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

**held on 7th May 2019 at the Village Hall at 8pm**

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

1. **Election of Chair and Vice-Chair**

Fred Sharman was nominated and unanimously elected Chairman of the Parish Council for the next year.

Carol Willett was nominated and unanimously elected Vice-Chair of the Parish Council for the next year.

1. **Declarations of Acceptance of Office**

Due to the absence of Cllr Sharman the Clerk will deliver the Acceptance of Office to him during the month.

1. **Election of the Responsible Financial Officer**

The Clerk was nominated as Responsible Financial Officer and this was unanimously agreed by the Council.

1. **Review of Register of Interest**

There were no amendments.

1. **Apologies for Absence**

Fred Sharman , BCllr Andy Grant, 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**

Item 7 c) was amended to include the word ‘visit’ at the end of the first sentence. These were then **agreed** to be a true record and were signed by Cllr McTaggart as Chair of the meeting.

1. **Matters Arising**

* Due to the Year End process, accounts, and the APM the registering of Pugg Street Staithe and a meeting with the Environment Agency has yet to be arranged.
* Cllr McTaggart welcomed new Councillor Wallace to the Council.

1. **Annual Resolutions**
2. **Annual Risk Assessment and Policy Review**

These were unanimously accepted by the Council.

1. **Schedule of Assets**

These were agreed as correct.

1. **To appoint a member of the Council to undertake periodic review of the administration and accounting procedures**

Cllr Wright accepted this position.

1. **To consider an insurance provider for 2019/20**

The **Clerk** was asked to request why there was a £50 administration charge.

1. **To approve the schedule of meetings for 2019/20**

This was agreed by the Council.

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

The police statistics for March were 1 burglary along Bridge Road and 1 violent offence on the High Road.

CCllr Thirtle informed the meeting that his tenure as Chairman of the Broads Authority ends on the 27th July. The cafe at Acle Bridge is open as an interim to provide a service until the new facilities are built. He will be meeting with the Parliamentary Undersecretary for State regarding stakeholders in the Broads and Julian Glover who has written a report on all the National Parks for Michael Gove on the future of the Parks. It is anticipated that there will be more tourism for the area post Brexit and the Broads in particular will face a difficult balancing act between tourism and the environment.

1. **Correspondence**

* Letters and an email of thanks have been received from Citizens Advice, East Anglian Air Ambulance and NARS for the S137 donations.
* There is a Parish Paths Seminar on the 29th May 2-4pm at North Walsham High School.

1. **Parish clerk’s report - update on highways and other issues**
2. Residents of Low Road received a letter just before Easter informing them that it would be resurfaced on the Tuesday. It took several phone calls and emails by Cllr G Willett and the Clerk for Highways to relent and only resurface the half of Low Road not completed by Anglian Water.
3. **Financial and administration matters**
4. A list of the invoices to be approved for payment were presented to the Council. All were **approved** for payment.
5. Approval of the Governance Statement of the Annual Return

The Clerk read the Annual Governance Statement and all statements were **agreed** by the Council. Cllr McTaggart and the Clerk signed Section 1.

1. Approval of the Accounting Statements of the Annual Return

The Council **approved** the accounts for the year ending 31st March 2018 and Cllr McTaggart and the Clerk signed the Accounting Statements of the Annual Return.

1. Cllr McTaggart and the Clerk signed the Certificate of Exemption - AGAR 2018/19 Part 2.
2. **Planning Matters**

BA/2019/0111/FUL - extend temporary permission for car park use at Land at Former Bridge Hotel, The Causeway, Repps with Bastwick. The Council had **no objection** to the application but a comment requesting the site should be kept tidy would be submitted.

1. **Allotments**

* A site meeting was held regarding the strimming of plot 17a. It was agreed that all plots would be re-measured to ensure accuracy of the agreements.
* Mr Phil Shreeve offered to provide posts to be installed along the boundaries of all plots. Plot numbers could then be painted on their sides for ease of identification.
* **Clerk** to send current Agreement to BCllr Clerk to ask for advice about whether it needs further amendment.

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

* Dog fouling on the footpath to the shop was reported. **Clerk** to request more ‘no fouling’ signs.
* The remembrance signs in the community orchard appear to have been mown over. **Clerk** to report to CGM.
* The Clerk had received a query regarding launching of boats this side of Potter Heigham bridge. It was confirmed that although it is a private slip there was a written agreement when the boat dyke was widened in the mid-late 1990s that residents would be allowed to use it free of charge.

1. **Public participation**

None received.

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

The next meeting will be held on 4th June 2019 in the Village Hall at 8 pm.

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

**NOTES TO AGENDA 7th MAY 2019**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM Group Grounds maintenance April 19 416.26

URM glass recycling 14.40

Annette Collins internal audit fee 35.00

Repps Playing Field Committee room hire Apr 18- Mar 19 275.00

Norfolk Association of Local Councils annual subscription 160.44

C Dickson April 19 salary 158.82

HMRC PAYE April 19 39.60

C Dickson expenses mileage 9.90

stamps 8.40

stationery 8.45 26.75

**TOTAL £1,126.27**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 29.4.19** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT | 4,343.50 | 4,343.50 |  | CLERKS SALARY/TAX | 189.25 | 189.25 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 21.27 | 21.27 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 346.88 | 346.88 |
| BANK INTEREST |  |  |  | ALLOTMENTS | 922.95 | 922.95 |
| HMRC VAT | 732.18 | 732.18 |  | RECYCLING |  |  |
| GRASS CUTTING |  |  |  | HALL HIRE |  |  |
| GLASS & MISC | 180.72 | 180.72 |  | AUDIT & INSURANCE |  |  |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  |  |
| ALLOTMENTS |  | 575.73 |  | SECTION 137 | 100.00 | 100.00 |
| NCC |  |  |  | HMRC/VAT | 69.38 | 69.38 |
| MISCELLANEOUS | 490.00 | 490.00 |  | PROF/SUBS/TRAINING |  |  |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 5,746.40 | 6,322.13 |  | **TOTAL** | 1,649.73 | 1,649.73 |
| TRANSFER |  |  |  | TRANSFER |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 29.4.19 | |  | **BANK ACCOUNT** | AS AT 29.4.19 | |
| BALANCE B/FWD | 610.46 |  |  | CURRENT ACCOUNT | 4,757.13 |  |
| INCOME | 5,746.40 |  |  |  |  |  |
| EXPENDITURE | -1,649.73 |  |  |  |  |  |
|  | **4,707.13** |  |  |  | 4,757.13 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | 0.00 |  |  | 195 | 50.00 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| BALANCE | **4,707.13** |  |  | BALANCE | **4,707.13** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 29.4.19** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  |  |  | TRANSFER |  |  |
| INTEREST |  |  |  |  |  |  |
| **TOTAL** | 0.00 | 0.00 |  | **TOTAL** | 0.00 | 0.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 29.4.19 | |  | **BANK ACCOUNT** | AS AT 29.4.19 | |
| BLANCE CD/FWD | 8,807.33 |  |  | CURRENT ACCOUNT | 8,807.33 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **8,807.33** |  |  |  | **8,807.33** |  |