

**MINUTES OF A VIRTUAL MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD ON WEDNESDAY 17 FEBRUARY 2021 at 7p.m.**

The meeting was held under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations via Zoom

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

The Chairman welcomed Councillors, D Cllr Toye, C Cllr Timewell and 4 members of the public

01 APOLOGIES FOR ABSENCE

None, all parish councillors present.

02 DECLARATIONS OF INTEREST AND DISPENSATIONS

No requests for dispensations. The following interests were declared:

Mr Anderson-Dungar – allotments, Clerk's appraisal – would leave during discussion of this item.

Mr Clarke – planning application – would leave during discussion of this item

03 PUBLIC PARTICIPATION

The meeting adjourned to receive questions/comments from members of the public and councillors with pecuniary interests.

The applicants advised of the changes to the interior that had resulted in this revised application. They answered Councillors' questions on boundaries/hedging and clarified issues identified in objections posted on the North Norfolk District Council website. Potential problems or road blocking that might arise from deliveries during construction might be alleviated by permission to use neighbouring land for unloading.

04 RE-CONVENE THE MEETING

The meeting re-convened

05 MINUTES

Minutes of the parish Council Meeting held on 20 January 2021, as previously circulated, were **proposed, and approved for signing at a later date.**

06 INFORMATION ON MATTERS ARISING

Nothing to report under this item.

07 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

Police – nothing received for this meeting

District Council – Cllr Toye reported as follows:

- Waste collections had been delayed due to the recent bad weather, but plans were in place to catch up
- Road sweeping was planned around schools before the planned return on 8 March 2021
- Census day 21 March 2021 – important for everyone to complete the form
- He had been working on the District Council's response to the Environment Bill

County Council Cllr Timewell reported as follows:

- Highways had been working at full stretch during the recent severe weather conditions
- Please notify him of any flooding/drainage issues
- The upcoming Council meeting on 22 February would agree the 2021/2022 budget, it was difficult to predict due to the unknown future effects of Covid
- There would be an increase in the Council Tax
- Endorsed encouragement to complete the Census form.

Questions/comments included:

- Drainage – systems will not work unless maintenance is carried out
- Maintenance of snow ploughs
- Concerns around infrastructure following the decisions in the Greater Norwich Local Plan for Aylsham that would affect our community. Cllr Timewell could not comment in detail as Aylsham was not his division but asked for a copy of the Council's response to the plan.

08 MATTERS REFERRED FROM PREVIOUS MEETING

1. CHRISTMAS LIGHTS COMPETITION 2021

Information previously circulated was discussed, and it was **agreed** in principle that this would be a good event for the parish. Detailed planning at a later date, but make residents aware in the next newsletter, plus thanks for the

2. ANNUAL PARISH MEETING

This must take place between 1 March and 1 June, and current advice was for Councils to hold this via Zoom before the 7 May 2021 expiry of the legislation permitting remote meetings. This would be too early to report to residents and get their views on the future of the village hall. It was therefore **agreed to:**

- hold the Annual Parish Meeting on Wednesday 5 May via Zoom or in person depending on regulations at the time, so that the Council fulfilled its legal obligations
- arrange an Open Meeting the Village Hall when there are firm proposals to put to the community

3. NEWSLETTER

There was much progress to report against the items in the Annual Plan, plus plans for the future. It was **agreed** to issue in March/April in the form of an Annual Report.

09 REPORTS/UPDATES ON AREAS OF COUNCIL RESPONSIBILITY

1. PLAYING FIELD

- Update on works since last meeting – the concrete had been laid to the entrance, the old posts inserted, with new combination locks, the edge would be reinforced when the weather improved. All trees have been planted.
- Drainage/flooding – the problems were discussed at length, with clarification from a resident on some issues. It was uncertain as to whether it was an Anglian Water problem, and it was **agreed** that the Chairman and the resident would meet on site to assess what might be done by way of work to the surrounding ditches to improve matters.

2. VILLAGE HALL

- Working Group Meeting on 3 February 2021 – the Minutes previously circulated were discussed. Due to difficulties of managing a large group via Zoom, it had been suggested that the main group meet only when necessary. Good progress was being made within the sub-groups, and it was hoped that proposals would be ready after Easter. It was important to take a cohesive approach to the project across all the sub-groups. Consideration of future management and the suggested competition for a new name were deferred for the time being.
- Criteria for allocation of reserves to Village Hall project – Deferred.

