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

**held on 5th January 2021 online via Zoom at 8pm**

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

1. **Apologies for Absence**

PC Gary May

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 1st December 2020 were **approved** to be a true record and will be signed by Cllr Sharman as Chair of the meeting.

1. **Matters Arising**

None received.

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

CCllr Thirtle spent most of his Christmas looking at Covid and school procedures, and then the Government policy changed.

The environment and carbon reduction have also been on the recent NCC agenda. Rollesby has had a lot of tree and hedge planting, part of the 1 million tree planting target. If there are any sites in Repps for trees or hedges that the Council would like considered then talk to CCllr Thirtle or BCllr Grant. A community orchard is a possibility.

As part of the carbon reduction measures NCC are looking at changing all street lighting in Norfolk to LED. And are aiming to spend £1.5m on cycle and walking routes. NCC are also looking for money for Ash dieback mitigation schemes. By 2023 ½ of the Ash trees in Norfolk will be in serious decline. There are 168,000 Ash trees in Norfolk, and 20,000 on NCC property. It will cost £1.5m to deal with the problem.

The Repps community orchard on the playing field was discussed. Most of its trees are commemorative but it would be good to extend it.

GYBC has received £13.7m to improve the Market Place. Money is being spent on the Market place, 3rd River Crossing, and Marina Centre with the aim of bringing money in.

Cllr Sharman reported that he spent Boxing Day pumping water to alleviate the flooding over the concrete wall flood defence in Martham. Money should be spent on the banks and flood defences.

BCllr Grant: the Borough is plodding along with Covid and lots of Zoom meetings. Money has been received for development of the town, and the 3rd River crossing starts soon.. Ward budget of £200 for any little projects.

1. **Correspondence received**
2. Transport East are asking all transport users for their views of the future of transport services in the Eastern region.
3. The Norfolk Police and Crime Commissioner has a consultation open on the proposed budget for 2021/22.
4. **Pugg Street Staithe**

Cllr Sharman and the Clerk visited the site. Photos were sent to David Horsfall of the Environment Agency and the Clerk received a phone call in return. He was concerned that Gino has yet to complete the works at the Staithe and agreed that it is a Health and Safety Issue. He said that they will definitely pay what was agreed but the **Clerk** will check this with Paul Mitchelmore.  Cllr Sharman talked to Gino and confirmed that he is still willing to do the work but the tides have been very high recently.  The Council will ask him to proceed once payment confirmation is received from the EA.

The EA have no problem with the Council registering the Staithe as their own land but they are unable to just sell us their compound unfortunately.  As a Government Agency there is a long and complicated procedure to sell any of their land and it would have to be advertised to the general public, they can't just hand it over to us or sell it for a nominal amount.  However they would be open to leasing the land and/or happy for us to take down the fence and use it as a car park area (or whatever).  They would reserve the right to use it as a storage compound again in the future if needed but it would be acceptable for us to use it in the meantime. The **Clerk** will contact David Horsfall again and ask for a 99 year lease.

A value of the Staithe is needed for registration. Based on the possible income of £5-8k per boat mooring fees a value of £40,000 was assessed. It would not be worth over £80,000.

1. **Parish Clerk’s report**
2. The Clerk and Chairman visited the footpath from Low Road to the A149 to see what repairs are needed. A letter has been sent to the garage asking them to mend their fence. There didn’t appear to be many overhanging branches, and the path surface isn’t too overgrown or uneven, but it is winter. The **Clerk** will contact Garden Guardian to see if they can add strimming of the path to their schedule.
3. Cllr Ellis reported that the fallen branches outside Pine Lodge have been cleared.
4. The **Clerk** will chase streetlight 3R on Low Road and the string of lights on High Road as none have been repaired yet.
5. Highways have cleared some of the drains near the flooding at the farm corner on Church Road but not enough. The Highways engineer has asked the contractors to return and he and Cllr Sharman will attend when they do.
6. The Clerk reported exposed cable on Low Road, near the junction with Church Road, to Openreach but it is has not been buried yet.
7. The **Clerk** will chase the GYBC contractor regarding moving the bin from outside the old Chapel.
8. **Allotments**

2 payments and one part payment of the annual rent are still outstanding. The **Clerk** will send reminder letters.

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 9 months Actuals vs Budget were circulated to Councillors before the meeting, and were noted (see attached).
4. The payments presented (see attached) were **approved**.
5. **Planning Matters**

None received.

