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

**held on 4th December 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, Claudia Dickson (Clerk), and CCllr Haydn Thirtle

1. **Apologies for Absence**

BCllrs Mary and Barry Coleman , PC Gary May.

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

Cllr Burrage item 9, 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**

None received.

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

Police statistics for September: none.

CCllr Thirtle read a press release that central Government has provided £12.7m funding to Norfolk for road/pothole repairs. The first one is in Emneth with several more schemes being undertaken between now and March, including surface improvements of the A149 at Repps with Bastwick!

The Great Yarmouth third river crossing consultation has been extended. It is unlikely there will be a barrier as well because the 3,500 acres of marsh at Halvergate acts as a natural flood area.

1. **Correspondence**
* A letter was received from CGM demanding the money owed and threatening legal action if it isn’t paid within 7 days. The Clerk replied stating that was the first communication received regarding the outstanding amount, that the tone of the letter was very aggressive and asking them to talk to the Operations East Team. Mark Wyatt, Operations Manager East, is investigating and will respond shortly.
* Norfolk County Council sent details of the A47 Western Link Road consultation, which is now open.
1. **Benches**

The **Clerk** was requested to purchase 2 brown flat packed Harewood benches from British Recycled Plastic. The cost is expected to be £250.32 per bench, excluding VAT and delivery. One will be placed at the Church and one at the allotments. Donations for both are expected to be received from Cllr Sharman and Mr J Ellis.

1. **Parish clerk’s report - update on highways and other issues**
2. The Clerk replied to the gentleman who wanted to moor his boat on the staithe. He is looking forward to living in Repps.
3. The hedge round the first light on Tower Road has been trimmed. Cllr McTaggart spoke to the owner. The light is still not working.
4. The light by Pine Lodge was re-reported but it is not know if it has been repaired.
5. Anglian Water came and looked at the holes in Church Road but they identified them as Highways. They were reported to Highways who say they are now repaired but the meeting was informed that is not correct.
6. The **Clerk** was asked to report trenches on Main Road.
7. The **Clerk** was also asked to report a wobbling manhole cover between 1 and 3 Main Road.
8. A letter was sent to Alan Thacker thanking him for his work litter picking. The Clerk apologised for the delay in sending it.
9. The **Clerk** was asked to report streetlights 3R, 11R, 21R, 1R.
10. **Allotments**

Cllr Sharman has not yet met with Mr Bond from Bidwells.

There are still some rents outstanding. **Clerk** to chase.

1. **Financial and administration matters**
2. The Clerk presented the budget and precept for 2019-20. In order to build up some reserves for future projects and to accrue enough for repairs and maintenance on the current assets it was **agreed** to increase the precept by 10% to £3,935. The increase will mean an additional £2.58 per year per Band D house.
3. The Income and Expenditure report was given to the Councillors. The discrepancy on cheque 101147 has still yet to be resolved. The Clerk pointed out that when/if the cheques for CGM are presented there will only be £545.04 in the current account.
4. 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.
5. **Planning Matters**
6. BA/2018/0411/COND - to increase for human habitation, including overnight accommodation with the period 1 March to 30 September, from 14 to 28 days, variation of condition 7 of permission BA/2009/0260/FUL - plot 25A, North West Riverbank, Potter Heigham. The Council had **no objection**.

Notification of approval was received for:

* BA/2018/0299/FUL - constructing a roof terrace and building a children’s outdoor play area at Norada Pub and Restaurant, Bridge Road, Potter Heigham.
* BA/2018/0279/FUL - change of use of existing barn and cattery to holiday accommodation at Bastwick Tower House, Tower Road.
1. **Matters for reporting or future agenda**

 None received.

1. **Public participation**

None received. A member of the public was in attendance, just out of interest. The Council were appreciative of an audience.

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

The next meeting will be held on 8th January 2019 in the Village Hall at 8 pm.

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

**NOTES TO AGENDA 4th DECEMBER 2018**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM Group Grounds maintenance November 18 416.26

Rollesby Parish Council Elections training 8.75

C Dickson November 18 salary 151.25

HMRC PAYE October 18 38.00

C Dickson expenses mileage 9.67

 postage 8.04 17.71

**TOTAL £631.97**

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| --- |
| **INCOME AND EXPENDITURE REPORT** |
| **AS AT 30.11.18** |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 8,370.00 |  | CLERKS SALARY/TAX | 189.25 | 1,506.17 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 23.52 | 164.02 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 346.88 | 2,775.04 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 468.73 |
| HMRC VAT |  | 934.34 |  | RECYCLING | 18.00 | 55.50 |
| GRASS CUTTING |  |  |  | HALL HIRE |  | 195.00 |
| GLASS & MISC | 16.53 | 476.08 |  | AUDIT & INSURANCE |  | 324.20 |
| TRANSPARANCY FUNDING |  |  | FUEL ALLOTMENT |  |  |
| ALLOTMENTS | 11.96 | 43.47 |  | SECTION 137 | 17.50 | 117.50 |
| NCC |  |  |  | HMRC/VAT | 73.65 | 576.89 |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING | 62.50 | 387.48 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  | 30.00 |
| **TOTAL** | 28.49 | 9,823.89 |  | **TOTAL** | 731.30 | 6,600.53 |
| TRANSFER |  | 200.00 |  | TRANSFER |  | 4,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.11.18 |  | **BANK ACCOUNT** | AS AT 30.11.18 |
| BALANCE B/FWD | 1,247.85 |  |  | CURRENT ACCOUNT | 2,627.15 |  |
| INCOME | 28.49 |  |  |  |  |  |
| EXPENDITURE | -731.30 |  |  |  |  |  |
|  | **545.04** |  |  |  | 2,627.15 |  |
|  |  |  |  | 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 | **545.04** |  |  | BALANCE | **545.04** |  |
|  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |
| **SAVER ACCOUNT** |
| **AS AT 30.11.18** |
| **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 30.11.18 |  | **BANK ACCOUNT** | AS AT 30.11.18 |
| BLANCE CD/FWD | 9,797.64 |  |  | CURRENT ACCOUNT | 9,797.64 |  |
| INCOME | 0.00 |  |  |  |   |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **9,797.64** |  |  |  | **9,797.64** |  |