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

**held on 8th January 2019 at the Village Hall at 8pm**

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

1. **Apologies for Absence**

Cllr Andrew Wright, BCllrs Mary and Barry Coleman, PC Gary May.

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 ordered and will be delivered to Manor Farm on the 28th January. Delivery costs were £50 per bench.

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

Police statistics for November: 1 anti-social behaviour in Evans Lombe Close.

CCllr Thirtle had nothing to report from Norfolk County Council. He will report the temporary Highways signs that are obstructing the view from those exiting Tower Road and ask for them to be relocated.

1. **Correspondence**

* The Norwich Western Link consultation closes on the 18th January.
* Resurfacing on the A149 will commence on the 9th January and will take about 2 weeks.
* The Police and Crime Commissioner is consulting on whether people would be prepared to pay more Council Tax to help fund policing.
* The Highway Ranger will be visiting the area soon. Several areas of concern were discussed. The Village Hall are considering widening the entranceway and it was suggested this should be discussed with Highways first.
* A meeting is to be held with CGM on Friday 11th January to discuss payment of outstanding invoices.

1. **Parish clerk’s report - update on highways and other issues**
2. Highways have notified that they have cut back the vegetation around the 30mph sign on Low Road. Cllrs Willet confirmed it has been trimmed but that the trimmings were left behind.
3. It is hoped the trenches on High Road will be rectified by the resurfacing works.
4. The wobbling manhole cover between 1 and 3 High Road was reported but no timescale for repair has been received yet. This may also be remedied by the resurfacing works.
5. Streetlights 3R,6 11R, 21R, 1R were reported, and Cllr McTaggart was very pleased to inform the Council that 1R is now working!
6. **Allotments**

There are still some rents outstanding. The **Clerk** will send reminder letters.

Cllr Sharman met with Mr Bond from Bidwells. There will be no rent increase for the next year. Mr Bond will have a site visit in the Spring. Overhanging trees will be discussed.

The allotment agreements should be reviewed in order to avoid right of tenure. Currently plot holders pay annually in arrears. The Council considered that this should be moved to annually in advance. **Clerk** to investigate the wording of other agreements.

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 recommended transferring £1,000 from the deposit account to the current account 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**
6. 06/18/0720/F - single storey rear extension - 3 High Road, NR29 5JH. The Council had **no objection**.

Notification of approval was received for:

* 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.
* BA/2018/0373/HOUSE - extend boathouse, widen associated dock, redesign slipway at Hylmar, 55 Riverside.

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

* Cllr Burrage reported that the bin on Low Road was overflowing, and this is a persistent problem. The **Clerk** to query with GYBC how often it is scheduled to be emptied.
* Cllr Burrage also informed the Council of his intention to resign from the Council. He agreed to remain until the elections in May.
* Mrs Burrage constructed and submitted a wreath to the Advent Wreath Display at St Mary’s Church, Martham. The Council asked Cllr Burrage to pass on their thanks.

1. **Public participation**

None received.

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

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

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

**NOTES TO AGENDA 8th JANUARY 2019**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM Group Grounds maintenance December 18 416.26

URM Glass recycling 14.40

C Dickson December 18 salary 151.45

HMRC PAYE December 18 37.80

C Dickson expenses mileage 9.67

postage 2.00 11.67

**TOTAL £631.58**

**TRANSFERS**

Business Account Current account (suggested amount) 1,000.00

**TOTAL £1,000.00**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 28.12.18** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 8,370.00 |  | CLERKS SALARY/TAX | 189.25 | 1,695.42 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 17.71 | 181.73 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 346.88 | 3,121.92 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 468.73 |
| HMRC VAT |  | 934.34 |  | RECYCLING |  | 55.50 |
| GRASS CUTTING | 75.00 | 75.00 |  | HALL HIRE |  | 195.00 |
| GLASS & MISC | 20.70 | 496.78 |  | AUDIT & INSURANCE |  | 324.20 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  |  |
| ALLOTMENTS | 6.54 | 50.01 |  | SECTION 137 |  | 117.50 |
| NCC |  |  |  | HMRC/VAT | 69.38 | 646.27 |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING | 8.75 | 396.23 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  | 30.00 |
| **TOTAL** | 102.24 | 9,926.13 |  | **TOTAL** | 631.97 | 7,232.50 |
| TRANSFER |  | 200.00 |  | TRANSFER |  | 4,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 28.12.18 | |  | **BANK ACCOUNT** | AS AT 28.12.18 | |
| BALANCE B/FWD | 545.04 |  |  | CURRENT ACCOUNT | 2,097.42 |  |
| INCOME | 102.24 |  |  |  |  |  |
| EXPENDITURE | -631.97 |  |  |  |  |  |
|  | **15.31** |  |  |  | 2,097.42 |  |
|  |  |  |  | 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 | **15.31** |  |  | BALANCE | **15.31** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 28.12.18** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 4,000.00 |  | TRANSFER |  | 200.00 |
| INTEREST | 4.89 | 12.69 |  |  |  |  |
| **TOTAL** | 4.89 | 4,012.69 |  | **TOTAL** | 0.00 | 200.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 28.12.18 | |  | **BANK ACCOUNT** | AS AT 28.12.18 | |
| BLANCE CD/FWD | 9,797.64 |  |  | CURRENT ACCOUNT | 9,802.53 |  |
| INCOME | 4.89 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **9,802.53** |  |  |  | **9,802.53** |  |