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

**held on 5th October 2021 in the Village Hall at 8pm**

**In attendance:** Cllrs: Fred Sharman (Chair), Carol Willet, Andrew Wright, Alison McTaggart, Chris Wallace, Claudia Dickson (Clerk). 3 members of the public.

1. **Apologies for Absence**

Tom Ellis. Cllr Sharman thanked Cllr Ellis for Chairing the September meeting.

George Willett tendered his resignation. The Clerk will inform GYBC. Cllr Sharman sent his thanks to George for his attendance and work for the Council.

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 7th September 2021 were **approved** as a true record and were signed by Cllr Sharman as Chair of the meeting.

1. **Matters Arising**

* The footpath from the A149 to Low Road has now been strimmed.
* The Council house grass has been cut, after a fashion.

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

There was no Borough or County Council representative present.

1. **Correspondence received**

None to be reported.

1. **Pugg Street Staithe**

Savilles have confirmed that the Staithe is not on Anglian Water’s asset register.

**Cllr Sharman** to check his deeds for ownership details of the Staithe.

The Council do not have the funds to repair or register the Staithe at present. In order to be able to claim ownership, access to the Staithe would have to be limited.

The **Clerk** will visit the Norfolk Records Office, in the next few months, to look at the other references in the more recent survey of staithes.

**Clerk** to contact the H&S Executive for advice.

1. **Parish Clerk’s report**
2. The gentleman wishing to install a bench in memory of his Uncle has ordered the bench and it will be delivered in early to mid December. He has been offered the location against the bridge. The Council needs to remove the other bench that is broken.
3. Cllr McTaggart confirmed the low hanging branches at the junction of Tower Road and the A149 have been trimmed.
4. **Allotments**
5. Cllrs Wright and Willett and the Clerk met for a second inspection of the allotments on Wednesday 29th September at 11.30am. Mr King phoned the Clerk on the day to confirm he will be giving up most of his plots but will retain an area at the top. He will be marking it out and will contact the Clerk again.
6. There has been no response from any of the letters sent, although one of the plots has now been tidied up.
7. Plot 17 and 17a will be removed from the current tenant and the fence removed.
8. Plot 13 will be divided into 2 and offered to two people on the waiting list. Plot 14A will be offered to the third person on the waiting list.
9. The gate out into plot 17 will be blocked.
10. **Financial and administration matters**
11. The purchase of a Poppy Wreath was approved. The **Clerk** will action.
12. Income and Expenditure report was circulated to Councillors before the meeting (see below). It was **noted** by the Council.
13. The Actuals vs Budget for the 6 months to September were circulated to Councillors before the meeting (see below) and was **noted** by the Council.
14. The payments presented for September (see below) were **approved**. Two additional invoices for the allotment land rent to the Nicholas Evans-Lombe 1997 Discretionary Settlement and the new Village Leaflet printing costs to Cllr Wallace were **approved**.
15. **Planning Matters**
16. 06/21/0802/F – proposed extension to existing toilet block and installation of IBC water tank at Repps Bowls Club, Repps with Bastwick Village Hall, Mill Lane, NR29 5EU. The Council was not against a toilet but had concerns that the application did not make clear whether the IBC water tank is to be used as the septic tank, and then how it would be emptied.
17. **Matters for reporting or future agenda**

* The team doing the bin collections are being moved to a Yarmouth round on the 18th October. They are more efficient so being redeployed.
* The Village Flier has been very well received. Thanks were given to Cllr Wallace for his work on it.
* Cllr Willett reported that light 3R is permanently on again due to the hedge growing round it. **Clerk** to report.

1. **Public Participation**

* A member of the public commented on the paths round the allotments being very overgrown. It is the responsibility of individual plot holders to keep the paths next to and in between their plots cut.
* Mr Peter Bond reported he has given 1 year’s notice that he will be giving up his allotments.
* A member of the public queried who is responsible for dealing with a large puddle on Staithe Road. It should be reported to NCC Highways.

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

The next meeting is scheduled to be held on Tuesday 2nd November 2021 at 8pm, in the Village Hall. The venue will be confirmed nearer the time. The meeting finished at 9:00pm.

**Attachments:** Payments for October, the Income and Expenditure summary for September, and the Actuals vs Budget figures for the 6 months to September 2021.

