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

**held on 7th September 2021 in the Village Hall at 8pm**

**In attendance:** Cllrs: Tom Ellis (Chair), Andrew Wright, Alison McTaggart, Chris Wallace, Claudia Dickson (Clerk). 2 members of the public.

1. **Election of a Chairman of the Meeting**

Cllr Ellis was proposed as Chairman of the meeting by Cllr McTaggart, seconded by Cllr Wallace, and unanimously elected.

1. **Apologies for Absence**

Carol and George Willett, Fred Sharman, Andy Grant (County and Borough Councillor).

George Willett has tendered his resignation from the October meeting. The Clerk will inform GYBC.

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 July 2021 were **approved** as a true record and were signed by Cllr Ellis as Chair of the meeting.

1. **Matters Arising**

The Clerk gave an update on various matters:

* The overgrown Weavers Way was reported to Highways but they ‘couldn’t find the problem’.
* The grass at the Churchyard is currently acceptable.
* The overhanging branches on the footpath along the A149 had already been reported and they were ‘going to resolve the problem’. Cllr McTaggart confirmed they are better.
* The hedge at 1 High Road was reported to Highways, who will take no action at present but they will monitor it. It has now been cut.
* After chasing Highways a couple of times they have reported that the strimming of the footpath from the A149 to Low Road is now with the works team.

The **Clerk** was asked to report low hanging branches on a tree at the junction of Tower Road and the A149.

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

There was no Borough or County Council representative present.

Police crime statistics for June were 1 burglary on Staithe Road and 1 violent offence near Potter Heigham bridge. The Police crime statistics for July were 1 antisocial behaviour on the playing field and 1 theft on Staithe Road.

1. **Correspondence received**
2. An email from NALC regarding each wind farm off the Norfolk Coast requiring a separate connection route across the County. The Council did not feel it was necessary to oppose this.
3. An email from NALC offering memorial tokens to Parish Council for community spirit during the Covid-19 pandemic. The Council did not want a reminder of the pandemic.
4. **The new Village Flyer**

A revised Village Flyer had been circulated to Councillors before the meeting. A few contact details were amended and the Council **approved** it for printing. **Cllr Wallace** will action. The cost will be about £52.

1. **Pugg Street Staithe**

The Clerk has spoken to two solicitors who both said it could be quite difficult to register the staithe without proof of ownership or ongoing/previous maintenance responsibilities. Both would charge £250 per hour, and one quoted a minimum of 4 hours work. A sign stating it is a Parish Staithe and Repps with Bastwick Parish Council are maintaining it but in order to gain outright ownership then a means of preventing other people using it so that ‘use to the exclusion of all others’ can be proved.

The 1984 Broads Authority survey and register of parish and public staithes the owner is listed as Anglian Water. The Clerk is inquiring with their estates team, Savilles, but is waiting for a reply.

The Norfolk Records Office have confirmed it is not registered as Common Land but there are a couple of other references in the more recent survey of staithes that can be followed up.

The **Clerk** has reported the collapsing compound edge to the Environment Agency and will email the Health and Safety Executive for advice.

1. **Parish Clerk’s report**
2. Garden Guardian were not able to take on the grass cutting at Potter Heigham bridge. A Potter Heigham resident contacted the Clerk and offered to cut the grass. This was accepted and has been actioned. The **Clerk** will ask Garden Guardian if they can add it to the schedule for 2022.
3. The Broads Authority have removed their bench and will locate the plaque for Reg Peek elsewhere. They will not be replacing the bench.
4. **Cllr Sharman** will be asked to help remove the other bench that is broken.
5. The Clerk received a complaint from a resident regarding parking on the double yellow lines at the entrance to Grove Road. This is a matter for the Borough Council, although they directed the resident to the Parish Council.
6. **Allotments**
7. Cllrs Wright and Willett and the Clerk met for an inspection of the allotments on Friday 9th July at 10am. 5 plots were identified as not being tended properly, and a further 3 needed more work. Letters were sent to 4 plot holders reminding them of their responsibility to manage and cultivate the plots, and stating that if the plots are on in a useable state by the 6th of October 2021 they will be in breach of their tenancy and it will not be renewed. There are 3 people on the waiting list.
8. The allotments will be inspected by the end of the month. A date was not set.
9. **Financial and administration matters**
10. Income and Expenditure report was circulated to Councillors before the meeting (see below). It was **noted** by the Council.
11. The Council received a Covid grant of £500 from Norfolk Community Foundation in April 2020. It has not been spent. The Council **approved** the return of the grant.
12. The payments presented for September (see below) were **approved**. An additional invoice for Community Heartbeat Trust for a new defibrillator battery was **approved**.
13. Cllr Wright had tried to phone Barclays to activate his online access but had great difficulty getting a response. Instead the **Clerk** will start the process to make Cllr C Willett, as Vice-Chair, a signatory and remove Cllr Ellis. Online access will be postponed until this has been achieved.
14. **Planning Matters**

No applications received.

