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

**held on 1st October 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, and BCllr Andy Grant.

1. **Apologies for Absence**

Cllr Tom Ellis.

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**

None received.

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

CCllr Thirtle experienced first-hand, on Sunday, the flooding issues at Tower Road. He has contacted Jon Winnett from Highways to ask what they are doing about it. Mr Winnett acknowledged it was a problem spot and it needs a scheme to improve the situation. It was reported that permission has been given in the past, by the landowner, for the ditch opposite to be cleared. A new pipe is needed under the road.

An email from Mrs Travis was read to the meeting. Due to watching older residents of Tower Road struggling to pass the flood, which got to above the level of their front step, they called Ace Septic Tank, who removed 3,000 gallons from road but that only reduced the flood by 3-4inches. Flooding has been reported numerous times, and quite often needs several calls to Highways before they come out. They were given sandbags, some years ago.

CCllr Thirtle agreed NCC need to do more. A copy of Mrs Travis

A meeting with Highways was held over a year ago where they stated they were going to put new chamber and pipe under the road.

Following concerns about the closure of Children’s Centres NCC have entered into a partnership with Action for Children to improve outcomes for younger children and help to identify areas of need.

BCllr Grant reported that the Children’s Outreach service now covers 100% of the Borough where before it was only 60%. Teams are now sent out to rural areas where they weren’t before. If there are any families that would benefit they are now able to access the service.

The Council were thanked for alerting BCllr Grant to the empty Council house in Repps. It will be refurbished shortly and put back into use.

The town centre in Yarmouth is to get funding of £10m+, a significant investment for improvements.

The new Flegg Community Land Trust will be there if there is a need identified for affordable housing in Repps. It is not to make money but provide homes for the local community.

The Third River Crossing is on tract. The final bridge designs are being worked on and consultation will be coming. The Vauxhall roundabout improvements have been delayed however due to the perceived change in traffic movements following the new river crossing. Gapton Hall roundabout will be signalled.

1. **Correspondence**

* A consultation of division boundaries for Norfolk County Council. It was not thought Repps would be affected.
* Norfolk Minerals and Waste Local Plan: Preferred Options Consultation. Repps was not on the list.
* Community, well-being, and environment initiative sponsored by NALC. The Council were not interested.
* Disability Network Norfolk letter. NCC have reduced the amount of payment to those with certain disabilities to bring themselves in line with neighbouring Councils in order to be able to request additional funding from Government. There are other avenues to access additional funding but the decision has been a very difficult one.
* The Broads Authority are consulting on 3 planning documents.

1. **Pugg Street Staithe**

The Clerk and BCllr Grant met to look into registering the Staithe. It is impossible, via the website, to get accurate pinpoint on the Staithe in order find out if it is already registered. BCllr Grant has phoned Land Registry and form SIM will need to be completed in order to discover the title number(s) of the Staithe and surrounding area. The **Clerk** will complete this. The title number(s) will then enable searches for registered owner(s).

If the owner(s) are the Environment Agency BCllr Grant offered to assist with liaison. The Chairman thanked BCllr Grant for his assistance.

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

* GYBC say the hedge growing round the street light on Tower Road is not their responsibility. They think it should be the hedge owner but have passed on the information to Highways just in case. **Clerk** to write to the owner requesting it is trimmed.
* CGM were advised their invoices would not be paid as the churchyard has not been cut as per the contract. It was reported that they have yet to cut the hedge.
* The grass around the post box has now been cut.

1. **Allotments**

An email from a tenant regarding a footpath was discussed. The footpaths through the allotments are separate from the public footpath around the edge of the allotments.

The Clerk presented the Council with the new plot sizes. There were some changes in area, the largest increase was 0.04 acre and the largest decrease was 0.0341 acre. These equate to an annual increase of £4.83 and decrease of £4.10.

The **Clerk** will send out revised agreements and invoices in the next week.

1. **Newsletter for distribution**

The newsletter was given to the Councillors for distribution.

