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

**held on 2nd April 2019 at the Village Hall at 8pm**

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

1. **Apologies for Absence**

BCllrs Mary and Barry Coleman, PC Gary May.

Cllr Ellis had advised he would be late arriving.

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

None received.

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**

* A new map of the areas for grass cutting has been constructed. The Clerk has requested a copy of the contract with CGM as there is not one in the file. There have been problems terminating a contract with CGM at one of the Clerk’s other parishes and therefore this needs to be checked out before proceeding with tendering for the grass cutting contract.
* Papers have been located for Repps Staithe but nothing for Pugg Street Staithe. The Clerk has spoken briefly to the old Martham Clerk and further information can be gathered, if required, regarding taking on Common Land.

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

CCllr Thirtle reported that a new school for pupils with social, emotional and mental health issues will be created on the Alderman Swindell site. It is planned to open in 2020 with places for up to 100 children. The cost will be in the region of £12m. A further £7m is being spent a North Denes school.

A contractor for the third river crossing in Yarmouth has been appointed. The completion date is expected to be 2023.

Significant money has been, and will be, spent on road works in and around Yarmouth. The Vauxhall roundabout will be upgraded, allegedly in preparation for the dualling of the A47.

The Town Centre initiative in Yarmouth is not working as well as hoped. The revamp of the Marina Centre will cost between £20-£26m. Electric charging points are to be installed in the Fullers Hill carpark.

A tenant for the Acle Bridge cafe has been found. They are not being charged a rent by the Broads Authority but are responsible for the maintenance of the toilet block, which has been purchased from GYBC.

There will be electric charging points on the new quay heading, which will be opened in a couple of weeks. The Broads Authority is looking to acquire adjacent land for future expansion. This is partly to enable disbursement of tourists more evenly round the Broads.

1. **Correspondence**

None received.

1. **Parish clerk’s report - update on highways and other issues**

Pugg Street Staithe

1. In order for the current insurer to include Pugg Street Staithe for Public Liability a risk assessment would be needed and quotes for any urgent repairs. The Clerk is waiting to hear back from Diana Cornell regarding the quotes she has asked for. If insurance for loss or damage to the Staithe is required (not usually asked for by Parish Councils) then a rebuild value would be needed.
2. The steps for taking ownership of the Staithe are: 1) make it obvious the Parish Council is now looking after the Staithe (eg signs), 2) this will need to be done for 12 years and then Possessory Title can be claimed, 3) after a further 10-12 years Absolute Title can be claimed. At any time during this process any persons can come forward with evidence that they own the Staithe and there is no obligation for them to reimburse the Council for any repairs undertaken. In the meantime the land can be registered with Land Registry at a cost of around £40. If there is any evidence that the Parish Council has effected repairs on the Staithe in the past then this could be used as evidence for ownership and Possessory Title may be able to be claimed immediately. The **Clerk** was asked to register the Staithe with Land Registry.
3. The Clerk has contacted the Environment Agency and confirmed with the Council that they wished to arrange a site visit. **Clerk** to action.
4. The pot hole near Manor Farm has been reported and they will be repairing it shortly. Cllr Sharman confirmed it has been marked for repair.
5. **Allotments**

* A complaint was received from a tenant that the neighbouring tenant had strimmed her allotment plot without permission. A site meeting was arranged for Friday.

1. **Financial and administration matters**
2. The Council **agreed** the Clerk’s performance was above ‘satisfactory’ and she would progress one scale point to SCP 13 (new scale).
3. The annual S137 donations of £50 to Norfolk Citizens Advice, £25 to East Anglian Air Ambulance and £25 to Norfolk Accident Rescue Service were **agreed** by the Council.
4. The Income and Expenditure report was presented to the Councillors. The Clerk cancelled one more CGM cheque that was now 6 months old, and wrote back the £0.81 discrepancy on cheque 101147. A revised Actual vs Budget statement will be sent to the Councillors before the next meeting.
5. A list of the invoices to be approved for payment were presented to the Council. All were **approved** for payment.
6. Payments for the month total £1,649.73 but the current account balance is £610.46. It was **agreed** to retain the cheques until the precept has been received. The expected precept amount in April is £4,343.50.
7. **Planning Matters**

No applications were received.

