

**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

COMMUNITY UPDATE

CROMER SAFER NEIGHBOURHOOD TEAM

ALBY WITH THWAITE, ALDBOROUGH & THURGARTON, COLBY, ERPINGHAM, FELBRIGG, HANWORTH, INGWORTH, NORTHREPPS, OVERSTRAND, ROUGHTON, SIDESTRAND, SOUTHREPPS, THORPE MARKET, TRIMINGHAM AND WICKMERE



www.norfolk.police.uk

MARCH 2021



WE ARE YOUR SAFER NEIGHBOURHOOD TEAM – WANT TO GET IN TOUCH?

CONTACT US – E: sntcromer@norfolk.pnn.police.uk

TEL: 101 Ext: 1173

FOLLOW US ON SOCIAL MEDIA

FACEBOOK: North Norfolk Police

TWITTER: @NorthNorfPolice

YOUR LOCAL BEAT MANAGER



PC 526 JOEY MEZZETTI

UPDATE FROM YOUR ENGAGEMENT OFFICER

Daisy Woodward-Smith

TEL: 07917 642073

E : Daisy.Woodward-Smith@norfolk.police.uk



I am Daisy Woodward-Smith; the civilian Community Engagement Coordinator for Great Yarmouth, and I am now temporarily covering the Engagement Officer role for North Norfolk while PC Pete Davison is on secondment for the next 11 months.

If you'd like to get in touch with me you can do so by email at Daisy.WOODWARD-SMITH@norfolk.pnn.police.uk or mobile on 07917642073.

WHAT'S HAPPENING IN YOUR AREA?

Cromer has seen a rise in assaults over the last month which has required extra resources and high visibility reassurance patrols, engagement with youth workers and the subjects themselves to deter any further offences from occurring in public.

Temporary Beat Manager PC Pritty has been patrolling the Cromer Car Parks and promenade, we have thankfully not seen the level of visitors usually expected in Cromer for this time of year.

Speed enforcement has been conducted in Felbrigg, Trimmingham and Aldborough following concerns raised by local residents.

Overstrand and Aldborough have been given attention following concerns raised by residents regarding speeding vehicles and large volumes of visitors

PC Pritty and PC Mezzetti have conducted their usual visit to the Cromer academy to make contact with the staff before the pupils return on the 8th of March.

Static patrols have also been conducted around meadow rd car park regarding ASB vehicles and the tourist information centre regarding congregating youths, the adjacent skate park has also been given attention due to kids moving the fencing to gain access.

CURRENT NEIGHBOURHOOD PRIORITIES

- Drug related offences in Cromer
- Traffic offences in Cromer

DATES FOR YOUR DIARY

SNAP Priority Setting Meeting – Date TBC

Local Engagement Surgery – Date TBC



CONTACT US THROUGH OUR
SOCIAL MEDIA CHANNELS



CALL US ON 101 OR 999 IN
AN EMERGENCY



TALK TO YOUR LOCAL
BEAT MANAGER

COMMUNITY UPDATE

CROMER SAFER NEIGHBOURHOOD TEAM

ALBY WITH THWAITE, ALDBOROUGH & THURGARTON, COLBY, ERPINGHAM, FELBRIGG, HANWORTH, INGWORTH, NORTHREPPS, OVERSTRAND, ROUGHTON, SIDESTRAND, SOUTHREPPS, THORPE MARKET, TRIMINGHAM AND WICKMERE




www.norfolk.police.uk

MARCH 2021



CRIME UPDATES (1st to 28th February)

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	3	Harassment, alarm or distress is caused in a non-crime incident.
Burglary business and community	0	A person commits theft in a building or structure that is not lived in.
Burglary residential	1	Entry and theft in a building or a structure that is lived in.
Criminal Damage	1	A person destroys or damages property belonging to someone else.
Domestic	3	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	0	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	0	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	0	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	0	From a public place, if stolen from a shed or garage this would be a BOTD.
Theft from a person	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.



CONTACT US THROUGH OUR
SOCIAL MEDIA CHANNELS



CALL US ON 101 OR 999 IN
AN EMERGENCY



TALK TO YOUR LOCAL
BEAT MANAGER

Our Ref: COLB0001
Date: 11 March 2021

Colby & Banningham Parish Council
FAO Mrs Maureen Anderson-Dungar - Parish Clerk
Blacksmiths Cottage
Colby Road
Banningham
Norfolk
NR11 7DY

Dear Mrs Anderson-Dungar

Re: Textile Recycling Bank Payments

I would like to advise you that a bacs payment of **£15.90** would have now arrived your account on Tuesday 9th of March 2021 for textiles collected at **Jubilee Hall, Colby Road, Banningham NR11 7DY** in the 2019/20 financial year. A total of **0.159** tonnes was collected during the said financial period. Please accept our sincere apologies for sending this payment till now.

