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

**held on 5th February 2019 at the Village Hall at 8pm**

**In attendance:** Cllrs: : Fred Sharman (Chair), Alison McTaggart, Andrew Wright, David Burrage, Carol Willett, George Willett, Claudia Dickson (Clerk), and CCllr Haydn Thirtle

1. **Apologies for Absence**

Cllr Tom Ellis, BCllrs Mary and Barry Coleman.

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

Cllr Burrage item 8, 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**

* The benches have been delivered.
* The meeting with CGM went well and an agreement appeared to be reached that the Parish Council will only pay for the service received. The Clerk has yet to hear what figure CGM have put on that. The **Clerk** will ask Cllr B Coleman and/or GYBC where the Borough cuts the grass within the village.
* The bin on Low Road was emptied after the last meeting. The meeting thought it might depend on who was the driver on that route as to when it is emptied.

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

Police statistics for December: none reported.

CCllr Thirtle reported correspondence he had received from Brandon Lewis regarding a letter from Peter Lawrence stating the need for a footpath from Tower Road to the bus stop along High Road. The Council confirmed they had looked into providing a footpath along High Road to the bus stop but NCC had quoted £12,000 and, even with 50% funding from the Parish Partnership scheme, this was not within the means of the Parish Council. The Council feel they have the expertise to install a trod but require a license and traffic management in order to satisfy Health and Safety legislation.

1. **Correspondence**

* The Clerk received notification that the Barclays branch in Acle is closing on the 17th May.
* A letter was received from Cllr Burrage confirming he will remain as a Councillor until May, but will not be standing at the elections.
* Visit East of England have asked for a high resolution image of Repps with Bastwick for their new website. **Cllr G Willett** will send some photos to the Clerk.
* The Broads Local Plan Consultation closes on the 15th March 2019 at 4pm. The documents can be viewed at Great Yarmouth Town Hall, Great Yarmouth library, Stalham library or Acle library. CCllr Thirtle reported that it is unlikely there will be any major changes after this consultation. It will be going to the inspector once the consultation is finished.

1. **Parish clerk’s report - update on highways and other issues**
2. The wobbling man-hole cover outside 1 & 3 High Road was reported, but they couldn’t find the problem. All the holes and man-hole covers have been repaired during the resurfacing works.
3. The ditch on Tower Road is still smelling.
4. **Allotments**

The **Clerk** sent reminder letters to the allotment holders who had not paid, but then found 3 payments that had been ‘filed’ by mistake. There are 3 payments still outstanding.

The Clerk presented amended wording for the allotment agreements, to tidy up the first few paragraphs. This was accepted by the Council and will be used going forward for new allotment holders.

It was **agreed** by the Council that the Clerk will send letters to all allotment holders in April informing them that the Council is proposing moving to payment for allotment plots to in advance rather than the current in arrears. This would be implemented from October 2019 when plot holders would be billed for the year to October 2019 and half of the year to October 2020. The remainder of the year to October 2020 would be invoiced in April 2020.

1. **Financial and administration matters**
2. The Income and Expenditure report was presented to the Councillors. The discrepancy on cheque 101147 has still yet to be resolved.
3. The Clerk submitted the bank details the wrong way round last month for the transfer and therefore asked the Council to approve moving £2,000 from the deposit account to the current account to cover the February cheques and in anticipation of a payment to CGM. This was **agreed** by the Council.
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**

No applications were received.

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

* It was reported that the Old White Hart fence along the footpath from High Road to Low Road, is leaning over the footpath. The **Clerk** was asked to write to the owners of the Old White Hart to ask them to secure their fence. The **Clerk** was also asked to write to the garage to remind them that they have not repaired their fence from last year.
* The **Clerk** was asked to report a pot hole on Church Road, outside numbers 5 & 6, and a pot hole outside Manor Farm.

1. **Public participation**

None received.

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

The next meeting will be held on 5th March 2019 in the Village Hall at 8 pm.

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

**NOTES TO AGENDA 5th FEBRUARY 2019**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM Group Grounds maintenance January 19 416.26

Sally Mitchell Fuel Trust recycling donation 320.00

British Recycled Plastic benches 708.00

C Dickson January 19 salary 151.45

HMRC PAYE January 19 37.80

C Dickson expenses mileage 4.95

stationery 6.20

postage 12.08 23.23

**TOTAL £1,656.74**

**TRANSFERS**

Business Current (suggested amount) £2,000.00

**TOTAL £2,000.00**

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| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 29.1.19** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 8,370.00 |  | CLERKS SALARY/TAX | 189.25 | 1,884.67 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 11.67 | 193.40 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 346.88 | 3,468.80 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 468.73 |
| HMRC VAT |  | 934.34 |  | RECYCLING | 12.00 | 67.50 |
| GRASS CUTTING |  | 75.00 |  | HALL HIRE |  | 195.00 |
| GLASS & MISC | 15.12 | 511.90 |  | AUDIT & INSURANCE |  | 324.20 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  |  |
| ALLOTMENTS | 24.54 | 74.55 |  | SECTION 137 |  | 117.50 |
| NCC |  |  |  | HMRC/VAT | 71.78 | 718.05 |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING |  | 396.23 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  | 30.00 |
| **TOTAL** | 39.66 | 9,965.79 |  | **TOTAL** | 631.58 | 7,864.08 |
| TRANSFER |  | 200.00 |  | TRANSFER |  | 4,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 29.1.19 | |  | **BANK ACCOUNT** | AS AT 29.1.19 | |
| BALANCE B/FWD | 15.31 |  |  | CURRENT ACCOUNT | 1,505.50 |  |
| INCOME | 39.66 |  |  |  |  |  |
| EXPENDITURE | -631.58 |  |  |  |  |  |
|  | **-576.61** |  |  |  | 1,505.50 |  |
|  |  |  |  | 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 | **-576.61** |  |  | BALANCE | **-576.61** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 29.1.19** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 4,000.00 |  | TRANSFER |  | 200.00 |
| INTEREST |  | 12.69 |  |  |  |  |
| **TOTAL** | 0.00 | 4,012.69 |  | **TOTAL** | 0.00 | 200.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 29.1.19 | |  | **BANK ACCOUNT** | AS AT 29.1.19 | |
| BLANCE CD/FWD | 9,802.53 |  |  | CURRENT ACCOUNT | 9,802.53 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **9,802.53** |  |  |  | **9,802.53** |  |