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

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

**In attendance:** Cllrs: Chris Wallace (Chair), Carol Willett, Andrew Wright, Tom Ellis, Claudia Dickson (Clerk). 3 members of the public.

1. **Election of Chairman**

Cllr Sharman stood down from the Chairmanship due to ill health. Cllr Willett, as Vice-Chair, thanked him for all his work for the Council and hoped his health improved soon. He has made a valuable contribution to the Council and it is very useful to have farming represented on the Council.

Councillor Chris Wallace was unanimously elected Chairman and signed the acceptance of office.

1. **Apologies for Absence**

Fred Sharman.

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

1. **Matters Arising**

None.

1. **Parish Councillor Vacancy**

No applications have been received. **Cllr Wallace** will advertise the vacancy in Hall Marks asking for potential candidates to send their information to the Clerk. Applications to be considered at the next meeting.

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

There were no Borough or County Council, or Police representatives present.

1. **Correspondence received**
2. Norfolk County Council budget consultation. The Council did not want to submit a response.
3. An email from a parishioner regarding a wreath that had disappeared from a grave. The information will be passed on to the Church Warden.
4. **Additional Highways signage on the footpath from Low Road to Staithe Road**

The Council considered a request from a parishioner to support them in asking Norfolk County Council for additional signage on footpath 6 from Low Road to Staithe Road. The Council supported the request and asked the **Clerk** to write to Norfolk County Council.

1. **Pugg Street Staithe**

The report on the safety of the Staithe had been circulated to Councillors before the meeting. The comments/recommendations were that if the Council takes ‘ownership’ then there will be responsibilities for its upkeep and maintenance for the safety of the members of the public that use it. The edging boards will need repairing and/or replacing, potholes will need to be filled, and the slipway would need addressing.

The Council does not have the funds to undertake the amount of work needed.

1. **Parish Clerk’s report**
2. The Clerk reported that URM only recycle glass.
3. **Allotments**
4. The Council considered a request from the tenant of plot 17 for his tenancy not to be revoked. As there is no waiting list at present it was agreed that, as long as he paid his rent owing, he could retain the plot with a 6 month probation period.
5. **Financial and administration matters**
6. The Council considered and **approved** the budget submitted by the Clerk (see below). The precept for 2022/23 will be £6,149.00, an increase of 25.6%, or £0.67 per month for a Band D house compared to 2021/22.
7. Income and Expenditure report was circulated to Councillors before the meeting (see below). It was **noted** by the Council.
8. The payments presented for December (see below) were **approved**.
9. **Planning Matters**

 Notification was received and noted of 2 approvals:

1. 06/21/0838/F – proposed single storey rear extension at 12 Grove Road, NR29 5JL.
2. 06/21/0802/F – proposed extension to existing toilet block and installation of IBC water tank at Repps Bowls Club.
3. **Matters for reporting or future agenda**
* The **Clerk** was asked to report a pot hole on Low Road near the junction with Church Road and another one on Grove Road.
* The hedge round light 3R is causing it to remain on all the time again. **Clerk** will report.
* The footpath to Potter Heigham has had the trees cut back but is still overgrown with brambles. **Clerk** to report.
* The fingerpost indicating the footpath from Grove Road to High Road has been damaged and fallen down again. **Clerk** to report
* The manhole cover near the bust stop is standing proud of the road surface due to subsidence of the sewerage work trench. **Cllr Wright** will check and report back to the Clerk.
1. **Public Participation**
* A member of the public read an email he had sent to the Clerk an hour before the meeting. It will be an item on the agenda in January for discussion.
1. **Date and Time of the Next Meeting**

The next meeting is scheduled to be held on Tuesday 4th January 2022 at 8pm, in the Village Hall. The venue will be confirmed nearer the time. The meeting finished at 20:57.

