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

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

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

1. **Apologies for Absence**

None received

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**

* Letters were sent to the occupants of The Old White Hart and Repps Garage asking them to repair their fences. No replies have been received, however the fence next to The Old White Hart has been tidied.
* Photos received from Cllr G Willett of the village sign have been forwarded on to Visit East of England.

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

CCllr Thirtle reported on the NCC budget meeting being delayed by 4 ½ hours by an invasion of protestors. 12 police were required to keep the peace. The budget was passed.

Work to strengthen Repps Staithe Bridge is programmed to start on the 29th March.

BCllr M Coleman gave details of the new procedure for reporting streetlights.

BCllr B Coleman informed the Council which areas of grass GYBC is responsible for. The **Clerk** will produce a new map for sending out for tender.

1. **Correspondence**

* Correspondence regarding Pugg Street Staithe was read to the meeting. The Council was disappointed a meeting had been held between the River Thurne Tenants Association and the Environment Agency without the Council, or the Drainage Board, being invited to attend.

The **Clerk** was asked to check through the PC documents for the Parish records.

The **Clerk** will ask other local Clerks if they have experience taking on a piece of common land.

The **Clerk** to contact the insurance company to check cover.

The **Clerk** to contact the Environment Agency regarding their piece of adjacent land.

The **Clerk** will look for grants available for purchase and/or refurbishment of land.

* An elections briefing will be held in Yarmouth Town Hall on 15th March at 10.30am.
* GYBC Parish Liaison meeting will be held on Monday 11th March between 7-8pm in the Assembly Room.
* The Chairman has been invited to the Broads Authority 30th Anniversary event on Friday 29th March at 6pm.

1. **Parish clerk’s report - update on highways and other issues**
2. A Temporary Road Order was received for BT duct works along Tower Road from the 18th to 22nd March.
3. The pot hole outside 5 & 6 Church Road was reported.
4. Further details were required for the pot hole outside Manor Farm. **Clerk** to report.
5. **Allotments**

* The **Clerk** sent apology letters to those that had incorrectly been sent reminder letters.
* It was **agreed** to wait for a further reminder for the one outstanding rent.
* There is currently one vacancy.

1. **Combining the Parish Council and Village Hall newsletters**

A proposal to combine the Parish Council and Village Hall newsletters was debated by the Council. As Hall Marks has only just restarted it was agreed to wait until it was more established, when the idea could be considered again.

1. **Financial and administration matters**
2. The Income and Expenditure report was presented to the Councillors.
3. A list of the invoices to be approved for payment were presented to the Council. All were **approved** for payment.
4. The Council **agreed** to appoint Mrs Annette Collins as Internal Auditor
5. The discrepancy on cheque 101147 has still yet to be resolved. It is a June 2018 cheque. The Council **agreed** for it to be written off and the Clerk will add it to her expenses next month.
6. **Planning Matters**

No applications were received.

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

* Noisy dogs were reported on Church Road.
* The **Clerk** was asked to report vegetation on the High Road towards the Causeway.
* Cllr Burrage reported that persistent parking on the green area on Low Road is causing erosion and becoming a nuisance. The stump posts have rotted away and therefore there is no visible deterrent. **Cllr Sharman** will speak to the horsebox owners.
* The **Clerk** was asked to let Highways know that the slippery road surface signs are still in place from the January road works, and ask for them to be removed.

1. **Public participation**

None received.

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

The next meeting will be held on 2nd April 2019 in the Village Hall at 8 pm.

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

**NOTES TO AGENDA 5th MARCH 2019**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM Group Grounds maintenance February 19 416.26

URM glass recycling January 19 12.60

C Dickson February 19 salary 151.45

HMRC PAYE February 19 37.80

C Dickson expenses mileage 14.62

toner 131.20

image unit 59.50 205.12

**TOTAL £823.23**

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| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 27.2.19** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 8,370.00 |  | CLERKS SALARY/TAX | 189.25 | 2,073.92 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 22.19 | 215.59 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | -1,040.64 | 2,428.16 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 468.73 |
| HMRC VAT |  | 934.34 |  | RECYCLING |  | 67.50 |
| GRASS CUTTING |  | 75.00 |  | HALL HIRE |  | 195.00 |
| GLASS & MISC | 27.00 | 538.90 |  | AUDIT & INSURANCE |  | 324.20 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT | 320.00 | 320.00 |
| ALLOTMENTS | 480.16 | 554.71 |  | SECTION 137 |  | 117.50 |
| NCC |  |  |  | HMRC/VAT | -89.10 | 628.95 |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING |  | 396.23 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS | 590.00 | 620.00 |
| **TOTAL** | 507.16 | 10,472.95 |  | **TOTAL** | -8.30 | 7,855.78 |
| TRANSFER | 2,000.00 | 2,200.00 |  | TRANSFER | 1,000.00 | 5,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 27.2.19 | |  | **BANK ACCOUNT** | AS AT 27.2.19 | |
| BALANCE B/FWD | -576.61 |  |  | CURRENT ACCOUNT | 1,355.92 |  |
| INCOME | 507.16 |  |  |  |  |  |
| EXPENDITURE | 8.30 |  |  |  |  |  |
|  | **-61.15** |  |  |  | 1,355.92 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | 1,000.00 |  |  | 101161 | 416.26 |  |
|  |  |  |  |  |  |  |
|  |  |  |  | Less difference in chq 101147 | 0.81 |  |
| BALANCE | **938.85** |  |  | BALANCE | **938.85** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 29.1.19** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER | 1,000.00 | 5,000.00 |  | TRANSFER | 2,000.00 | 2,200.00 |
| INTEREST |  | 12.69 |  |  |  |  |
| **TOTAL** | 1,000.00 | 5,012.69 |  | **TOTAL** | 2,000.00 | 2,200.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 27.2.19 | |  | **BANK ACCOUNT** | AS AT 27.2.19 | |
| BLANCE CD/FWD | 9,802.53 |  |  | CURRENT ACCOUNT | 8,802.53 |  |
| INCOME | 1,000.00 |  |  |  |  |  |
| EXPENDITURE | -2,000.00 |  |  |  |  |  |
| **BALANCE** | **8,802.53** |  |  |  | **8,802.53** |  |