MINUTES OF THE MEETING OF

**COLBY & BANNINGHAM PARISH COUNCIL**

**HELD IN THE JUBILEE HALL BANNINGHAM**

**ON WEDNESDAY 16 SEPTEMBER 2020 at 7p.m.**

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

Mr R Anderson-Dungar, Vice-Chairman

Mrs P Ashby

Mr S Clarke

Mrs M Anderson-Dungar, Clerk

The Chairman welcomed Councillors and D Cllr Toye.

**01 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Mr Elliott.

**02 DECLARATIONS OF INTEREST AND DISPENSATIONS**

Mr Anderson-Dungar – Village Green, Allotments

**03 PUBLIC PARTICIPATION**

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

**04 RE-CONVENE THE MEETING**

Not required, see above.

**05 MINUTES**

Minutes of the Virtual Parish Council Meeting held on 19 August 2020, as previously circulated, were proposed, confirmed, and signed, together with approved Minutes from the February 2020 meeting, and virtual Minutes from April, May, June, and July virtual meetings.

**06 INFORMATION ON MATTERS ARISING**

Nothing to report under this item.

**07 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS**

**Police –**  the latest Newsletter had been circulated and was noted.

**District Council** – Cllr Toye updated the meeting as follows:

* Battle of Britain 80th Anniversary
* Purchase of a house in Fakenham for use as short-term temporary accommodation
* Main meetings held as scheduled, via remote means
* North Walsham had been allocated a grant for regeneration

**County Council** – no report from C Cllr Timewell; Cllr Toye to follow up.

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

1. PUBLIC EVENTS WITHIN THE PARISH

This had been referred with specific reference to a recent planned event that had subsequently been cancelled, but which had been the source of concerns from residents.

The Clerk explained the process for a Temporary Event Notice (TEN) which did not have a specific consultation process, but due to the nature of the event, did require the creation of a Safety Advisory Group of stakeholders such as the emergency services and Highways. There was no legal requirement for a Parish/Town Council to be included; consequently, the Parish Council had no information on the detailed arrangements and could not answer residents’ questions/concerns. Although not a legal requirement, the Clerk had asked for the Parish Council to be included on the Safety Advisory Group for future events of this scale/nature, due to the potential impact on the community. This was not favourably received but it was agreed that a more pro-active approach was required. With the permission of the meeting, D Cllr Toye reported that the NNDC Leader had agreed that a more “joined-up” approach was needed for future events, and he would follow up on the Parish Council’s concerns.

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

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

1. PLAYING FIELD

The report previously circulated was discussed and the following **AGREED**

* Car park
  + Funding – vire £2320 from playing field reserve to add to the current £1000 car park reserve
  + steel to be ordered at a cost of £662.71 plus VAT.

**Post Meeting note -**  length increased to 6m, at an additional cost of £26 for galvanising. Total cost therefore £688.71 plus VAT.

* + Proceed as report
* Trees
  + £2000 grant received from NNDC to replace reserve.
  + Proceed with replacements as outlined in report
* General
  + Wild About Colby had disbanded, but individuals continued work on projects such as Colby Churchyard and the Playing Field. Remaining funds from their account had been split between the two projects, and the Council received a cheque for £135.14; the Clerk to acknowledge with thanks.
  + The Chairman would look at the hedge on the Bridge Road corner

2. VILLAGE GREEN

The report previously circulated was discussed, including comments received from Mr Elliott, and correspondence from a resident, whose concerns were addressed as below:

* Consultation – the newsletter was to inform residents of proposals and consider any comments.
* Playing space – the bulbs would be planted on the south and west edges, and the trees close together on the north side, so there should be no loss of the playing space that is currently most used.
* Hedge - The hedge would be planted on the east and south sides, and from on-site sun movement and shadow calculations, the councillors felt that it will not impact on light and sunshine to the bowls green.  Height would be controlled, and because of the higher ground level on the “village green” side, members of the public should still be able to watch a game of bowls over the hedge.  Hedge cutting will be included in the grounds maintenance budget.
* Tree guards – these were carefully sourced and manufactured from UV-stabilised photodegradable polypropylene and have an estimated lifespan of 5-7 years, which should be ample time to protect the trees in their early years of growth.
* Funding – all costs for playing field tree planting were met by a grant of £2000 from NNDC tree planting project.

