agreed** to send the notes from the Open Meeting to all those who attended, plus others who had expressed interest in joining a Working Group and set a date for a virtual meeting in the next few weeks.

Draft Terms of Reference for the Working Group had been circulated and were **adopted as proposed by Mr Elliott seconded Mrs Ashby.**

3.VILLAGE GREEN

Bulbs had been planted, privet hedging and oak trees to arrive in November. Members of the Bowls Club had been advised of the plans; there were no adverse comments. No further correspondence had been received from residents.

4. ALLOTMENTS

Following discussion, it was **proposed by Mr Clarke, seconded Mrs Ashby, and agreed** that rents for the period 1 October 2021 to 30 September 2022 would remain at £20 for a large plot, and £10 for a half plot. The arable land to the rear of the allotments was let annually by tender.

5. TELEHONE BOX

Volunteers were working on displays for the poster frames (which had arrived) and it was **agreed** that a formal opening would show appreciation of all the hard work carried out. It was also **agreed** that Mr Anderson-Dungar would liaise with the volunteers.

**10** **SCHEME OF DELEGATION**

The Clerk reported that following discussion with the Working Group an extra metre of steel had been purchased for the entrance to the playing field at a cost of £26 including galvanising.

**11 CORRESPONDENCE/REPORTS**

To receive the following items of Correspondence/Reports and agree action/response:

1. NNDC – PLANNING WHITE PAPER

It was acknowledged that the comments in the NNDC document acknowledged several of the issues with current planning across the District. The Clerk to prepare and submit a response on behalf of the Council.

2. NORFOLK PARISH TRAINING & SUPPORT

The monthly newsletter and training information previously circulated via email was **noted.**

3. NORFOLK ALC NEWSLETTER

The newsletter and training information previously circulated via email was **noted.**

4. UK POWER NETWORKS

The document previously circulated was discussed, and it was **agreed to proceed.**

**12**  **FINANCE**

To consider the following financial items:

1. SCHEDULE OF BILLS FOR PAYMENT

The schedule had been amended to reflect the change to the J Parker (Wholesale) Ltd invoice for part payment only was **agreed as proposed by Mr Clarke, seconded by Mr Elliott.**

2. BANK RECONCILIATIONS TO 30 SEPTEMBER 2020

The document previously circulated was **adopted.**

3. QUARTERLY FINANCIAL REPORT TO END SEPTEMBER AND EARMARKED RESERVES

Both documents had been circulated. Finances were in a good position at the half year (30 September) point; both documents were **adopted.**

4. RECEIPTS & PAYMENTS 1 APRIL TO 30 SEPTEMBER 2020

This had been circulated for information.

5. INSURANCE 1 DECMBER 2020 TO 30 NOVEMBER 2021

This would be the second year of a 3-year Long Term Agreement, and the premium of £156./39 was **accepted.**

**13 PLANNING APPLICATIONS**

1. APPLICATIONS DETERMINED

Nothing to report at time of publication of this Agenda

2. APPLICATIONS FOR CONSIDERATION

No applications for consideration at time of publication of this Agenda.

**14 ADJOURNMENT**

In the absence of members of the public, the meeting continued without adjournment.

**15 RE-CONVENE THE MEETING**

Not required, see Minute 14 above.

**16 RESPONSE TO PLANNING APPLICATIONS/ISSUES**

Not required, see Minute 13/2 above.

**17** **ITEMS FOR INFORMATION/FUTURE AGENDA**

Information – Mr Clarke had been in correspondence with Mrs Mead, Headteacher at Colby School regarding Covid-19 regulations and would circulate this to Councillors and the Clerk.

**18 DATE OF NEXT MEETING**

To confirm the date of the next meeting as **Wednesday 18 November 2020** **at 7pm**  either in person or by remote means in accordance with Government guidance at the time. Cllr Toye gave advance apologies due to a clash with NNDC meeting.

# 19 CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.18p.m.

Signed ………………………………………. (Chairman)

Date ………………………….