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

**held on 1st May 2018 at the Village Hall at 8pm**

**In attendance:** Cllrs: Alison McTaggart (Chair), Tom Ellis, David Burrage, Andrew Wright and Claudia Dickson (Clerk). CCllr H Thirtle, BCllrs B and M Coleman and 5 members of the public.

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

Fred Sharman was nominated and elected Chairman of the Parish Council for the next year.

Tom Ellis, after sterling service as Vice-Chair for the past year, did not wish to be considered for the coming year. Alison McTaggart accepted the role for 1 year.

1. **Declarations 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 Responsible Financial Officer**

The clerk was nominated as Responsible Financial Officer and this was unanimously agreed by the Council.

1. **Review of Registers of Interest**

There were no amendments.

1. **Apologies for Absence**

Fred Sharman, PC Gary May.

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

Cllrs Burrage item 15, allotments.

1. **Minutes of the Last Meeting and revised minutes for March**

These were agreed to be a true record and signed by Cllr McTaggart as Chair of the meeting.

1. **Matters Arising**

The Clerk was asked to contact the Clerk in Upton to ask about borrowing their speed sensor.

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

Cllr Burrage proposed acceptance, Cllr Wright seconded and all agreed.

1. **Schedule of Assets**

These were agreed as correct.

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

Cllr Wright accepted the role.

1. **To consider an Insurance provider for 2018/19**

The renewal quote from Came and Company is £291.20, an increase of £10 on the annual premium and a £1.20 increase of IPT. The Council agreed to accept the increases.

1. **To approve the Schedule of Meetings for 2018/19 (see attached)**

This was agreed by the Council.

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

PC May was hoping to attend but had another meeting to attend first. The Clerk reported one antisocial behaviour on High Road in March.

Cllrs Coleman had nothing to report from GYBC.

Cllr Thirtle gave a comprehensive report to the Annual Parish Meeting but added that potholes have impacted on a lot of parishes and NCC secured extra funding from the Government to help tackle the problem.

The Police Speed Van was in the village today.

1. **Correspondence**

* Cllr John Mitchell tendered his resignation to the Council.
* A letter of thanks for the donation was received from the Air Ambulance.
* And an email was received thanking the Council for the Norfolk Citizen’s Advice donation.
* An email from Diana Cornell regarding Repps Staithe was discussed by the Council. Residents of Repps have the right to moor their boat on the staithe.
* Historic England emailed a link to a report on the War Memorial. They are considering whether it has special architectural or historic interest. Clerk to check with Sally Mitchell as it was reported she had a correction to the report.

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

* A request was sent to GYBC regarding the Church Road lights, and R11 was reported, but no reply as yet.
* The drainage problems on the slip to Potter Heigham were reported.
* The inspection chamber on Mill Lane was reported as per a request from Cllr Sharman.
* Following on from reporting the ditch outside Rolling Rise to Environmental Health the Clerk has had contact from the department and reported further details to them and Norfolk CC.

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. These were agreed by the Council.
3. Half the precept has now been received. The Clerk recommended moving a proportion from the current account to the deposit account. It was agreed to transfer £2,000.
4. Approval of the Governance Statement of the Annual Return

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

1. Approval of the Accounting Statements of the Annual Return

The Council approved the accounts for the year ending 31st March 2018 and Cllr McTaggart and the Clerk signed the Accounting Statements of the Annual Return.

1. **Planning Matters**

None received.

1. **Allotments**

Ms Solomon will not be continuing with her allotment plot. Cllr Burrage to forward email from interested resident to the Clerk, who will then contact her.

Mr and Mrs Travis would like to erect a shed on plot 14B. This was agreed by the Council as long as it is no bigger than 8 x 6 ft.

Mr Frost will not be continuing with his plot, but Mr Bond has indicated he would like to take it over.

1. **Councillor Vacancy**

GYBC will be notifying the Clerk this week whether an election has been requested. If not then a new Councillor can be co-opted.

