

**MINUTES OF THE MEETING
OF COLBY & BANNINGHAM PARISH COUNCIL
HELD IN THE JUBILEE HALL, BANINGHAM
ON WEDNESDAY 21 OCTOBER 2021 at 7p.m**

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

The Chairman welcomed Councillors, 5 members of the public and opened the meeting. It was **AGREED** to bring forward all the planning items as item 9 on the Agenda.

01 APOLOGIES FOR ABSENCE

None, all Parish Councillors were present.

02 DECLARATIONS OF INTEREST AND DISPENSATIONS

Declarations of Interest – Mr Anderson-Dungar – Allotments.
No requests for Dispensations.

03 PUBLIC PARTICIPATION

It was **AGREED** that the Architect for the Watts Cottage application could make a presentation during the planning item later.

04 RE-CONVENE THE MEETING

The meeting re-convened.

05 MINUTES

Minutes of the Parish Council meeting held on 21 July 2021, as previously circulated, were **PROPOSED, AGREED AND SIGNED** following the removal of the reference to the playing field being unusable, and clarification of weedkilling. Minutes of the Planning Meeting held on 18 August 2021 were **PROPOSED, AGREED AND SIGNED**.

06 INFORMATION ON MATTERS ARISING

No Matters Arising.

07 VACANCIES ON THE COUNCIL

Noting to report to the meeting.

08 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

Police – No comments on the latest newsletter previously circulated..

District Council - Cllr Toye reported on on-going discussions with Enforcement Officers regarding a site on Mill Road, all information has to remain confidential until resolved. He reminded the meeting of the upcoming Greenbuild event.

County Council – the Clerk had contacted Cllr Penfold on the issues around the Mill Road junction.

09 PLANNING MATTERS

1. APPLICATIONS DETERMINED

Nothing at the date of publication of this Agenda.

2. APPLICATIONS FOR CONSIDERATION

PF/21/2507 Watts Cottage, Mill Road, Banningham NR11 7DT

Two storey detached dwelling (4-bed) with detached single garage and car port to front with widening and improvements to vehicle access

The Chairman invited Paul Harris, Architect, to present the proposals. The following points were highlighted:

- Comments from the August planning meeting had been reflected in the new design, which also had hopefully addressed the grounds for refusal
- Reference to the new Planning Policy Framework clause 80 (the former clause 79) with the opinion that the new design fits the outstanding design and sustainability criteria.
- Highways comments refuted in terms of the “desktop study” of traffic movements per day since traffic flows can increase for many reasons and personal circumstances of residents. Farm and business traffic was also a factor. A potential additional 6 traffic movements per day were negligible.
- Confirmation that the applicants plan to address comments on the status of the railways carriage with full records and plans for renovation
- This was an infill site
- Vision splay to frontage was under discussion with the Highways department.

10 ADJOURNMENT

The meeting adjourned; no members of the public wished to speak.

11 RE-CONVENE THE MEETING

The meeting re-convened.

12 RESPONSE TO PLANNING APPLICATION

The application was discussed, and the following response uploaded to the District Council website:

The application was considered at the Parish Council meeting on 20 October 2021. The Architect explained the proposals and answered members’ questions. Comments made by residents and members at the August pre-application meeting had been incorporated in the revised proposal which met the design and sustainability criteria of NPPF para 80 (former 79).

The Highways response to this application was discussed in some detail. Whilst it was acknowledged that the junction of Mill Road and the B1145 had its problems,

it was considered this was a matter for the County Council to address rather than grounds for refusal of this application. In relation to the levels of agricultural and other business traffic in and out of Mill Road, an extra 6 movements per day is negligible; traffic flow levels can change at any time for a variety of reasons. Concerns about the vision splay from the frontage were being addressed by the Architect for further discussion with Highways.

The Council was aware that the proposals did not satisfy Policies SS1 and SS2 but felt this was outweighed by the detailed attention to NPPF para. 80 as described above. The proposed property is an infill addition to the existing street scene, since Mill Road is built up on both sides.

The Council therefore reiterates its SUPPORT for this application on the basis that a property on this site and the later proposed renovation of the existing cottage as a potential starter home would be a positive contribution to the village.

The Council has requested Cllr J Toye to call in this application for determination by the Development Committee.

13 ITEMS REFERRED FROM PREVIOUS MEETING

1. CHRISTMAS TREE AND CHRISTMAS LIGHTS

The document previously circulated was discussed, and it the following **AGREED**:

- Publicise all information in the next newsletter
- Specifically ask residents to advise the Clerk if they wished their property to be considered
- Mr Elliott and Mr Anderson-Dungar to manage the project
- The projected costs of £300 to be taken from the Community events reserve

14 AREAS OF PARISH COUNCIL RESPONSIBILITY

1. PLAYING FIELD

Mr Clarke advised that a draft management plan would be presented to a future meeting. All trees on the playing field have been inspected and the water level had been dropped for the winter. Better advance communication with the contractor was needed to avoid errors. More sand would be spread on the car park area and the football goalposts moved to a better position for informal play. A photographic record of the planting and future progress would be an asset for the future.

