**Repps with Bastwick Minutes of the Parish Council Meeting held on 7th November 2017 at the Village Hall at 8pm**

**In attendance:** Cllrs: Fred Sharman (Chair), Alison McTaggart, Philip Shreeve, John Mitchell, David Burrage and Claudia Dickson (Clerk). BCllrs Mary and Barry Coleman, CCllr H Thirtle, and 2 members of the public.

1. **Apologies for Absence**

Andrew Wright, Tom Ellis, PC Gary May

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

Cllrs Shreeve and Burrage item 10.

1. **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.

1. **Matters Arising**

* BCllr B Coleman consulted the solicitor for the Borough Council who advised that anonymous letters should be notified to the Chairman and Clerk in advance and not be read out in future. It can be minuted that one was received but the contents should not be made public.

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

BCllr B Coleman reported that a working party is reviewing possible sites for development over the next 15 years. The other side of Evans Lombe Close may be identified for a small development but not in the immediate future.

BCllr M Coleman is to be next year’s Mayor.

CCllr H Thirtle announced that the Broads Authority have received a £2.7m Heritage Lottery fund. This will be spent on local projects including renovating ½ dozen windmills. It will also assist with employment in the area and apprenticeships.

PC May sent a police report. There were 4 calls to Norfolk Constabulary from the Repps with Bastwick area in the last calendar month: 2 abandoned calls, 1 out of force enquiry, 1 road related offence. There was one recorded crime as a result of these calls: 1 domestic related assault.

The current Local Rural Policing priorities are rural speeding, youth antisocial behaviour, and rogue traders. Regular patrols are conducted in any ASB hot spot, there have been no recent reports of rogue traders in this area, and speed enforcement checks have been made in the area with the assistance from the Special Constabulary, the Speed Enforcement Team and the Safety Camera Van. The next SNAP meeting will be on the 11th January 2018 in the community centre in Martham.

1. **Correspondence**

* The National Association of Local Councils is asking for volunteers for their Smaller Council’s Committee.
* Precept letters have been delayed due to a delay in agreeing current funding arrangements. A proposal to stop funding beach cleaning and bus shelters through the Concurrent Functions element of the precept was rejected by the full Borough Council.
* The next Parish Liaison meeting is on the 13th November 2017.

1. **Parish clerk’s report - update on highways and other issues**

* The phone box has been added to the insurance at no extra cost.
* The additional Transparency funding application was successful and £217.08 has been received.
* The Clerk gave an update to the Council on the GDPR (General Data Protection Regulation) training she attended. A procedure will need to be agreed for storage of personal data and the Council will need to appoint a Data Protection Officer, but it is not clear if this can be the Clerk or not. Further information and clarification is required before the regulation comes into effect on the 25th May 2018.
* CCllr Thirtle informed the Clerk he had asked the BA about the mobile home in Tower Road. They will look into any possible breaches of the planning application.
* The Clerk requested the Highway Rangers look at the overgrown trees round the bench on Low Road and cut them right back, and for them to meet with Cllr Mitchell. Cllr McTaggart requested the pot holes on Tower Road been reported.
* In response to Cllr Sharman query regarding the still missing signpost on Church Road the Highways response indicated it could take an average of 6 weeks. It was reported on the 26th September so the Clerk asked Cllr Sharman to check again in a week or so.
* The NALC AGM is on Monday 20th November 6-8pm in County Hall.
* Requests for items for the next newsletter to be submitted to the Clerk by the 24th November please.

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. £17.00 for the Poppy wreath was added to the list. Cllr McTaggart proposed the payments be approved, Cllr Burrage seconded and all agreed.
3. **Planning Matters**

None received.

1. **Allotments**

* The allotment rent letters were sent and 4 payments have been received.
* The vacant plot will be advertised on the website.

1. **Defibrillator**

The defibrillator has been purchased and received. Thanks were given to Cllr McTaggart for her work in enabling this.

