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

**held on 6th July 2021 in the Village Hall at 8pm**

**In attendance:** Cllrs: Fred Sharman (Chair), Carol Willett, Andrew Wright, George Willett, Alison McTaggart, Chris Wallace, Claudia Dickson (Clerk), C&BCllr Andy Grant.

1. **Apologies for Absence**

Tom Ellis.

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 5th May 2021 were **approved** as a true record and weree signed by Cllr Sharman as Chair of the meeting.

1. **Matters Arising**

None received.

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

C&BCllr Grant gave an update for Norfolk County Council and Great Yarmouth Borough Council. Covid cases are rising in the Borough with several schools having to send year groups home, however this is the result of only a few cases per school.

The NCC Ward budget has been increased to £10,000 and the remit extended to include Environmental projects as well as Highways.

The play parks review has started. Every park is being reviewed to assess the equipment and to look at the demographic of the area to determine whether different/new equipment would be suitable.

Great Yarmouth has and will be receiving funding for some major projects but the Borough is keen to make sure the Parishes are not neglected.

There were no crimes reported on Police.uk for May 2021 but a generator has recently been stolen and a few nights later a socket set and spanners were taken from the same address.

Some river residents have complained that recent holiday makers have not been removing their dog waste and that there is not a bin for this on the Staithe. BCllr Grant recommended installing a litter bin not a dog waste bin as this is more cost effective. **Cllr Sharman** will talk to the RTTA about how they dispose of their waste and if a dog waste bin could be included.

1. **Correspondence received**

None.

1. **Pugg Street Staithe**

The **Clerk** will seek quotes to employ a Solicitor to register the Staithe.

The **Clerk** will report the state of the EA compound’s quay heading to the Health and Safety Inspectorate.

1. **Parish Clerk’s report**
2. The Clerk has reported the footpath from High Road to Low Road as it is very overgrown and not passable, especially when wet.
3. The **Clerk** was asked to report the Weavers Way as overgrown from Repps towards Thurne.
4. The grass cutting at the Church yard has been patchy recently. The **Clerk** was asked to contact the contractor.
5. Trees overhanging the footpath along the A149 outside the Homestead are a possible danger to cyclists (who are allowed to use the path). The brambles are now growing over the path narrowing it making it difficult for pedestrians and cyclists to pass safely. The **Clerk** will report both.
6. **Allotments**
7. Cllrs Wright and Willett and the Clerk will meet for an inspection of the allotments on Friday 9th July at 10am.
8. One plot has still not been paid for. A letter notifying termination of tenancy if payment was not received was sent on the 4th May. Further action will be determined after the inspection.
9. **Draft Welcome leaflet**

Cllr Wallace circulated a draft Welcome leaflet for the village. Several small amendments were suggested but the content and layout were approved and Cllr Wallace was thanked for putting it together.

1. **To discuss the condition of the benches at Potter Heigham bridge**

The Clerk had visited the site and circulated photos of the 3 benches at Potter Heigham bridge to Councillors before the meeting. 2 are unsafe and the third is in an acceptable condition.

The bench next to the bridge has a plaque to Reg Peek, a river inspector. The **Clerk** will ask the Broads Authority if it is theirs.

The other unsafe bench will be removed. The **Clerk** will contact the gentleman who wanted to install a memorial bench for an update on whether he still wishes to do so.

The **Clerk** will check if the area is on the grass maintenance schedule. If not the grass contractor will be asked for a quote to maintain the area.

1. **Financial and administration matters**
2. The insurance renewal for the year from 1st June 2021 was £234.62, a 1p increase on 2020. This was **approved** by the Council.
3. Income and Expenditure report was circulated to Councillors before the meeting. It was **noted** by the Council (see below).
4. The payments made in June (see below) were **ratified** by the Council. The payments presented for July (see below) were **approved**.
5. The Council **approved** the payment of URM (UK) Ltd by direct debit.
6. In order to achieve online banking the Clerk requested that the current bank signatories phone Barclays to activate their online access. The **Clerk** will forward the phone number and latest bank statement to Cllrs Sharman and Wright. Once online access has been achieved the **Clerk** will start the process to make Cllr C Willett, as Vice-Chair, a signatory and remove Cllr Ellis.
7. **Planning Matters**
8. 06/21/0433/F - proposed two storey side and single storey rear extension; roof conversion; balcony to South elevation; alterations of external materials at Reed Cottage, Ashby Road, NR29 5JT. The Council had the following objections/comments: the proposed changes are out of character with a Victorian cottage; the size of the proposed development is larger than the original footprint of the dwelling and therefore over the permitted development size.
9. The bowling club are considering installing a toilet in one of their sheds. This is not a matter for the Parish Council to determine. **Cllr Sharman** will let them know they need to talk to GYBC.