2. VILLAGE HALL

AGREED to defer this to a later point on the Agenda.

3. VILLAGE GREEN

Additional bulb planting was **AGREED**, confined to one area, with a budget of £200 to £300. Another bench was also suggested.

4 ALLOTMENTS

Water butts to be purchased and installed.

5. TELEPHONE BOX

Remaining information panels to be completed. Reference to work to date to be included in the next newsletter.

15 **SCHEME OF DELEGATION**

The Clerk had nothing to report.

16 **CORRESPONDENCE**

1. NORTH NORFOLK DISTRICT COUNCIL

Information on the Greenbuild 2021 event was **NOTED**.

2. NORFOLK ALC UPDATE

The document included information on the first round of awards from the Social Infrastructure Fund; a wide variety of schemes had received funding.

3. HM THE QUEEN PLATINUM JUBILEE 2022

On the basis of the information previously circulated, it was **AGREED** to register interest in lighting a beacon on the village green. Final decision to be made once more information was available.

4. COMMEMORATIVE PLAQUES

Commemorative plaques were to be offered to parishes in recognition of community action during the pandemic. It was **AGREED** to accept one for the parish.

5. COUNTY BROADBAND

The correspondence was discussed, and in view of the previous work and the information that the Aylsham exchange was to be upgraded, it was **AGREED** to take no further action.

17 **POLICIES**

No questions or comments had been received from Members; therefore, the Standing Orders and Financial Regulations were both **ADOPTED**. The final documents to be circulated to Members and uploaded to the website. In view of the complexity of business on this Agenda, no policies were offered for review at this meeting.

18 **FINANCE**

1. SCHEDULE OF BILLS FOR PAYMENT

The schedule presented was **AGREED**, a copy to be attached to the signed copy of these Minutes. The Clerk was asked to read meters each quarter to ensure that future bills were based on "actual" rather than "estimated" consumption. This had proved difficult when responding to questions raised by the Sheringham Shoal Fund administrators in relation to the grant application.

2. BANK RECONCILIATIONS

Bank reconciliations to 30 September 2021 were **AGREED**.

3. RECEIPTS & PAYMENTS TO 30 SEPTEMBER 2021

The information was **NOTED** and gave a good indication of the financial position at the halfway point.

4 PRELIMINARY BUDGET CONSIDERATIONS FOR 2022/23 INCLUDING PROPOSAL FOR VILLAGE HALL FUNDING

The following items were put forward:

- Playing Field –
 - Signage
 - Replacement posts
 - New ties for trees
 - Benches
 - Review grass cutting contract
- Administration –
 - Clerk intending to retire around the end of the financial year, but willing to stay pending resolution of the village hall status and management issues
- Village Hall
 - Update following Leads Meetings – Mr Clarke thanked everyone for their work so far, especially Mr Fields for leadership of the project group, and Mrs Fields for the preparation of the 2 successful funding applications for insulation, windows, and doors. A decision on an application for a new heating system was expected in November. The planning group's suggestion for a logo template for all "parish" areas was discussed, and **SUPPORTED**, with thanks to Mr Catton for leading that group.
 - Vision 2022 – the report and recommendations were discussed in detail, including the modification to overcome engineering difficulties. Any application would need architectural and structural engineering advice, the fees estimated at £3000. An expression of interest had been lodged, and information could be submitted in stages. Now that the immediate issues had been addressed, it was considered in the project group that a masterplan was needed to bring together the aims and aspirations for the future. An application to the Social Infrastructure Fund would require the applicant body to commit 20% of the project cost. It was subsequently **PROPOSED AND AGREED** to commit £3000 for fees at this stage, and to defer discussion of funding and management, as detailed in the documents circulated, to the next meeting.

5. INSURANCE 2021/22

This would be the last year of the 3-year Long Term Agreement, therefore it was **PROPOSED AND AGREED** to proceed, and to tender during 2022 for the following year.

19 ITEMS FOR INFORMATION/NEXT AGENDA

Information:

- 30mph sign near The Old Rectory to be reinstated
- Monitor reinstatement of footpaths ploughed over
- Newsletter to be finalised and distributed
- Remembrance Sunday at Tuttington 10:00 on Sunday 14 November, wreaths for Colby & Banningham villages to be laid by the Chairman and Vice-Chairman respectively

- External rendering to Felmingham Village Hall gives a much brighter appearance

Next Agenda:

- Village Hall

20 DATE OF NEXT MEETING

The date of the next Parish Council Meeting was confirmed as **Wednesday 17 November 2021 at 7pm in the Jubilee Hall, Banningham**

21 CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.53p.m.

Signed (Chairman)

Date

DRAFT