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

**held on 1st December 2020 online via Zoom at 8pm**

**In attendance:** Cllrs: Fred Sharman (Chair), Carol Willett, Andrew Wright, George Willett, Tom Ellis, Chris Wallace Claudia Dickson (Clerk), CCllr Haydn Thirtle, BCllr Leslie Mogford.

1. **Apologies for Absence**

Cllr Alison McTaggart (previous engagement).

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 3rd November 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**

* The finger post for the footpath from Grove Road to High Road has now been restored.

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

CCllr Thirtle has suggested to Norfolk County Council that they try to manage the piece of land just before the Potter Heigham bridge, a small strip of land that used to be a railway line, for ecology and wildlife rather than trying to sell or lease it. Cllr Sharman agreed. It has no value for anything else. NCC will send it back to the committee that made the decision to dispose of it to look at it again.

NCC have purchased 7 new gritters, they now have a fleet of 48 vehicles, and have prepared for winter with a stockpile of 16,000 tonnes of salt.

The James Paget Hospital is confident they can deal with any future outbreaks of Covid. £2m is being spent on an extension to A&E, to be opened on the 31st December.

NCC have a new Covid Winter Support fund to help with day to day living costs including food and energy bills, daily essentials including toiletries, and food vouchers, at a cost of £4.3m. It is east to access via the NCC website, CCllr Thirtle, or through any Library.

New model developing with the hospitals call the Integrated Care System. Sometimes there is a breakdown in the services that care provides and it can be difficult to get a joined up service. The hospitals, doctors, care providers and Councils are now working together.

Cllr Sharman asked if the Christmas dinner GYBC normally provides for the homeless at the Marina Centre is happening this year.

BCllr Mogford: there are about 90-100 homeless. Money was been spent making sure all the homeless were off the street during the 1st lockdown in hotels, B&Bs, and flats. Some sadly won’t accept the help. They are fed, clothed and have an address to claim benefits. Some have been able to find work. 10 new 1 bedroom flats are being built to accommodate some of the homeless. All will be fed at Christmas.

GYBC worked through the pandemic to ensure everyone is ok. Vast amounts of food have been donated to the Council, including from supermarkets. A warehouse was taken on a short term lease to house the amount of food donated for the food banks. Parcels of food were given to those that needed extra. I am very proud that the Borough, Community, business, and Councillors pulled together during the pandemic.

The contracts for the rebuild of the Marina Centre are out. It is a bit behind schedule because of Covid but it is the centrepiece of the seafront and the focal point for the Borough. It will attract inward investment helping create new infrastructure and new jobs.

The 3rd river crossing has been given the ok to go ahead and the finance is in place.

The Haven Bridge Victorian electrics have been repaired and it is now working, but now Braydon Bridge has started breaking down.

10 Covid wardens have been recruited to patrol the centre of Yarmouth to reinforce social distancing and remind people of the rules. A few pubs and restaurants have broken the rules, some have been prosecuted. The R number is dropping. It is a shame that Norfolk is in Tier 2 as the Borough has low numbers.

1. **Correspondence received**
2. There is a vacancy for an Independent Person on the Broads Authority. They will be approved at the Broads Authority meeting on the 29th January 2021.
3. **Pugg Street Staithe**

Cllr Sharman reported that the Internal Drainage Board have fenced off their area. Cllr Sharman has filled in the pot holes on the Staithe but the quay heading is being eroded by the high tides. **Cllr Sharman** and the **Clerk** will get photos to send to the current EA contact in order to push for a site visit.

1. **Parish Clerk’s report**
2. The site visit to look at the footpath from Low Road to the A149 to see what repairs are needed has not happened due to the second lockdown. **Clerk** will arrange a site visit with Cllr Sharman to look at the uneven surface and the fencing lining the path.
3. Highways have confirmed that they will do something about the fallen branches outside Pine Lodge, although it might take 6 weeks. A parishioner contacted Cllr Ellis to ask if they could take some of the wood. The Parish Council had no objection to this.
4. The **Clerk** was asked to re-report streetlight 3R on Low Road as it has not yet been repaired.
5. The **Clerk** was asked to chase work on the flooding at the farm corner on Church Road.
6. The exposed cable on Low Road, near the junction with Church Road, is a telephone cable. The Clerk reported it to UK Power Network who attended and confirmed it was not theirs. The **Clerk** will report it to Openreach.
7. The Clerk is in correspondence with a GYBC contractor regarding moving the bin from outside the old Chapel but no confirmation either way yet. It may be possible to remove it completely as there are other bins in the vicinity.
8. **Allotments**

No issues have been reported.

