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

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

**In attendance:** Cllrs: Alison McTaggart (Chair), Tom Ellis, David Burrage, Andrew Wright, Carol Willett, George Willett, and Claudia Dickson (Clerk).

1. **Apologies for Absence**

Fred Sharman, Mary and Barry Coleman CCllr H Thirtle

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

Cllr Burrage item 10, planning, and item 11, allotments.

1. **Minutes of the Last Meeting**

Cllr C Willett proposed accepting the minutes as a true record, Cllr G Willett seconded and they were signed by Cllr McTaggart as Chair of the meeting.

1. **Matters Arising**

There is no update on the ownership of Pugg Street Staithe. The Clerk checked the Staithe Report by Tom Williamson and due to missing documents it is unclear who owns it. The Council is waiting for Cllr Sharman to check his deeds.

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

No reports received.

Cllr Thirtle had requested information regarding the resident in Church Road who had had scaffolding outside his house for 6 months but sadly he has now passed away.

1. **Correspondence**
* The Clerk read out a letter from Norfolk Accident Rescue thanking the Parish Council for the donation of £25.
* NALC have vacancies on their National Executive.
* Better Broadband for Norfolk. A new communications cabinet will be installed on Church Road by March 2020.
1. **Parish clerk’s report - update on highways and other issues**
2. The overhanging branches on the cycle way past the old Post Office on Bridge Road had already been reported and will be cut back by Highways
3. The trees over the footpath alongside the playing field have now been cut back my Mr Mitchell.
4. The middle section of the footpath from Grove Road to Main Road has still not been cut. Clerk to report.
5. Both Cllr Sharman and CCllr Thirtle reported that the strengthening of Staithe Bridge has been postponed until the Autumn due to water voles.
6. The Clerk was asked to report the verge to the right of the Village Hall as you leave. It is overgrown and visibility is reduced.
7. **Grass Cutting**

Following the site meeting with CGM the Churchyard is in a much better state, although not yet to last year’s standard. Cllr Ellis reported some ornaments had been disturbed on one of the graves.

It was agreed to again withhold payment until the grass has been cut to a satisfactory standard.

Cllr Burrage suggested an Idiots Guide to the Grass Cutting areas of Repps be produced.

1. **Financial and administration matters**
2. The Income and Expenditure report was given to the Councillors. The bank reconciliation highlighted a discrepancy on cheque 101147. The cheque was written for 9.90 but has been presented as £9.09. It is for the Clerk’s expenses. The Clerk has queried it with her own bank.
3. Invoices to approve for payment. A list of the invoices to be approved for payment were presented to the Council. All bar CGM were approved for payment.
4. It was agreed to transfer £2,000 from the Current Account to the Deposit Account.
5. **Planning Matters**
6. BA/2018/0224/HOUSEH - rear extension, replace window frames, replace lean to roof, treat exterior cladding, erect 2 decking areas - 69 Riverside, NR29 5JX. The council had no objections.
7. **Allotments**

Cllr Burrage met and agreed a plot size with the resident the Clerk had been unable to contact. It is a little patch of land that backs on to her bungalow. It has been used as a bit of a rubbish dump and Cllr Burrage let the resident know it was her responsibility to clear it, and that if they put a gate in their fence there is no right of way from their garden on to the plot.

Mr King has taken the top end of the vacant plot for some fruit canes.

There is currently now a half plot vacant.

1. **Tower Road Ditches**

An update was received from Chris Cawley at GYBC Environmental Health regarding the ditch in Tower Road. The Clerk was requested to ask Highways to put a camera along the pipe under the road as it is suspected Anglian Water have damaged the pipe when the sewerage drain was installed.

1. **Matters for reporting or future agenda**
* A memorial for Geoffrey Dowe.
* A tree has fallen down on the footpath between Main Road and Low Road, by the White Hart.
1. **Public participation**

None received.

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

The next meeting will be held on 4th September 2018 in the Village Hall at 8 pm.

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

**NOTES TO AGENDA 3rd JULY 2018**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM Group Grounds maintenance June 18 416.26 - not paid

URM Glass recycling May 18 21.60

Reedham Parish Council SLCC training seminar 11.88

C Dickson June 18 salary 151.45

HMRC PAYE June 18 37.80

C Dickson expenses mileage 9.90

 postage 4.04 13.94

**TOTAL £652.93**

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| --- |
| **INCOME AND EXPENDITURE REPORT** |
| **AS AT 30.6.18** |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT | 4,185.00 | 8,370.00 |  | CLERKS SALARY/TAX | 189.25 | 559.92 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 9.90 | 39.09 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 346.88 | 1,040.64 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 468.73 |
| HMRC VAT |  |  |  | RECYCLING |  | 6.00 |
| GRASS CUTTING |  |  |  | HALL HIRE |  | 180.00 |
| GLASS & MISC | 32.40 | 54.90 |  | AUDIT & INSURANCE |  | 324.20 |
| TRANSPARANCY FUNDING |  |  | FUEL ALLOTMENT |  |  |
| ALLOTMENTS |  |  |  | SECTION 137 |  | 100.00 |
| NCC/CIL |  |  |  | HMRC/VAT | 69.38 | 139.96 |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING |  | 153.10 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  | 30.00 |
|  |  |  |  | VILLAGE WORK |  |  |
| **TOTAL** | 4,217.40 | 8,424.90 |  | **TOTAL** | 615.41 | 3,041.64 |
| TRANSFER |  | 200.00 |  | TRANSFER |  | 2,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.6.18 |  | **BANK ACCOUNT** | AS AT 30.6.18 |
| BALANCE B/FWD | 1,033.57 |  |  | CURRENT ACCOUNT | 5,232.63 |  |
| INCOME | 4,217.40 |  |  |  |  |  |
| EXPENDITURE | -615.41 |  |  |  |  |  |
|  | **4,635.56** |  |  |  | 5,232.63 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | 0.00 |  |  | 101139 | 180.00 |  |
|  |  |  |  | 101144 | 416.26 |  |
|  |  |  |  | Less difference in chq 101147 | 0.81 |  |
| BALANCE | **4,635.56** |  |  | BALANCE | **4,635.56** |  |
|  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |
| **SAVER ACCOUNT** |
| **AS AT 30.6.18** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 2,000.00 |  | TRANSFER |  | 200.00 |
| INTEREST | 3.27 | 3.27 |  |  |  |  |
| **TOTAL** | 3.27 | 2,003.27 |  | **TOTAL** | 0.00 | 200.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.6.18 |  | **BANK ACCOUNT** | AS AT 30.6.18 |
| BLANCE CD/FWD | 7,789.84 |  |  | CURRENT ACCOUNT | 7,793.11 |  |
| INCOME | 3.27 |  |  |  |   |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **7,793.11** |  |  |  | **7,793.11** |  |