

**Repps with Bastwick Minutes of Annual Parish Council Meeting held on 7th June 2016 at the Village Hall at 8pm**

**In attendance:** Cllrs: Thomas Ellis, John Mitchell, David Burrage, Alison McTaggart (Chair) Andrew Wright Fred Sharman (Vice Chair) Sarah Welsh (Clerk) BCllrs Barry and Mary Coleman. Also in attendance: 7 residents, PC Dick Cook

**1. APOLOGIES FOR ABSENCE.**

Cllr Sharman - indisposed - apologies accepted.

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

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

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

None.

**4. MATTERS ARISING**

Foul smell in Tower Road - the clerk will chase up a response.

The pothole in Low Road has been repaired.

Trees on the road to Potter Heigham. The clerk will follow up.

Low Road Junction the grass has been cut, but not the hedges. The clerk will follow up.

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

BCllrs Mary and Barry Coleman had nothing to report. Cllr Mitchell asked the Councillors about sewage leaking from the treatment plant near the council houses - there is an issue with maintenance - a broken chan. BCllr Barry Coleman will make inquiries. Cllr Mitchell asked BCllr Barry Coleman to ask GYBC to put the council houses on mains sewage as part of the scheme.

PC Cook responded to a resident about speed control in the village. He confirmed officers have been in the village with regard to traffic control and that traffic calming was not a police matter. There has been no recorded crime in the area Churches are being checked very regularly because of crimes directed at them in other areas. The current speed detection device in the village was nothing to do with the police.

**6. Listing War Memorial Monument**

The clerk passed information about listing war memorials to Cllr Mitchell who will have a look and bring back to the next meeting.

## 7. Parish Partnership Information

The clerk provided information about the scheme. The Council questioned whether they can afford it and agreed it should be placed on the agenda for the next meeting for further discussion. The clerk will provide some financial information.

## 8. Parish clerk's report

- Register of Pecuniary Interests Forms - the clerk had sent/given these to councillors and asked them to review/complete them.
- Transparency code application - the clerk has applied for funding for a laptop, software and scanner to enable the Council to comply with the code.
- The Annual Return has been sent to Mazars

## 9. Financial and administration matters

- Insurance - the documents have been received from Hiscox via Came and Company.
- The clerk requested that URM recycling fees can be paid by Direct debit
- The clerk requested that Environment Agency fees can be paid DD
- The NJC has made a salary award for clerks for 2016 - 18. This represents an increase of .11p/hour.

It was proposed by Cllr Burrage and seconded by Cllr Wright that the above be accepted by the Council. Unanimously agreed.

## 10. Invoices to approve for payment

Draft payments and receipts list and bank reconciliation papers given to councillors and the clerk went through them. (Attachment 1 and 2)

It was proposed by Cllr Wright and seconded by Cllr Ellis that these be accepted and paid. Unanimously agreed. The cheques were signed by the Chair and Cllr Wright

## 11. Planning matters

Planning Approval: BA/2016/0162/HOUSEH replace shed, uPVC windows, weatherboard and new veranda. Iris 1 Riverside, Repps with Bastwick NR29 5JZ

## 12. Neighbourhood Plan Invitation

Martham PC has asked if Repps with Bastwick PC would be interested in developing a Neighbourhood Plan with Martham and Rollesby PCs. BCllr Barry Coleman provided a brief explanation of Neighbourhood planning and what is involved. The Council asked the clerk to invite an interested parish councillor from either or both Rollesby and Martham to the next meeting.

## 13. Correspondence

- a) Invitation to Devolution Briefing
- b) Norfolk Local Access Forum: Invitation to parish Paths Seminar 13th June.

There were no volunteers to attend either forum.

**14. Allotments**

- Payments - update. All 2016 payments have been made including Goodwin Farm's 1/2 year payment.
- Report and requests from Chris Bond of Bidwells - clarification of trees needing surveying - Cllr Sharman was not present to report.
- Vacant allotment - plot number 14a - the rentee would like to give it up - confirm can be re-let during this year. The Council confirmed that the plot could be re-let once the clerk has contacted the current tenants to inform them.

15. **Evans Lombe and flooding issues update:** Cllr Sharman was not present to update.

16. **Grass Cutting** - the clerk has contacted CGM again and received an email apologising for the delay in providing a quote on the updated area map, and an agreement to keep the price the same this year in recognition of the inconvenience. In view of the reduction in the cost of grass cutting, Cllr Wright asked that the contribution requested from the Village Hall be halved. Cllr McTaggart proposed this be agreed, seconded by Cllr Ellis. Unanimously agreed. The clerk will re-issue an invoice for half the fee.

**17. Reports from Councillors**

Cllr Burrage reported that the hedge by a property on the High Road needed cutting back. The clerk will write requesting this.

Cllr Burrage asked if GYBC will provide a list of trusted contractors for the sewage scheme work needed to be undertaken by residents joining the scheme. Cllr McTaggart said she could provide details of a contractor who has recently moved to the village.