The Clerk confirmed that an expression of interest to NNDC for further funding had been registered and acknowledged. The plan of the green showing the path was discussed, and it was **agreed** to investigate costs for paving slabs and a resin bonded path, the latter also being an option under consideration for the churchyard path.

3. VILLAGE HALL

Only 2 residents so far had expressed interest in attending the meeting on 23 September; reminders had been posted on the website and social media. It was hoped that more people would come forward in the coming days. The Covid-19 risk assessments were almost completed, and those attending would be given joining instructions to comply with Government guidance at the time.

1. ALLOTMENTS

It was **agreed** to progress the suggested water butts installation over the winter months.

1. TELEPHONE BOX

New glass panels donated by a resident were now installed, and all agreed that the box was looking very smart, thanks to Tony Blackburn for all his work and research into presentation of information. It was suggested that A3 wall mounted hinged frames – as used at Honingham – would be ideal, at a cost of £35.99 each plus VAT.

**POST MEETING NOTE -**  It was **agreed** via email that2 sets of white frames should be purchased, and the payment included on the October meeting schedule.

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

There was nothing to report under this item.

**11 CORRESPONDENCE/REPORTS**

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

1. VATTENFALL

The update letter regarding the Boreas project, previously circulated, was noted.

2. NORFOLK COUNTY COUNCIL

The information on the Western Link consultation, previously circulated, was noted.

**12**  **FINANCE**

To consider the following financial items:

1. CLERK’S PAY INCREASE

Information on the new pay rates, backdated to 1 April 2020, had been circulated. In accordance with the contract, the Clerk’s hourly rate at SCP 19 would be £13.21, and this was **endorsed.**

2. SCHEDULE OF BILLS FOR PAYMENT

The Schedule had been circulated, and was **agreed, as proposed by the Chairman seconded Mrs Ashby.**  A copy is attached to the signed copy of these Minutes.

3. BANK RECONCILIATIONS FOR AUGUST 2020

The documents previously circulated were **proposed and agreed.** Bank statements including those for months when virtual meetings were held were presented for signature.

4. RECEIPTS & PAYMENTS

Information for the period 1 April to 31 August 2020 hand been circulated for information and were **noted.**

**13 PLANNING APPLICATIONS**

1. APPLICATIONS DETERMINED

The meeting noted the following information on applications determined:

PF/20/0660 Heppinn Barn, North Walsham Road, Banningham

Construction of 2no. dwellings (semi-detached) (part retrospective)

Decn: PERMIT Decn. Date: 20.08.20.

PF/20/0708 Heppinn Barn, North Walsham Road, Banningham

Change of use of land from agriculture to residential curtilage in association with Planning Application PF/20/0660

Decn: PERMIT Decn Date: 20.08.20

2. APPLICATIONS FOR CONSIDERATION

PF/20/1231 Brick Kiln Farm, North Walsham Road, Banningham, NR11 7DP

Change of use and conversion of farm dwelling into 2x no. holiday lets (part retrospective)

Response - No objections.

**14 ADJOURNMENT**

Not required in the absence of members of the public.

**15 RE-CONVENE THE MEETING**

Not required – see Minute14 above

**16 RESPONSE TO PLANNING APPLICATIONS/ISSUES**

The response to application PF/20/1231 was **agreed** earlier in the meeting.

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

Information:

* The Chairman congratulated the Clerk on completion of 25 years’ service to the Council with thanks for her work during this time

Next agenda:

* Sustainable Communities Fund

**18 DATE OF NEXT MEETING**

It was confirmed that the next Parish Council Meeting would be held on **Wednesday 21 October 2020** at **7p.m.** either virtually or in person depending upon Government guidance at the time

# 19 CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 8.20p.m.