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

**held on 4th May 2021 online via Zoom at 8pm**

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

1. **Election of Chairman and Vice-Chairman**

Fred Sharman was nominated and unanimously elected Chairman of the Parish Council for the next year.

Carol Willett was nominated and unanimously elected Vice-Chairman of the Parish Council for the next year.

1. **Declarations of Acceptance of Office**

An Acceptance of Office as Chair was signed by Cllr Sharman and will be signed by the Clerk.

1. **Election of the Responsible Financial Officer**

The Clerk was nominated as Responsible Financial Officer and this was unanimously agreed by the Council.

1. **Review of Register of Interests**

Cllr Wallace will need to complete a new form for change of address. There were no other amendments notified. The **Clerk** will send Cllr Wallace a form.

1. **Apologies for Absence**

None received.

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 6th April 2021 were **approved** as a true record and will be signed by Cllr Sharman as Chair of the meeting.

1. **Matters Arising**

None received.

1. **Annual Resolutions**
2. **Annual Risk Assessment**
3. **Policy Review - Standing Orders, Equality and Diversity Policy, Financial Regulations**
4. **Schedule of Assets**

The Annual Risk Assessment, policies presented and the Schedule of Assets were all **approved** by the Council.

1. **To appoint a member of the Council to undertake periodic review of the administration and accounting procedures**

Cllr Wright was nominated and accepted the position.

1. **To consider an Insurance provider for 2021/22**

The Council approved a 3 year agreement last year. The Clerk will report the renewal quote when received.

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

CCllr Thirtle had nothing to report from Norfolk County Council it is a pre-election period. He is not standing again.

There was one issue raised in the past month of salt water incursion into the rivers and the death of lots of fish. The Environment Agency was contacted and also the Broads Authority. The matter will hopefully be constantly reviewed as a regular recurrence would be devastating.

CCllr Thirtle has really enjoyed attending the Council meetings but decided not to stand again. BCllr Grant is standing in the Repps with Bastwick Ward.

Thanks were given to CCllr Thirtle for his great support over the years and the Council wished him a happy and healthy retirement.

Cllr Sharman contacted CCllr Thirtle, the Environment Agency, GYBC, and BCllr Grant regarding the salt water surge. Fish of all sizes were killed which caused problems when they rotted, but the otters had some good meals. A barrier with the third river crossing would stop this happening again. Salt water left to rest on farm land for more than 48 hours causes great damage.

1. **Correspondence received**
2. The Highway Ranger will be visiting during the week commencing the 1st June. Any problems to be reported to the Clerk to pass on.
3. A member of the public emailed to ask for details of any contractors to connect to the mains sewer. No details could be found.
4. **To consider a response to the Government Consultation on Remote Meetings**

The Council discussed their views and asked the Clerk to complete the consultation on their behalf.

1. **To consider plans for returning to face to face meetings**

The village hall does not yet have a date for reopening. **Cllr Ellis** will inquire whether the Council can use the hall, and the maximum capacity in line with Covid restrictions.

1. **Parish Clerk’s report**
2. The Clerk has re-reported that the streetlight on the corner of Staithe Road is working intermittently, but has had no response as yet.
3. The Clerk had received notification that the works on the farm corner had been completed but Cllr Sharman reported that they had not. The **Clerk** will send photos.
4. **Financial and administration matters**
5. The Income and Expenditure report was circulated to Councillors before the meeting. It was **noted** by the Council (see attached).
6. The payments presented (see attached) were **approved**.
7. The Council noted the Internal Audit report. The Clerk has detailed the policies to be considered on the agenda, and the Review of Internal Control was approved at the November 2020 meeting.
8. Approval of the Governance Statement of the Annual Return

The Clerk read the Annual Governance Statement and all statements were **agreed** by the Council. The Clerk signed Section 1 and Cllr Sharman will sign.

1. Approval of the Accounting Statements of the Annual Return

The Council **approved** the accounts for the year ending 31st March 2021. The Clerk signed the Accounting Statements of the Annual Return and Cllr Sharman will sign.

1. Clerk signed the Certificate of Exemption - AGAR 2020/21 Part 2 - and Cllr Sharman will sign.
2. **Pugg Street Staithe**

Land Registry have rejected our application for registration of the Staithe but it is unclear why. The **Clerk** will phone to get further details.

