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

**held on 6th November 2019 at the Village Hall at 8pm**

**In attendance:** Cllrs: Fred Sharman (Chair), Carol Willett, Alison McTaggart, Chris Wallace, Andrew Wright, George Willett, Claudia Dickson (Clerk), CCllr Haydn Thirtle. 4 members of the public.

1. **Apologies for Absence**

Cllr Tom Ellis, BCllr Andy Grant, and PC Gary May.

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**

Cllr McTaggart provided details of the Staithes of the Broads Report by Prof Tom Williamson.

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

The Clerk reminded CCllr Thirtle that it is now a period of purdah.

CCllr Thirtle spoke to Mrs Travis about the flooding issues at Tower Road. There is a tanker available 24/7 to pump away flood waters. He has also spoken to Jon Winnett from Highways and he is disappointed about the piecemeal approach to the short term and disjointed approach over several years. Mr and Mrs Travis and Mr and Mrs Williams have also spoken to Highways and are satisfied with the response received.

Norfolk County Council have a new Community Fund to support Early Years groups. The fund is available to new and existing community organisations who provide activities for 0-5 year olds for equipment, training or set up costs. The **Clerk** will put the details on the website.

The Police crime statistics for September are: 1 other theft at Low Road, 1 violent offence at Evans Lombe Close.

1. **Correspondence**

* Initial consultation on the North Quay Supplementary Planning Document.
* Norfolk County Council budget 2020/21 consultation - proposal to maintain existing Recycling Credit rate for 2020/21. The Clerk will respond on behalf of the Council to state that the Council understands the need for reductions but do the savings outweigh the benefits.
* Norfolk Fire and Rescue Service Integrated Risk Management Plan consultation.

1. **General Power of Competence**

Since the Parish Clerk is now qualified and all Councillors stood for election in May, the Council is able to confirm its eligibility for the General Power of Competence and **resolved** to adopt.

1. **Pugg Street Staithe**

The Clerk distributed a map of the Staithe surrounding land that she has searched via Land Registry. 4 titles have been identified but part of the area is unregistered. Maps have been accessed online for 2 titles and the Clerk has sent off to Land Registry for the other 2. This should help identify which area is unregistered.

An email from Di Cornell, RTTA, was read to the meeting. The Environment Agency has offered to pay for the works to the value of the lowest quote received. The Council **agreed** to offer to pay for the works instead of the RTTA and then claim back the money from the Environment Agency.

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

* Cllr McTaggart confirmed the hedge growing round the street light on Tower Road has been trimmed.

1. **Allotments**

6 rent payments have been received and some of the revised agreements.

The Council discussed a request for a shed on plot 24A and chickens and ducks on plots 24A and 24B. The Council **agreed** to both requests.

1. **Financial and administration matters**
2. The Income and Expenditure report was presented to the Councillors. This was **agreed** by the Council.
3. The Clerk has passed the CiLCA qualification and as per her contract of employment is awarded one salary scale point. This will cost the Council £3.83 per month and £22.98 for the remainder of the financial year.
4. A list of the invoices to be approved for payment were presented to the Council. £17.50 to RBL Poppy Appeal for the Remembrance wreath was added.

CGM have sent a credit note to the value of £540.00 (inc VAT). This is £150.00 per month for June, July and August for the cuts not done at the Churchyard. The Council **agreed** to accept the credit and all invoices were **approved** for payment.

In addition the Council **agreed** to send the previously withheld cheque to CGM for the June grass cutting.

1. **Planning Matters**
2. BA/2019/0314/FUL - replacement dwelling at Happidays, 62 Riverside, NR29 5JY. The Council had **no objections**.
3. 06/19/0528/F - side extension to form self-contained annexes at Manor Bungalow, Church Road, NR29 5JS. The Council had **no objections**.
4. BA/2019/0354/NONMAT - change of roof material from slate to metal standing seam, change of window profile, material and colour, non-material amendment to BAT/2018/0250/HOUSEH at The Harbour, 74 Riverside. The Council had **no objections**.
5. Notification of approval of planning application 06/19/0523/F was received and noted.
6. **Matters for reporting or future agenda**

* Cllr Wallace handed round copies of the Hallmarks magazine. The Council appreciated the work he had put into producing it.

1. **Public participation**

A resident asked about the section in the allotment agreements regarding the Ground Game Acts and the landlord’s right to shoot on the allotments. This is a general covenant, probably included in the agreement the Council has with the Evans Lombe Trust. It is very unlikely that the landlord will shoot on the allotments.

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

The next meeting will be held on 3rd December 2019 in the Village Hall at 8 pm.

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

**NOTES TO AGENDA 6th NOVEMBER 2019**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM Group Grounds maintenance July 19 416.26

Grounds maintenance August 19 416.26

Grounds maintenance October 19 416.26

Credit June, July, August 19 (540.00) 708.78

*(This cheque has not been written yet. The cheque for June has not yet been sent) - both were* ***agreed***

Information Commissioner annual fee 40.00

C Dickson October 19 salary 161.85

HMRC PAYE October 19 40.40

C Dickson expenses mileage 9.90

stationery 0.57

Land Registry fees 33.00 43.47

RBL Poppy Appeal wreath 17.50

**TOTAL £1,012.00**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 31.10.19** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 8,687.00 |  | CLERKS SALARY/TAX | 198.42 | 1,379.76 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 94.82 | 201.69 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 346.88 | 1,734.40 |
| BANK INTEREST |  |  |  | ALLOTMENTS | 454.00 | 1,376.95 |
| HMRC VAT |  | 732.18 |  | RECYCLING | 18.00 | 59.70 |
| GRASS CUTTING |  |  |  | HALL HIRE |  | 275.00 |
| GLASS & MISC |  | 249.72 |  | AUDIT & INSURANCE |  | 337.85 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  |  |
| ALLOTMENTS | 64.36 | 64.36 |  | SECTION 137 |  | 100.00 |
| NCC |  |  |  | HMRC/VAT | 90.96 | 378.69 |
| MISCELLANEOUS |  | 490.00 |  | PROF/SUBS/TRAINING |  | 215.44 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 64.36 | 10,223.26 |  | **TOTAL** | 1,203.08 | 6,059.48 |
| TRANSFER |  |  |  | TRANSFER |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.10.19 | |  | **BANK ACCOUNT** | AS AT 31.10.19 | |
| BALANCE B/FWD | 5,912.96 |  |  | CURRENT ACCOUNT | 5,190.50 |  |
| INCOME | 64.36 |  |  |  |  |  |
| EXPENDITURE | -1,203.08 |  |  |  |  |  |
|  | **4,774.24** |  |  |  | 5,190.50 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | 0.00 |  |  | 216 | 416.26 |  |
|  |  |  |  |  |  |  |
| BALANCE | **4,774.24** |  |  | BALANCE | **4,774.24** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 31.10.19** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  |  |  | TRANSFER |  |  |
| INTEREST |  | 4.39 |  |  |  |  |
| **TOTAL** | 0.00 | 4.39 |  | **TOTAL** | 0.00 | 0.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.10.19 | |  | **BANK ACCOUNT** | AS AT 31.10.19 | |
| BLANCE CD/FWD | 8,811.72 |  |  | CURRENT ACCOUNT | 8,816.11 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **8,811.72** |  |  |  | **8,816.11** |  |