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

**held on 3rd April 2018 at the Village Hall at 8pm**

**In attendance:** Cllrs: Fred Sharman (Chair), Tom Ellis (Vice Chair), Alison McTaggart, Philip Shreeve, John Mitchell, Andrew Wright and Claudia Dickson (Clerk). CCllr H Thirtle and 4 members of the public.

1. **Apologies for Absence**

David Burrage, PC Gary May, BCllr Barry Coleman, BCllr Mary Coleman.

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

Cllrs Shreeve item 10, allotments.

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 Wright. Unanimously agreed.

1. **Matters Arising**

The Clerk was contacted by the filling station regarding the repair of the fence. Cllr Burrage met with them and an email has been received stating their builder will fix it. They have also sent a map detailing where they wish to site 2 signs. Cllr McTaggart to clarify the sign size and location with the filling station.

The official opening/launch of the defibrillator has been postponed a week to Thursday 12th April at 5pm.

Cllr Ellis asked for an update on whether a planter was going to be placed on the corner of Grove Road. No decision was taken on whether to purchase one. Cllr Sharman asked if an old cattle feeder would be suitable. He will clean it up and see what state it is in.

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

PC May sent apologies and will no longer be able to send a police report due to increased workload since the PCSOs were made redundant. Crime statistics for the Rural Flegg Villages are available but not to Parish level. The Clerk was asked to send a letter of thanks for all the work PCSO Edwards did in the village to the Yarmouth Police Station.

CCllr Thirtle gave an update on the Christmas Festival for Great Yarmouth. There has been an ice skating rink for the last few years but it is very expensive, and made a loss last year. £25,000 will be spent on a 4 week event to boost footfall to the town centre. Planning is at an early stage. Car parking was queried but this has not been considered yet.

CCllr Thirtle gave an update from the Broads Authority. There were representative from 19 of the 92 Parishes that touch the Broads at the latest Parish Forum. Signage was discussed. Would villages be interested in blue signs indicating they are a Broads village, at no cost to the village. The Council thought it might be good promotion for the village. Cllr McTaggart asked CCllr Thirtle to ask the BA for a commitment to make sure the post code is on every staithe in case of an emergency.

1. **Correspondence**

* Hopton Parish Council asked for interest in setting up a Southern Parishes Group in Norfolk. The Council were not interested.
* Norfolk County Council sent an invite to their road show in Diss on the 24th April. The Council were not interested.
* The Norfolk Broads Yacht Club are having an open day on 5th May in Wroxham.

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

* 10 potholes have been reported in the last week: 3 on Mill Road, 2 on High Road, 5 on Church Road. Several have already been repaired.
* Highways could not find the crack in Potter Heigham Bridge. Clerk to re-report.
* The Clerk has yet to check the extent of the dead service for street lights on Church Road. Clerk to also report 11R on Main Road.

1. **Financial and administration matters**
2. The payments total £79.68 more than is in the current account. It was agreed to transfer £200 from the savings account as the precept should be received in the next few weeks.
3. The Clerk drew the Council’s attention to her contract of employment which states she will progress a scale point on the 1st April subject to satisfactory performance. No performance review is usually given and it was agreed the scale point could be awarded.
4. The Council agreed to Mrs Annette Collins being appointed Internal Auditor for the 2017/18 accounts.
5. The Clerk will forward the Annual Governance procedure to the Councillors.
6. 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.
7. **Planning Matters**
8. 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. Planning permission granted.
9. 06/18/0077/F and 06/18/0078/A - retention of a telling machine and illuminated sign at the Service Station. Planning permission granted.
10. **Allotments**

The Clerk has not managed to contact Ms Solomon, plots 12B & 13, to see if she still wants all of hers. Clerk to keep trying and then send a letter.

Cllr Burrage confirmed the hedge trimmings have been cleared.

1. **GDPR**

GDPR forms and procedures were distributed to the Councillors. These will be discussed and agreed at the next meeting. Clerk to forward Word documents via email.

It is still unclear as to whether the Clerk can be the DPO but until it is clarified the Clerk suggested she be appointed and when further information is received it can be reviewed.

All personal information on the website will be reviewed.

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

* Cllr Sharman notified the Council he will be a guest speaker at the Playing Field committee meeting on the 10th April to talk about the Parish Council.

1. **Public participation**

* Clerk to ask if Upton, or another parish, would be willing to lend Repps their speed sensor.
* The Clerk was asked to report the drainage problem along the Potter Heigham slip road.

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

The next meeting will be the Annual Parish Council Meeting, to be held on 1st May 2018, in the Village Hall at 8 pm. It will be preceded by the Annual Parish Meeting at 7.30pm.

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

**NOTES TO AGENDA 3rd APRIL 2018**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM Group Grounds maintenance Mar 18 416.26

Chris Wallace Tommy Wright’s tree 30.00

Norfolk Citizens Advice donation 50.00

East Anglian Air Ambulance donation 25.00

Norfolk Accident Rescue donation 25.00

Nicholas Evans-Lombe c/a allotments rent 454.00

Environment Agency allotments 14.73

C Dickson March 18 salary 145.02

HMRC PAYE March 18 36.40

C Dickson expenses mileage 4.95

**TOTAL £1,201.36**

**TRANSFERS**

Business Premium transfer to Current account 200.00

**TOTAL £200.00**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **REPPS WITH BASTWICK PARISH COUNCIL** | | | | | | |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 31.3.18** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 8,186.00 |  | CLERKS SALARY/TAX | 181.42 | 2,139.40 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 146.87 | 442.54 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 346.88 | 3,746.72 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 922.36 |
| HMRC VAT | 2.25 | 778.55 |  | RECYCLING | 15.00 | 86.85 |
| GRASS CUTTING | 381.00 | 456.00 |  | HALL HIRE |  | 75.00 |
| GLASS & MISC | 18.00 | 151.47 |  | AUDIT & INSURANCE |  | 413.00 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  | 300.00 |
| ALLOTMENTS |  | 1,026.60 |  | SECTION 137 |  | 117.00 |
| NCC/CIL |  |  |  | HMRC/VAT | 100.21 | 841.60 |
| MISCELLANEOUS | 11.24 | 258.28 |  | PROF/SUBS/TRAINING | 20.00 | 158.29 |
| DEFIBRILLATOR |  | 1,603.35 |  | MISCELLANEOUS |  | 2,658.35 |
|  |  |  |  | VILLAGE WORK |  | 0.00 |
| **TOTAL** | 412.49 | 12,460.25 |  | **TOTAL** | 810.38 | 11,901.11 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.3.18 | |  | **BANK ACCOUNT** | AS AT 31.3.18 | |
| BALANCE B/FWD | 1,519.57 |  |  | CURRENT ACCOUNT | 1,121.68 |  |
| INCOME | 412.49 |  |  |  |  |  |
| EXPENDITURE | -810.38 |  |  |  |  |  |
|  | **1,121.68** |  |  |  | 1,121.68 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| BALANCE | **1,121.68** |  |  | BALANCE | **1,121.68** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 27.2.18** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 5,000.00 |  |  |  |  |
| INTEREST | 2.99 | 4.04 |  |  |  | 0.00 |
| **TOTAL** | 2.99 | 5,004.04 |  | **TOTAL** | 0.00 | 0.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.3.18 | |  | **BANK ACCOUNT** | AS AT 31.3.18 | |
| BLANCE CD/FWD | 5,986.85 |  |  | CURRENT ACCOUNT | 5,989.84 |  |
| INCOME | 2.99 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **5,989.84** |  |  |  | **5,989.84** |  |