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

**held on 3rd November 2020 online via Zoom at 8pm**

**In attendance:** Cllrs: Fred Sharman (Chair), Carol Willett, George Willett, Tom Ellis, Claudia Dickson (Clerk), CCllr Haydn Thirtle.

1. **Apologies for Absence**

Cllr Alison McTaggart (previous engagement), Cllr Chris Wallace.

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

None received.

1. **Minutes of the Last Meeting**

The minutes of the meeting held on 21st July 2020 were **approved**, with 1 abstention, to be a true record and will be signed by Cllr Sharman as Chair of the meeting.

1. **Matters Arising**

* Garden Guardian took on the grass cutting outside Pine Lodge from August but believe this is the responsibility of GYBC and that they will get their acts together for next year.
* The grass by the post box has also been taken on by Garden Guardian and he will continue to do this next year.
* The fallen tree branches outside Pine Lodge have not yet been cleared. **Clerk** will report again.
* The large pot hole on Church Road is on the schedule for repair but no timescale has been given.
* The finger post for the footpath from Grove Road to High Road has been reported twice. The online system says they are going to repair it, but not when.
* The Clerk checked that GYBC delivered a wheelie bin at the church.
* But GYBC don’t do new dog waste bins, and Tower Road would be too narrow.
* The ‘clean up after your dog’ stickers have not yet been ordered
* The drainage problem at the junction of Tower Road and High Road appears to have been resolved. There has not been any flooding despite the recent rain.

1. **Borough and County Council reports, and Police report**

CCllr Thirtle reported that Norfolk County Council is to dispose of a piece of land just before the Potter Heigham bridge, a small strip of land that used to be a railway line. **Cllr Sharman** will investigate further.

As a governor of the James Paget Hospital CCllr Thirtle was pleased to report that they are well prepared for future Covid case increases. They will use the same methodology as before and have plenty of PPE. The additional cost of Covid has been £64m so far.

75% of the Covid spend by NCC has been refunded by the Government but there is still a £16m ‘loss’. There has been a loss of income on top on an increase in spending, and a loss of savings. It is likely that there will be a 2% increase in Council Tax and an additional 2% for Adult Social Care. NCC is the PPE supplier of last resort for Norfolk with 3.2m masks, 2.6m aprons, 6.5m gloves, and sanitiser all in storage in preparation.

The Boundary Commission proposed changes will move Repps into a new area, to be known as North Flegg, and will link it with Hemsby and Winterton. The consultation finishes on the 23rd November.

Cllr Sharman reported a second lot of fly tipping on his land. The Police, GYBC and Highways have been informed. Clearance would cost £50 but he does have a licence to burn it.

1. **Correspondence received**
2. The Clerk informed Councillors that the Norfolk Association of Local Councils has become a Co-operative and is asking for Councillor representatives.
3. The Local Government Boundary Commission consultation for Norfolk finishes on the 23rd November.
4. The NCC Budget consultation is now open and finishes on the 14th December.
5. **Pugg Street Staithe**

Cllr Sharman has, via his work with the Internal Drainage Board, been looking at Pugg Street Staithe. The land is registered to the Environment Agency but they have not been looking after the quay heading and the high tides have been eroding the bank. The Parish Council is not prepared to fund the repair work necessary, it is the responsibility of the Environment Agency. A site visit with a representative of the EA is imperative. There is a health and safety issue. **Cllr Sharman** and the **Clerk** will get photos to send to the current EA contact.

1. **Parish Clerk’s report**

The **Clerk** will arrange a site visit with Cllr Sharman to look at the footpath from Low Road to the A149 to see what repairs are needed.

1. **Allotments**

All invoices have been sent and payments received for all bar 4.

No issues have been reported.

1. **To ratify the following policies:**
2. Safeguarding policy
3. Review of Internal Control
4. Code of Conduct
5. Accessibility Statement
6. Cookie Policy
7. Privacy Policy

The Council **ratified** the approval of all the policies. The approval date on the Safeguarding policy will be amended.

