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

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

**In attendance:** Cllrs: : Fred Sharman (Chair), Alison McTaggart, Tom Ellis, David Burrage, Andrew Wright, Carol Willett, George Willett, and Claudia Dickson (Clerk). CCllr H Thirtle and BCllrs Mary and Barry Coleman

1. **Apologies for Absence**

None.

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

Cllr Burrage item 10, allotments.

1. **Minutes of the Last Meeting**

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

1. **Matters Arising**

* Work on Staithe Bridge has been halted again due to water voles.
* The St Mary’s wreath display is for Advent. Sally Mitchell is holding a wreath construction event just before. **Cllr Burrage** will supply one from the Parish Council.

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

Police statistics for August: 1 anti-social behaviour on Evans Lombe Close, and 1 anti-social behaviour on Heath Road.

BCllr B Coleman introduced Mr Andy Grant to the Council who will be standing for election when BCllr Coleman stands down. He is currently on the Housing Committee of GYBC.

BCllr Coleman has spoken to the planning officer regarding the drains on Tower Road and it is confirmed as not being the responsibility of the Council. The maps of the area were checked and it appears to be an area that has no assigned owner. Unfortunately the drain problem is not bad enough for the Environment Agency to proceed.

CCllr Thirtle had little to report from Norfolk County Council as there have been no meetings.

There was a Broads Authority meeting today to talk about improving access to the Broads. One suggestion is to add more moorings by providing pontoons. There has been a 50% increase in the number of canoes on the Broads.

1. **Correspondence**

* An email was received Active Norfolk asking if there are any physical activity groups run in the Parish, eg yoga. There are none.
* A request was received from Potter Heigham Parish Council to advertise their vacant allotments. They currently have 4 available.
* A query was received regarding availability of moorings in the parish. **Clerk** to respond that there is a parish staithe but it is not suitable for a 27ft craft.
* The Clerk drew the Council’s attention to the Norfolk County Council Budget consultation, that runs until 23rd December 2018.

1. **Parish clerk’s report - update on highways and other issues**
2. The light on Tower Road was reported, and also the hedge obscuring it. Cllr McTaggart has spoken to the owner. **Clerk** to send a letter asking for the hedge to be trimmed.
3. The streetlights not working on Church Road have been reported but no reply has been received.
4. The light by Pine Lodge was reported but GYBC could not find it. It should have been reported as Pinewood Community House. **Clerk** to re-report.
5. The overgrown 30mph sign on Low Road has been reported.
6. Cllr Burrage met with Anglian Water regarding the smell. It was agreed that it was probably due to the very dry summer and Anglian Water not keeping the water levels high enough. Next time there is a problem report it to Anglian Water and they will respond.
7. The fly-tipped bag of sand was reported. It has now been removed.
8. BCllr M Coleman reported that she asked the garage to remove two signs from the pavement.
9. **Grass Cutting**

A meeting was held with the new Operations Manager and Area Manager. The grass cutting is now of an acceptable standard. Payment will still be withheld for the months where the grass was not cut.

1. **Benches**

The Clerk presented a selection of benches to the Council. The Council unanimously preferred the Harewood from British Recycled Plastic, in brown. The cost is £340.20 assembled or £250.32 flat packed, excluding VAT and delivery. Several locations were considered: at the Church; to replace the one on Low Road; at the allotments.

Cllr Sharman offered to buy one in memory of Geoffrey Dowe, to be placed at the allotments.

It was suggested the seat on Low Road is repairable. **Cllrs Burrage and Wright** will investigate.

Cllr Ellis’ father would like to purchase a bench in memory of his mother. A suggested location was in the churchyard by the school hedge where she had planted snowdrops.

1. **Allotments**

A further incident of intimidation occurred at the allotments during the month. In addition a 45 gallon drum was placed on the path and a piece of twisted metal was found on the path, presumed to be left to damage the mower. These have now been removed.

There is no bridleway along by the allotments.

Mr Grant suggested that the contracts for the allotments be revised to be renewed annually which does not allow for permanent tenure.

Cllr Sharman will be meeting with the landowner.

