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

**held on 2nd March 2021 online via Zoom at 8pm**

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

1. **Apologies for Absence**

Tom Ellis (in another Zoom meeting)

PC Gary May (no access to work Zoom)

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 2nd February 2021 were **resolved** to be a true record and will be signed by Cllr Sharman as Chair of the meeting.

1. **Matters Arising**

GYBC were aware of the damaged roundabout, due to tree roots. Some work has been done but it is cordoned off. The Clerk has asked to be kept informed, but has not had any further information from GYBC.

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

CCllr Thirtle reported on the meeting held to discuss Norfolk-wide flooding issues. The next meeting will concentrate on how to change things going forward.

Work has begun in Great Yarmouth on demolishing buildings in preparation for the new bridge. There will be an economic benefit and a reduction in traffic. Hopes are that it will come in under the £120m budget.

NCC will be increasing the Council Tax element by 3.99%, including Adult Social Care. The Government gave Councils permission to increase by 5% so the 3.99% may be a hindrance if more Government money needs to be requested.

CCllr Thirtle has been co-opted on to Rollesby Parish Council.

BCllr Mogford: Covid cases are decreasing across the Borough. Norfolk is doing well. £400,000 has been spent on supporting the vaccination and screening programme. The Covid marshalls will still be employed until 2022. The Marina Centre rebuild is on budget and on time, and work on the new Market Place is due to start soon. That will tidy up the centre of town.

1. **Correspondence received**
2. Norfolk ALC have a board member vacancy, specifically for someone in the Great Yarmouth area.
3. An email regarding placing a memorial bench on the green space by Potter Heigham bridge. The correspondent has contacted the Broads Authority who referred him on to us, and has contacted Norfolk County Council and Highways with no response. The **Clerk** will check the site to confirm the state of the benches already present. The Council are not responsible for the piece of land but, as long as the correspondent takes responsibility for the maintenance of the bench, then the Council has no objections to a recycled plastic bench, but it must be fixed to the ground.
4. **Pugg Street Staithe**

Cllr Sharman has not yet received a quote for the repair work needed. **Cllr Sharman** will follow up.

1. **Parish Clerk’s report**
2. The bin on Low Road will be moved away from the bench at the same time as the one outside the old Chapel is moved. There is no date for this yet.
3. The bollard on the Causeway had already been reported. This has now been repaired.
4. The trees round the bench on Low Road will cost between £300 and £400 to reduce in height, and the walnut tree to be tidied up. Cllr Sharman will take the residue away. The Council agreed the costs.
5. The streetlight at the junction of Staithe Road and Church Road was reported. It is still not working. The **Clerk** will re-report.
6. Marcus Satchell has confirmed that he will begin the tree works at the bowling green this week or next. He will start with the conifer hedge because of possible nesting birds.
7. The **Clerk** was asked to report the disintegration of the road surface at the farm corner, before Staithe Road. 2 of the 4 drains were not cleared earlier in the year and need lifting and pumping out again.
8. **Allotments**

Nothing to report.

1. **Restarting the Newsletters**

The Council discussed restarting the quarterly newsletters as neither the Village Hall or Council are producing anything at the moment. It was agreed to wait until the Coronavirus restrictions have lifted to allow leafleting, but the **Clerk** will start to draft something, to be reviewed at the next meeting.

Cllr McTaggart suggested that a ‘Welcome to our Village’ leaflet should be produced as there have been several new residents in the past year. Things to include would be information on the Parish Council, Village Hall, Church, and groups. The **Clerk** will produce a first draft for the next meeting.