The Environment Agency have been contacted to confirm the amount they will pay for the repair, but the Clerk has had no response. The Council agreed to wait another month for a reply. If there is no response then the Council will consider approaching from a Health and Safety perspective.

1. **Planning Matters**
2. Norfolk County Council notification of the dedication of a new footpath. This is the formalisation of a path already in place and used.
3. 06/21/0302/F - proposed detached cart shed for use as a double garage; extension of utility room into a car port; conversion of attic space into habitable rooms at 20 Grove Road, NR29 5JL. It was agreed that Councillors will visit the site for a visual assessment and send comments to the Clerk.
4. The consultation on Rollesby’s Neighbourhood Plan was noted.
5. **Allotments**

Cllr Sharman reported that the Nicholas Evans-Lombe family will be taking back responsibility for the allotment land rents.

The **Clerk** will check when the last inspection was carried out and a date will be set at the next meeting.

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

The footpath and cycleway towards Potter Heigham bridge is still overgrown with tree branches and brambles. This has been reported for the Highways Ranger to investigate.

Cllr Ellis reported that there is no date yet for the Village Hall to reopen, it may be the end of July, but they would be happy for the Parish Council to hold their meetings there.

1. **Public Participation**

None received.

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

The next meeting is scheduled to be held on Tuesday 1st June 2021 at 8pm. The venue will be confirmed nearer the time. The meeting finished at 8:56pm.

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

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

Sonya Blythe Internal Audit 40.00

C Dickson April 2021 salary 173.12

HMRC PAYE April 2021 43.20

C Dickson expenses April 21 mileage 49.95

Zoom 3.60 53.55

**TOTAL £309.87**

Received after schedule posted:

Treeworks trimming of the bowling green hedge and Low Road trees 1,500.00

**Revised TOTAL £1,809.87**

**TRANSFERS**

Current account to Deposit account *(already actioned)* 4,000.00

**TOTAL £4,000.00**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 29.4.21** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT | 4,747.50 | 4,747.50 |  | CLERKS SALARY/TAX | 212.16 | 212.16 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 22.82 | 22.82 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING |  |  |
| BANK INTEREST |  |  |  | ALLOTMENTS | 15.56 | 15.56 |
| GRASS CUTTING |  |  |  | RECYCLING | 3.00 | 3.00 |
| GLASS & MISC | 33.09 | 33.09 |  | HALL HIRE |  |  |
| TRANSPARANCY FUNDING | |  |  | AUDIT & INSURANCE |  |  |
| ALLOTMENTS |  |  |  | FUEL ALLOTMENT |  |  |
| NCC |  |  |  | SECTION 137 |  |  |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING | 159.76 | 159.76 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 4,780.59 | 4,780.59 |  | **TOTAL** | 413.30 | 413.30 |
| TRANSFER |  |  |  | TRANSFER | 4,000.00 | 4,000.00 |
| VAT | 959.57 | 959.57 |  | VAT | 1.27 | 1.27 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 29.4.21 | |  | **BANK ACCOUNT** | AS AT 29.4.21 | |
| BALANCE B/FWD | 1,298.22 |  |  | CURRENT ACCOUNT | 2,783.57 |  |
| INCOME | 4,780.59 |  |  |  |  |  |
| EXPENDITURE | (413.30) |  |  |  |  |  |
|  | **5,665.51** |  |  |  | 2,783.57 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | (4,000.00) |  |  | 307 | (159.76) |  |
| NET VAT | 958.30 |  |  |  |  |  |
|  |  |  |  |  |  |  |
| BALANCE | **2,623.81** |  |  | BALANCE | **2,623.81** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 29.4.21** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER | 4,000.00 | 4,000.00 |  | TRANSFER |  |  |
| INTEREST |  |  |  |  |  |  |
| **TOTAL** | 4,000.00 | 4,000.00 |  | **TOTAL** | 0.00 | 0.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 29.4.21 | |  | **BANK ACCOUNT** | AS AT 29.4.21 | |
| BLANCE CD/FWD | 10,828.15 |  |  | CURRENT ACCOUNT | 14,828.15 |  |
| INCOME | 4,000.00 |  |  |  |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **14,828.15** |  |  |  | **14,828.15** |  |