You will appreciate the current COVID pandemic and its uncertainty has created a need for the Council to review a myriad of policies in the coming weeks and months and much of the Councils normal work has been disrupted since its begin.

We are also writing to advise you of a change to the 'per tonne' payment for the 2020/21 financial year. The Coronavirus situation has affected the textile industry significantly in the last 12 months, with the price and demand for materials dropping substantially. The price we pay to town/parish councils or non-profit groups is related to the industry average market price per tonne, which dropped by around 80% in the last year. As such, the amount that we pay out must follow a similar trend, however, I am pleased to say that for 2020/21, we will be paying £50/tonne, which offers some protection from the full market impacts that have been felt in the year.

We appreciate this may be somewhat an unwelcome news, however, please rest assured that as the situation improves and as market prices hopefully to return to previously seen levels, we will look to pass on these increases to our partners.

Thank you once again for supporting and helping to improve the recycling performance in North Norfolk. If you have any queries regarding this matter, please contact this office.

Yours sincerely



Richard Crabb
Senior Environmental Contracts Officer

01263 516195
cleansing@north-norfolk.gov.uk

TEXT OF EMAIL RE LOCAL PLAN

Dear Consultee,

Adoption of North Norfolk Landscape Character Assessment & Landscape Sensitivity Assessment Supplementary Planning Documents

We are writing to notify you that North Norfolk District Council has formally adopted the updated **Landscape Character Assessment Supplementary Planning Document, January 2021**, and new **Landscape Sensitivity Assessment Supplementary Planning Document, January 2021** (in relation to renewable energy development). The 2021 Landscape Character Assessment supersedes the 2009 LCA, which has been revoked.

The adopted documents, along with the Adoption Statement, Consultation Statement and Notice of Revocation of the 2009 LCA are available to view at <https://www.norfolk.gov.uk/tasks/planning-policy/landscape-character-assessment-and-landscape-sensitivity-assessment> or can be inspected at North Norfolk District Council Offices, Holt Road, Cromer, NR27 9EN during normal office hours (a pre-booked appointment may be necessary under current Covid-19 restrictions, which can be made by calling 01263 513811).

Should you require any further information please reply to this email or contact the Planning Policy Team on 01263 516318.

Yours sincerely

Planning Policy Team

TEXT OF EMAIL FROM NCC RE WESTERN LINK

Dear Mrs Anderson-Dungar

You may remember that the Norwich Western Link project team updated you last month on the great progress that has been made on this vital project for the county over the last year, and informed you of the work we would be carrying out over the next year and beyond to fill in the 'missing link' between Broadland Northway and the A47.

When we wrote to you last month, the team told you that a report on the project was due to be considered at a March meeting of our cabinet. Due to a delay in the completion of the procurement process to appoint a design and build contractor for the project, this report is now scheduled to be considered at the June meeting of cabinet instead, which is the first meeting following the local elections in May.

This means there will be a delay of about three months on the decision to submit the Outline Business Case and appoint the contractor. In the meantime, work on the project will continue as completing the Norwich Western Link and the benefits this will create for local communities, businesses and the county's economy is a key priority for the council. We'll write to you again when the report is published ahead of the June meeting.

Since the project team's last update, we have progressed our work to build on the benefits the Norwich Western Link will create for local communities and support people to walk, cycle and use public transport as part of the project. We consulted on a number of proposals designed to support this ambition last year through our Local Access Consultation and had nearly 440 responses, thank you to everyone who gave us their views.

Having taken the responses into account, we are now taking forward proposals to improve Public Rights of Way in the vicinity of the Norwich Western Link route, so that people have good opportunities for walking and cycling on dedicated local routes as a result of the project.

We have also shortlisted five measures to support walking and cycling across a wider area, including two new pedestrian and cycle crossings on the A1067 and three 'cycle friendly' on-road links, which will be designed to make people living in communities to the west of Norwich feel safer to cycle to facilities and employment and educational sites over relatively short distances.

As part of these proposals, and to support our environmental commitments on the project, we are also planning to create an additional green bridge across the Norwich Western Link. This will allow walkers, cyclists and horse riders to cross the road and link in with our other walking and cycling proposals and the wider Public Rights of Way network. It will also form a wildlife crossing for species, to complement the other two green bridges and two wildlife underpasses already planned.

