

**MINUTES OF THE MEETING
OF COLBY & BANNINGHAM PARISH COUNCIL
HELD IN THE JUBILEE HALL, BANINGHAM
ON WEDNESDAY 16 JUNE 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 (late arrival)
Mrs M Anderson-Dungar, Clerk

The Chairman welcomed Councillors, C Cllr Saul Penfold, Internal Auditor Mr K Eke, and 1 resident. The Chairman led a period of silent reflection to remember the special contributions that t/l Bob McKenzie and Jake van Poortvliet had made to this parish over many years, with thoughts for their families at a difficult time.

01 APOLOGIES FOR ABSENCE

Mr Elliott had indicated he would be late, also D Cllr John Toye who would join the meeting so soon as he was able.

02 DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no requests for dispensations; the following interests were declared:

- Mr Anderson-Dungar – allotments
- Mr J van Poortvliet – Planning application for Colby Hall
- Mr N Andrews – applicant for the planning application for The Chapel, Long Lane

Both Councillors expressed their intention to leave the meeting when their applications were considered.

03 PUBLIC PARTICIPATION

The meeting adjourned to take comments/questions on agenda items from members of the public and Councillors with pecuniary interests.

The Chairman explained the proposals for Colby Hall and Mr Andrews the same for The Chapel, Long Lane.

04 RE-CONVENE THE MEETING

The meeting reconvened.

05 MINUTES

Minutes of the Annual parish Council Meeting held on 19 May 2021, as previously circulated, were **proposed, CONFIRMED, and signed.**

06 INFORMATION ON MATTERS ARISING

1) Community Partnership Scheme

The Clerk updated the meeting following the announcement that Openreach intended to upgrade the Aylsham exchange. An update would be prepared for those who had signed up to the scheme.

07 VACANCIES ON THE COUNCIL

The Clerk updated the meeting.

08 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

To receive written/verbal reports from representatives, including the following:

Police – no report this meeting

District Council - Cllr Toye reported a follows:

- Consultation on proposals for North Walsham
- Funding for accommodation for rough sleepers
- Grooms Cottage planning application and the concerns raised by the Parish Council. It was suggested that a method statement should be requested; Cllr Toye to discuss further with the planning offer.

County Council - Cllr Penfold introduced himself as our County Councillor and advised that he is also a District Councillor. He reported on the following County Council matters:

- Extraordinary General Meeting to consider the Western Link Extension to the NDR – proposals were accepted after a 3-hour debate. Budget for the work estimated at £200m, including a £30m commitment from Norfolk County Council. In response to questions, Cllr Penfold advised that previous suggested options were no longer “on the table” as the preferred option had been accepted.
- Meeting with highways on various issues, he would be happy to take forward any other outstanding issues. He encouraged Councils to have a person dedicated to reporting Highways issues online as the systems were improving all the time. Highway verges that appeared to have been missed on the cutting schedule may be picked up in September.

09 ITEMS REFERRED FROM PREVIOUS MEETING

The following items were considered:

- Annual Internal Audit – it was **AGREED** to bring this item forward. Mr Eke presented his report, which highlighted the following points:
 - Invoices, Minutes and Bank Statements to be signed off following approval at virtual meetings
 - Scribe package provided good quality detailed reports
 - Interesting valuation of telephone box on Asset Register following refurbishment
 - Internal Audit report of Annual Governance and Audit Return had been completed
- Policy Review Schedule also brought forward – **AGREED** to defer consideration of Standing Orders and Financial Regulation to July and adjust schedule accordingly.
- Christmas Lights – Mr Elliott arrived at this point. The following actions were needed:
 - Format, dates
 - Organise tree
 - Organise lighting – batteries or solar as power connection costs were prohibitive
 - Publicise in September
 - Mr Elliott/Mr Anderson-Dungar to liaise
- Launch events - Playing Field/Telephone Box – see Minute 10 below.

10 AREAS OF PARISH COUNCIL RESPONSIBILITY

1. PLAYING FIELD

The Chairman to contact Laura Webb regarding the arrangements for the proposed event on 1 August. With regards to a name for the field, it was **AGREED** to ask Mr Pestell and family for their suggestions; Clerk to draft a letter for agreement by the Chairman.