Cllr Ellis has been contacted by a resident requesting people do not park on the grass near the planter near the High Road.

Garage Sale - there has been a good uptake with 24 people applying to take part. It will take place from 10 - 5pm on 11th June at the Village Hall with refreshments being served. The clerk offered to send notice to the Mercury and put on the website.

**18. Matters for reporting for future agenda**

None other than those mentioned above.

**19. Public participation**

A resident expressed concern at the beginning of the meeting about the lack of speed calming in the village and asked why there were no flashing signs in the village. He recommended a Speedwatch group. The Chair said the council would be looking at speed calming on the agenda and asked if he was prepared to co-ordinate and look into the viability of such a scheme.

Linda from the village Hall committee commented that the Village Hall is doing well. the field does get used, but unofficially. She requested that all keys be given back to her by 24th June while work was taking place on the hall for approx. 12 weeks.

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

The next meeting will be held on Tuesday 5th July 2016 at Manor Farm, Staithe Road, NR29 5JU.

**Attachments:** Draft Payments and Receipts list. Bank reconciliation.

**Repps with Bastwick**  
**DRAFT PAYMENTS LIST: (Cheque order) Vouchers 17 to 21**

Vchr.	Cheque	Cde.	Name	Description	Amount
17	1011	17	URM Berryman <i>Glass collection fee April</i>	Recycling collection fee glass	17.10
18	1012	5	Winterton on sea PC <i>1 x copy of GCG</i>	Good Councillor's guide	2.50
19	1013	1	CGM Ltd. <i>Grass cutting May</i>	Grass cutting	333.50
20	1014	3	S Welsh <i>SCP 22 2016-18 rates plus £1.82 back-pay.</i>	Clerk's Salary	186.59
21	1015	5	S Welsh <i>Office exp. £4; mileage £9; Postage £3.00</i>	Office expenses	16.00
<b>TOTAL</b>					<b>555.69</b>

**Repps with Bastwick**  
**DRAFT RECEIPTS LIST: (Cheque order) Vouchers 9 to 10**

Vchr.	Ref	Cde.	Name	Description	Amount
9	cheque	11	Goodwin Farms <i>1/2 year payment</i>	Allotment Rent	446.38
<b>TOTAL</b>					<b>446.38</b>

Repps with Bastwick

7 June 2016 (2016-2017)

Bank Reconciliation at 07/06/2016			
	Cash in Hand 01/04/2016		
			4,210.07
	<b>ADD</b>		
	Receipts 01/04/2016 - 07/06/2016		9,002.33
	<b>SUBTRACT</b>		
	Payments 01/04/2016 - 07/06/2016		2,795.75
<b>A</b>	<b>Cash in Hand 07/06/2016</b> (per Cash Book)		<b>10,416.65</b>
	Cash in hand per Bank Statements		
	Cash 02/10/2015	0.00	
	Current Account 247 27/05/2016	9,590.52	
	Saver Account 161 29/03/2016	985.44	
			<b>10,575.96</b>
	Less unrepresented cheques As attached		605.69
			9,970.27
	Plus unrepresented receipts As attached		446.38
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>10,416.65</b>
	<b>A = B Checks out OK</b>		

Bank Reconciliation for 12/31/11

Cost of Sales

1,200.00

Net

1,200.00

Net of 10% discount

1,080.00

Net

Net of 10% discount

972.00

Net of 10% discount

874.80

Net

Net of 10% discount

1,000.00

Net

900.00

Net

810.00

Net of 10% discount

Net

Net of 10% discount

1,170.00

1,170.00

Net of 10% discount

1,053.00

1,053.00

Net of 10% discount

947.70

Net of 10% discount

852.93



**Repps with Bastwick**  
**Uncashed payments/transfers out (All banks)**  
**(Upto 07/06/2016)**

<b>Voucher</b>	<b>Date</b>	<b>Cheque No.</b>	<b>Description</b>	<b>Total</b>	<b>Bank</b>
7	05/04/2016	1000	Donation	50.00	Current Account 247
17	07/06/2016	1011	Recycling collection fee glass	17.10	Current Account 247
18	07/06/2016	1012	Good Councillor's guide	2.50	Current Account 247
19	07/06/2016	1013	Grass cutting	333.50	Current Account 247
20	07/06/2016	1014	Clerk's Salary	186.59	Current Account 247
21	07/06/2016	1015	Office expenses	16.00	Current Account 247
			<b>Total</b> -----	<b>605.69</b>	

Repps with Bastwick  
Uncashed receipts/transfers in (All banks)  
(Upto 07/06/2016)

Voucher	Date	Cheque No.	Description	Total	Bank
15	23/10/2015	BACS	Recycling Payment NCC	446.38	General Purposes AC
9	26/05/2016	cheque	Allotment Rent	446.38	Current Account 247
			Total		