

Repps with Bastwick Minutes of Parish Council Meeting held on 5th January 2016 at the Village Hall at 8pm

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

Also in attendance: 2 residents.

1. APOLOGIES FOR ABSENCE.

BCLrs Barry and Mary Coleman.

2. MINUTES OF THE LAST MEETING.

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

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

None.

4. MATTERS ARISING

- Placement of new bin: opposite the bench on the corner near the entrance to Low Road on the small piece of land there. It was agreed a stake would be placed where the bin is intended to go. **UPDATE:** the clerk informed the council she had received the cheque for the replacement bin. The bin can now be ordered - to be followed up. It is not certain whether the other bin at Low Road is emptied.
- Reflector Posts by the Church **UPDATE:** Cllr Sharman has three posts and will put a fourth in place.
- Broads Authority consultation **UPDATE:** The clerk has agreed to put the details on the website because the next newsletter will not be out in time.
- Mud on the road **UPDATE:** Cllr Mitchell has cleared the road and will cut the hedge.
- Gully in Low Road **UPDATE:** a response was received from Highways: they have looked previously at this and cleaned the gully. The technician, Julian inspected but he's on leave at the moment. They'll inspect again but are aware the gully drains into the private ditch. If the water level in the ditch is high, then gully will not function. They'd also want to check the state of the ditch i.e. its maintenance, however as stated it is private. They will also check on the road deterioration.
- The clerk agreed to forward the email re the Sports and Leisure Strategy to Cllr Mitchell.
- The flooding has been cleared at Staithe Road.

5. BOROUGH AND COUNTY COUNCILLOR REPORTS / POLICE REPORT

None present/received. Cllr Mitchell reported that some candles had disappeared from the church.

6. CORRESPONDENCE ETC.

Repps with Bastwick PC Post Log January 2016

- a) **Tour de Broads.** Cllr Mitchell will look at the suggestions as the representative of the Playing Field.
- b) **Deadline for opt-out in relation to a Sector Led Body for external audit from 2017.** The clerk informed the council the deadline had been postponed until March. The council have unanimously decided not to opt out.

7. PARISH CLERK'S REPORT

- a) **Newsletter -** Cllr McTaggart suggested 150 Newsletters would be enough, instead of 200, as there were usually some left over from deliveries.

Repps with Bastwick Action Log January 2016

- Standing caravan at 'The Rocket' on Staithe Road near Pug Street Staithe. **UPDATE:** the clerk has requested advice from the BA Planning /dept. Awaiting response. Cllr Sharman spoke to Mr Sparrow who informed him that the deeds to the property state that up to 2 caravans can be kept there.
- Overgrown Hedge in Low Road - the clerk has written to the resident asking them to keep the hedge in trim to avoid obstructing the view for safety reasons.

8. FINANCIAL AND ADMINISTRATION MATTERS

- a) **Precept Request.** The clerk has completed the request form, adding the balance of £475 (rounded) to the Precept request, as agreed at the last meeting.
- b) Financial documents will be given to Cllr Wright to carry out an internal check, following the meeting.

9. FINANCIAL STATEMENT.

The Councillors were given copies of the bank reconciliations, including details of uncashed cheques and payments (attached.)

10. INVOICES TO APPROVE FOR PAYMENT

Councillors were given copies of the draft cheque list and payments (attached.) The clerk went through them. The clerk asked that the 1p overstated in the accounts can be adjusted for. It was proposed by Cllr Sharman and seconded by Cllr Wright that the draft payments be approved by the Council and the 1p difference be adjusted. Unanimously agreed.

11. PLANNING MATTERS.

No applications

12. ALLOTMENTS

- a) Payments - total payments of £1024.04 have now been received with one payment outstanding from current tenants. A new agreement has been made for Plot 20 and payment received. An Agreement letter has been sent out for Plot 19.
- b) An allotment holder has queried why the footpath that was previously cut, has not been cut and reported it was difficult to reach her allotment. Following discussion by the councillors it was revealed that allotment owners used to cut the path. After checking the Allotment Agreement, it clearly states under 3d that those renting plots are responsible for maintaining the paths near their plots. The clerk was asked to make this clear in the next Newsletter and on the website.

13. FLOODING TOWER ROAD

Update: Cllr McTaggart reported that the situation was better, but not perfect. The clerk will contact highways and give them Cllr Mitchell's number to contact him.

14. **Evans Lombe** and flooding issues - the clerk contacted Evans Lombe and Highways who will both consult with Cllr Sharman about his offer.

