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

**held on 6th February 2018 at the Village Hall at 8pm**

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

1. **Apologies for Absence**

Fred Sharman, PC Gary May, BCllrs Mary and Barry Coleman, CCllr H Thirtle

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

Cllrs Shreeve and Burrage item 10, allotments.

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 Wright. Unanimously agreed.

1. **Matters Arising**

Cllr Ellis had been asked by a parishioner whether it would be possible to place a planter on the corner where the car is parked. This would even up the planters on both sides of the road through the village. Cllr Burrage pointed out parking for the house concerned is difficult. Cllrs Coleman to be contacted to see if there are any available planters.

Cllr McTaggart asked the Clerk to find out who owns the ditch outside Rolling Rise.

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

PCSO Paul Edwards sent a police report. There have been 10 calls to Norfolk Constabulary since the last meeting, including a deer strike, missing and found dog, antisocial behaviour, a cable needing to be put across the road, and suspicious circumstance. There was 1 crime recorded: malicious communication.

PCSO Edwards informed the Council that this might be his last contact due to the role of PCSO being abolished in Norfolk. The Council recorded their thanks to PCSO Edwards for all his hard work in the Parish.

1. **Correspondence**

* CGM sent a letter informing the Council that from the 1st March 2018 invoices will be issued following work done not averaging the contract cost over 12 months.
* The Clerk received an email from JACS (UK) Ltd advertising gateways to be located underneath speed signs at the start of a village. 4 could cost £2,000. Clerk to ask CCllr Thirtle if he has any Highways funds remaining.
* NALC are holding their Spring Conference on Tuesday 6th March in Swaffham.

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

* The Clerk had received a complaint about a hedge/hedge trimmings being dumped on the path by the allotments. Cllr Burrage had investigated and spoken to the houses concerned. They will clear the vegetation when the weather improves.
* The Highways Ranger is to visit again. Any issues to be reported to the Clerk to forward.
* Following a meeting with some Councillors NCC Highways Jon Winnett sent an email saying he was concerned about rain runoff from the A149 along where a trod path was proposed. Flooding at Tower Road is expected to be relieved with a scheme to be designed this year and that part of the relief for this standing water issue would be to lower the verge to allow surface water to run off. Until the drainage issue has been resolved he cannot commit to a trod path.
* Anglian Water were 95% certain that letters would be sent out to all residents by the end of January informing them of the timescale for connection to the new sewerage system. Most Councillors confirmed they had received their letters today.
* There is a cable fault on Grove Road which is why the street light had not been mended. If faults cannot be fixed UK Power Networks are asked if GYBC can piggyback off their supply but this involves permissions so takes longer. Cllr Shreeve confirmed the light is now working.
* The Clerk was asked to report several pot holes and a street light on Church Road.

1. **Financial and administration matters**
2. The Clerk had received notification that the Village Hall hire charge will be increasing from £15 to £25.
3. The GDPR training the Clerk was booked on has been postponed to the 20th February as NALC are waiting for further advice from the Government.
4. 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 Shreeve seconded and all agreed.
5. **Planning Matters**
6. BA/2018/0037/HOUSEH - replace annex roof, replace patio doors with cladding on east elevation, add new window to north elevation - 69 Riverside, NR29 5JX. The Council had no objections.
7. **Allotments**

* 1 payments are still outstanding. Clerk to send a second reminder letter.
* There has been no interest so far in the vacant plot.

1. **Defibrillator**

The defibrillator is now installed, connected, registered, set up and ready for use! The ambulance service have been informed. Training sessions will be arranged.

Clerk to check with CHT as to whether they insure it or if the PC needs to.

Clerk to contact the Mercury to see if they would do an article for an official opening.

1. **Newsletter**

The newsletter was distributed to the Councillors for delivering round the village.

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

* Cllr Burrage was concerned about missing fence panels and obtruding gravel boards along the footpath from Low Road to the filling station. Clerk to write to the filling station.

1. **Public participation**

The Unsuitable for Heavy Vehicle sign post is rotted at the bottom. Clerk to report to Highways.

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

The next meeting will be held on 6th March 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**

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| --- | --- | --- | --- | --- | --- | --- |
| **REPPS WITH BASTWICK PARISH COUNCIL** | | | | | | |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 29.1.18** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 8,186.00 |  | CLERKS SALARY/TAX | 183.62 | 1,776.56 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 19.55 | 282.92 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 346.88 | 3,052.96 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 922.36 |
| HMRC VAT |  | 776.30 |  | RECYCLING | 9.15 | 71.85 |
| GRASS CUTTING | 75.00 | 75.00 |  | HALL HIRE |  | 75.00 |
| GLASS & MISC |  | 115.47 |  | AUDIT & INSURANCE |  | 413.00 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  | 300.00 |
| ALLOTMENTS | 22.51 | 1,026.60 |  | SECTION 137 |  | 117.00 |
| NCC/CIL |  |  |  | HMRC/VAT | 71.58 | 672.01 |
| MISCELLANEOUS |  | 247.04 |  | PROF/SUBS/TRAINING |  | 138.29 |
| DEFIBRILLATOR |  | 1,603.35 |  | MISCELLANEOUS |  | 2,658.35 |
|  |  |  |  | VILLAGE WORK |  | 0.00 |
| **TOTAL** | 97.51 | 12,029.76 |  | **TOTAL** | 630.78 | 10,480.30 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 29.1.18 | |  | **BANK ACCOUNT** | AS AT 29.1.18 | |
| BALANCE B/FWD | 2,645.27 |  |  | CURRENT ACCOUNT | 2,112.00 |  |
| INCOME | 97.51 |  |  |  |  |  |
| EXPENDITURE | -630.78 |  |  |  |  |  |
|  | **2,112.00** |  |  |  | 2,112.00 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| BALANCE | **2,112.00** |  |  | BALANCE | **2,112.00** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 29.1.18** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 5,000.00 |  |  |  |  |
| INTEREST |  | 1.05 |  |  |  | 0.00 |
| **TOTAL** | 0.00 | 5,001.05 |  | **TOTAL** | 0.00 | 0.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 29.1.18 | |  | **BANK ACCOUNT** | AS AT 29.1.18 | |
| BLANCE CD/FWD | 5,986.85 |  |  | CURRENT ACCOUNT | 5,986.85 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **5,986.85** |  |  |  | **5,986.85** |  |