More details on the outcome of the Local Access Consultation and the proposals we are taking forwards now, including proposals on the local roads that are crossed by the Norwich Western Link and maps showing the routes and locations of the proposed measures, can be found on our website at www.norfolk.gov.uk/nwl.

We'll continue to work hard to get the Norwich Western Link delivered as soon as possible and, as ever, we'll keep you updated on our progress.

Best wishes,

Martin

Cllr Martin Wilby, Cabinet Member for Highways and Infrastructure

**SUBSCRIPTION 2021/22
NORFOLK PARISH TRAINING & SUPPORT (CURRENT) OR NORFOLK ALC**

NORFOLK PARISH TRAINING & SUPPORT

Dear Mo,

We hope that you and your Council have enjoyed the benefits of subscription to Norfolk Parish Training and Support during the past year; we've certainly enjoyed training and supporting so many councils.

Your current subscription will lapse on 31 March 2021 and attached is your invoice for 2021/22.

Just as a reminder the benefits to you and your Council are:

- **Support** via email (norfolkpts@gmail.com) and telephone (**01603 857004**). We work as a team to answer and respond during office hours (Mon-Fri 9-5) using a shared email address and phone number
- **Training** discount of 20% on our advertised courses and free attendance at our networking mornings
- **Document Library** including more than 200 model and template documents and topic briefings
- **News updates** emailed to your inbox on a regular basis
- **Minimum of fifteen minutes free telephone advice** from associates when you need an expert on subjects such as websites, HR, planning, accounting and legal services (see www.norfolkpts.org/associates), with guidance as to where to go next or the cost of further assistance.

NORFOLK ALC

Dear Mo

We are inviting Colby With Banningham Parish Council to join us as members of Norfolk ALC.

Norfolk ALC has been providing highly valued services to town and parish councils in Norfolk for 75 years and is now a co-operative society fully owned by its members. Its formal name has become the Norfolk Association of Local Councils Limited, but we continue to be known as Norfolk ALC.

Our many current subscribers have recently become our founder members, having each been awarded one share per council. If you join now you can also become members and be awarded a share.

We do offer an unmatched service for town and parish councils locally in the range and quality of services provided. We are the only organisation in Norfolk that is able to achieve this level of service and are, of course, linked to the National Association

of Local Councils and work with other County Associations. We are then best positioned to influence national government. We do also have strong links with the County, District and Borough Councils and many of the other key organisations locally. This could all bring benefits to you from your membership.

We could achieve even more by working alongside all the town and parish councils in Norfolk as members. In other words, we could be '**Stronger Together**'.

More about us, our team and what provide for our subscribers can be seen on our [website](#).

We do also appreciate that Colby With Banningham Parish Council may not have much used our full services recently so, to encourage you to take up the annual membership option, we have arranged (with some help from the National Association) to offer you a reduced initial rate for your next annual subscription.

Regards
Russell

Subscription to Norfolk PTS as current = **£160.34** (1% of precept)
Subscription to Norfolk ALC would be **£107.45** (subsidised)

Action required:
To decide on either
Norfolk PTS - £160.34 (1% precept) or
Norfolk ALC - £107.45 (subsidised)

Mo/120321

Norfolk Citizens Advice – Norwich

The Forum, Millennium Plain, Norwich, NR2 1TF

A local charity for the whole community

The Parish Clerk

26 January 2021

Dear Sir/Madam

I am writing to thank you for your previous support of Norfolk Citizens Advice and to ask if you would consider supporting us with a financial contribution again this year. Thanks to our supporters we have been able to adapt our service considerably over the last 12 months and have provided our accredited advice to local people via phone, email and webchat as we rapidly scaled up our digital services. During August, some of our offices (where there was sufficient space for social distancing), re-opened to enable those who cannot access digital advice to meet with an advisor face to face once again. However, since the introduction of the latest lockdown we have had to revert to providing our support remotely and we can see that the need for this level of digital support will not drop over the coming months.

Over the full year of 2020, of which the nine months since the end of March have been severely impacted by the pandemic, we have supported 17,828 local people with 60,178 issues.

Over the last six months, we have seen a significant shift in the types of people who are wanting support, and the issues that they need help with. Our clients are now in the main people of working age – 75% are between the ages of 19 and 65, with a peak in need between the ages of 25 – 35. Almost a third of those contacting us need support with Universal Credit, with other common issues as employment and debt. It is also significant that by far the biggest need for help with all benefit queries is around making an initial claim.

