

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
OF COLBY & BANNINGHAM PARISH COUNCIL
HELD IN THE JUBILEE HALL, BANINGHAM
ON WEDNESDAY 19 MAY 2021 at 7p.m**

PRESENT: Mr J van Poortvliet, Retiring Chairman
Mr R Anderson-Dungar
Mr N Andrews
Mrs P Ashby
Mr S Clarke
Mr S Elliott
Mrs M Anderson-Dungar, Clerk

The Retiring Chairman welcomed Councillors, D Cllr John Toye and our newly elected County Councillor, Saul Penfold. With the permission of the meeting, it was **AGREED** to alter the order of Agenda items to take District and County Council reports as item 6.

01 CHAIRMAN OF THE COUNCIL – 2021/22 COUNCIL YEAR

The Retiring Chairman called for nominations. Mr Elliott proposed Mr van Poortvliet, who accepted the nomination, then seconded by Ms Ashby and **AGREED**.

02 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed the Declaration of Acceptance of Office, witnessed by the Clerk.

03 VICE-CHAIRMAN OF THE COUNCIL – 2021/22 COUNCIL YEAR

The Chairman proposed Mr Anderson-Dungar, who accepted the nomination, then seconded by Mrs Ashby, and **AGREED**

04 APOLOGIES FOR ABSENCE

None, all Councillors present.

05 DECLARATIONS OF INTEREST AND DISPENSATIONS

No requests for dispensations, Mr Anderson-Dungar declared an interest in item 14.4

06 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

Police – the latest newsletter had been circulated and was **NOTED**.

District Council - Cllr Toye reported on the following:

- Environmental Charter – in the final stages and should be issued soon.
- Blue flag beaches and Green flag parks – not yet known if all will retain the status
- New swimming pool on time and within budget, due to open in August
- Planning White Paper – monitoring developments; would affect future planning for villages
- North Norfolk Town/Parish Forum – all encouraged to attend the Zoom meeting on 24 May 2021
- North Walsham Heritage Zone first consultation period to begin on 24 May for 4 weeks. All encouraged to read and respond

County Council- Saul Penfold thanked the Council for the welcome and introduced himself as our new County Councillor in place of John Timewell, who had retired. The first meeting of the new Full Council would be held on 24 May 2021 at the Norfolk Showground – the only venue large enough to accommodate the number required and

maintain social distancing. A further Extraordinary General Meeting was scheduled for 7 June to decide on the Western Link project.

Cllr Penfold expanded on the proposals for North Walsham both from the County and District Council viewpoints. The proposed new link road would remove traffic from the town centre, joining the Cromer Road at Waitrose – with appropriate allowance for the bridge. Other plans included housing, school, a doctor's surgery, green spaces, and cycle paths.

Questions/comments were invited and included:

- Appreciation of plans for infrastructure in North Walsham
- Notification of our plans for the village hall – encouragement to apply to North Norfolk Dc Sustainable Communities Fund for any sustainable/environmental elements of the project. Cllr Toye offered to arrange a visit to another village hall if we wished.

The Chairman thanked both Councillors for their reports and they left the meeting at this point.

07 PUBLIC PARTICIPATION

In the absence of any member of the public, the meeting continued without adjournment.

08 RE-CONVENE THE MEETING

Not required, see above.

09 VACANCIES ON THE COUNCIL

The Council was advised that the vacancy would be re-advertised.

10 PARISH COUNCIL REPRESENTATIVES

The following Parish Council representatives to the following Committees and External Organisations were appointed for two years until May 2023:

1. Neech Loan Fund (1) – Mr Clarke
2. Village Hall Management Committee (2) – Mr Anderson-Dungar, Mrs Ashby
3. Playing Field Working Party (3) – Mrs Ashby, Mr Clarke, Mr Elliott

11 MINUTES

Minutes of the virtual Parish Council Meeting held on 21 April 2021, as previously circulated, were **PROPOSED, CONFIRMED AND SIGNED**

12 INFORMATION ON MATTERS ARISING

Nothing to report.

13 MATTERS REFERRED FROM PREVIOUS MEETING

To consider the following items referred from previous meeting and agree action

1. CHRISTMAS TREE/CHRISTMAS LIGHT COMPETITION

It was **AGREED** to work on the arrangements to publish in September. Initial ideas included purchase of solar lights, inviting children to make and hang decorations on the tree, event on the green.