1. **Social Media Presence**

The Clerk had a request that the minutes and information from the Council be posted on Nextdoor, and or other social media platforms. The Council were not in favour.

1. **Clerk Training - Elections 2019**

The Clerk requested funding for a Preparing for the 2019 Elections training course. The cost will be £35.00. The costs will be spread between the Clerk’s three parishes. The Council **agreed**.

1. **Financial and administration matters**
2. The Income and Expenditure report was given to the Councillors. The discrepancy on cheque 101147 has still yet to be resolved. Another letter was signed to be sent to the bank.
3. Invoices to approve for payment. A list of the invoices to be approved for payment were presented to the Council. All were **approved** for payment.
4. The Clerk will be presenting the budget and precept figures at the next meeting.
5. **Planning Matters**

No applications were received this month.

Confirmation of one notification of approval was received:

* BA/2018/0357/HOUSEH - replace quay heading - Changi, 68A Riverside

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

* Allotments
* The **Clerk** was requested to report to Anglian Water several areas of the sewer installation where the tarmac is disintegrating. Church Road, Low Road, Mede Court.
* The **Clerk** was asked to send a letter of thanks to Alan Thacker for the litter picking he does.
* The fence where High Road meets Low Road is falling down.

1. **Public participation**

None received.

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

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

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

**NOTES TO AGENDA 6th NOVEMBER 2018**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

Royal British Legion poppy wreath 17.50

CGM Group Grounds maintenance October 18 416.26

Rollesby Parish Council Clerk SLCCA Membership 62.50

URM Glass recycling Sept 18 21.60

C Dickson October 18 salary 151.45

HMRC PAYE October 18 37.80

C Dickson expenses mileage 12.15

paper 4.00

postage 8.04 24.19

**TOTAL £731.30**

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| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 29.10.18** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 8,370.00 |  | CLERKS SALARY/TAX | 189.25 | 1,316.92 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 68.13 | 140.50 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 346.88 | 2,428.16 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 468.73 |
| HMRC VAT |  | 934.34 |  | RECYCLING |  | 37.50 |
| GRASS CUTTING |  |  |  | HALL HIRE |  | 195.00 |
| GLASS & MISC | 365.35 | 459.55 |  | AUDIT & INSURANCE |  | 324.20 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  |  |
| ALLOTMENTS | 31.51 | 31.51 |  | SECTION 137 |  | 100.00 |
| NCC |  |  |  | HMRC/VAT | 79.46 | 503.24 |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING | 50.00 | 324.98 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  | 30.00 |
| **TOTAL** | 396.86 | 9,795.40 |  | **TOTAL** | 733.72 | 5,869.23 |
| TRANSFER |  | 200.00 |  | TRANSFER |  | 4,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 29.10.18 | |  | **BANK ACCOUNT** | AS AT 29.10.18 | |
| BALANCE B/FWD | 1,584.71 |  |  | CURRENT ACCOUNT | 3,329.96 |  |
| INCOME | 396.86 |  |  |  |  |  |
| EXPENDITURE | -733.72 |  |  |  |  |  |
|  | **1,247.85** |  |  |  | 3,329.96 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | 0.00 |  |  | 101144 | 416.26 |  |
|  |  |  |  | 101148 | 416.26 |  |
|  |  |  |  | 101154 | 832.52 |  |
|  |  |  |  | 101161 | 416.26 |  |
|  |  |  |  | Less difference in chq 101147 | 0.81 |  |
| BALANCE | **1,247.85** |  |  | BALANCE | **1,247.85** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 29.10.18** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 4,000.00 |  | TRANSFER |  | 200.00 |
| INTEREST |  | 7.80 |  |  |  |  |
| **TOTAL** | 0.00 | 4,007.80 |  | **TOTAL** | 0.00 | 200.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 29.10.18 | |  | **BANK ACCOUNT** | AS AT 29.10.18 | |
| BLANCE CD/FWD | 9,797.64 |  |  | CURRENT ACCOUNT | 9,797.64 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **9,797.64** |  |  |  | **9,797.64** |  |