

**Repps with Bastwick Minutes of Parish Council Meeting held on 8th September 2015 at the Village Hall at 8pm**

**In attendance:** Andrew Wright, Thomas Ellis, Philip Shreeve, Sarah Welsh (Clerk) David Burrage, John Mitchell, Fred Sharman (Vice Chair)

Also in attendance: PC Cook, BCllr Mary Coleman and 2 residents.

**1. APOLOGIES FOR ABSENCE.**

Chair Alison McTaggart - on leave. Accepted. BCllr Barry Coleman.

**2. MINUTES OF THE LAST MEETING.**

It was proposed by Cllr Wright that the minutes of the previous meeting be accepted as a true record. Seconded: Cllr Shreeve. Unanimously agreed. The minutes were signed by Vice-Chair Cllr Sharman.

**3. DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.**

None.

**4. MATTERS ARISING**

- Cllr Burrage thought the Broads Authority were responsible for the upkeep of the area where the trip hazard has been identified. They had funded the Potter Heigham side of the road repairs. The clerk will report the hazard to the Broads Authority.
- The bin near the bus shelter is very smelly. Cllrs Mitchell and Sharman will investigate. Cllr Mitchell suggested moving the bin near the lamppost near the car park.
- The dog mess bin near the Playground is a problem too. Cllr Mitchell is hoping that Lathams will sponsor more bins.
- The bin by Low Road is overfull and the hedge overgrown. The clerk will investigate increased emptying, if there is a cost involved in increased frequency of emptying.

**5. BOROUGH AND COUNTY COUNCILLOR REPORTS / POLICE REPORT**

BCllr Mary Coleman:

- the ward budgets have been reinstated, so the Parish Council could consider what they would like to apply for - perhaps more bins? BCllr M Coleman will need details and will ask GYBC about costs.
- BCllr M Coleman will send the Chair some dates for presenting the bench plaque.

PC Cook:

- there is nothing of any significance to report. There have been a few domestic issues and a fire.
- Cllr Sharman reported that a car had been seen travelling up and down Staithe Road, with no lights on during the last 2 full moons, between 1 and 2am.

## 6. CORRESPONDENCE ETC.

### Post Log August 2015

1. Norfolk Walking Festival - the clerk has placed a poster on the notice board.
2. EACH request for donation - to be held until the end of the financial year.
3. Telephone call: concerns re derelict shed and overgrowth on allotment backing onto 13 Evans Loombe Close. The resident has inquired about taking it over if it is not being used, and he and his wife can gain access between his property and the allotment. The council are not in a position to grant access but the resident may be able to create access from their property. The clerk will check to see if there is a waiting list for allotments and the item will be put on the agenda for the next meeting.
4. Telephone call re BBC - permission for filming around Repps w Bastwick. Cllr Sharman and Cllr McTaggart consulted on this and responded granting permission.
5. Meeting tomorrow at Caister re cuts in funding. Cllr Wright will try to attend. The clerk will check the time of the Parish Liaison Meeting and let everyone know.
6. An email had been received expressing concerns about the new school bus route requiring young people to cross the road twice. The Council agreed the road was a dangerous one to cross and it was unacceptable for village children to be faced with this. Cllr Burrage suggested the clerk liaise with Flegg High School and the bus company and include a copy of the resident's email.

## 7. PARISH CLERK'S REPORT

- The clerk shared the Learning Agreement for her CiLCA course. The Council agreed to cover the points in principle but would like an estimate of the cost. The clerk will provide this at the next meeting.
- The clerk asked the Parish Council if she could get a MAKRO card for the Council. This would make it easier for the council to re-claim the VAT on purchases, being in the Council's name. This was unanimously agreed.
- A new edition of the Newsletter was produced and delivered in August. The next deadline is 15th October, to be distributed at the November meeting. Ink and paper had been purchased to publish the newsletter. The Playing field Newsletter comes out monthly but is was uncertain if this would still be the case.
- Website - All Agendas, minutes, newsletter etc. are published on the website. Also events, local information - contacts for services - e.g. Highways. Street lighting issues can also be reported using the 'Report It' menu.
- The clerk reminded the councillors that she will be on leave: 11 - 18 September.

