**Repps with Bastwick Minutes of the Parish Council Meeting**

**held on 2nd January 2018 at the Village Hall at 8pm**

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

1. **Apologies for Absence**

Tom Ellis, PC Gary May, BCllrs Mary and Barry Coleman

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

Cllrs Shreeve and Burrage item 11.

1. **Minutes of the Last Meeting**

It was proposed by Cllr McTaggart that the minutes of the previous meeting be accepted as a true record. Seconded: Cllr Burrage. Unanimously agreed.

1. **Matters Arising**

* The streetlight near 15 Grove Road is still not working. Clerk to report.
* The first streetlight on Church Road is also not working. Clerk to report.
* Vegetation is obscuring the streetlight outside JB Roofing on Tower Road. Clerk to report.

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

CCllr H Thirtle informed the Council that Adult Social Care in Norfolk costs £267m/year, with an increase needed for next year of £29m to allow for increases in the national living wage and elderly population. The James Paget hospital is struggling to cope with demand. It is running a £10m deficit this year already and this will only increase.

PC Gary May sent a police report. There have been 3 calls to Norfolk Constabulary since the last meeting: 1 prevent breach of the peace, 1 road related incident, and 1 concern for wildlife. There were no recordable incidents/crimes resulting from the calls.

1. **Correspondence**

* Trinity Broads Singers sent an email thank you for the PC thank you for their donation.
* The Norfolk County Council budget consultation closes at midnight tonight.
* HMRC are updating some of their older systems and the PC will be receiving a new VAT reference, but they will write to us nearer the time with more information.
* The UK Power Networks are holding a road show on the 5th February in Norwich.

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

* The Clerk reported the state of the Tower Road verges direct to Highways. They have passed on the query to the relevant depot.
* Parking on a verge is allowed if the car has to mount a high kerb but not if there are double yellow lines alongside the verge.
* Highways reported they have dealt with the pumping station and Home Cottage flooding. Concerns were raised about the ditches along Tower Road. Some have been dug out but more work is needed to avoid further flooding. Clerk to query with Jon Winnett/Highways.
* Cllr McTaggart reported a van parking alongside the ditch in Tower Road and degrading the edge of the road way.
* The pothole near Home Cottage on Tower Road will be filled. Cllr McTaggart confirmed this has been done.
* The Clerk requested to be allowed to go on another GDPR training session with NALC on the 29th January at a cost of £25 (to be split between her 3 PCs). This was agreed.
* Jon Winnett reported that the timescale for clearing the ditch at the rear of the Village Hall is not available as yet due to maintenance crews currently allocated to clearing flooding, trees and pothole repairs following the bad weather, but the required completion time is not later than 14/2/18.
* A date for members of the Parish Council to meet Jon Winnett to discuss a trod path was agreed as Monday 15th January at 2pm.
* John Mitchell confirmed that his 1906 map showed Jasmine House but no house on Tower Road was detailed as Tower House. The tower ruin was marked.

1. **Precept**

The Clerk presented estimated accounts for the year 2017/18 to the Council and a budget for the year 2018/19. This included the Fixed Asset schedule with earmarked accrual figures. Precept options were put to the Council varying between no increase and a 10% increase in order to maintain the Fixed Asset repair/renewal accrual amount of £978 per annum. A 10% increase of the current precept would result in a £0.42 increase per Band D house compared with 2016/17 precept, the equivalent of a 2% increase. Cllr McTaggart proposed a 10% increase on the precept, Cllr Burrage seconded and all agreed.

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. Cllr McTaggart proposed the payments be approved, Cllr Wright seconded and all agreed.
3. **Planning Matters**

None received.

1. **Allotments**

* 3 payments are still outstanding. Clerk to send reminder letters
* There has been no interest so far in the vacant plot.
* Thanks were given to Craig Sharman for trimming the grass.

1. **Defibrillator**

The completion notice was received on the 18th December and has been displayed in phone box.

Waiting for the electrician to give a date for the connection.

1. **Noticeboard**

The noticeboard by the petrol station fell off its post when the Clerk put up the December agenda. Cllr Burrage will investigate repair.

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

* Cllr Wright reported pot holes in Church Road. Clerk to report.
* Cllr McTaggart reported that St Peter’s Church is now in an interregnum with no vicar.

1. **Public participation**

The members of the public wished the Parish Council a Happy New Year. Thanks were given to them for their help with the phone box.

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

The next meeting will be held on 6th February 2018, in the Village Hall at 8 pm.

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

**NOTES TO AGENDA 2nd JANUARY 2018**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM Group Grounds maintenance Dec 17 416.26

URM Glass recycling Nov 17 10.98

C Dickson December 17 salary 145.22

HMRC PAYE December 17 36.20

C Dickson expenses mileage 9.90

HMRC 2.22

stationery 2.20

postage 7.80 22.12

**TOTAL £630.78**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **REPPS WITH BASTWICK PARISH COUNCIL** | | | | | | |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 31.12.17** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 8,186.00 |  | CLERKS SALARY/TAX | 181.42 | 1,592.94 |
| CCF |  |  |  | STATY/POST/PHONE ETC |  | 263.37 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 346.88 | 2,706.08 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 922.36 |
| HMRC VAT |  | 776.30 |  | RECYCLING | 12.00 | 62.70 |
| HMRC PAYE REFUND |  |  |  | HALL HIRE |  | 75.00 |
| GLASS & MISC | 9.30 | 115.47 |  | AUDIT & INSURANCE |  | 413.00 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT | 300.00 | 300.00 |
| ALLOTMENTS |  | 1,004.09 |  | SECTION 137 |  | 117.00 |
| NCC/CIL |  |  |  | HMRC/VAT | 71.78 | 600.43 |
| MISCELLANEOUS |  | 247.04 |  | PROF/SUBS/TRAINING |  | 138.29 |
| DEFIBRILLATOR | 303.35 | 1,603.35 |  | MISCELLANEOUS |  | 2,658.35 |
|  |  |  |  | VILLAGE WORK |  | 0.00 |
| **TOTAL** | 312.65 | 11,932.25 |  | **TOTAL** | 912.08 | 9,849.52 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.12.17 | |  | **BANK ACCOUNT** | AS AT 31.12.17 | |
| BALANCE B/FWD | 3,244.70 |  |  | CURRENT ACCOUNT | 2,645.27 |  |
| INCOME | 312.65 |  |  |  |  |  |
| EXPENDITURE | -912.08 |  |  |  |  |  |
|  | **2,645.27** |  |  |  | 2,645.27 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| BALANCE | **2,645.27** |  |  | BALANCE | **2,645.27** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
|  |  |  |  |  |  |  |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 5,000.00 |  |  |  |  |
| INTEREST | 1.05 | 1.05 |  |  |  | 0.00 |
| **TOTAL** | 1.05 | 5,001.05 |  | **TOTAL** | 0.00 | 0.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.12.17 | |  | **BANK ACCOUNT** | AS AT 31.12.17 | |
| BLANCE CD/FWD | 5,985.80 |  |  | CURRENT ACCOUNT | 5,986.85 |  |
| INCOME | 1.05 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **5,986.85** |  |  |  | **5,986.85** |  |