

Repps with Bastwick Minutes of Annual Parish Council Meeting held on 3rd May 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: 3 residents.

1. Election of Chair and Vice Chair

Alison McTaggart was nominated as chair by Cllr Burrage, seconded by Cllr Sharman. Unanimously agreed.

Fred Sharman was nominated as Vice Chair by Cllr Wright, seconded by Cllr Ellis. Unanimously agreed.

The clerk was nominated as Responsible Financial Officer by Cllr Sharman, seconded by Cllr Burrage. Unanimously agreed.

2. Declarations of acceptance of office.

An Acceptance of Office as Chair was signed by Cllr McTaggart and the clerk.

Review of Register of Interests - the clerk provided forms for those who required them.

3. APOLOGIES FOR ABSENCE.

Cllr Shreeva - on leave. Accepted.

4. MINUTES OF THE LAST MEETING.

The clerk noted an amendment required: add Cllr John Mitchell as an attendee. The minutes were amended and initialled by the clerk. It was proposed by Cllr Ellis 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.

5. MATTERS ARISING

It was agreed that a small number of bags should be placed by the bins.

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

A non-pecuniary declaration of interest in the Playing field was made by Cllr Mitchell.

7. ANNUAL RESOLUTIONS.

a) Annual Risk Assessment, Standing Orders - amended with regard to 3I, updated Financial Regulations regarding NALC Financial Briefing F01E-16.

b) Schedule of Assets - copies sent with Annual Return papers - note addition of Waste Bin, near Tower Road Junction and writing off of original Jubilee seat.

Cllr Burrage proposed the amendments to the Risk Assessment, Standing Orders, Financial Regulations and Asset Register be approved. Seconded by Cllr Wright. Unanimously agreed.

- The governance section of the Annual Return was approved by the Council and signed by the Chair and Clerk.
- The National Association of Local Councils has issued a new Good Councillor's Guide @ £2.50 each - the clerk recommends each councillor has a copy or views online. The Chair asked the clerk to obtain a copy.
- **Transparency code funding** - the clerk spoke to Helen, the County Officer at the NALC conference about this funding. Helen recommended that Repps apply for a Laptop and scanner through this funding, which will belong to the council for the clerk to maintain the website in order to meet the requirements of the transparency code. She is also finding out about the Scribe accounting package. The clerk therefore recommends that the Council purchase a Laptop and scanner, and possibly a software accounting package.

Proposed by Cllr McTaggart seconded by Cllr Sharman. Unanimously agreed.

11. PARISH CLERK'S REPORT

Repps with Baswick Action Log May 2016

- Low Road at junction with Jubilee close, by entrance to sewerage system near bin and public seat - overgrown hedge and grass - update - no further information.
- Brambles on footpath to Potter Helgham - update: Julian has taken a look and stated we'll address the brambles and will trim the hedges but these are private, part of the adjacent land. Cllr Burrage confirmed again that these are Highways and not private land. Cllr Burrage checked that everyone wanted the bench to remain. Everyone agreed.
- Pothole Low Road - update: no further information.
- Foul smell from Tower Road. Investigated by Environmental Health - not sewage problem. Clerk has reported to Highways.
- dropping of curb around drainage by Bridge Road and A149. The Clerk has reported to Highways.
- Street light no. 4R not working - clerk reported to Streetlighting
- Letter of thanks to Debra Nicholson - sent by the clerk.
- The clerk reported back from the Norfolk Association of Local Council's conference. The clerk had spoken to the Parish Partnership Officer about the speeding problem on the main road through the village and in Low road. In his presentation, he had said there was extra funding for smaller authorities. He said one of the most effective means of slowing traffic were the 'Village Gates' used at the entrance and exit of villages, and the SAM Signs. The clerk was asked to find out more about the costs.