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

* Cllr Wallace reported that the base of the roundabout play equipment on the playing field is lifting and could be dangerous. The roundabout is an old fashioned style. The **Clerk** will report it to GYB Services. Cllr Grant will pass on the name of the officer in charge.
* Cllr Ellis has received a quote for the tree work at the playing field but is still waiting to hear from another contractor. This will be considered at the next meeting in order that the work can be completed before the end of March.
* Cllr McTaggart reported that the light in the defibrillator has been mended temporarily, but will need further work. The battery on the defib is at 2 bars but we were told 1 bar should last a year.
* Cllr Wallace informed the Council that he is hopefully moving to Martham at the beginning of February. He is allowed to remain on the Council as it will be within 3 miles of Repps but offered to resign if the Council wished. The Council asked him to remain as a Repps Councillor until the next election.

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 2nd February 2021. This will be confirmed nearer the date, along with the location.

**Attachments:** Draft Payments, 9 month Actuals vs Budget, and the Income and Expenditure summary.

**ITEMS TO BE CONSIDERED FOR PAYMENT JANUARY 2021**

Garden Guardian grounds maintenance Nov 20 640.54

Sally Mitchell Fuel Allotment payment 350.00

C Dickson December 2020 salary 169.76

HMRC PAYE December 2020 42.40

**TOTAL £1,202.70**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | | | | | | | | |
| **AS AT 31.12.20** | | | | | | | | | | | | | |
|  |  | |  | |  | | |  | |  |  | | |
|  | **MONTH** | | **YEAR TO DATE** | |  | | |  | | **MONTH** | **YEAR TO DATE** | | |
| **INCOME** |  | |  | |  | | | **EXPENDITURE** | |  |  | | |
| PRECEPT |  | | 9,095.00 | |  | | | CLERKS SALARY/TAX | | 212.16 | 1,899.16 | | |
| CCF |  | |  | |  | | | STATY/POST/PHONE ETC | |  | 63.92 | | |
| TRAINING BURSARY |  | |  | |  | | | GRASS CUTTING | |  | 4,169.12 | | |
| BANK INTEREST |  | |  | |  | | | ALLOTMENTS | |  | 923.20 | | |
| HMRC VAT |  | | 745.39 | |  | | | RECYCLING | | 10.50 | 82.50 | | |
| GRASS CUTTING | 75.00 | | 75.00 | |  | | | HALL HIRE | |  |  | | |
| GLASS & MISC | 15.00 | | 456.95 | |  | | | AUDIT & INSURANCE | |  | 309.61 | | |
| TRANSPARANCY FUNDING | | |  | |  | | | FUEL ALLOTMENT | |  |  | | |
| ALLOTMENTS | 24.59 | | 1,052.79 | |  | | | SECTION 137 | |  | 100.00 | | |
| NCC |  | |  | |  | | | HMRC/VAT | | 2.10 | 850.34 | | |
| MISCELLANEOUS |  | |  | |  | | | PROF/SUBS/TRAINING | |  | 199.76 | | |
| DEFIBRILLATOR |  | |  | |  | | | MISCELLANEOUS | |  |  | | |
| **TOTAL** | 114.59 | | 11,425.13 | |  | | | **TOTAL** | | 224.76 | 8,597.61 | | |
| TRANSFER |  | | 2,000.00 | |  | | | TRANSFER | |  | 5,000.00 | | |
| NCF Covid-19 Grant |  | | 500.00 | |  | | |  | |  |  | | |
|  |  | |  | |  | | |  | |  |  | | |
| **CASH BOOK** | AS AT 31.12.20 | | | |  | | | **BANK ACCOUNT** | | AS AT 31.12.20 | | | |
| BALANCE B/FWD | 1,688.22 | |  | |  | | | CURRENT ACCOUNT | | 1,633.05 |  | | |
| INCOME | 114.59 | |  | |  | | |  | |  |  | | |
| EXPENDITURE | -224.76 | |  | |  | | |  | |  |  | | |
|  | **1,578.05** | |  | |  | | |  | | 1,633.05 |  | | |
|  |  | |  | |  | | | Less unpresented chqs | |  |  | | |
| TRANSFER | 0.00 | |  | |  | | | 293 | | -12.60 |  | | |
| NCF Covid Grant | 0.00 | |  | |  | | | 295 | | -42.40 |  | | |
| BALANCE | **1,578.05** | |  | |  | | | BALANCE | | **1,578.05** |  | | |
|  |  | |  | |  | | |  | |  |  | | |
| **SAVER ACCOUNT** | | | | | | | | | | | | |
| **AS AT 31.12.20** | | | | | | | | | | | | |
| **INCOME** | |  | |  | |  | **EXPENDITURE** | |  | | |  |
| TRANSFER | |  | | 5,000.00 | |  | TRANSFER | |  | | | 2,000.00 |
| INTEREST | | 0.27 | | 4.26 | |  |  | |  | | |  |
| **TOTAL** | | 0.27 | | 5,004.26 | |  | **TOTAL** | | 0.00 | | | 2,000.00 |
|  | |  | |  | |  |  | |  | | |  |
| **CASH BOOK** | | AS AT 31.12.20 | | | |  | **BANK ACCOUNT** | | AS AT 31.12.20 | | | |
| BLANCE CD/FWD | | 11,827.59 | |  | |  | CURRENT ACCOUNT | | 11,827.86 | | |  |
| INCOME | | 0.27 | |  | |  |  | |  | | |  |
| EXPENDITURE | | 0.00 | |  | |  |  | |  | | |  |
| **BALANCE** | | **11,827.86** | |  | |  |  | | **11,827.86** | | |  |