We have been able to make a significant difference to our clients during the pandemic - of the clients helped during 2020 we have enabled local people to gain over £3.6 million in income and helped to write off over £755,000 of debt.

I would like to ask for your support whilst we provide vital accredited advice but also consistently expand and adapt our work as circumstances evolve. If you would be able to support us again this year we would be very grateful.

If you wish to receive a brief report on how many people we have supported within the Parish, please let us know.

With many thanks for your time and consideration.



Jon Cheyette, Chief Executive

Norfolk Citizens Advice 01603 273110 / 07715 653585

Email: j.cheyette@ncab.org.uk

Adviceline: 0800 144 88 48

Admin: 01603 273 120

Business Email: public@ncab.org.uk



Norfolk CAB has a complaints handling procedure. To request a complaints leaflet please email public@ncab.org.uk.

Norfolk Citizens Advice

A charitable company limited by guarantee and registered in England & Wales

R/O: The Forum, Millennium Plain, Norwich, Norfolk, NR2 1TF

Company Registration No. 3617412 Charity Registration No.1071297 OISC No. N201400325 VAT No: 688 8997 22

Authorised and regulated by the Financial Conduct Authority FRN: 617678

Colby & Banningham Parish Council

DRAFT PAYMENTS LIST 110 TO 119

Voucher	Cheque	Code	Name	Description	Amount
110		58 - Car Park	Suregreen Ltd	Car park	58.93
111		58 - Car Park	Lake & Nicholls Engineering	Car park	94.80
				<i>ordered by Stuart Clarke re car park works. Purchase order 7 refers.</i>	
112		8 - Waste Collection	Veolia	Waste collection	15.96
				<i>Refers to February when we had one lift following a tidy up in the hall. Account currently in suspension.</i>	
113		58 - Car Park	S & M Supplies (Aylsham) Ltd	Car park	11.52
				<i>Postmix re car park works</i>	
114		4 - Electricity	SSE	Electricity	120.63
				<i>Last quarter bill - based on customer readings 23/2/2021 adjusted to allow for previous accounts based on estimated readings.</i>	
115		58 - Car Park	Baileys of Norfolk	Car park	26.40
				<i>refer to PO 9 - collected by Stuart Clarke 11/03/2021</i>	
116		27 - Video Conferencing	Zoom Video Communications Inc	Video Conferencing	14.39
				<i>Zoom Pro March/April 2021 reimbursed to Clerk</i>	
117		58 - Car Park	Medler Turf	Car park	70.56
				<i>for collection Stuart Clarke on 15/03/2021</i>	
118		47 - Fire Equipment Service	North Walsham Fire Protection	Fire Equipment Service	91.14
				<i>work carried out 10/03/2021</i>	
				<i>out of date fire blanket and 1 6lt foam extinguisher replaced, all other equipment serviced.</i>	
119		2 - Salary	Maureen Anderson-Dungar	Clerk Salary	829.73
				<i>March salary including back pay authorised CBPC 17/02/2021</i>	
TOTAL					1,334.06

Colby & Banningham Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 28/02/2021		
	Cash in Hand 01/04/2020		31,230.93
	ADD Receipts 01/04/2020 - 28/02/2021		19,117.63
			50,348.56
	SUBTRACT Payments 01/04/2020 - 28/02/2021		14,802.84
A	Cash in Hand 28/02/2021 (per Cash Book)		35,545.72
	Cash in hand per Bank Statements		
	Cash 28/02/2021	0.00	
	Unity Current Account T1 2038868 28/02/2021	5,062.83	
	Unity Instant Access Account 2038 28/02/2021	30,677.89	
			35,740.72
	Less unrepresented payments		195.00
			35,545.72
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		35,545.72
	A = B Checks out OK		

Colby & Banningham Parish Council
RECONCILIATION - Unity Current Account T1 20388689

From Accounts	£4,867.83
Payments not cashed Add	£195.00
Receipts not entered Subtract	£0.00
<hr/>	
Statement should be	£5,062.83

Colby & Banningham Parish Council
RECONCILIATION - Unity Instant Access Account 20388692

From Accounts	£30,677.89
Payments not cashed Add	£0.00
Receipts not entered Subtract	£0.00
<hr/>	
Statement should be	£30,677.89

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 28/02/2021)