12. Planning Planning applications

Repps with Bastwick

DRAFT PAYMENTS LIST: (Cheque order) Vouchers 11 to 16

Vchr	Cheque	Cda	Name	Description	Amount	Amount
11	1004	6	A Colline Annual Audit fee	Audit Fee	30.00	30.00
12	1005	3	S. Welsh Salary SCP 22 JWC/NALC Salary scale.	Clerk's Salary	182.15	182.15
13	1006	5	S Welsh	Office expenses	29.84	29.84
14	1007	11	Environment Agency	Drainage Allotments	13.82	13.82
15	1008	1	CGM Group (East Anglia) Ltd.	Gross cutting April	333.50	333.50
16	1009	17	URM Berryman	Recycling collection fee glass	3.60	3.60
				TOTAL	593.01	593.01

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Fred Sharman was nominated as Vice Chair by Cllr Wright, seconded by Cllr Ellis. Unanimously agreed.

The clerk was nominated as Responsible Financial Officer by Cllr Sherman, seconded by Cllr Burrage. Unanimously agreed.

2. Declarations of acceptance of office.

An Acceptance of Office as Chair was signed by Cllr McTaggart and the clerk.

Review of Register of Interests - the clerk provided forms for those who required them.

3. APOLOGIES FOR ABSENCE.

Cllr Shreeve - on leave. Accepted.

4. MINUTES OF THE LAST MEETING.

The clerk noted an amendment required: add Cllr John Mitchell as an attendee. The minutes were amended and initialled by the clerk. It was proposed by Cllr Ellis 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.

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a) Annual Risk Assessment, Standing Orders - amended with regard to 3i, updated Financial Regulations regarding NALC Financial Briefing FD1E-16.

b) Schedule of Assets - copies sent with Annual Return papers - note addition of Waste Bin, near Tower Road Junction and writing off of original Jubilee seat.

Cllr Burrage proposed the amendments to the Risk Assessment, Standing Orders, Financial Regulations and Asset Register be approved. Seconded by Cllr Wright. Unanimously agreed.

- c) To appoint a member of the Council to undertake the periodic review of the administration and accounting procedures.

Cllr Wright was nominated by Cllr McTaggart and seconded by Cllr Burrage. Unanimously agreed.

- d) To consider insurance provider for 2016/17. The clerk provided the new insurance quote from the current insurers. Whilst updating the asset register for the Annual Return, it was apparent that cover for Rubbish bins needs to be amended. There are only 2 Notice boards covered. Last year's quote £210.45, but there has been an increase in tax. Current quote, without amendments: £279.62. It was agreed that the clerk should amend the cover requirements, ask for a new quote from the current insurers and obtain two other quotes and inform the councillors for a decision, the renewal being due by 1st June.

- e) To Approve Schedule of meetings for 2016/7
The clerk provided a draft list of meeting dates which were agreed by the Council. A different venue will need to be found for some of the meetings while the Village Hall undergoes some building work.

8. BOROUGH AND COUNTY COUNCILLOR REPORTS / POLICE REPORT

No police report was available. BCllrs Barry and Mary had nothing to report.

9. Correspondence

- Savills re Sewerage scheme and ownership of playing field. - the clerk will reply confirming the council's ownership.
- Thank You letter from CAB, Air Ambulance and NARS + Norfolk Show Ball invites re donation.
- Norfolk Trading Standards Market Fair Scheme. This was passed on to the Sally Mitchell for the information of the village Hall and Farmer's Market.
- Better Broadband for Norfolk NCC
- NALC Training update: Charing Successful Meetings 9th June Weston Longville, Local Councils Explained June or July in either Aylsham, Swaffham, Hempsall or Upton; Getting to Grips with Transparency 27th June at Costessey.
- BA - Repps Meadow Sculpture Trail
- John Lambert - public meeting re sewage project. The clerk will confirm the 7th June at 6.30pm.

10. Financial and Administration Matters

- Invoices to approve for payment. Draft payments and receipts lists were sent to the councillors (attached) and the clerk went through the payments. It was proposed by: Cllr Wright seconded by Cllr Burrage that these be approved. Unanimously agreed.
- Internal Audit Report. The audit has been carried out by Annette Collins, and a report given to the Chair stating that she is satisfied the financial records of the Council are properly maintained and give a true record of the Council's financial position. The clerk informed the council that this was the last Audit that Annette will carry out.