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| --- | --- | --- | --- | --- | --- |
| Actual vs Budget for the 9 months to 31st December 2020 | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  | Budget |  |  |
| 31.3.2020 | **Income** |  | 9m to 31.12.20 | 31.3.2021 | % |  |
| £ |  |  |  |  |  |  |
| 3,935 | Precept |  | 4,400.00 | 4,400 | 100% |  |
| 4,411 | Concurrent Function |  | 4,411.00 | 4,411 | 100% |  |
| 341 | Council Tax Support Grant | | 284.00 | 284 | 100% |  |
| 623 | Allotment rents |  | 1,052.79 | 1,034 | 102% |  |
| 324 | Recycling |  | 456.95 | 300 | 152% |  |
|  | Grass cutting |  | 75.00 | 300 | 25% |  |
|  | Interest received |  | 4.26 |  |  |  |
| 490 | Miscellaneous |  |  |  |  |  |
| 10,124 |  |  | 10,684.00 | 10,729 | 100% |  |
|  |  |  |  |  |  |  |
|  | **Expenditure** |  |  |  |  |  |
| 2,391 | Clerk's salary |  | 1,899.16 | 2,500 | 76% |  |
| 35 | Internal Audit |  | 75.00 | 50 | 150% |  |
| 303 | Insurance |  | 234.61 | 350 | 67% |  |
| 3,713 | Grass Cutting |  | 4,169.12 | 4,200 | 99% |  |
| 375 | Fuel Allotment Charity |  |  | 300 | 0% |  |
| 55 | Training |  |  | 200 | 0% |  |
| 200 | Subscriptions |  | 199.76 | 170 | 118% |  |
| 399 | Office expenses |  | 63.92 | 400 | 16% |  |
| 275 | Village Hall rent |  |  | 300 | 0% |  |
|  | Miscellaneous |  |  | 100 | 0% |  |
| 1,377 | Allotments |  | 923.20 | 950 | 97% |  |
| 81 | Defibrillator |  |  | 200 | 0% |  |
|  | Asset Maintenance Accrual | |  | 1,503 | 0% |  |
| 81 | Recycling |  | 82.50 | 100 | 83% |  |
| 118 | S137 |  | 100.00 | 120 | 83% |  |
| 9,402 |  |  | 7,747.27 | 11,443 | 68% |  |
|  |  |  |  |  |  |  |
| 722 | Surplus / (Deficit) |  | 2,936.73 | (714) |  |  |
|  |  |  |  |  |  |  |
|  | Balance b/f |  | 10,074.13 | 1,250.53 | Current a/c |  |
|  |  |  |  | 8,823.60 | Deposit a/c |  |
|  | Covid 19 Grant |  | 500.00 |  |  |  |
| 934 | VAT Received |  | 745.39 |  |  |  |
| -663 | VAT Paid |  | -850.34 |  |  |  |
|  |  |  |  |  |  |  |
|  | Balance c/f |  | 13,405.91 |  |  |  |
|  |  |  |  |  |  |  |
|  | Current Account |  | 1,578.05 |  |  |  |
|  | Deposit Account |  | 11,827.86 |  |  |  |
|  |  |  | 13,405.91 |  |  |  |