15. **Grass cutting quote and map.** A quote has been received for the area between the bus stop and Grove road from CGM, however, the council stated it was the wrong area after studying the map. the clerk will bring a bigger scale map to the next meeting for the councillors to mark out the grass-cutting area for later this year.

16. Textile Bank

Cllr Mitchell will remove the bank for safe-keeping until the council hear from the BCR Global Administrators. the clerk will put something in the next Newsletter informing residents that the bank is no longer available. The clerk had received quotes for a replacement bank and textile-collection service and it was agreed to go with ATCO, who offer a free bank and £300/ton. The clerk will arrange the replacement service.

17. Matters for Reporting for future Agenda

Cllr Sharman asked the clerk to send the Agenda for the noticeboard on 1 sheet of paper.
Cllr Ellis commented that there is an increasing amount of litter.

18. PUBLIC PARTICIPATION

None present.

19. DATE AND TIME OF THE NEXT MEETING

The next meeting will be held on 2nd February 2016, in the Village Hall, commencing at 8 pm.

Attachments: Bank Reconciliation, Draft Payments and Receipts list.

The meeting closed at 9.20pm.

12. Terms of Reference

The purpose of the study is to identify the main factors influencing the performance of the project. The study will be carried out in the form of a case study. The data will be collected through interviews, observations and documents. The study will be carried out in the form of a case study. The data will be collected through interviews, observations and documents.

13. Methodology

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14. Data Collection

The data will be collected through interviews, observations and documents.

15. Data Analysis

The data will be analyzed using content analysis. The data will be analyzed using content analysis. The data will be analyzed using content analysis.

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Repps with Bastwick

Bank Reconciliation at 05/01/2016			
Cash in Hand 01/04/2015			2,749.31
ADD			
Receipts 01/04/2015 - 05/01/2016			10,118.38
SUBTRACT			12,867.69
Payments 01/04/2015 - 05/01/2016			7,366.82
A	Cash in Hand 05/01/2016 (per Cash Book)		5,500.87
Cash in hand per Bank Statements			
Cash	02/10/2015	0.00	
Community AC	29/12/2015	5,623.27	
General Purposes AC	25/11/2015	0.00	
Business Saver	29/12/2015	985.32	
			6,608.59
Less unrepresented cheques As attached			1,141.81
Plus unrepresented receipts As attached			5,466.78
			34.08
B	Adjusted Bank Balance		5,500.86
Error A does NOT equal B			
ERROR IS		£0.01	

Repps with Bastwick
Uncashed payments/transfers out (All banks)
(Upto 05/01/2016)

Voucher	Date	Cheque No.	Description	Total	Bank
62	05/01/2016	981	Clerk's Salary	131.92	Community AC
63	05/01/2016	981	Clerk's Salary	45.91	Community AC
64	05/01/2016	982	Administration	6.20	Community AC
65	05/01/2016	983	Administration	624.28	Community AC
66	05/01/2016	984	Grass cutting	333.50	Community AC
Total-----				1,141.81	

Voucher	Date	Cheque No.	Description	Total	Bank
15	23/10/2015	BACS	Recycling Payment NCC	34.08	General Purposes AC
24	05/01/2016	Cheque x 2	Allotment Rent	34.08	Community AC
Total-----				34.08	

Repps with Bastwick
Uncashed receipts/transfers in (All banks)
(Upto 05/01/2016)

Repps with Bastwick
DRAFT PAYMENTS LIST: (Cheque order) Vouchers 62 to 66

Vchr.	Cheque	Cde.	Name	Description	Amount
62	981	3	S Welsh <i>Split cheque</i>	Clerk's Salary	131.92
63	981	2	S Welsh <i>Split cheque</i>	Clerk's Salary	45.91
				Subtotal Cheque No. 981	177.83
64	982	5	S Welsh <i>Office costs, mileage</i>	Administration	6.20
65	983	5	GYBC <i>Election costs 2015</i>	Administration	624.28
66	984	1	CGM Norwich <i>December 2015</i>	Grass cutting	333.50
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TOTAL					1,141.81

Repps with Bastwick
DRAFT RECEIPTS LIST: (Cheque order) Vouchers 23 to 26

Vchr.	Ref	Cde.	Name	Description	Amount
23	Cheque 2	19	M Coleman GYBC <i>B Cllr's Grant for bin</i>	Grant	360.00
24	Cheque x	11	Multiple <i>Burrage, King, Shreeve</i>	Allotment Rent	34.08
25	Direct pa	11	J Utting <i>Plot 16</i>	Allotment Rent	11.96
26	Direct pa	15	Barclays <i>Sep - Dec</i>	Bank interest	0.12
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TOTAL					406.16