The Clerk will notify GYBC of Cllr John Mitchell’s resignation.

1. **GDPR**

GDPR forms and procedures were agreed by the Council, and signed by Cllr McTaggart as Chair of the meeting.

Following guidance from NALC it is not necessary to appoint a DPO, although this will continue to be reviewed if further advice is received.

The Clerk will draft an email or letter to be sent to those we hold data on, including Councillors, to be considered at the next meeting.

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

* George Tovell has sadly died and planting a tree was considered as a memorial, to include Margaret. He was the instigator of the Bowling Green and Club. Cllr Ellis will speak to the Playing Field Committee.
* Cllr Sharman passed on information that he has asked the Drainage Board about installing a defibrillator on Pugg Street Staithe. They would be happy for their electric supply to be used and he would ask for contributions from the river residents.

1. **Public participation**

It was reported that the sign post on Low Road has been replace.

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

The next meeting will be held on 5th June 2018 in the Village Hall at 8 pm.

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

**NOTES TO AGENDA 1st MAY 2018**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM Group Grounds maintenance Mar 18 416.26

Mrs A Collins Internal audit fee 33.00

Came & Company Annual insurance 291.20

Norfolk ALC Annual subscription & website 153.10

Repps Playing Field Committee Annual hire of the Village Hall 180.00

URM (UK) Ltd Glass recycling Mar 18 7.20

C Dickson April 18 salary 151.45

HMRC PAYE April 18 37.80

C Dickson expenses mileage 24.24

**TOTAL £1,294.25**

**TRANSFERS**

Current Account transfer to Business Premium a/c 2,000.00

**TOTAL £2,000.00**

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| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 30.4.18** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT | 4,185.00 | 4,185.00 |  | CLERKS SALARY/TAX | 181.42 | 181.42 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 4.95 | 4.95 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 346.88 | 346.88 |
| BANK INTEREST |  |  |  | ALLOTMENTS | 468.73 | 468.73 |
| HMRC VAT |  |  |  | RECYCLING |  |  |
| GRASS CUTTING |  |  |  | HALL HIRE |  |  |
| GLASS & MISC | 10.50 | 10.50 |  | AUDIT & INSURANCE |  |  |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  |  |
| ALLOTMENTS |  |  |  | SECTION 137 | 100.00 | 100.00 |
| NCC/CIL |  |  |  | HMRC/VAT | 69.38 | 69.38 |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING |  |  |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS | 30.00 | 30.00 |
|  |  |  |  | VILLAGE WORK |  |  |
| **TOTAL** | 4,195.50 | 4,195.50 |  | **TOTAL** | 1,201.36 | 1,201.36 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.4.18 | |  | **BANK ACCOUNT** | AS AT 30.4.18 | |
| BALANCE B/FWD | 1,121.68 |  |  | CURRENT ACCOUNT | 4,370.82 |  |
| INCOME | 4,195.50 |  |  |  |  |  |
| EXPENDITURE | -1,201.36 |  |  |  |  |  |
|  | **4,115.82** |  |  |  | 4,370.82 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | 200.00 |  |  | 101126 | 30.00 |  |
|  |  |  |  | 101129 | 25.00 |  |
| BALANCE | **4,315.82** |  |  | BALANCE | **4,315.82** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 30.4.18** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  |  |  | TRANSFER | 200.00 | 200.00 |
| INTEREST |  |  |  |  |  |  |
| **TOTAL** | 0.00 | 0.00 |  | **TOTAL** | 200.00 | 200.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.4.18 | |  | **BANK ACCOUNT** | AS AT 30.4.18 | |
| BLANCE CD/FWD | 5,989.84 |  |  | CURRENT ACCOUNT | 5,789.84 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE | -200.00 |  |  |  |  |  |
| **BALANCE** | **5,789.84** |  |  |  | **5,789.84** |  |