**Repps with Bastwick Minutes of the Annual Parish Council Meeting held on 2nd May 2017 at the Village Hall at 8pm**

**In attendance:** Cllrs: Tom Ellis (acting Chair), John Mitchell, Andrew Wright, Philip Shreeve, David Burrage, Alison McTaggart, and Claudia Dickson (Clerk). BCllrs B and M Coleman and 4 members of the public.

1. **Election of Chair and Vice Chair**

Fred Sharman was nominated as Chair by Cllr McTaggart, seconded by Cllr Mitchell and unanimously agreed by the Council.

Tom Ellis was nominated as Vice Chair by Cllr Wright, seconded by Cllr McTaggart and unanimously agreed by the Council.

1. **Declaration of Acceptance of Office**

Due to the absence of Cllr Sharman the Clerk will deliver the Acceptance of Office to him during the month.

1. **Election of a Responsible Financial Officer**

The clerk was nominated as Responsible Financial Officer by Cllr McTaggart, seconded by Cllr Wright and unanimously agreed by the Council.

1. **Review of Register of Interests**

Cllr Ellis is now on the Village Hall committee and signed an amended Register of Interest form.

1. **Apologies for Absence**

Cllr Fred Sharman and PC Gary May

1. **Declarations of Interest in Respect of the Current Agenda**

Cllrs Burrage and Shreeve item 15.

1. **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 McTaggart. Unanimously agreed. The minutes were signed by the Chair.

1. **Matters Arising**

The conifers on Low Road have still not been cut back. The grass is regularly mown but GYBS do not look after the trees. The Clerk to re-report - NR29 5AH, opposite Dawn Cottage.

There is still no price for the gateway village signs. The Clerk will keep asking the Clerk for Acle.

1. **Annual Resolutions**
2. Annual Risk Assessment and Policy Review

The Council agreed this to be acceptable.

1. Schedule of Assets

The new bins and seat are to be added.

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

Cllr Wright agreed to continue to undertake this position

1. To consider an Insurance provider for 2017/18

The renewal quote from Came and Company is £280.00, an increase of £6.25 on the previous year. The Council agreed to accept this.

1. To approve the schedule of meetings for 2017/18 (see attached)

This was accepted by the Council.

1. **Borough and County Councillor Reports / Police Report**

There was no County Council report.

BCllr B Coleman had given a report to the Annual Parish Meeting: There is a new committee system for the Borough Council. It has had a slow start but is working better than feared. There are 4 main committees - Economic Development, Environment, Housing and Neighbourhoods, and Policy and Resources - and the usual statutory committees - eg Development and Control, and Licencing.

A permanent Chief Executive has been appointed after quite a while with 2 interim appointees. Sheila Oxtaby has come from North Norfolk District Council and is proving very efficient.

Budgets are tight for the coming year with no surpluses included. Council Tax has increased for the first time in several years. Based on a Band D property GYBC services are provided for £150 per year. Savings have been made through efficiencies and IT transformation, where a lot of work has been done. Green bin collections have been adding to the recycling commitment. There will be no Ward Grants going forward. Rate Support Grant, where most of the Council’s funding used to come from, is to disappear by 2020 and will be replaced by the New Homes Bonus and Councils will be allowed to keep Council Tax revenues for 5 years and all of the Business Rates collected. This is in line with the Governments emphasis on local funding for local areas. There is a potential black hole in the funding of £2million and GYBC is the only Council in the country with this problem. There is no feasible way to save £2million from a budget of £8million. Talks with Government ministers are ongoing to find a solution.

There will be a poll of electors on the 28th September, by postal ballot, asking for their opinions on the electoral cycle. At present 1/3 of Borough Councillors are elected every year with the 4th year being for County Council elections. Many Borough/District Councils elect once every 4 years. The cost of the consultation is £30,000.