1. **To agree the meeting dates for 2021**

The Council **approved** the following meeting dates for 2021:

5th January 2021

2nd February 2021

2nd March 2021

6th April 2021

4th May 2020 (APM & APCM) – 7:30pm

1st June 2021

6th July 2021

There will be no meeting in August.

7th September 2021

5th October 2021

2nd November 2021

7th December 2021

1. **Financial and administration matters**
2. The Income and Expenditure report was circulated to Councillors before the meeting. It was noted by the Council (see attached).
3. The payments presented (see attached) were **approved**.
4. The Council considered and **approved** the budget submitted by the Clerk (see attached). The precept for 2021/22 will be £4,800, an increase of 8.4% or £0.20 per Band D property per month. The **Clerk** was asked to send a letter of thanks to Garden Guardian for their excellent standard of work.
5. **Planning Matters**
6. Tree Preservation Order No. 2 1992 - trees at Gotts Corner, High Road. To fell 1 Ash and 1 Oak tree due to poor species and bark inclusion at base and numerous and severe wind damage disfigurements respectively. The Council had **no objections**.
7. **Matters for reporting or future agenda**

* Cllr Ellis reported that none of the streetlights are working from the bus stop to the end of the footpath by the White Hart. It may be that there is a fault with the electrics. Clerk to report.
* Cllrs Ellis, Sharman and Wright will meet with John Burton to look at the trees around the bowling green on Sunday to discuss what is thought necessary before getting any quotes. Cllr Wright confirmed that historically the Council looked after the trees. The Council is the landowner.
* A member of the public had reported to Cllr McTaggart that the contractors that erected the cart lodge at the property on Low Road emptied cement into the ditch on the other side of the road.

1. **Public Participation**

No public were in attendance.

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

The next meeting is scheduled to be held on Tuesday 5th January 2021. This will be confirmed nearer the date, along with the location. The meeting finished at 20:41.

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

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

URM glass recycling Oct 20 12.60

C Dickson Nov 2020 salary 169.76

HMRC PAYE Nov 2020 42.40

**TOTAL £224.76**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 30.11.20** | | | | | | |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 9,095.00 |  | CLERKS SALARY/TAX | 212.16 | 1,687.00 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 33.20 | 63.92 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 477.78 | 4,169.12 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 923.20 |
| HMRC VAT |  | 745.39 |  | RECYCLING |  | 72.00 |
| GRASS CUTTING |  |  |  | HALL HIRE |  |  |
| GLASS & MISC | 19.62 | 441.95 |  | AUDIT & INSURANCE |  | 309.61 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  |  |
| ALLOTMENTS | 62.91 | 1,028.20 |  | SECTION 137 |  | 100.00 |
| NCC |  |  |  | HMRC/VAT | 95.56 | 848.24 |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING |  | 199.76 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 82.53 | 11,310.54 |  | **TOTAL** | 818.70 | 8,372.85 |
| TRANSFER |  | 2,000.00 |  | TRANSFER | 2,000.00 | 5,000.00 |
| NCF Covid-19 Grant |  | 500.00 |  |  |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.11.20 | |  | **BANK ACCOUNT** | AS AT 30.11.20 | |
| BALANCE B/FWD | 4,424.39 |  |  | CURRENT ACCOUNT | 2,917.50 |  |
| INCOME | 82.53 |  |  |  |  |  |
| EXPENDITURE | (818.70) |  |  |  |  |  |
|  | **3,688.22** |  |  |  | 2,917.50 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | (2,000.00) |  |  | 283 | (573.34) |  |
| NCF Covid Grant | 0.00 |  |  | 285 | (40.00) |  |
|  |  |  |  | 289 | (573.34) |  |
|  |  |  |  | 291 | (42.60) |  |
| BALANCE | **1,688.22** |  |  | BALANCE | **1,688.22** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 30.11.20** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER | 2,000.00 | 5,000.00 |  | TRANSFER |  | 2,000.00 |
| INTEREST |  | 3.99 |  |  |  |  |
| **TOTAL** | 2,000.00 | 5,003.99 |  | **TOTAL** | 0.00 | 2,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.11.20 | |  | **BANK ACCOUNT** | AS AT 30.11.20 | |
| BLANCE CD/FWD | 9,827.59 |  |  | CURRENT ACCOUNT | 11,827.59 |  |
| INCOME | 2,000.00 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **11,827.59** |  |  |  | **11,827.59** |  |