Notice of planning approval of a single storey extension at Homeleigh, 3 High Road was received.

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

* Cllr McTaggart reported that Peter Lawrence is corresponding with the Environment Agency regarding the ditch on Tower Road. The residents of Rolling Rise have dug out a small section outside their property only.
* Cllrs Willett reported that the footpath from Low Road to High Road is clear. There is a small section of barbed wire on the Old White Hart side.
* The **Clerk** was asked to send a letter of thanks to BCllrs Mary and Barry Coleman for all they have done for the village over the years and giving best wishes for the future.
* A letter of thanks to be sent also to Mr Peter Bond for tending the flower planter.
* **Cllr Sharman** will purchase a yellow vest for Alan Thacker when he litter picks round the village.

1. **Public participation**

A member of the public queried rumours that the field behind Evans Lombe Close would have a housing development. The gas pipeline to Martham runs too close to the field for development to be allowed.

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

The next meeting will be held on 7th May 2019 in the Village Hall at 8 pm. This will be the Annual Parish Council meeting.

The Annual Parish Meeting will precede this at 7:30pm.

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

**NOTES TO AGENDA 2nd APRIL 2019**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM Group Grounds maintenance March 19 416.26

Norfolk Citizens Advice donation (suggested amount) 50.00

East Anglian Air Ambulance donation (suggested amount) 25.00

Norfolk Accident Rescue donation (suggested amount) 25.00

Environment Agency Allotments 14.95

Nicholas Evans-Lombe Children’s Trust allotments rent 908.00

C Dickson March 19 salary 151.25

HMRC PAYE March 19 38.00

C Dickson expenses mileage 9.67

stamps 8.04

chq 101147 adj 0.81

envelopes 2.75 21.27

**TOTAL £1,649.73**

**TRANSFERS**

**TOTAL £0.00**

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| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 31.3.19** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 8,370.00 |  | CLERKS SALARY/TAX | 189.25 | 2,263.17 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 172.56 | 388.15 |
| TRAINING BURSARY | 31.25 | 31.25 |  | GRASS CUTTING | 0.00 | 2,428.16 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 468.73 |
| HMRC VAT |  | 934.34 |  | RECYCLING | 10.50 | 78.00 |
| GRASS CUTTING |  | 75.00 |  | HALL HIRE |  | 195.00 |
| GLASS & MISC | 25.50 | 564.40 |  | AUDIT & INSURANCE |  | 324.20 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  | 320.00 |
| ALLOTMENTS | 21.02 | 575.73 |  | SECTION 137 |  | 117.50 |
| NCC |  |  |  | HMRC/VAT | 33.85 | 662.80 |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING |  | 396.23 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  | 620.00 |
| **TOTAL** | 77.77 | 10,550.72 |  | **TOTAL** | 406.16 | 8,261.94 |
| TRANSFER |  | 2,200.00 |  | TRANSFER |  | 5,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.3.19 | |  | **BANK ACCOUNT** | AS AT 31.3.19 | |
| BALANCE B/FWD | 938.85 |  |  | CURRENT ACCOUNT | 610.46 |  |
| INCOME | 77.77 |  |  |  |  |  |
| EXPENDITURE | -406.16 |  |  |  |  |  |
|  | **610.46** |  |  |  | 610.46 |  |
| TRANSFER | 0.00 |  |  | Less unpresented chqs |  |  |
|  |  |  |  |  |  |  |
| BALANCE | **610.46** |  |  | BALANCE | **610.46** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 31.3.19** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 5,000.00 |  | TRANSFER |  | 2,200.00 |
| INTEREST | 4.80 | 17.49 |  |  |  |  |
| **TOTAL** | 4.80 | 5,017.49 |  | **TOTAL** | 0.00 | 2,200.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.3.19 | |  | **BANK ACCOUNT** | AS AT 31.3.19 | |
| BLANCE CD/FWD | 8,802.53 |  |  | CURRENT ACCOUNT | 8,807.33 |  |
| INCOME | 4.80 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **8,807.33** |  |  |  | **8,807.33** |  |