### Action Log September

- Trip hazard by bridge reported to Bob West 17/7/15. Update: the hazard is in the car park opposite the Chip Shop. The clerk will report to the Broads Authority.
- CGM contacted re cutting path on allotments 13/7/15. Reply received 16/7 - Tom will raise the issue with the team. Update: The footpath from the Garage to Low Road needs cutting. The Council asked the clerk to check the grass-cutting map to see if the hedge and grass from the bus shelter to Grove Road is included in their contract, and if not, the cost of including it.

- Flooding and poor drainage in Tower Road reported to Highways 26/8/15 and previous week. The issue will be looked into and forwarded to rangers. Update: The clerk will ask for a meeting between the Council and Highways and the landowner, Peter Pratt, and ask for some meeting dates. One of the councillors will forward contact details for Peter to the clerk.
- Restriction of view along A149 and corner to VH turn-off and brambles on footpath - reported to Highways 13/7. Reply 15/7 - work already ordered along highway, will look at footpath. Update: The footpath is on the causeway, the clerk will ask again about this.
- Cllr Mitchell was asked if he would cut his hedges.

## **8. FINANCIAL AND ADMINISTRATION MATTERS**

- Cabinet decisions re Precept and Concurrent Functions Grant. The contribution to the clerk's salary for administering the concurrent functions grant will cease as from the next financial year and there will be no increases in the concurrent function grant. This may mean that there will need to be an increase in the precept to cover any increased costs. This will be looked at when the budget for next year is drafted.
- Internal accounts and governance check carried out by Cllr Wright on 6/8/15 - report on file. There were no issues reported.
- Bank Accounts - now registered at the clerk's address but still in the previous clerk's name! Cllr Sharman gave the clerk an application form for online banking signed by two signatories. The clerk will forward to the bank.
- The clerk asked if the Council agreed to close the General Purposes Account and transfer the contents to the Current Account? All items are listed under a separate code on the accounts software, so separate figures are available for any items - e.g. recycling. Cllr Wright confirmed this from his last internal check. Cllr Burrage proposed the account be closed and the monies transferred to the current account. Seconded by Cllr Wright. Unanimously agreed.

## **9. FINANCIAL STATEMENT.**

See Summary of Receipts and payments and Reconciliations attached.

## **10. INVOICES TO APPROVE FOR PAYMENT**

See attached.

Proposed: Cllr Shreeve  
Unanimously agreed.

Seconded: Cllr Sharman

## **11. PLANNING MATTERS.**

No applications

## **12. ALLOTMENTS**

See correspondence.

**13. GRASS CUTTING**

The clerk asked when the PC ask for tenders for next year in preparation of the budget? The cutters are on a one-year contract and this should be considered In December.

**14. FLOODING TOWER ROAD**

See action log.

**15. PUBLIC SPACE PROTECTION ORDER (PSPO) TO TACKLE ISSUES AROUND ALCOHOL AND ANTI-SOCIAL BEHAVIOUR - CONSULTATION**

The Council had no proposals to make regarding this.

**16. PUBLIC SPACE PROTECTION ORDER (PSPO) DOG CONTROL - CONSULTATION**

The Council did not make any new proposals. Cllr Wright proposed that the previous orders should be confirmed. Seconded by Cllr Shreeve. Unanimously agreed.

**17. PARISH PARTNERSHIP SCHEME 2016/17**

There were no proposals or recommendations for this at present and it was felt that the council may not be able to afford to fund anything with the impending cuts in the concurrent function grant.

**18. MATTERS FOR REPORTING OR FUTURE AGENDA**

Allotments and Grass-cutting for the next agenda.

The street light R9, the furthest along Church road, opposite no. 8 Church Road, is not working. The clerk will report to street lighting.

**19. PUBLIC PARTICIPATION**

No comments

**20. DATE AND TIME OF THE NEXT MEETING**

**The next meeting will be held on 6th October 2015, in the Village Hall, commencing at 8 pm.**

The meeting closed at 9.20pm.

Attachments: Summary of Receipts and payments, Bank Reconciliation, Draft Payments and Receipts list.