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| **Repps with Bastwick Parish Council** | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Estimated accounts for the year ended 31st March 2021 | | | |  |  |  |  |  |
| and budget for the year ending 31st March 2022 | | | |  |  |  |  |  |
|  |  |  | Actual | Forecast | Actual & Forecast | Budget |  | Proposed Budget |
| 31.3.2020 | **Income** |  | 7m to 31.10.20 | Est. 5 mths | 31.3.2021 | 31.3.2021 |  | 31.3.2022 |
| £ |  |  | £ | £ | £ | £ |  | £ |
|  | **Expenditure** |  |  |  |  |  |  |  |
| 2,391 | Clerk's salary |  | 1,475 | 1,061 | 2,536 | 2,500 |  | 2,600 |
|  | External Audit |  |  |  | 0 | 0 |  | 0 |
| 35 | Internal Audit |  | 75 |  | 75 | 50 |  | 60 |
| 303 | Insurance |  | 235 |  | 235 | 350 |  | 300 |
| 3,713 | Grass Cutting |  | 3,691 | 478 | 4,169 | 4,200 |  | 4,200 |
| 375 | Fuel Allotment Charity |  |  | 300 | 300 | 300 |  | 300 |
| 55 | Training |  |  | 50 | 50 | 200 |  | 100 |
| 200 | Subscriptions |  | 200 |  | 200 | 170 |  | 220 |
| 399 | Office expenses |  | 31 | 50 | 81 | 400 |  | 350 |
| 275 | Village Hall rent |  |  | 50 | 50 | 300 |  | 300 |
|  | Miscellaneous |  |  |  | 0 | 100 |  | 100 |
| 1,377 | Allotments |  | 923 |  | 923 | 950 |  | 950 |
| 81 | Defibrillator |  |  |  | 0 | 200 |  | 200 |
|  | Asset Maintenance Accrual | |  |  |  | 1,503 |  | 1,503 |
| 81 | Recycling |  | 72 | 25 | 97 | 100 |  | 100 |
| 118 | S137 |  | 100 | 18 | 118 | 120 |  | 120 |
|  | **Income** |  |  |  |  |  |  |  |
| (4,411) | Concurrent Function |  | (4,411) |  | (4,411) | (4,411) |  | (4,411) |
| (341) | Council Tax Support Grant | | (284) |  | (284) | (284) |  | (284) |
| (623) | Allotment rents |  | (965) | (70) | (1,035) | (1,034) |  | (1,034) |
| (324) | Recycling |  | (422) |  | (422) | (300) |  | (300) |
|  | Grass cutting |  |  | (150) | (150) | (300) |  | (150) |
| (490) | Miscellaneous |  |  |  | 0 |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 3,213 |  |  | 719 | 1,811 | 2,530 | 5,114 |  | 5,224 |
|  |  |  |  |  |  |  |  |  |
| 3,935 | Precept |  |  |  | 3,935 | 4,400 |  | 4,800 |
|  |  |  |  |  |  |  |  |  |
| 722 | Surplus / (Deficit) |  |  |  | 1,405 | (714) |  | (424) |
|  |  |  |  |  |  |  |  |  |
| 148 | Tax Base |  |  |  | 151 |  |  | 152 |
| 26.59 | Band D Council Tax |  |  |  | 29.14 |  |  | 31.58 |
| 8.52% | % change |  |  |  | 9.60% |  |  | 8.4% |
| 2.09 | difference £ |  |  |  | 2.55 |  |  | 2.44 |
| 0.02 | monthly increase £ |  |  |  | 0.21 |  |  | 0.20 |