

# **COLBY & BANNINGHAM PARISH COUNCIL**

Clerk: Mrs. M.E. Anderson-Dungar  
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## **NOTICE OF MEETING & SUMMONS TO ATTEND**

### **THE ANNUAL MEETING OF COLBY & BANNINGHAM PARISH COUNCIL WILL BE HELD IN THE JUBILEE HALL, BANNINGHAM ON WEDNESDAY 19 MAY 2021 at 7pm**

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council requests that anyone wishing to record the meeting lets the Council know in advance so appropriate arrangements can be made to facilitate the recording.

#### **A G E N D A**

**01 CHAIRMAN OF THE COUNCIL**

To elect the Chairman of the Council for the Municipal Year 2221/2022

**02 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

To receive the Chairman's signed Declaration of Acceptance of Office, witnessed by the Clerk

**03 VICE-CHAIRMAN OF THE COUNCIL**

To elect the Vice-Chairman of the Council for the Municipal Year 2021/2022

**04 APOLOGIES FOR ABSENCE**

To receive and consider apologies for absence as previously notified to the Clerk

**05 DECLARATIONS OF INTEREST AND DISPENSATIONS**

To receive Declarations of Interest in Agenda Items and to note any Requests for Dispensations

## **06 PUBLIC PARTICIPATION**

To adjourn the meeting for 10 minutes to receive comments on agenda items from members of the public and Councillors with pecuniary interests.

## **07 RE-CONVENE THE MEETING**

## **08 VACANCIES ON THE COUNCIL**

To consider any applications and co-opt as appropriate

## **09 PARISH COUNCIL REPRESENTATIVES**

To appoint Parish Council representatives to the following Committees and External Organisations for 2 years from May 2021 with reports to come to the first available Parish Council Meeting.

1. Neech Loan Fund (1)
2. Village Hall Management Committee (2)
3. Playing Field Working Party (3)

## **10 MINUTES**

To receive, confirm and sign the Minutes of the Parish Council Meeting held on 21 April 2021

## **11 INFORMATION ON MATTERS ARISING**

To receive information on Matters Arising from the Minutes not listed elsewhere on the Agenda

## **12 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS**

To receive written/verbal reports from representatives

## **13 MATTERS REFERRED FROM PREVIOUS MEETING**

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

1. Christmas Tree/Christmas Lights Competition
2. Community Partnership Scheme (Broadband)

## **14 REPORTS/UPDATES ON AREAS OF COUNCIL RESPONSIBILITY**

To receive the following verbal/written reports and/or recommendations:

1. Playing Field – launch event
2. Village Hall – updates from Working Group meeting<sup>to follow</sup>, documentation
3. Village Green
4. Allotments
5. Telephone Box - update, launch event

## **15 CORRESPONDENCE**

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

1. Norfolk Parish Training Support – Newsletter\*
2. Police & Crime Commissioner Newsletter\*
3. Came & Company – Newsletter\*
4. Local Access Forum\*
5. North Nfk Town & Parish Forum meeting with NNDC 24 May 20212\*
6. Vattenfall Fund\*

## **16 POLICIES & DOCUMENTS**

To review the following policies/documents:

- 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

NOTE: It is suggested that the review of policies is spread throughout the year – clerk to prepare a schedule

## **17 FINANCE**

To consider the following financial items:

1. Approve Schedule of Bills for Payment which will be tabled at the meeting
2. Adopt Bank Reconciliations for April 2021\*
3. Appoint Signatories to Bank Accounts

## **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**

To adjourn the meeting for 5 minutes to allow further public speaking

## **20 RESPONSE TO PLANNING APPLICATIONS**

To agree Response to Planning Applications

## **21 ITEMS FOR INFORMATION/FUTURE AGENDA**

To receive items for information/referral to future Agenda

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

To confirm that:

- 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 at 7pm), 22 April. The Council does not usually meet in August, but the date of 18 August is available should business dictate

*Mrs Anderson-Dungar*

Mrs. M. E. Anderson-Dungar  
Clerk of the Council

12 May 2021

*\*attached*

### NOTES

*The Parish Council may consider planning applications received up to and including the date of the meeting. Applications may be viewed on the District Council's website – [www.northnorfolk.org](http://www.northnorfolk.org) and follow the links through to planning.*

*This Agenda, draft Minutes and papers marked as attached are available on the Council's website, at [www.colby-banningham-pc.gov.uk](http://www.colby-banningham-pc.gov.uk)*