3. VILLAGE GREEN

Planting completed.

4. ALLOTMENTS

No progress due to bad weather.

5. TELEPHONE BOX

Work on information and maps was still in progress. Once completed and in place, a public launch would be arranged.

10 SCHEME OF DELEGATION

The Clerk had nothing to report.

11 CORRESPONDENCE/REPORTS

1. SOLE TRUSTEE STATUS

The Clerk's report on the seminar was noted.
Noted.

2. NORFOLK ASSOCIATION OF LOCAL COUNCILS

The latest newsletter was **noted**.

3. NORFOLK PARISH TRAINING & SUPPORT

The latest newsletter was **noted**.

4. GREATER NORWICH LOCAL PLAN

This had been referred to earlier in the meeting. The Clerk was asked to prepare a response to circulate to Councillors.

5. GRIT BINS

There was disappointment in the Highways response, and it was **agreed** to ask the Area Engineer to a site visit ahead of next winter. It was important to maintain good access for emergency services and Colby School. Cllr Timewell asked to be kept informed.

12 FINANCE

1. SCHEDULE OF BILLS FOR PAYMENT

The Schedule previously circulated was **unanimously adopted**.

2. BANK RECONCILIATIONS FOR JANUARY 2021

The information previously circulated was **unanimously adopted**.

3. LIST OF RECEIPTS AND PAYMENTS 1 APRIL 2020/31 JANUARY 2021

The information previously circulated gave a good indication of the current financial position against the budget and was **noted**.

4. APPOINTMENT OF INTERNAL AUDITOR FOR 2020/21 ACCOUNT

It was **unanimously agreed** to appoint Mr Kevin Eke as Internal Auditor for the above financial year.

5. PROCUREMENT POLICY

The document previously circulated was discussed and **unanimously adopted**.

13 PLANNING MATTERS

1. APPLICATIONS DETERMINED

PF/20/1771 Land Adj. Watts Cottage, Mill Road, Banningham NR1 7DT

Two storey detached dwelling (4-bed) with detached garage / carport to front; alterations, including widening, of vehicle access
Decn: REFUSE Date: 11 February 2021

The Clerk had attended the Zoom meeting to speak on behalf of the Council.

2. APPLICATIONS FOR CONSIDERATION

PF/21/0057 The Caravan, Colby Corner, Colby NR11 7EB

Detached Dwelling with Detached Garage and Associated External Works to replace Caravan and Outbuilding

Mr Clarke left the meeting at this point.

Discussion took account of comments made during the earlier adjournment and referenced the previously approved application PF/19/1870.

14 ADJOURNMENT

The meeting adjourned to take further comments/questions from members of the public. There were none.

15 RE-CONVENE THE MEETING

The meeting re-convened.

16 RESPONSE TO PLANNING APPLICATIONS/ISSUES

A response of **SUPPORT** was **agreed** in respect of PF/21/0057

Mr Clarke re-joined the meeting.

17 ITEMS FOR INFORMATION/FUTURE AGENDA

Nothing for information.

Next Agenda:

- Newsletter/Annual Report

18 DATE OF NEXT MEETING

This was confirmed as **Wednesday 17 March 2021 at 7pm**, via Zoom.

19 RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC UNDER THE PUBLIC BODIES (ADMISSION OF STRANGERS) ACT 1960 DURING DISCUSSION OF THE FOLLOWING CONFIDENTIAL ITEM RELATED TO STAFFING MATTERS

It was **proposed and unanimously agreed** that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the Press and Public should be excluded. Members of the public left the meeting. Mr Anderson-Dungar also left the meeting.

CLERK'S ANNUAL APPRAISAL

Mrs Ashby reported on her discussions with the Clerk. Overall, targets had been met, although one planned course had been cancelled.

The Clerk left the meeting during discussion of the remaining items, and was later advised that the Council had **agreed**:

1. 6month back payment for the additional hours worked based on an average of 7hrs/week against 5hrs/week (48 hours at £13.24)
2. Hours per week to be increased from 5 to 7 with immediate effect.
3. Move to SCP 22 from 1 April 2021 at hourly rate of £14.05.

20 CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.15p.m.

Signed (Chairman)

Date