The Council **approved** delegated authority to the Clerk to submit responses to planning applications between meetings following email and/or telephone consultation with Councillors. All comments submitted will be ratified at the next meeting.

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

* Cllr McTaggart reported pot holes on Grove Road, on the left hand side after the end of the houses. **Clerk** to report.
* The verges on Tower Road are very overgrown. Highways only cut the verges twice a year now. It will be reported to CCllr Grant.
* The **Clerk** will ask BCllr Grant if there is any help for Council house residents to maintain their gardens.

1. **Public Participation**

* A member of the public commented that the paths round the allotments are very overgrown. It is the responsibility of individual plot holders to keep the paths next to and in between their plots cut.

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

The next meeting is scheduled to be held on Tuesday 5th October 2021 at 8pm, in the Village Hall. The venue will be confirmed nearer the time. The meeting finished at 8:56pm.

**Attachments:** Payments for September and the Income and Expenditure summary for July and August.

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

Garden Guardian Grass cutting Jul 21 596.80

Grass cutting Aug 21 596.80 1,193.60

Repps Playing Field Committee Hire of hall July 21 25.00

URM glass recycling 23.40

C Dickson August 2021 salary 173.12

HMRC PAYE August 2021 43.20

C Dickson expenses Jul-Aug 21 mileage 9.90

stamps 10.20

envelopes 1.50 21.60

**TOTAL £1,479.92**

Received late:

The Community Heartbeat Trust defibrillator batter 282.00

**Revised TOTAL** **£1,761.92**

**TRANSFERS**

Deposit account to Current account *(transferred 3/9/21)* 2,000.00

**TOTAL £2,000.00**

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| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 27.8.21** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH Jul-Aug** | **YEAR TO DATE** |  |  | **MONTH Jul-Aug** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 4,747.50 |  | CLERKS SALARY/TAX | 432.64 | 1,077.44 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 115.70 | 206.62 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 1,491.99 | 1,989.32 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 469.56 |
| GRASS CUTTING |  |  |  | RECYCLING |  | 18.00 |
| GLASS & MISC | 66.09 | 148.71 |  | HALL HIRE |  |  |
| TRANSPARANCY FUNDING | |  |  | AUDIT & INSURANCE |  | 274.62 |
| ALLOTMENTS |  | 476.38 |  | FUEL ALLOTMENT |  |  |
| NCC |  |  |  | SECTION 137 |  |  |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING |  | 159.76 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  | 1,500.00 |
| **TOTAL** | 66.09 | 5,372.59 |  | **TOTAL** | 2,040.33 | 5,695.32 |
| TRANSFER | 2,000.00 | 3,000.00 |  | TRANSFER |  | 4,000.00 |
| VAT |  | 959.57 |  | VAT | 320.56 | 424.90 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 27.8.21 | |  | **BANK ACCOUNT** | AS AT 27.8.21 | |
| BALANCE B/FWD | 804.96 |  |  | CURRENT ACCOUNT | 510.16 |  |
| INCOME | 66.09 |  |  |  |  |  |
| EXPENDITURE | (2,040.33) |  |  |  |  |  |
|  | **-1,169.28** |  |  |  | 510.16 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | 2,000.00 |  |  |  |  |  |
| NET VAT | (320.56) |  |  |  |  |  |
|  |  |  |  |  |  |  |
| BALANCE | **510.16** |  |  | BALANCE | **510.16** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 27.8.21** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 4,000.00 |  | TRANSFER | 2,000.00 | 1,000.00 |
| INTEREST |  | 0.31 |  |  |  |  |
| **TOTAL** | 0.00 | 4,000.31 |  | **TOTAL** | 2,000.00 | 1,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 27.8.21 | |  | **BANK ACCOUNT** | AS AT 27.8.21 | |
| BLANCE CD/FWD | 13,828.46 |  |  | CURRENT ACCOUNT | 11,828.46 |  |
| INCOME | - |  |  |  |  |  |
| EXPENDITURE | (2,000.00) |  |  |  |  |  |
| **BALANCE** | **11,828.46** |  |  |  | **11,828.46** |  |