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

**held on 2nd October 2018 at the Village Hall at 8pm**

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

1. **Apologies for Absence**

Cllrs: Fred Sharman and Alison McTaggart, BCllrs Mary and Barry Coleman, PC Gary May

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

Cllr Burrage item 10, allotments, and 14, planning.

1. **Minutes of the Last Meeting**

Cllr Burrage proposed accepting the minutes as a true record, Cllr G Willett seconded, **all agreed,** and they were signed by Cllr Ellis as Chair of the meeting.

1. **Matters Arising**

None received.

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

Police statistics for July: 1 theft near Bridge Road, 1 criminal damage/arson near Grove Road, 1 public order & 1 violent offence near Jubilee Road.

CCllr Thirtle asked the asset officer at the Broads Authority to research the car park by Potter Heigham bridge. A Land Registry search found that the majority of it is unregistered apart from a small area that is owned by the Bridge Hotel. The area was allotted in the Inclosures Act 1809 that St John Lombe allowed 26 tenants for use thereafter to deposit corn, manure, etc. The 1965 Commons Registration Act allowed for common land with no known owner. Local Authorities do not have a duty to protect it but they have the power if they wish. The Broads Authority maintained it up until 2012 as a gesture of goodwill but when their grant was reduced from £4m to £3m they had to make tough decisions about what to do with their money. CCllr Thirtle pointed out that the Council could rent out the area over the summer months to an icec ream van or such to create an income. An alternative idea was suggested to take the whole area out of the public domain and create parking spaces to let to the riverside owners/tenants.

There was little to report from Norfolk County Council.

At the Borough Council work has started on the Waterways but there is a funding gap of about £800,000 that GYBC has to underwrite.

1. **Correspondence**

* An email was received from the Secretary of the Village Hall querying who is responsible for the trees and play equipment on the playing field. Great Yarmouth BC maintain the play equipment and the Playing Field Committee are responsible for tree maintenance.
* The Broads Society sent a subscription invitation. The Council did not wish to join.
* There is a Broads Engage workshop on the 6th November.
* A feedback request was received for a Flood & Coastal Erosion Risk Management Consultation. The Council felt that investment in a flood barrier in Great Yarmouth was important and maintenance of the current flood defences. It was thought this was in advance of the long term plan of a managed retreat from maintaining and continuing with the current flood/sea defences.
* St Mary’s Martham are hoping to hold an Advent Wreath Display in the church over the second weekend of December (7th to 10th) and invited the Parish Council to provide a wreath for the occasion. The Council felt not enough information was provided and asked the **Clerk** to clarify the type of wreath required.
* GYBC sent a Sports and Activity Survey.

1. **Parish clerk’s report - update on highways and other issues**
2. Contact was made with UK Power Networks as requested by John Mitchell. The reply was forwarded also.
3. A letter was sent to all allotment holders reminding them of their obligations regarding keeping the pathways clear.
4. The fallen tree has been reported.
5. The overflowing bin in the playing field was reported.
6. **Grass Cutting**

**It was agreed** to request a meeting with the new Operations Manager for the area.

1. **Benches**

The Clerk presented a selection of benches to the Council. It was decided that a decision could not be taken until Cllr Sharman was present. The information will be presented again at the next meeting.

1. **Allotments**

Cllrs Wright and Burrage will do the annual inspection this month.

1. **Feedback from Councillor Training**

Cllrs G and C Willett gave feedback on the new Councillor training course they attended. They found it very informative and that it was useful to be able to hear from members of other parish councils.

1. **CiLCA**

The Clerk requested support from the Council for her to undertake the Certificate in Local Council Administration. The total cost will be £250 (less £50 bursary received) plus £250 registration fee. The costs will be spread between the Clerk’s three parishes. The Council **agreed**, but also **agreed** that if the Clerk leaves within 2 years she must repay the costs in full and thereafter a sliding scale down to 5 years.