- The governance section of the Annual Return was approved by the Council and signed by the Chair and Clerk.
- The National Association of Local Councils has issued a new Good Councillor's Guide @ £2.50 each - the clerk recommends each councillor has a copy or views online. The Chair asked the clerk to obtain a copy.
- **Transparency code funding** - the clerk spoke to Helen, the County Officer at the NALC conference about this funding. Helen recommended that Repps apply for a Laptop and scanner through this funding, which will belong to the council for the clerk to maintain the website in order to meet the requirements of the transparency code. She is also finding out about the Scribe accounting package. The clerk therefore recommends that the Council purchase a Laptop and scanner, and possibly a software accounting package.

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12. Planning

Planning applications

Application No : BA/2016/0162/HOUSEH
 Description : replace shed, uPVC windows, weather board and new verandah.
 Address : Iris, 1 Riverside, Repps With Bastwick, NR29 5JZ

There were no objections to the application.

13. ALLOTMENTS

- a. Payments - update: the new tenants have paid their rent. One rent is outstanding. The clerk has sent another reminder. It was suggested the clerk write to the other person at the household re a reminder. The clerk will follow up.
- b. CGM are still cutting the allotments. The clerk has reminded them a few times about the amendment to the cutting and request for a new quote, but has still not received one. The clerk will chase up again.
- c. Report and requests from Chris Bond of Bidwells: update: clarification of trees to be surveyed needed. Cllr Sharman will clarify and let the clerk know.

14. Website

The clerk is beginning to receive requests to put notices and village events on the website. Parish council information continues to be uploaded to comply with the Transparency Code. There will be a delay in the current Newsletter due to workload at this time of year. The clerk will aim to have the Newsletter done w/o 13th May and it will be collected by Cllr Ellis.

15. Cost of Grass cutting

The clerk will chase up the new quote again and place it on the Agenda for the next meeting.

16. Listing Village Monuments

Cllr Mitchell suggested the War Memorial monument should be listed. The clerk will make enquiries.

17. AOB/ Reports from councillors/Matters for Reporting for future Agenda

Cllr Burrage offered his thanks to everyone this evening and special thanks to Alison for remaining as chair for another year.

Cllr Ellis will be representing the Playing Field Committee on the parish council.

18. PUBLIC PARTICIPATION

It was asked if a spelling could be amended in the last minutes. Thanks were offered to Madam Chairman and the Council for all they had done last year.

16. DATE AND TIME OF THE NEXT MEETING

The next meeting will be held on Tuesday 7th June 2016 preceded by a presentation and public meeting about the Sewerage Project.

Attachments: Draft Payments and Receipts list.

Repps with Bestwick

DRAFT PAYMENTS LIST: (Cheque order) Vouchers 11 to 16

Vchr.	Cheque	Cds.	Name	Description	Amount
11	1004	6	A Collins Internal Audit fee	Aud. Fee	30.00
12	1005	3	S. Welsh Salary SCP 22 JWCNALC Salary scale.	Clerk's Salary	182.15
13	1006	5	S Welsh	Office expenses	29.64
14	1007	11	Environment Agency	Drainage Allotments	13.92
15	1008	1	CGM Group (East Anglia) Ltd.	Grass cutting April	533.50
16	1009	17	URM Berryman	Recycling collection fee glass	3.00
TOTAL					893.01

Repps with Bastwick

DRAFT RECEIPTS LIST: (Cheque order) Vouchers 1 to 8

Vchr.	Ref	Cde.	Name	Description	Amount
1	EBACS 81	17	NCC Environment and Waste Recycling credits Sep 16 - Feb 16	Recycling Payment NCC	132.44
2	EBACS	1	GYBC	Concurrent Grant	4,411.00
3	EBACS	4	GYBC	Precept Funding	300.00
4	EBACS	6	GYBC	Precept Funding	150.00
5	EBACS	7	GYBC	Precept Funding	165.00
6	EBACS	3	GYBC	Precept Funding	2,233.00
7	EBACS	9	GYBC	Precept Funding	874.00
			2015-16 election costs and earmarked funds.		
8	EBACS	6	GYBC	Precept Funding	280.00
			Subtotal Cheque No. EBACS		6,413.00
			TOTAL		8,545.44