MINUTES OF A VIRTUAL MEETING OF

**COLBY & BANNINGHAM PARISH COUNCIL**

**HELD ON WEDNESDAY 16 DECEMBER 2020 at 7p.m.**

**PRESENT:** Mr J van Poortvliet, Chairman

Mr R Anderson-Dungar, Vice-Chairman

Mr S Clarke

Mr S Elliott

Mrs M Anderson-Dungar, Clerk

The Chairman welcomed Councillors and one member of the public.

**01 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Mrs Ashby.

**02 DECLARATIONS OF INTEREST AND DISPENSATIONS**

Mr Anderson-Dungar declared an interest in Allotments – item 9.4. There were no requests for dispensations.

**03 PUBLIC PARTICIPATION**

The meeting adjourned to take questions/comments from the public. The member of the public did not wish to speak.

**04 RE-CONVENE THE MEETING**

The meeting re-convened.

**05 MINUTES**

The following Minutes had been circulated, and were **proposed and confirmed for signing at a later date:**

* Planning Meeting held on 16 November 2020
* Parish Council Meeting held on 18 November 2020
* Extra Ordinary Meeting held on 25 November 2020

**06 INFORMATION ON MATTERS ARISING**

1) Grounds Maintenance (25 November meeting, 05/1)

Members of the Council would meet the new contractor on site early in 2021.

# 07 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

**Police -**  The latest Operation Randall newsletter had been circulated .

**District Council –** Cllr Toye had sent the following report and his apologies due to a clash with the NNDC Full Council meeting this evening.

*I can confirm that I have requested the Call in for planning application PF/20/1771 Watts Cottage.*

*The district now has Covid wardens out and about advising people on safe practices. I would like to encourage people to keep Hands, Face, Space going throughout the festive season.*

*Finally, to wish everyone an enjoyable Christmas and best wishes for the new year.*

**County Council**  - nothing from C Cllr Timewell.

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

The budget/precept had been included within the Finance section of the Agenda.

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

1. PLAYING FIELD

Mr Clarke reported as follows:

* Bad weather continued to delay concrete work, will now be into the New Year.
* Trees will arrive early January, guards and stakes were in place
* Areas cut, should see a real difference in Spring
* Hedge opposite Shangri-La – the Chairman offered to look at this
* Wild About Colby – although the group was officially wound up, several former members were involved with the project as individuals.

1. VILLAGE HALL

Mr Anderson-Dungar gave a verbal report of the meeting held on 9 December. It was helpful to get to know people and a good start. Those on the mailing list not at the meeting had been contacted, and everyone asked to send any ideas to the Clerk. The next meeting was scheduled for 6 January 2021. Notes on proposed revisions to the Terms of Reference were deferred to the next meeting. A timetable for Working Group meetings would be established.

1. VILLAGE GREEN

The oak trees had been planted. No further work to the bowls green, as it was out of season. The surface of the ramp to the green would be addressed in line with the proposed work to St Botolph’s churchyard paths. The Chairman offered help if needed.

1. ALLOTMENTS

No progress with negotiations for water butts, but paving slabs were available for bases if required.

1. TELEPHONE BOX

Mr Anderson-Dungar reported on the site meeting earlier in the day. It was envisaged that the map would be in the centre with the two sets of poster frames one either side. The map would pinpoint places of interest, and it was suggested that a tri-fold leaflet was produced for people to take away in additional to the information in the poster frames. Mr Elliott to talk to one of the volunteers about the local footpaths. A feature on the village hall was also suggested. A formal “press launch” was planned for 2021 once it was safe to do so.

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

The Clerk had nothing to report.

**11 CORRESPONDENCE/REPORTS**

1 NORFOLK PARISH TRAINING & SUPPORT

The usual monthly newsletter had been circulated via email and was noted. Training was online; any Councillor who wished to book a course to contact the Clerk.

2. NORFOLK ASSOCIATION OF LOCAL COUNCILS

The monthly newsletter had been circulated via email and was noted. As above, there were several training sessions available online.

3. NATIONAL ASSOCIATION OF LOCAL COUNCILS

The Good Councillors Guide to Community Business, a new publication, had been circulated to Councillors via email.

**12**  **FINANCE**

1. SCHEDULE OF BILLS FOR PAYMENT

The document previously circulated was **proposed and accepted.**  The Clerk was asked to contact Veolia as the hall remained closed.

2. BANK RECONCILIATIONS FOR NOVEMBER 2020

The documents previously circulated were discussed, **proposed, and accepted.** It was **agreed** that the Clerk should transfer £5000 to the Instant Access Account and research possible investment accounts that might pay some interest.

3. RECEIPTS & PAYMENTS 1 APRIL 2020 to 30 NOVEMBER 2020

The documents previously circulated for information were noted.

4. BUDGET AND PRECEPT 2021/2022

The documents previously circulated were discussed. It was subsequently **proposed and agreed to accept the budget as presented and to maintain the precept for 2021/22 at the current level of £16034.00.**  Due to changes in the Council Tax base, the Band D property rate would be £84.18 for the year, an increase of £0.22 on the 2020/2021 level.

**13 PLANNING MATTERS**

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.

3. OTHER ISSUES

PF/20/1771 Land Adj. Watts Cottage, Mill Road

Update following correspondence from D Cllr Toye

D.Cllr Toye had called in the application for determination by the Development Committee (see Minute 07 above).

**14 ADJOURNMENT**

The meeting adjourned to take further comments from the public.

*A modern notice board was requested for the village hall.*

**15 RE-CONVENE THE MEETING**

The meeting re-convened.

**16 RESPONSE TO PLANNING APPLICATIONS/ISSUES**

No applications for consideration.

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

Nothing for information.

Next Agenda:

* Christmas Lights competition for 2021
* Ideas for Annual Parish Meeting (usually in March) – this may have to be held via Zoom depending upon Government advice at the time
* Newsletter for Residents

**18 DATE OF NEXT MEETING**

To confirm the date of the next meeting as **Wednesday 20 January 2021 at 7pm**  in person or by remote means in accordance with Government guidance at the time. It was **agreed** to hold all future Parish Council meetings at 7pm.

## 19 CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.03pm with good wishes to all for Christmas and the New Year.

Signed ………………………………………. (Chairman)

Date ………………………….