**Attachments:** Budget 2022/23, payments for December, and the Income and Expenditure summary for November.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Estimated accounts for the year ended 31st March 2022 |  |  |  |  |  |
| and budget for the year ending 31st March 2023 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | Actual | Forecast | Actual & Forecast | Budget |  | Proposed Budget |
| 31.3.2021 | **Income** |  | 7m to 10.11.21 | Est. 5 mths | 31.3.2022 | 31.3.2022 |  | 31.3.2023 |
| £ |  |  | £ | £ | £ | £ |  | £ |
|  | **Expenditure** |  |  |  |  |  |  |  |
| 2,536  | Clerk's salary |  | 1,726  | 930  | 2,656  | 2,600  |  | 2,716  |
| 75  | Internal Audit |  | 40  |   | 40  | 60  |  | 60  |
| 235  | Insurance |  | 235  |   | 235  | 300  |  | 300  |
| 4,810  | Grass Cutting |  | 3,481  | 995  | 4,476  | 4,200  |  | 4,909  |
| 350  | Fuel Allotment Charity |  |   | 350  | 350  | 300  |  | 350  |
| 0  | Training |  |   |   | 0  | 100  |  | 100  |
| 201  | Subscriptions |  | 200  |   | 200  | 220  |  | 220  |
| 110  | Office expenses |  | 258  | 111  | 369  | 350  |  | 350  |
| 0  | Village Hall rent |  | 25  | 175  | 200  | 300  |  | 300  |
| 40  | Miscellaneous |  |   | 100  | 100  | 100  |  | 100  |
| 923  | Allotments |  | 924  |   | 924  | 950  |  | 950  |
| 0  | Defibrillator |  | 235  |   | 235  | 200  |  | 200  |
|   | Asset Maintenance Accrual |   |   |   | 1,503  |  | 1,553  |
| 94  | Recycling |  | 58  | 41  | 99  | 100  |  | 100  |
| 100  | S137 |  |   | 100  | 100  | 120  |  | 120  |
|  | **Income** |  |  |  |  |  |  |  |
| (4,411)  | Concurrent Function |  | (4,411)  |   | (4,411)  | (4,411)  |  | (4,411)  |
| (284)  | Council Tax Support Grant | (284)  |   | (284)  | (284)  |  | (284)  |
| (1,072)  | Allotment rents |  | (923)  | (110)  | (1,033)  | (1,034)  |  | (1,034)  |
| (885)  | Recycling |  | (266)  | (50)  | (316)  | (300)  |  | (300)  |
| (75)  | Grass cutting |  |   | (75)  | (75)  | (150)  |  | (150)  |
| 0  | Miscellaneous |  |   |   | 0  |   |  |   |
| (5)  | Interest |  | (1)  | (1)  |   |   |  |   |
| 2,740  |  |  | 1,298  | 2,566  | 3,864  | 5,224  |   | 6,149  |
|  |  |  |  |  |  |  |  |  |
| 4,400  | Precept |  |  |  | 4,800  | 4,800  |  | 6,149  |
|  |  |  |  |  |  |  |  |  |
| 1,660  | Surplus / (Deficit) |  |  |  | 935.58 | (424)  |  | 0  |
|  |  |  |  |  |  |  |  |  |
| 151 | Tax Base |  |  |  | 152 |  |  | 155 |
| 29.14 | Band D Council Tax |  |  |  | 31.58 |  |  | 39.67 |
| 9.6% | % change |  |  |  | 8.4% |  |  | 25.6% |
| 2.55 | difference £ |  |  |  | 2.44 |  |  | 8.09 |
| 0.21 | monthly increase £ |  |  |  | 0.20 |  |  | 0.67 |

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| --- |
| **INCOME AND EXPENDITURE REPORT** |
| **AS AT 29.11.21** |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 9,495.00 |  | CLERKS SALARY/TAX | 216.32 | 1,726.40 |
| CCF |  |  |  | STATY/POST/PHONE ETC |  | 257.97 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING |  | 3,481.31 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 923.56 |
| GRASS CUTTING |  |  |  | RECYCLING | 3.00 | 60.75 |
| GLASS & MISC | 36.00 | 265.74 |  | HALL HIRE |  | 25.00 |
| TRANSPARANCY FUNDING |  |  | AUDIT & INSURANCE |  | 274.62 |
| ALLOTMENTS | 493.85 | 970.23 |  | FUEL ALLOTMENT |  |  |
| NCC |  |  |  | SECTION 137 | 20.00 | 20.00 |
| MISCELLANEOUS | 20.00 | 20.00 |  | PROF/SUBS/TRAINING |  | 199.76 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  | 2,235.00 |
| **TOTAL** | 549.85 | 10,750.97 |  | **TOTAL** | 239.32 | 9,204.37 |
| TRANSFER |  | 5,000.00 |  | TRANSFER |  | 6,000.00 |
| VAT |  | 959.57 |  | VAT | 0.60 | 779.11 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 29.11.21 |  | **BANK ACCOUNT** | AS AT 29.11.21 |
| BALANCE B/FWD | 1,715.35 |  |  | CURRENT ACCOUNT | 2,642.08 |  |
| INCOME | 549.85 |  |  |  |  |  |
| EXPENDITURE |  (239.32) |  |  |  |  |  |
|  | **2,025.88** |  |  |  | 2,642.08 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER |  -  |  |  | 340 |  (596.80) |  |
| NET VAT |  (0.60) |  |  | 350 |  (20.00) |  |
|  |  |  |  |  |  |  |
| BALANCE | **2,025.28** |  |  | BALANCE | **2,025.28** |  |
|  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |
| **SAVER ACCOUNT** |
| **AS AT 29.11.21** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 6,000.00 |  | TRANSFER |  | 5,000.00 |
| INTEREST |  | 0.62 |  |  |  |  |
| **TOTAL** | 0.00 | 6,000.62 |  | **TOTAL** | 0.00 | 5,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 29.11.21 |  | **BANK ACCOUNT** | AS AT 29.11.21 |
| BLANCE CD/FWD |  11,828.77  |  |  |  CURRENT ACCOUNT  |  11,828.77  |  |
| INCOME |  -  |  |  |  |   |  |
| EXPENDITURE |  -  |  |  |  |  |  |
| **BALANCE** |  **11,828.77**  |  |  |  |  **11,828.77**  |  |

Items to be Considered for Payment DECEMBER 2021

Garden Guardian Grass cutting Oct 21 596.80

 Grass cutting Nov 21 596.80 1,193.60

Repps Playing Field Committee hall hire Sept – Dec 21 100.00

SJB Safety Solutions Pugg St Staithe report 100.00

C Dickson November 2021 salary 173.12

HMRC PAYE November 2021 43.20

C Dickson expenses mileage 14.85

 stamps 20.40

 stationery 0.44

 posts 15.96 51.65

**TOTAL £1,661.57**

**TRANSFERS**

**TOTAL £0.00**