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 will be sent next month if it is still outstanding.
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. **Planning Matters**
5. BA/2018/0299/FUL - constructing a roof terrace and building a children’t outdoor play area - Norada Pub and Restaurant, Bridge Road, Potter Heigham. The council had **no objections**.
6. BA/2018/0357/HOUSEH - replace quay heading - Changi, 68A Riverside. The council had **no objections**.
7. BA/2018/0367/NONMAT - to swap the location of the window and the entrance door on the south elevation, non-material amendment to previous permission BA/2018/0224/HOUSEH - 69 Riverside NR29 5JX. The council had **no objections**.
8. BA/2018/0373/HOUSEH - extend boathouse, widen associated dock, redesign slipway creating new dock - Hylmar, 55 Riverside, NR29 5JY. The council had **no objections.**

Confirmation of two permissions granted were received:

* BA/2018/0224/HOUSEH - rear extension, replace window frames, replace lean to roof, treat exterior cladding, erect 2 decking areas - 69 Riverside, NR29 5JX
* BA/2018/0250/HOUSEH - extension to residential dwelling - The Harbour, 74 Riverside, NR29 5JX.

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

* The streetlights on the first part of Church Road are still not working. **Clerk** to report.
* The lights outside Pine Lodge on High Road and at the junction of Tower Road with Main Road are also not working. **Clerk** to report.
* The Anglian Water works on Low Road produce a permanent smell, which has got noticeably worse in recent weeks. **Clerk** to report to Anglian Water
* The **Clerk** was asked to report a bag of sand that has been fly tipped on the footpath towards Potter Heigham.

1. **Public participation**

None received.

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

The next meeting will be held on 6th November 2018 in the Village Hall at 8 pm.

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

**NOTES TO AGENDA 2nd OCTOBER 2018**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM Group Grounds maintenance September 18 416.26

Rollesby Parish Council Clerk CiLCA Training 50.00

C Dickson September 18 salary 151.45

HMRC PAYE July 18 37.80

C Dickson expenses mileage 9.67

toner cartridges 60.50

postage 8.04 78.21

**TOTAL £733.72**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 30.9.18** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 8,370.00 |  | CLERKS SALARY/TAX | 378.50 | 1,127.67 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 19.34 | 72.37 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 693.76 | 2,081.28 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 468.73 |
| HMRC VAT |  | 934.34 |  | RECYCLING | 13.50 | 37.50 |
| GRASS CUTTING |  |  |  | HALL HIRE | 15.00 | 195.00 |
| GLASS & MISC | 21.00 | 94.20 |  | AUDIT & INSURANCE |  | 324.20 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  |  |
| ALLOTMENTS |  |  |  | SECTION 137 |  | 100.00 |
| NCC |  |  |  | HMRC/VAT | 141.46 | 423.78 |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING | 110.00 | 274.98 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  | 30.00 |
| **TOTAL** | 21.00 | 9,398.54 |  | **TOTAL** | 1,371.56 | 5,135.51 |
| TRANSFER |  | 200.00 |  | TRANSFER |  | 4,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.9.18 | |  | **BANK ACCOUNT** | AS AT 30.9.18 | |
| BALANCE B/FWD | 2,935.27 |  |  | CURRENT ACCOUNT | 3,250.56 |  |
| INCOME | 21.00 |  |  |  |  |  |
| EXPENDITURE | -1,371.56 |  |  |  |  |  |
|  | **1,584.71** |  |  |  | 3,250.56 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | 0.00 |  |  | 101144 | 416.26 |  |
|  |  |  |  | 101148 | 416.26 |  |
|  |  |  |  | 101154 | 832.52 |  |
|  |  |  |  | Less difference in chq 101147 | 0.81 |  |
| BALANCE | **1,584.71** |  |  | BALANCE | **1,584.71** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 30.9.18** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 4,000.00 |  | TRANSFER |  | 200.00 |
| INTEREST | 4.53 | 7.80 |  |  |  |  |
| **TOTAL** | 4.53 | 4,007.80 |  | **TOTAL** | 0.00 | 200.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.9.18 | |  | **BANK ACCOUNT** | AS AT 30.9.18 | |
| BLANCE CD/FWD | 9,793.11 |  |  | CURRENT ACCOUNT | 9,797.64 |  |
| INCOME | 4.53 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **9,797.64** |  |  |  | **9,797.64** |  |