2. VILLAGE HALL

Notes from the Working Group zoom meeting had been circulated; the Clerk to add Mrs Ashby to the list of those present. Mr Elliott reported that the Planning and project Management Groups had met and referred to the summaries circulated. There followed a long discussion which revealed overlaps between the groups, differing views on the future of the Sandy Lane Club area and the need to resolve these and bring everything together, make progress but at a sensible pace and with care. It was suggested that the full working group should meet to determine the programme, establish priorities, and grant funding possibilities/applications Mrs Ashby wished it recorded that she considered this to be a retrograde step, taking account of the amount of work already carried out. Cllr Penfold (speaking as a District Councillor) reiterated that the Sustainable Communities Fund was open to all voluntary and community groups. It was subsequently **AGREED** that the full group should meet on 29 June.

3. VILLAGE GREEN

Mr Anderson-Dungar referred to previous discussions on the need to improve the access ramp from the green to the bowls green. The contractor appointed to carry out works to the churchyard paths had been approached to provide a cost for the parish council work which could be carried out at the same time with a cost saving. After discussion, it was **AGREED** to suspend the standing order related to contracts and accept B & B Roadworks' estimate in the sum of £1080.00 + VAT.

4. ALLOTMENTS

Water butts to be ordered and installed.

5. TELEPHONE BOX

Work continued on the information panels. A date for the launch event to be set once all were completed.

11 SCHEME OF DELEGATION

The Clerk had nothing to report.

12 CORRESPONDENCE

1. NORTH WALSHAM WEST CONSULTATION

As mentioned earlier by Cllr Toye, the plan was still open to comment.

2. NNDC TOWN & PARISH FORUM 24 MAY 2021

The information previously circulated was **NOTED**.

13 POLICIES

The schedule and first policies for review had been covered earlier (Minute 09)

14 FINANCE

1. INTERNAL AUDIT

Covered earlier under Minute 09 above.

2. ANNUAL GOVERNANCE STATEMENT

The statement – s.1 of the Annual Governance & Audit Return – was **discussed, AGREED, and signed**

3. STATEMENT OF ACCOUNTS

The accounts – s.2 of the Annual Governance & Audit Return – was

discussed, AGREED, and signed. The Exemption Certificate was also **signed** for forwarding to the External Auditor.

4. SCHEDULE OF BILLS

The payments list had been circulated and was **AGREED** with the addition of the account for the Internal Auditor.

5. BANK RECONCILIATIONS

Bank reconciliations to 31 May 2021 had been circulated and were **ADOPTED.**

6. RCEIPTS & PAYMENTS 1 APRIL TO 31 MAY 2021

The document previously circulated for information was **NOTED.**

15 PLANNING MATTERS

1. APPLICATIONS DETERMINED

There was nothing to report to the meeting.

2. APPLICATIONS FOR CONSIDERATION

The Chairman and Mr Andrews had declared their interests and explained their proposals earlier in the meeting. Against the advice of the Clerk, it was **proposed and AGREED** that as both proposals were non-contentious, they should remain in the meeting. The Chairman therefore remained in the chair during the discussions.

PF/21/1247 Colby Hall Farm, Long Lane, Colby NR11 7EEU

Installation of 2 underground water storage tanks with overflow to existing ditch

The Chairman took no part in the discussion or vote.

Response - SUPPORT

PF/21/1292 The Chapel Long Lane, Colby NR11 7EF

Insertion of rooflights and formation of additional window opening in side elevation

Mr Andrews took no part in the discussion or vote.

Response - SUPPORT

16 ADJOURNMENT

The meeting adjourned to allow further public speaking. No-one wished to speak.

17 RE-CONVENE THE MEETING

The meeting re-convened.

18 RESPONSE TO PLANNING APPLICATIONS/ISSUES

AGREED under Minute 15 above.

19 ITEMS FOR INFORMATION/FUTURE AGENDA

For information:

- Tree guards no longer required to be given to Green Fingers Garden Club for community planting

Next Agenda:

- Clerk's Mid-year Review
- Platinum Jubilee of HM the Queen in 2022

20 DATE OF NEXT MEETING

It was **CONFIRMED** that the next Parish Council Meeting would be held on Wednesday 21 July 2021 in the Jubilee Hall Banningham at 7pm

21 CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9p.m.

Signed (Chairman)

Date

DRAFT