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

**held on 3rd December 2019 at the Village Hall at 8pm**

**In attendance:** Cllrs: Carol Willett (Chair), Alison McTaggart, Chris Wallace, Andrew Wright, George Willett, Claudia Dickson (Clerk), CCllr Haydn Thirtle, and BCllr Andy Grant. 3 members of the public.

1. **Apologies for Absence**

Cllr Fred Sharman, Cllr Tom Ellis, BCllr Leslie Mogford, 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 C Willett as Chair of the meeting.

1. **Matters Arising**

None received.

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

CCllr Thirtle will be meeting with Norfolk Police and Crime Commissioner candidate Giles Orpen-Smellie and asked the Council if they had any issues they would like raised. He will be asking about not enough Police in the villages, Special Constables, attendance at Parish Council meetings, better breakdown of crime statistics in each village

Cllr McTaggart suggested the lack of PCSOs has had the biggest effect in the villages.

The Great Yarmouth Community Trust became insolvent on the 27th November leaving 435 children without childcare or a nursery place and the redundancy of 123 staff. 2 new companies have been set up by Norfolk County Council and it is hoped to retain most of the employees and find places for the children by the 11th December.

Norfolk County Council has committed to provide/plant 1 million trees for Norfolk over the next 5 years, including free advice from the Woodland Trust. Cllr Wallace enquired if fruit trees would be available and BCllr Grant will confirm.

The Police crime statistics for December are: 1 burglary on or near High Raod, 1 violent offence at Heath Road.

1. **Correspondence**

* Norfolk County Council Sky Lantern and Balloon Release Charter. The Council **agreed** to sign up to this and authorised the Clerk to do so on their behalf.
* An extension has been given to the Norfolk Boundary Division consultation to the 11th February 2020. This does not affect Repps but is looking at areas that have had big population growth.
* Forest Schools and Yoga & Mindfulness Session. The Parish Council does not own suitable land but will forward the details to the Village Hall.
* Great Yarmouth Public Space Protection Orders no 3 relating to dog control. This is an automatic review 3 years after implementation. It is a good thing to have in place but not effective unless it is policed and enforced.

1. **Pugg Street Staithe**

The offer to pay for the Staithe repairs was accepted by the RTTA. No notification has been received that they have been completed yet.

Land Registry documents appear to confirm the owner is the Environment Agency. The **Clerk** will write to the EA asking them to clarify their understanding of this.

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

* Cllr Sharman requested the drains on Church Road and Ashby Road be reported. Highways have sent notification they will be done.
* The grass cutting contract with CGM has been terminated as at the 31st March 2020 and this has been accepted by CGM. Tender documents will be sent out in January.

1. **Allotments**

The Clerk received a request from the prospective new owner of 10 Evans Lombe Close to take on the adjacent allotment, currently rented by 10 Evans Lombe Close. This was verbally agreed to by the Clerk as there is no waiting list.

1 allotment rent is still outstanding.

1. **Financial and administration matters**
2. The Income and Expenditure report was presented to the Councillors. This was **agreed** by the Council.
3. The budget and precept were presented to the Council (see below). The Council **agreed** a deficit precept of £4,400, to minimise the increase and to be funded from the surpluses in the last 2 years. Thanks were give to the Clerk for the work put into the budget.
4. A list of the invoices to be approved for payment were presented to the Council. £375 to Mrs Sally Mitchell for the Fuel Allotment Winter payments was added. These were **agreed** by the Council.
5. **Planning Matters**

Notice of planning applications approved:

1. 06/19/0528/F - side extension to form self-contained annexes at Manor Bungalow, Church Road, NR29 5JS.
2. 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 BA/2018/0250/HOUSEH at The Harbour, 74 Riverside.
3. BA/2019/0329/CLEUD - lawful development certificate at Simon Stearn Holidays, Thurnfields Chalet Park, Staithe Road.
4. **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.
* Letter from Mr J Mitchell.
* Tower Road ditch smell.
* Streetlight 3R is on permanently. **Clerk** to report.
* The **Clerk** was asked to find out how much it would be to install a tractor warning sign on Ashby Road.

1. **Public participation**

None received.