Items to be Considered for Payment OCTOBER 2021

Garden Guardian Grass cutting Sept 21 596.80

Norfolk Community Foundation return of grant not used 500.00

Information Commissioner Data Protection fee 40.00

URM glass recycling *(direct debit)* 18.00

C Dickson September 2021 salary 172.92

HMRC PAYE September 2021 43.40

**TOTAL £1,371.12**

**Late Submission**

Nicholas Evans-Lombe 1997 Discretionary Settlement allotment land rent 454.00

Chris Wallace Village Leaflet printing 30.00

**Revised TOTAL** **£1,855.12**

**TRANSFERS**

Current account to Deposit account 2,000.00

**TOTAL £2,000.00**

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| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 29.9.21** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT | 4,747.50 | 9,495.00 |  | CLERKS SALARY/TAX | 216.32 | 1,293.76 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 21.35 | 227.97 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 994.66 | 2,983.98 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 469.56 |
| GRASS CUTTING |  |  |  | RECYCLING | 24.75 | 42.75 |
| GLASS & MISC | 48.03 | 196.74 |  | HALL HIRE | 25.00 | 25.00 |
| TRANSPARANCY FUNDING | |  |  | AUDIT & INSURANCE |  | 274.62 |
| ALLOTMENTS |  | 476.38 |  | FUEL ALLOTMENT |  |  |
| NCC |  |  |  | SECTION 137 |  |  |
| MISCELLANEOUS |  |  |  | PROF/SUBS/TRAINING |  | 159.76 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS | 235.00 | 1,735.00 |
| **TOTAL** | 4,795.53 | 10,168.12 |  | **TOTAL** | 1,517.08 | 7,212.40 |
| TRANSFER | 2,000.00 | 5,000.00 |  | TRANSFER |  | 4,000.00 |
| VAT |  | 959.57 |  | VAT | 251.14 | 676.04 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 29.9.21 | |  | **BANK ACCOUNT** | AS AT 29.9.21 | |
| BALANCE B/FWD | 510.16 |  |  | CURRENT ACCOUNT | 6,731.07 |  |
| INCOME | 4,795.53 |  |  |  |  |  |
| EXPENDITURE | (1,517.08) |  |  |  |  |  |
|  | **3,788.61** |  |  |  | 6,731.07 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | 2,000.00 |  |  | 334 | -1,193.60 |  |
| NET VAT | (251.14) |  |  |  |  |  |
|  |  |  |  |  |  |  |
| BALANCE | **5,537.47** |  |  | BALANCE | **5,537.47** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 29.9.21** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 4,000.00 |  | TRANSFER | 2,000.00 | 5,000.00 |
| INTEREST | 0.31 | 0.62 |  |  |  |  |
| **TOTAL** | 0.31 | 4,000.62 |  | **TOTAL** | 2,000.00 | 5,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 29.9.21 | |  | **BANK ACCOUNT** | AS AT 29.9.21 | |
| BLANCE CD/FWD | 11,828.46 |  |  | CURRENT ACCOUNT | 9,828.77 |  |
| INCOME | 0.31 |  |  |  |  |  |
| EXPENDITURE | (2,000.00) |  |  |  |  |  |
| **BALANCE** | **9,828.77** |  |  |  | **9,828.77** |  |

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| Actual vs Budget for the year to 31st March 2022 as at 30th September 2021 | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| Actuals |  |  | Actuals | Budget |  |  |  |  |
| 31.3.2021 | **Income** |  | 30.9.21 | 2021/22 | % |  |  |  |
| £ |  |  |  |  |  |  |  |  |
| 4,400 | Precept |  | 4,800.00 | 4,800 | 100% |  |  |  |
| 4,411 | Concurrent Function |  | 4,411.00 | 4,411 | 100% |  |  |  |
| 284 | Council Tax Support Grant | | 284.00 | 284 | 100% |  |  |  |
| 1,072 | Allotment rents |  | 476.38 | 1,034 | 46% |  |  |  |
| 885 | Recycling |  | 196.74 | 300 | 66% |  |  |  |
| 75 | Grass cutting |  |  | 150 | 0% |  |  |  |
| 5 | Interest received |  | 0.62 |  |  |  |  |  |
|  | Miscellaneous |  |  |  |  |  |  |  |
| 11,132 |  |  | 10,168.74 | 10,979 | 93% |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Expenditure** |  |  |  |  |  |  |  |
| 2,536 | Clerk's salary |  | 1,293.76 | 2,600 | 50% |  |  |  |
| 75 | Internal Audit |  | 40.00 | 60 | 67% |  |  |  |
| 235 | Insurance |  | 234.62 | 300 | 78% |  |  |  |
| 4,810 | Grass Cutting |  | 2,983.98 | 4,200 | 71% |  |  |  |
| 350 | Fuel Allotment Charity |  |  | 300 | 0% |  |  |  |
|  | Training |  |  | 100 | 0% |  |  |  |
| 201 | Subscriptions |  | 159.76 | 220 | 73% |  |  |  |
| 110 | Office expenses |  | 227.97 | 350 | 65% |  |  |  |
|  | Village Hall rent |  | 25.00 | 300 | 8% |  |  |  |
| 40 | Miscellaneous |  | 1,500.00 | 100 | 1500% |  |  |  |
| 923 | Allotments |  | 469.56 | 950 | 49% |  |  |  |
|  | Defibrillator |  | 235.00 | 200 | 118% |  |  |  |
|  | Asset Maintenance Accrual | |  | 1,503 | 0% |  |  |  |
| 94 | Recycling |  | 42.75 | 100 | 43% |  |  |  |
| 100 | S137 |  |  | 120 | 0% |  |  |  |
| 9,472 |  |  | 7,212.40 | 11,403 | 63% |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 1,660 | Surplus / (Deficit) |  | 2,956.34 | (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 |  | (676.04) |  |  |  |  |  |
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| 12,126.37 | Balance c/f |  | 15,366.24 |  |  |  |  |  |

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| --- | --- | --- | --- |
| 1,298.22 | Current Account |  | 5,537.47 |
| 10,828.15 | Deposit Account |  | 9,828.77 |
| 12,126.37 |  |  | 15,366.24 |