1. **Financial and administration matters**
2. The Council **ratified** the awarding of the Grass and Hedge Cutting tender to Garden Guardian
3. The Council **ratified** adding 2 areas to the grass cutting schedule.
4. The Council consider a quote for a new Internal Auditor and **approved** the appointment of Sonya Blythe.
5. The Council noted the new pay scales for the Clerk’s salary for 2020/21.
6. The Council **ratified** the payments made during the Covid lockdown and in between meetings since April 2020 (see attached).
7. The Income and Expenditure report was circulated to Councillors before the meeting.
8. The payments presented were **approved**. Cllr Sharman will source and pay for a poppy wreath.
9. **Planning Matters**
10. 06/20/0059/F - 2 bay cart lodge with cat slide roof in front garden at Flint House, Low Road, NR29 5AH - objected on grounds of: out of keeping with neighbouring properties; proposed cart lodge is very close to the boundary with the neighbouring property causing loss of light; properties on this development have a clause in their deeds that no hut, greenhouse, shed, or other structure, permanent or temporary, can be left to the front of the property or on the driveway.
11. 06/20/0077/F - single storey rear and side extension, upgrade of external finishes to existing bungalow, increased parking at Aromanches, Low Road, NR29 5AH - submitted no objections
12. BA/2020/0028/HOUSEH - replacement quay heading at Sunnymead, 44 Riverside, NR29 5JY - submitted: concern that the boat cut will meet the footpath
13. BA/2020/0081/COND - amendments to barn: elevations and floor plans, and increase in height, variation of condition 2 of permission BA/2018/0279/FUL at Bastwick Tower House, Tower Road, NR29 5JN. No comments submitted.
14. BA/2020/0143/AGR - erection of an agricultural grain and feed store at Hall Farm, Staithe Road. No comments submitted.
15. 06/20/0184/PAD - change of use from agricultural to dwelling house of an agricultural barn off Staithe Road - submitted: no objections.
16. 06/20/0237/F - side extension to provide garage at ground floor and bedroom at first floor level, new replacement entrance gates and wall at 2 Myrtle Cottages, Low Road, NR29 5AH - submitted: no objections.
17. 06/20/0239/F - single detached garage to plot 6 Mede Court, NR29 5NH - submitted: no objections.
18. 06/20/0350/F - opening a 7.8m section of existing Front Garden Wall and for a drop kerb across pavement for vehicular access at Greengates, High Road, NR29 5JH. No comments submitted.
19. 06/20/0367/F - demolition of existing side extension and construction of new two storey side extension and addition of front entrance porch at Tower View, High Road, NR29 5JH. No comments submitted.

The Council **approved** all comments submitted.

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

* The trees around the bowling green were discussed at the last Village Hall meeting. The VH Committee have asked if the Parish Council could pay for the work to be done, all the trees need reducing and/or trimming back. The Council asked that the VH return with at least one quote for the work before considering the request.
* Streetlight 3R, junction of High Road and Low Road, is on all the time again. The hedge around is if overgrown. The **Clerk** will report.
* The **Clerk** was asked to find out if it is possible to move the GYBC rubbish bin from outside the Chapel to the other side of the road.

1. **Public Participation**

Thanks were given to Shauna Ellis for helping Cllrs Willett and Willett access the meeting.

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

The next meeting is scheduled to be held on Tuesday 1st December 2020. This will be confirmed nearer the date, along with the location.

**Attachments:** Payments approved during Lockdown and in between meetings, draft payments, and the Income and Expenditure summary.

