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

**held on 6th April 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 Andy Grant.

1. **Apologies for Absence**

Tom Ellis (ill)

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

None received.

1. **Minutes of the Last Meetings**

The minutes of the meeting held on 2nd March 2021 and 11th March 2021 were **approved** as a true record and will be signed by Cllr Sharman as Chair of the meeting.

1. **Matters Arising**

The Clerk visited the staithe near Potter Heigham bridge to look at the benches. Photos of the damaged bench have been sent to the gentleman who wishes to install a memorial bench asking him to replace the damaged one rather than add a new one. He was also asked to use recycled material and informed he will be responsible for maintenance of the bench.

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

CCllr Thirtle reported that the James Paget had 179 Covid patients at the peak, 2 weeks ago there were 11, and now only has 1.

Norfolk County Council have taken over local Trace and Trace responsibilities.

NCC teamed up with the EDP and Norfolk Community Foundation to provide just over 5,000 computers for children.

A lot of people contacted the library service for help with completing the Census. The local library service was given £53,000 to assist those that don’t have access to a computer to help them complete the Census online.

Cllr Sharman asked about some walls broken at the Waterways. BCllr Grant reported there have been sporadic incidents with motorised scooters, flowers being strewn about, and a mini rave. CCTV is being looked at and the Police clamping down on recent unacceptable behaviour.

BCllr Grant: the budget went through at full Council. This year there is a review of the public realm and a review of all play parks. All play parks with equipment owned by GYBC will be inspected with a view to scheme being drafted for replacement of old equipment. Bins and Streetlights are also being reviewed once GYBS has its new manager in post. There are 4000 assets to check. Covid - still providing deliveries if needed.

1. **Correspondence received**
2. Norfolk County Council have an ambitious plan to plant 1 million trees across the County over the next 5 years.
3. The Government are holding a consultation on remote meetings. To be considered at the next meeting.
4. **Pugg Street Staithe**
5. The Clerk is now receiving emails from Land Registry regarding the application to register the Staithe and therefore the Council do not need to set up a variable direct debit to register for online access to the Land Registry Portal at the moment.
6. The Council considered a quote for the repair of the whole staithe. The **Clerk** has requested confirmation from the Environment Agency that they will pay for their compound repair before accepting the quote. The works on the other two sides can be done in stages as and when finances allow.
7. **Parish Clerk’s report**
8. The bin outside the old Chapel has been moved to the other side of the road. The bin on Low Road has been moved away from the bench but not to the other side of the track. This will be checked when the trees have been cleared.
9. The hedge around the bowling green has been trimmed. The trees will be cut back at a later date. No invoice has been received as yet.
10. The Clerk produced the Land Registry map of the Church and Churchyard. The path next to the Old School House appears to be included in the churchyard land. Any overgrown hedge can be cut back and branches returned to the owner. Structural damage to trees is not allowed. **Cllr Sharman** will speak to the occupants of the Old School House.
11. The **Clerk** was asked to report again the disintegration of the road surface at the farm corner, before Staithe Road.
12. The streetlight on the corner of Staithe Road is working intermittently. **Clerk** to re-report.
13. **Allotments**

1 and a half rents are still outstanding. The **Clerk** will send a final reminder and give the tenants 30 days to pay before the allotment is reclaimed.

1. **Draft Newsletter and Welcome leaflet**

The Clerk has begun drafting the newsletter and asked for items to include. The Chairman’s report to the Annual Parish Meeting will be published, and the church services were suggested. Cllr Wallace volunteered to help.

The Welcome Leaflet has yet to be started.

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 **agreed** that the Clerk could investigate online banking.
5. The Actuals vs Budget report was **noted** by the Council (see attached).
6. **Planning Matters**
7. Notification of consultation on Rollesby’s Neighbourhood Plan. To be considered at the next meeting
8. **Matters for reporting or future agenda**

Government consultation on remote meetings.

Rollesby’s Neighbourhood Plan

Cllr Wright reported that there are new LED streetlights on the A149.

The Low Road streetlight is now working properly sometimes.

Cllrs Willett reported that the footpath and cycleway towards Potter Heigham bridge is overgrown with tree branches and brambles. Clerk to report.

1. **Public Participation**

A member of the public reported that the A149 footpath needs to be scraped back.

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

The next meeting is scheduled to be held on Tuesday 4th May 2021 at 8pm, virtually via Zoom. The meeting finished at 8:43pm.