2. COMMUNITY PARTNERSHIP SCHEME (BROADBAND)

Information had been submitted and the first – extortionate – estimate received. Further negotiations to be held with Openreach.

14 REPORTS/UPDATES ON AREAS OF COUNCIL RESPONSIBILITY

1. PLAYING FIELD

Some tree guards had been removed, other would remain for a further 3 to 4 years. Ditch management was discussed in response to comments from a resident. It was acknowledged that there had been some improvement since the Chairman carried out some work, and he agreed further work as and when a digger was available.

The proposed launch event was discussed, and the date of Sunday 1 August

AGREED, as a community picnic. The Chairman agreed to contact Laura Webb.

2. VILLAGE HALL

Notes from the Working Group meeting were not available for this meeting, but it was confirmed that Planning (formerly marketing) and Project Management (formerly Facilities) meeting dates had been set. The finance group lead would circulate details for assistance with grant applications.

3. VILLAGE GREEN

Estimates were being sought by the Bowls club for redecoration of the pavilion, and a self-help day was arranged for Saturday 5 June. An estimate for the ramp (a parish council responsibility) would hopefully be available for the next meeting. It was explained that this could be done in conjunction with work to the Church paths, by the same contractor. It was suggested that £200 should be set aside for more crocus bulbs to be ordered in August.

4. ALLOTMENTS

The base was ready for the water butts, up to date prices to be obtained.

5. TELEPHONE BOX

Reminders had been sent to those preparing information on the various topics ready for inserting into the frames. Once completed, a date can be set for the launch event.

15 CORRESPONDENCE

The following items had been circulated, and were **NOTED**

1. Norfolk Parish Training Support Monthly Newsletter
2. Police & Crime Commissioner Newsletter
3. Came & Company – Newsletter
4. Local Access Forum - noted
5. North Norfolk Town & Parish Forum meeting with NNDC 24 May 2021
6. Vattenfall Community Fund

16 POLICIES & DOCUMENTS

It was **UNANIMOUSLY AGREED** to review the following policies/documents throughout the year, Clerk to prepare a schedule:

- Standing Orders
- Financial Regulations
- Data Protection
- Financial Risk Assessments
- Training Policy
- Reporting at Meeting
- Retention of Documents
- Complaints Procedure
- Effectiveness of Internal Control
- Scheme of Delegation - Clerk – and Role of Full Council
- Social Media
- Procurement

17 FINANCE

1. SCHEDULE OF BILLS FOR PAYMENT

The Clerk presented the Schedule, which was **APPROVED**, a copy to be included with the signed Minutes of this meeting.

2. BANK RECONCILIATIONS – APRIL 2021

Bank reconciliations as circulated, were **APPROVED**

3. SIGNATORIES TO BANKS ACCOUNTS

It was **UNANIMOUSLY AGREED** that Mr van Poortvliet, Mrs Ashby and Mr Elliott continue as signatories.

18 PLANNING ISSUES

1. APPLICATIONS DETERMINED

Nothing to report to this meeting.

2. APPLICATIONS FOR CONSIDERATION

No applications to consider

3. OTHER PLANNING ISSUES

PF/20/2382 Land Adj Churchills Barn, Tuttington Road NR11 7DY
Application WITHDRAWN

19 ADJOURNMENT

In the absence of any public the meeting continued without adjournment.

20 RESPONSE TO PLANNING APPLICATIONS

Not required.

21 ITEMS FOR INFORMATION/FUTURE AGENDA

Nothing for information, the following for the next meeting:

- Audit
- Policy Review Schedule
- Christmas lights
- Launch events - Playing Field/Telephone Box

22 DATE OF NEXT MEETING & TIMETABLE OF MEETINGS FOR 2021/2022 MUNICIPAL YEAR

The following dates were **CONFIRMED** for 2021/22

- the next Parish Council Meeting will be held on Wednesday 16 June 2021 in the Jubilee Hall, Banningham, at 7pm
- future ordinary meetings will be held on the following dates: (all Wednesdays) 21 July, 15 September, 20 October, 17 November, 15 December, 19 January 2022, 16 February, 16 March (preceded by the Annual Parish Meeting), 22 April. The Council does not usually meet in August, but the date of 18 August is available if needed.

23 CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.32p.m.

Signed (Chairman)

Date