**ITEMS TO BE CONSIDERED FOR PAYMENT APRIL 2020**

CGM grass cutting March 2020 416.26

Bidwells Allotments rent 12/10/19-6/4/20 454.00

URM glass recycling 16.20

Norfolk Association of Local Councils annual subscription 159.76

Norfolk Citizen’s Advice annual donation 50.00

East Anglian Air Ambulance annual donation 25.00

Norfolk Accident Rescue annual donation 25.00

Pauline James Internal Audit 75.00

C Dickson March 2020 salary 161.85

C Dickson April 2020 salary (will be post dated) 165.22

HMRC PAYE March-April 2020 81.60

**TOTAL £1,629.89**

**ITEMS TO BE CONSIDERED FOR PAYMENT June 2020**

URM glass recycling 7.20

Environment Agency drainage rates for allotments 15.20

Business Services at CAS Ltd annual insurance 234.61

C Dickson May 2020 salary 165.02

HMRC PAYE May 2020 41.40

**TOTAL £463.43**

**ITEMS TO BE CONSIDERED FOR PAYMENT SEPTEMBER 2020**

Garden Guardian grounds maintenance July 20 573.34

grounds maintenance Aug 20 573.34 1,146.68

URM glass recycling Jul 20 21.60

glass recycling Aug 20 16.20 37.80

C Dickson Aug 2020 salary (inc backdated pay inc) 187.75

HMRC PAYE Aug 2020 47.00

**TOTAL £1,419.23**

**TRANSFERS**

Saver Account to Current Account (to cover payments) 1,000.00

**TOTAL £1,000.00**

**ITEMS TO BE CONSIDERED FOR PAYMENT OCTOBER 2020**

Garden Guardian grounds maintenance Sept 20 573.34

Bidwells allotment land rent 7/4-11/10/2020 454.00

Information Commissioner annual Data Protection Fee 40.00

C Dickson Sept 2020 salary 169.76

HMRC PAYE Sept 2020 42.40

**TOTAL £1,279.50**

**TRANSFERS**

Current Account to Saver Account 2,000.00

**TOTAL £2,000.00**

**ITEMS TO BE CONSIDERED FOR PAYMENT NOVEMBER 2020**

Garden Guardian grounds maintenance Oct 20 573.34

C Dickson Oct 2020 salary 169.56

HMRC PAYE Sept 2020 42.60

C Dickson expenses mileage 14.85

stationery 0.11

stamps 18.24 33.20

**TOTAL £818.70**

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| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 30.10.20** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 9,095.00 |  | CLERKS SALARY/TAX | 212.16 | 1,474.84 |
| CCF |  |  |  | STATY/POST/PHONE ETC |  | 30.72 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 477.78 | 3,691.34 |
| BANK INTEREST |  |  |  | ALLOTMENTS | 454.00 | 923.20 |
| HMRC VAT |  | 745.39 |  | RECYCLING | 21.00 | 72.00 |
| GRASS CUTTING |  |  |  | HALL HIRE |  |  |
| GLASS & MISC | 21.00 | 422.33 |  | AUDIT & INSURANCE |  | 309.61 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  |  |
| ALLOTMENTS | 518.91 | 965.29 |  | SECTION 137 |  | 100.00 |
| NCC |  |  |  | HMRC/VAT | 99.76 | 752.68 |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING | 40.00 | 199.76 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 539.91 | 11,228.01 |  | **TOTAL** | 1,304.70 | 7,554.15 |
| TRANSFER |  | 2,000.00 |  | TRANSFER |  | 3,000.00 |
| NCF Covid-19 Grant |  | 500.00 |  |  |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.10.20 | |  | **BANK ACCOUNT** | AS AT 30.10.20 | |
| BALANCE B/FWD | 5,189.18 |  |  | CURRENT ACCOUNT | 5,516.93 |  |
| INCOME | 539.91 |  |  |  |  |  |
| EXPENDITURE | (1,304.70) |  |  |  |  |  |
|  | **4,424.39** |  |  |  | 5,516.93 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | 0.00 |  |  | 283 | (573.34) |  |
| NCF Covid Grant | 0.00 |  |  | 284 | (454.00) |  |
|  |  |  |  | 285 | (40.00) |  |
|  |  |  |  | 288 | (25.20) |  |
| BALANCE | **4,424.39** |  |  | BALANCE | **4,424.39** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 30.10.20** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 3,000.00 |  | TRANSFER |  | 2,000.00 |
| INTEREST |  | 3.99 |  |  |  |  |
| **TOTAL** | 0.00 | 3,003.99 |  | **TOTAL** | 0.00 | 2,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.10.20 | |  | **BANK ACCOUNT** | AS AT 30.10.20 | |
| BLANCE CD/FWD | 9,827.59 |  |  | CURRENT ACCOUNT | 9,827.59 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **9,827.59** |  |  |  | **9,827.59** |  |