Admin

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35	Agency Services	56.00		-56				-56 (-100%)
31	Bank Charges				72.00	54.00	18	18 (25%)
32	Bank Interest	80.00	25.58	-54				-54 (-68%)
39	Councillors Expenses				50.00		50	50 (100%)
53	Data Protection Fee				35.00	35.00		(0%)
30	Election Costs							(N/A)
26	External Audit							(N/A)
22	Filestream				375.00	368.00	7	7 (1%)
41	Grant							(N/A)
37	Grants				25.00		25	25 (100%)
24	Insurance				1,550.00	1,569.39	-19	-19 (-1%)
25	Internal Audit				102.00	100.00	2	2 (1%)
34	Legal Expenses				250.00		250	250 (100%)
29	Office Equipment							(N/A)
40	Precept	16,034.00	16,034.00					(0%)
38	Publications							(N/A)
42	Recycling credit	10.00		-10				-10 (-100%)
23	Scribe				265.00	288.00	-23	-23 (-8%)
57	Signage					36.90	-37	-37 (N/A)
28	Stationery/Photocopying				350.00	45.50	305	305 (87%)
36	Subscriptions				257.00	95.00	162	162 (63%)
33	Training				160.00	37.50	123	123 (76%)
51	VAT refund							(N/A)
27	Video Conferencing					47.96	-48	-48 (N/A)
50	Wayleave Payment	55.00	54.33	-1				-1 (-1%)
43	Website				100.00	231.39	-131	-131 (-131%)
SUB TOTAL		16,235.00	16,113.91	-121	3,591.00	2,908.64	682	561 (2%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Allotment Deposits							(N/A)
17	Allotment Rents	60.00	60.00					(0%)
19	Arable Land	65.00	65.00					(0%)
SUB TOTAL		125.00	125.00					(0%)

Churchyard

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Banningham				195.00	195.00		(0%)
21	Colby				195.00	195.00		(0%)
SUB TOTAL					390.00	390.00		(0%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 28/02/2021)

Clerk

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Expenses				50.00		50	50 (100%)
1	PAYE				700.00	682.60	17	17 (2%)
2	Salary				2,725.00	2,518.71	206	206 (7%)
SUB TOTAL					3,475.00	3,201.31	274	274 (7%)

Playing Field

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
58	Car Park					3,256.45	-3,256	-3,256 (N/A)
44	Ditch clearance				300.00		300	300 (100%)
16	Drainage							(N/A)
52	Events							(N/A)
14	Grounds Maintenance				1,250.00	800.00	450	450 (36%)
54	Tree Project 2020		2,135.14	2,135		357.16	-357	1,778 (N/A)
15	Tree works							(N/A)
SUB TOTAL			2,135.14	2,135	1,550.00	4,413.61	-2,864	-728 (-47%)

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Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Poppy Wreaths				35.00	34.00	1	1 (2%)
SUB TOTAL					35.00	34.00	1	1 (2%)

Telephone Kiosk

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Display Equipment					76.98	-77	-77 (N/A)
48	Repairs/Decoration				500.00	92.68	407	407 (81%)
SUB TOTAL					500.00	169.66	330	330 (66%)

Village Green

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Bowls Club Lease							(N/A)
11	Grounds Maintenance				950.00	450.00	500	500 (52%)
13	Tree works					395.00	-395	-395 (N/A)
SUB TOTAL					950.00	845.00	105	105 (11%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 28/02/2021)

Village Hall

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45 Cleaning				900.00	349.29	551	551 (61%)
4 Electricity				900.00	564.29	336	336 (37%)
47 Fire Equipment Service				100.00	90.00	10	10 (10%)
7 FIT Payments	250.00		-250				-250 (-100%)
10 Grounds Maintenance				270.00	230.00	40	40 (14%)
9 Heating Oil				900.00		900	900 (100%)
5 Repairs				1,500.00		1,500	1,500 (100%)
8 Waste Collection				500.00	231.20	269	269 (53%)
6 Water/Sewerage				650.00	116.79	533	533 (82%)
46 Window Cleaning				260.00	135.00	125	125 (48%)
SUB TOTAL	250.00		-250	5,980.00	1,716.57	4,263	4,013 (64%)

Village Signs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55 Banningham sign							(N/A)
56 Colby sign							(N/A)
SUB TOTAL							(N/A)

Summary

NET TOTAL	16,610.00	18,374.05	1,764	16,471.00	13,678.79	2,792	4,556 (13%)
V.A.T.		743.58			1,124.05		
GROSS TOTAL		19,117.63			14,802.84		