1. **Financial and administration matters**
2. The Council **noted** Cllr Wright’s quarterly checks of the accounts.
3. The current grass contractor, Garden Guardian, quoted £56 + VAT for strimming the footpath from High Road to Low Road 8 times per year. The Council **agreed** to accept.
4. The Income and Expenditure report was circulated to Councillors before the meeting. It was **noted** by the Council (see attached).
5. The payments presented (see attached) were **approved**.
6. **Planning Matters**
7. BA/2021/0067/FUL - erection of 8 x 1 bedroom and 4 x 2 bedroom flats for holiday use, restaurant at ground floor level and associated car parking, at The Old Bridge Hotel site, Bridge Road, Potter Heigham, NR29 5JQ. This application was received after the agenda was published. The development of the site is welcome but the Council had concerns about: sewerage and drainage; ensuring the flats were only used as holiday lets; disabled access; parking; garages being converted for habitation. The **Clerk** will contact the Clerk to Potter Heigham Parish Council and call a meeting to discuss the planning application before the deadline for comments (18th March).
8. **Matters for reporting or future agenda**

The Clerk requested that the Annual Parish Meeting be moved to before the April meeting on the 6th. The Council **agreed**.

Cllr McTaggart raised concerns about tree roots making the path next to the church yard very uneven. The **Clerk** will investigate ownership.

1. **Public Participation**

Cllr Wallace apologised for missing the last meeting.

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

The next meeting is scheduled to be held on Tuesday 6th April 2021. This will also be the date of the Annual Parish Meeting. Both meetings will be held virtually, via Zoom.

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

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

C Dickson February 2021 salary 169.76

HMRC PAYE February 2021 42.40

C Dickson expenses Nov 20-Feb 21 mileage 14.85

postage 15.36

stationery 1.50

Flegg CLT membership 1.00

Zoom 14.40 47.11

**TOTAL £259.27**

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| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 26.2.21** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 9,095.00 |  | CLERKS SALARY/TAX | 212.16 | 2,323.48 |
| CCF |  |  |  | STATY/POST/PHONE ETC |  | 63.92 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING |  | 4,809.66 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 923.20 |
| HMRC VAT |  | 745.39 |  | RECYCLING | 11.10 | 93.60 |
| GRASS CUTTING |  | 75.00 |  | HALL HIRE |  |  |
| GLASS & MISC | 15.00 | 480.95 |  | AUDIT & INSURANCE |  | 309.61 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  | 350.00 |
| ALLOTMENTS | 19.31 | 1,072.10 |  | SECTION 137 |  | 100.00 |
| NCC |  |  |  | HMRC/VAT | 2.22 | 852.56 |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING |  | 239.76 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 34.31 | 11,468.44 |  | **TOTAL** | 225.48 | 10,065.79 |
| TRANSFER | 1,000.00 | 3,000.00 |  | TRANSFER |  | 5,000.00 |
| NCF Covid-19 Grant |  | 500.00 |  |  |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 26.2.21 | |  | **BANK ACCOUNT** | AS AT 26.2.21 | |
| BALANCE B/FWD | 344.35 |  |  | CURRENT ACCOUNT | 1,166.50 |  |
| INCOME | 34.31 |  |  |  |  |  |
| EXPENDITURE | (225.48) |  |  |  |  |  |
|  | **153.18** |  |  |  | 1,166.50 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | 1,000.00 |  |  | 301 | (13.32) |  |
| NCF Covid Grant | 0.00 |  |  |  |  |  |
| BALANCE | **1,153.18** |  |  | BALANCE | **1,153.18** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 26.2.21** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 5,000.00 |  | TRANSFER | 1,000.00 | 3,000.00 |
| INTEREST |  | 4.26 |  |  |  |  |
| **TOTAL** | 0.00 | 5,004.26 |  | **TOTAL** | 1,000.00 | 3,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 26.2.21 | |  | **BANK ACCOUNT** | AS AT 26.2.21 | |
| BLANCE CD/FWD | 11,827.86 |  |  | CURRENT ACCOUNT | 10,827.86 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE | (1,000.00) |  |  |  |  |  |
| **BALANCE** | **10,827.86** |  |  |  | **10,827.86** |  |