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

The next meeting will be held on 7th January 2020 in the Village Hall at 8 pm.

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

**NOTES TO AGENDA 3rd DECEMBER 2019**

**ITEMS TO BE CONSIDERED FOR PAYMENT**

CGM grass cutting November 2019 416.26

C Dickson November 19 salary 161.85

HMRC PAYE November 19 40.40

C Dickson expenses mileage 4.95

stationery 6.20

postage 10.52 21.67

Mrs Sally Mitchell Fuel Allotment recycling payment 375.00

**TOTAL £1,015.18**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 | 8,816.11 |  |  | CURRENT ACCOUNT | 8,816.11 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **8,816.11** |  |  |  | **8,816.11** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Estimated accounts for the year ended 31st March 2020 and budget for the year ending 31st March 2021 | | | | | | | | |
|  |  |  | Actual | Forecast | Actual & Forecast | Budget |  | Budget |
| 31.3.2019 | **Income** |  | 7m to 31.10.19 | Est. 5 mths | 31.3.2020 | 31.3.2020 |  | 31.3.2021 |
| £ |  |  | £ | £ | £ | £ |  | £ |
|  | **Expenditure** |  |  |  |  |  |  |  |
| 2,263 | Clerk's salary |  | 1,380 | 992 | 2,372 | 2,373 |  | 2,500 |
|  | External Audit |  |  |  | 0 | 100 |  | 0 |
| 33 | Internal Audit |  | 35 |  | 35 | 35 |  | 50 |
| 291 | Insurance |  | 303 |  | 303 | 300 |  | 350 |
| 2,428 | Grass Cutting |  | 1,734 | 2,096 | 3,831 | 4,200 |  | 4,200 |
| 320 | Fuel Allotment Charity |  |  | 250 | 250 | 250 |  | 300 |
| 212 | Training |  | 55 | 50 | 105 | 300 |  | 200 |
| 153 | Subscriptions |  | 160 |  | 160 | 160 |  | 170 |
| 388 | Office expenses |  | 202 | 144 | 346 | 300 |  | 400 |
| 195 | Village Hall rent |  | 275 | 100 | 375 | 200 |  | 300 |
| 620 | Miscellaneous |  |  |  | 0 | 100 |  | 100 |
| 469 | Allotments |  | 1,377 |  | 1,377 | 950 |  | 950 |
|  | Defibrillator |  |  |  | 0 | 200 |  | 200 |
|  | Election |  |  |  | 0 | 800 |  |  |
|  | Asset Maintenance Accrual | |  |  |  |  |  | 1,503 |
| 78 | Recycling |  | 60 | 25 | 85 | 90 |  | 100 |
| 118 | S137 |  | 100 | 18 | 118 | 120 |  | 120 |
|  | **Income** |  |  |  |  |  |  |  |
| (4,411) | Concurrent Function |  | (4,411) |  | (4,411) | (4,411) |  | (4,411) |
| (382) | Council Tax Support Grant | | (341) |  | (341) | (341) |  | (284) |
| (576) | Allotment rents |  | (64) | (970) | (1,034) | (1,033) |  | (1,034) |
| (564) | Recycling |  | (250) |  | (250) | (300) |  | (300) |
| (75) | Grass cutting |  |  | (150) | (150) | (450) |  | (300) |
|  | Miscellaneous |  | (490) |  | (490) |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 1,560 |  |  | 125 | 2,555 | 2,680 |  |  | 5,114 |
|  |  |  |  |  |  |  |  |  |
| 3,577 | Precept |  |  |  | 3,935 |  |  | 4,400 |
|  |  |  |  |  |  |  |  |  |
| 2,017 | Surplus / (Deficit) |  |  |  | 1,255 |  |  | (714) |
|  |  |  |  |  |  |  |  |  |
| 146 | Tax Base |  |  |  | 148 |  |  | 151 |
| 24.50 | Band D Council Tax |  |  |  | 26.59 |  |  | 29.14 |
|  | % change |  |  |  | 8.52% |  |  | 9.60% |
|  | difference £ |  |  |  | 2.09 |  |  | 2.55 |
|  | monthly increase £ |  |  |  | 0.17 |  |  | 0.21 |