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

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

Norfolk Association of Local Councils annual subscription 159.76

URM glass recycling Feb 21 3.60

Environment Agency drainage charges at the allotments 15.56

C Dickson March 2021 salary 169.76

HMRC PAYE March 2021 42.40

C Dickson expenses March 21 mileage 9.90

Land Registry search 6.00

stationery 3.99

Zoom 3.60 23.49

**TOTAL £414.57**

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| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 31.3.21** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 9,095.00 |  | CLERKS SALARY/TAX | 212.16 | 2,535.64 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 45.86 | 109.78 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING |  | 4,809.66 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 923.20 |
| HMRC VAT |  | 745.39 |  | RECYCLING |  | 93.60 |
| GRASS CUTTING |  | 75.00 |  | HALL HIRE |  |  |
| GLASS & MISC | 404.31 | 885.26 |  | AUDIT & INSURANCE |  | 309.61 |
| TRANSPARANCY FUNDING | |  |  | FUEL ALLOTMENT |  | 350.00 |
| ALLOTMENTS |  | 1,072.10 |  | SECTION 137 |  | 100.00 |
| NCC |  |  |  | HMRC/VAT | 0.25 | 852.81 |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING | 1.00 | 240.76 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 404.31 | 11,872.75 |  | **TOTAL** | 259.27 | 10,325.06 |
| TRANSFER |  | 3,000.00 |  | TRANSFER |  | 5,000.00 |
| NCF Covid-19 Grant |  | 500.00 |  |  |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.3.21 | |  | **BANK ACCOUNT** | AS AT 31.3.21 | |
| BALANCE B/FWD | 1,153.18 |  |  | CURRENT ACCOUNT | 1,340.62 |  |
| INCOME | 404.31 |  |  |  |  |  |
| EXPENDITURE | (259.27) |  |  |  |  |  |
|  | **1,298.22** |  |  |  | 1,340.62 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | 0.00 |  |  | 305 | (42.40) |  |
| NCF Covid Grant | 0.00 |  |  |  |  |  |
| BALANCE | **1,298.22** |  |  | BALANCE | **1,298.22** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 31.3.21** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 5,000.00 |  | TRANSFER |  | 3,000.00 |
| INTEREST | 0.29 | 4.55 |  |  |  |  |
| **TOTAL** | 0.29 | 5,004.55 |  | **TOTAL** | 0.00 | 3,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.3.21 | |  | **BANK ACCOUNT** | AS AT 31.3.21 | |
| BLANCE CD/FWD | 10,827.86 |  |  | CURRENT ACCOUNT | 10,828.15 |  |
| INCOME | 0.29 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **10,828.15** |  |  |  | **10,828.15** |  |

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| Actual vs Budget for the year to 31st March 2021 | | | |  |  |
|  |  |  |  |  |  |
|  |  |  | Actuals | Budget |  |
| 31.3.2020 | **Income** |  | 31.3.21 | 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 |  | 1,072.10 | 1,034 | 104% |
| 324 | Recycling |  | 885.26 | 300 | 295% |
|  | Grass cutting |  | 75.00 | 300 | 25% |
|  | Interest received |  | 4.55 |  |  |
| 490 | Miscellaneous |  |  |  |  |
| 10,124 |  |  | 11,131.91 | 10,729 | 104% |
|  |  |  |  |  |  |
|  | **Expenditure** |  |  |  |  |
| 2,391 | Clerk's salary |  | 2,535.64 | 2,500 | 101% |
| 35 | Internal Audit |  | 75.00 | 50 | 150% |
| 303 | Insurance |  | 234.61 | 350 | 67% |
| 3,713 | Grass Cutting |  | 4,809.66 | 4,200 | 115% |
| 375 | Fuel Allotment Charity |  | 350.00 | 300 | 117% |
| 55 | Training |  |  | 200 | 0% |
| 200 | Subscriptions |  | 200.76 | 170 | 118% |
| 399 | Office expenses |  | 109.78 | 400 | 27% |
| 275 | Village Hall rent |  |  | 300 | 0% |
|  | Miscellaneous |  | 40.00 | 100 | 40% |
| 1,377 | Allotments |  | 923.20 | 950 | 97% |
| 81 | Defibrillator |  |  | 200 | 0% |
|  | Asset Maintenance Accrual | |  | 1,503 | 0% |
| 81 | Recycling |  | 93.60 | 100 | 94% |
| 118 | S137 |  | 100.00 | 120 | 83% |
| 9,402 |  |  | 9,472.25 | 11,443 | 83% |
|  |  |  |  |  |  |
| 722 | Surplus / (Deficit) |  | 1,659.66 | (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 |  | (852.81) |  |  |
|  |  |  |  |  |  |
|  | Balance c/f |  | 12,126.37 |  |  |
|  |  |  |  |  |  |
|  | Current Account |  | 1,298.22 |  |  |
|  | Deposit Account |  | 10,828.15 |  |  |
|  |  |  | 12,126.37 |  |  |