PC May had sent an annual report for the Annual Parish meeting: The parish, I am happy to say, is a low crime and anti-social behaviour area. The following statistics are for the previous calendar year for the parish (2/5/16 to 2/5/17):

There have been 49 calls from the parish requesting police action or assistance: 4 theft, 1 criminal damage, 2 assault, 2 misc offences, 9 domestic related incidents, 6 suspicious circumstances, 15 road related offences, 2 anti-social behaviour/nuisance. These were calls to Norfolk Constabulary only and not crimes as the calls may not be crime related.

Actual recorded crimes: 1 threatening behaviour, 1 intimidating behaviour, 3 assaults, 5 theft.

The current local policing priorities are Rural Vehicle Speeding and Youth Anti-Social Behaviour. As per my previous updates, myself, PCSO Edwards and other local officers often patrol the area and make attempts to attend your and other local Parish meetings as often as possible. Myself and the other Caister officers have requested training for the new speed detection devices so we can conduct speed patrols in the area.

The next Safer Neighbourhood Action Priority (SNAP) meeting is being held on the 6th June 2017 at the All Saints Hall, off Beach Road, Scratby NR29 3AJ. This is a public meeting where local policing issues are discussed and updated and the local policing priorities are set for the next three month period. This will also be advertised closer to the time.

1. **Correspondence**
* Citizens Advice Bureau have asked if we would advertise in our local magazines for volunteer Advisers and Receptionist.
* Norfolk County Council have increased their recycling credits to £56.89 for the year to 31st March 2018
* The East Anglian Air Ambulance sent a letter of thanks for the donation.
* The Parish Liason Meeting date has changed to 3rd July 2017, 18.30 to 20.30 in the Council Chamber.
* The Norfolk Playing Fields association are holding a summer party - details passed to the Village Hall committee.
1. **Parish clerk’s report - update on highways and other issues**
* Jon Winnett has agreed to meet Cllr Sharman regarding the flooding issue, but has not yet confirmed which date it will be.
* BT have sent an invoice and contract for the purchase of the phone box. The Council agreed the Chair, Cllr Sharman, should sign the contract. Clerk to ensure this is done before the next meeting.
1. **Financial and administration matters**
2. Invoices to approve for payment

The Income and Expenditure report was given to the Councillors along with a list of the invoices to be approved for payment. It was agreed that Cllr Ellis will be added as a cheque signatory and Cllr McTaggart removed.

1. Approval of the Governance Statement of the Annual Return

Cllr Ellis read the Annual Governance Statement to the Council and they agreed all the statements. Cllr Ellis and the Clerk signed Section 1.

1. Approval of the Accounting Statements of the Annual Return

It was not possible to agree and sign Section 2 as the bank statement for the end of the year has yet to be received.

1. **Planning Matters**
* 06/17/0198/F - Bastwick Cottage, Tower Road, NR29 5JW - two storey side extension and entrance porch. There were no objections.
* It was reported that the planning permission for the garage has been held up. There is a retrospective approval needed for the demolished building.
1. **Allotments**

Mr Bond has taken over part of Cllr Shreeve’s allotment. Mr King has a shed at the top of Mr & Mrs Lawrence’s allotment. The remaining section he rents is currently being used as a dump. Clerk to write requesting he tidies this up or he will be asked to vacate the plot.

1. **Matters for reporting or future agenda**
* Cllr McTaggart asked if the Queen’s 90th Birthday coin the Parish Council received could be mounted and displayed in the Village Hall. Cllr Mitchell will pass it on to the Village Hall committee.
1. **Public participation**

A member of the public queried item 15 in the April minutes. As booking officer for the Village Hall she thought the Village Hall committee should decide whether the hire of the hall would be at a reduced rate when the Post Office is open. It was clarified that the reduced rate had been reported to the Parish Council meeting and was not a decision of the Parish Council.

Cllr Ellis stated the Parish Council’s thanks to Cllr McTaggart for her hard work as Chair over the last year.

1. **Date and Time of the Next Meeting**

The next meeting will be held on 6th June 2017, in the Village Hall at 8 pm.

**Attachments:** Draft Payments, and Income and Expenditure summary. Meeting dates for 2017/18.