Further donations of at least £300 are expected.

The trees and shrubs still need to be cleared round the phone box and will be done in the next couple of weeks.

1. **Matters for reporting or future agenda**

* Cllr McTaggart requested that a missing 30mph sign on Tower Road next to the pumping station be reported.
* Cllr Sharman will trim the Churchyard hedge. Cllr Mitchell has done this the last 2 years. Cllr McTaggart expressed thanks for the help in keeping the hedge trimmed.
* Cllr Burrage asked the Clerk to report to Highways that the new footpath sign from Low Road to Main Road has fallen over.
* Cllr Mitchell reported back from the Village Hall committee regarding the car park being made available, at cost, for residents who do not have their own off road parking. This is on hold as Anglian Water may require it again shortly. An annual charge of £300 would be too much for residents but not enough to re-tarmac the area.
* The hedge at Church Road and Ashby Road is considered too wide. The Clerk was asked to report this to Highways and query if planting trees in a verge was allowed.
* Cllr Mitchell has purchased a silver birch to be planted in memory of Tommy Wright.

1. **Public participation**

None.

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

The next meeting will be held on 5th December 2017, in the Village Hall at 8 pm.

**Attachments:** Draft Payments, and Income and Expenditure summary.

**NOTES TO AGENDA 7th NOVEMBER 2017**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM Group Grounds maintenance Oct 416.26

Reedham Parish Council GDPR training C Dickson 6.25

C Dickson October 17 salary 145.22

HMRC PAYE October 17 36.20

C Dickson expenses paper 4.00

postage 9.10

mileage 7.76 20.86

**TOTAL £624.79**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 27.10.17** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 8,186.00 |  | CLERKS SALARY/TAX | 181.42 | 1,230.10 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 41.67 | 242.51 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 415.84 | 2,012.32 |
| BANK INTEREST |  |  |  | ALLOTMENTS | 454.00 | 922.36 |
| HMRC VAT |  | 776.30 |  | RECYCLING | 13.50 | 50.70 |
| HMRC PAYE REFUND |  |  |  | HALL HIRE |  | 75.00 |
| GLASS & MISC | 11.10 | 106.17 |  | AUDIT & INSURANCE |  | 413.00 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  | 0.00 |
| ALLOTMENTS |  | 446.38 |  | SECTION 137 |  | 100.00 |
| NCC/CIL |  |  |  | HMRC/VAT | 85.88 | 459.27 |
| MISCELLANEOUS |  | 29.96 |  | PROF/SUBS/TRAINING |  | 132.04 |
| DEFIBRILLATOR | 200.00 | 1,200.00 |  | MISCELLANEOUS | 2,057.50 | 2,658.35 |
|  |  |  |  | VILLAGE WORK |  | 0.00 |
| **TOTAL** | 211.10 | 10,744.81 |  | **TOTAL** | 3,249.81 | 8,295.65 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 27.10.17 | |  | **BANK ACCOUNT** | AS AT 27.10.17 | |
| BALANCE B/FWD | 6,050.41 |  |  | CURRENT ACCOUNT | 3,011.70 |  |
| INCOME | 211.10 |  |  |  |  |  |
| EXPENDITURE | -3,249.81 |  |  |  |  |  |
|  | **3,011.70** |  |  |  | 3,011.70 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| BALANCE | **3,011.70** |  |  | BALANCE | **3,011.70** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
|  |  |  |  |  |  |  |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 5,000.00 |  |  |  |  |
| INTEREST |  |  |  |  |  | 0.00 |
| **TOTAL** | 0.00 | 5,000.00 |  | **TOTAL** | 0.00 | 0.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 27.10.17 | |  | **BANK ACCOUNT** | AS AT 27.10.17 | |
| BLANCE CD/FWD | 5,985.80 |  |  | CURRENT ACCOUNT | 5,985.80 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **5,985.80** |  |  |  | **5,985.80** |  |