The Council discussed combining their newsletter and Hall Marks. It was **agreed** the Clerk will send a summary of each meeting and a donation will be given to cover some of the costs.

1. **Council documents for approval**
2. Equality and Diversity Policy
3. Freedom of Information Publication Scheme

The two documents were unanimously agreed and **adopted** by the Council.

1. **Financial and administration matters**
2. The Income and Expenditure report was presented to the Councillors. This was **agreed** by the Council.
3. Actual expenditure vs budget figures for the 6 months to 30th September 2019 was presented to the Council.
4. A list of the invoices to be approved for payment were presented to the Council. All invoices, except the CGM invoices for July and August were **approved** for payment.
5. **Planning Matters**
6. 06/19/0523/F - first floor side extension at East View, High Road, NR29 5JH. The Council had no objections.
7. **Matters for reporting or future agenda**

* The new gateway and entrance to the Village Hall looks nice, although Cllr Sharman was not notified that the work would be taking place. An apology has now been received.
* Elm Tree Farm there was problem with water under the drains. The drain probably needs jetting.

1. **Public participation**

A resident asked about hedge cutting near the allotments. No action will be undertaken at present.

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

The next meeting will be held on 6th November 2019 in the Village Hall at 8 pm.

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

**NOTES TO AGENDA 1st OCTOBER 2019**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM Group ~~Grounds maintenance July 19 416.26~~

~~Grounds maintenance August 19 416.26 832.52~~

*(these invoices were not paid last month. I have not yet received an invoice for September)*

Grounds maintenance September 19 416.26

URM glass recycling 21.60

C Dickson September 19 salary 158.82

HMRC PAYE September 19 39.60

C Dickson expenses mileage 4.95

toner 94.90

waste toner insert 12.95 112.80

Nicholas Evans-Lombe Children’s Trus allotments rent 454.00

**TOTAL £1,203.08**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 30.9.19** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT | 4,343.50 | 8,687.00 |  | CLERKS SALARY/TAX | 396.83 | 1,181.34 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 9.90 | 106.87 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING |  | 1,387.52 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 922.95 |
| HMRC VAT |  | 732.18 |  | RECYCLING | 15.00 | 41.70 |
| GRASS CUTTING |  |  |  | HALL HIRE |  | 275.00 |
| GLASS & MISC | 18.00 | 249.72 |  | AUDIT & INSURANCE |  | 337.85 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  |  |
| ALLOTMENTS |  |  |  | SECTION 137 |  | 100.00 |
| NCC |  |  |  | HMRC/VAT | 3.00 | 287.73 |
| MISCELLANEOUS |  | 490.00 |  | PROF/SUBS/TRAINING |  | 215.44 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 4,361.50 | 10,158.90 |  | **TOTAL** | 424.73 | 4,856.40 |
| TRANSFER |  |  |  | TRANSFER |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.9.19 | |  | **BANK ACCOUNT** | AS AT 30.9.19 | |
| BALANCE B/FWD | 1,976.19 |  |  | CURRENT ACCOUNT | 6,329.22 |  |
| INCOME | 4,361.50 |  |  |  |  |  |
| EXPENDITURE | -424.73 |  |  |  |  |  |
|  | **5,912.96** |  |  |  | 6,329.22 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | 0.00 |  |  | 216 | 416.26 |  |
| BALANCE | **5,912.96** |  |  | BALANCE | **5,912.96** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 30.9.19** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  |  |  | TRANSFER |  |  |
| INTEREST | 4.39 | 4.39 |  |  |  |  |
| **TOTAL** | 4.39 | 4.39 |  | **TOTAL** | 0.00 | 0.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.9.19 | |  | **BANK ACCOUNT** | AS AT 30.9.19 | |
| BLANCE CD/FWD | 8,811.72 |  |  | CURRENT ACCOUNT | 8,816.11 |  |
| INCOME | 4.39 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **8,816.11** |  |  |  | **8,816.11** |  |