The bowling club thanked the Parish Council for cutting back the trees.

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

* The hedge at 1 High Road was reported as overgrown and obstructing the view of traffic exiting Church Road. **Clerk** to report.
* The amount of litter an rubbish round the area was commented on.
* Cllr Sharman reported that the pot holes on Church Road have now been filled.

1. **Public Participation**

None received.

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

The next meeting is scheduled to be held on Tuesday 7th September 2021 at 8pm. The venue will be confirmed nearer the time. The meeting finished at 9:20pm.

**Attachments:** Payments for June, draft payments for July, the Income and Expenditure summary, and Actuals vs Budget for the year to June 2021.

**ITEMS FOR PAYMENT JUNE 2021**

Garden Guardian Grass cutting Apr 21 596.80

URM (UK) Ltd Glass recycling May 21 18.00

Business Services at CAS Ltd Insurance renewal 234.62

C Dickson May 2021 salary 173.12

HMRC PAYE May 2021 43.20

C Dickson expenses May 21 mileage 4.95

Zoom 10.20 15.15

**TOTAL £1,065.74**

Received late:

The Nicholas Evans-Lombe 1997 Childrens Settlement allotment land rent 454.00

**Revised TOTAL** **£1,519.74**

**TRANSFERS**

Deposit account to Current account *(already actioned)* 1,000.00

**TOTAL £1,000.00**

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

Garden Guardian Grass cutting May 21 596.80

URM (UK) Ltd Glass recycling May 21 6.30

C Dickson June 2021 salary 172.92

HMRC PAYE June 2021 43.40

C Dickson expenses June 21 mileage 4.95

toner 132.90 137.85

**TOTAL £977.27**

Items added late:

C Dickson July 2021 salary (*post dated cheque*) 173.12

HMRC PAYE July 2021 (*post dated cheque*) 43.20

Garden Guardian Grass cutting June 21 596.80

Garden Guardian Grass cutting March 21 596.80

**Revised TOTAL £2,387.19**

**TRANSFERS**

Deposit account to Current account 2,000.00

**TOTAL £2,000.00**

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| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 30.6.21** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH May-Jun** | **YEAR TO DATE** |  |  | **MONTH May-Jun** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 4,747.50 |  | CLERKS SALARY/TAX | 432.64 | 644.80 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 68.10 | 90.92 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 497.33 | 497.33 |
| BANK INTEREST |  |  |  | ALLOTMENTS | 454.00 | 469.56 |
| GRASS CUTTING |  |  |  | RECYCLING | 15.00 | 18.00 |
| GLASS & MISC | 49.53 | 82.62 |  | HALL HIRE |  |  |
| TRANSPARANCY FUNDING | |  |  | AUDIT & INSURANCE | 274.62 | 274.62 |
| ALLOTMENTS | 476.38 | 476.38 |  | FUEL ALLOTMENT |  |  |
| NCC |  |  |  | SECTION 137 |  |  |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING |  | 159.76 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS | 1,500.00 | 1,500.00 |
| **TOTAL** | 525.91 | 5,306.50 |  | **TOTAL** | 3,241.69 | 3,654.99 |
| TRANSFER | 1,000.00 | 1,000.00 |  | TRANSFER |  | 4,000.00 |
| VAT |  | 959.57 |  | VAT | 103.07 | 104.34 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.6.21 | |  | **BANK ACCOUNT** | AS AT 30.6.21 | |
| BALANCE B/FWD | 2,623.81 |  |  | CURRENT ACCOUNT | 1,855.76 |  |
| INCOME | 525.91 |  |  |  |  |  |
| EXPENDITURE | (3,241.69) |  |  |  |  |  |
|  | **(91.97)** |  |  |  | 1,855.76 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | 1,000.00 |  |  | 318 | (596.80) |  |
| NET VAT | (103.07) |  |  | 325 | (454.00) |  |
|  |  |  |  |  |  |  |
| BALANCE | **804.96** |  |  | BALANCE | **804.96** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 30.6.21** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 4,000.00 |  | TRANSFER | 1,000.00 | 1,000.00 |
| INTEREST | 0.31 | 0.31 |  |  |  |  |
| **TOTAL** | 0.31 | 4,000.31 |  | **TOTAL** | 1,000.00 | 1,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 30.6.21 | |  | **BANK ACCOUNT** | AS AT 30.6.21 | |
| BLANCE CD/FWD | 14,828.15 |  |  | CURRENT ACCOUNT | 13,828.46 |  |
| INCOME | 0.31 |  |  |  |  |  |
| EXPENDITURE | (1,000.00) |  |  |  |  |  |
| **BALANCE** | **13,828.46** |  |  |  | **13,828.46** |  |

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| Actual vs Budget for the year to 31st March 2022 as at 30th June 2021 | | | | | | | | | |
|  |  |  |  |  |  |  |  | |  | |
| Actuals |  |  | Actuals | Budget |  |  |  | |  | |
| 31.3.2021 | **Income** |  | 30.6.21 | 2021/22 | % |  |  | |  | |
| £ |  |  |  |  |  |  |  | |  | |
| 4,400 | Precept |  | 2,400.00 | 4,800 | 50% |  |  | |  | |
| 4,411 | Concurrent Function |  | 2,205.50 | 4,411 | 50% |  |  | |  | |
| 284 | Council Tax Support Grant | | 142.00 | 284 | 50% |  |  | |  | |
| 1,072 | Allotment rents |  | 476.38 | 1,034 | 46% |  |  | |  | |
| 885 | Recycling |  | 82.62 | 300 | 28% |  |  | |  | |
| 75 | Grass cutting |  |  | 150 | 0% |  |  | |  | |
| 5 | Interest received |  | 0.31 |  |  |  |  | |  | |
|  | Miscellaneous |  |  |  |  |  |  | |  | |
| 11,132 |  |  | 5,306.81 | 10,979 | 48% |  |  | |  | |
|  |  |  |  |  |  |  |  | |  | |
|  | **Expenditure** |  |  |  |  |  |  | |  | |
| 2,536 | Clerk's salary |  | 644.80 | 2,600 | 25% |  |  | |  | |
| 75 | Internal Audit |  | 40.00 | 60 | 67% |  |  | |  | |
| 235 | Insurance |  | 234.62 | 300 | 78% |  |  | |  | |
| 4,810 | Grass Cutting |  | 497.33 | 4,200 | 12% |  |  | |  | |
| 350 | Fuel Allotment Charity |  |  | 300 | 0% |  |  | |  | |
|  | Training |  |  | 100 | 0% |  |  | |  | |
| 201 | Subscriptions |  | 159.76 | 220 | 73% |  |  | |  | |
| 110 | Office expenses |  | 90.92 | 350 | 26% |  |  | |  | |
|  | Village Hall rent |  |  | 300 | 0% |  |  | |  | |
| 40 | Miscellaneous |  | 1,500.00 | 100 | 1500% |  |  | |  | |
| 923 | Allotments |  | 469.56 | 950 | 49% |  |  | |  | |
|  | Defibrillator |  |  | 200 | 0% |  |  | |  | |
|  | Asset Maintenance Accrual | |  | 1,503 | 0% |  |  | |  | |
| 94 | Recycling |  | 18.00 | 100 | 18% |  |  | |  | |
| 100 | S137 |  |  | 120 | 0% |  |  | |  | |
| 9,472 |  |  | 3,654.99 | 11,403 | 32% |  |  | |  | |
|  |  |  |  |  |  |  |  | |  | |
| 1,660 | Surplus / (Deficit) |  | 1,651.82 | (424) |  |  |  | |  | |
|  |  |  |  |  |  |  |  | |  | |
| 10,074 | Balance b/f |  | 12,126.37 | 1,298.22 | Current a/c | | |  | |  | |
|  |  |  |  | 10,828.15 | Deposit a/c | | |  | |  | |
| 500 | Covid 19 Grant |  |  |  |  |  |  | |  | |
| 745 | VAT Received |  | 959.57 |  |  |  |  | |  | |
| (853) | VAT Paid |  | (104.34) |  |  |  |  | |  | |
|  |  |  |  |  |  |  |  | |  | |
| 12,126.37 | Balance c/f |  | 14,633.42 |  |  |  |  | |  | |
|  |  |  |  |  |  |  |  | |  | |
| 1,298.22 | Current Account |  | 804.96 |  |  |  |  | |  | |
| 10,828.15 | Deposit Account |  | 13,828.46 |  |  |  |  | |  | |
| 12,126.37 |  |  | 14,633.42 |  |  |  |  | |  | |