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

**held on 4th January 2022 in the Village Hall at 8pm**

**In attendance:** Cllrs: Fred Sharman (Chair), Chris Wallace, Carol Willett, Andrew Wright, Tom Ellis, Hazel Rudrum, Claudia Dickson (Clerk). 2 members of the public.

1. **Election of Chairman**

Cllr Wallace tendered his resignation as Chairman. Cllr Sharman was nominated and unanimously elected Chairman and signed the acceptance of office.

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

1. **Matters Arising**

Cllr Sharman has been informed of the Police attending outdoor meetings at Ludham Village Hall and other local villages in car parks. The **Clerk** will check whether this is routine.

1. **Parish Councillor Vacancy**

Two applications were received. The Council considered the applications in closed session. When the meeting was opened again Hazel Rudrum was co-opted on to the Council, and signed the acceptance of office form. The other candidate was thanked for his application.

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

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

The Police UK statistics for November 21 were 1 burglary in Mede Court, and 3 violent offences near the Methodist Church.

The **Clerk** will chase the Borough and County Councillors, and Police, for attendance or a report for the next meeting.

1. **Correspondence received**
2. An email from a parishioner regarding the Broads Authority planning department being against solar panels. This is not within the remit of the Parish Council and should be taken up with the Broads Authority themselves.
3. The Royal British Legion Poppy Appeal raised £9,697.67 in the Acle District, who provided the wreath this year.
4. **Parish Clerk’s report**
5. Requesting the signs for footpath 6 are still an outstanding matter.
6. The pot holes have been reported.
7. **Cllr Ellis** will ask the owner to cut the hedge back around streetlight 3R.
8. The footpath to Potter Heigham is now trimmed back.
9. The fallen finger post on Grove Road has been reported but no update received.
10. Cllr Wright reported that the manhole cover near the bus stop is not yet worth reporting. He will monitor the situation.
11. **Allotments**

No issues reported. 3 invoice payments are still outstanding. **Clerk** to chase.

1. **Financial and administration matters**
2. The Council considered the grass and hedge cutting quotes for 2022 from Garden Guardian. All quotes were **approved.** Grass cutting will be £4,481 and hedge cutting will be £428.
3. The Income and Expenditure report was circulated to Councillors before the meeting (see below). It was **noted** by the Council.
4. The payments presented for January (see below) were **approved**.
5. The Budget vs Actuals to December 2021 had been circulated to Councillors before the meeting (see below) and was **noted** by the Council.
6. **Planning Matters**
7. BA/2021/0490/FUL – 8 one-bedroom & 4 two-bedroom flats with restaurant & covered car-park at ground level at The Old Bridge Hotel site, The Causeway, Repps with Bastwick. The application has not materially changed from the previous submission. The Council felt the previous comments and objections still stood – development of the site would be welcome but not what is proposed. It is the wrong development for the site and not in keeping with the historic Potter Heigham bridge. Concerns still remain over the connection to the sewerage system in Potter Heigham as there continue to be flooding issues.
8. **Matters for reporting or future agenda**

* Jubilee celebrations, possibly to include planting a tree.
* Cllr McTaggart reported that the ditch at the bottom of the field adjacent to the campsite is smelling. The **Clerk** was asked to report it to Environmental Health.
* Cllr Sharman reported that the cable at the edge of Low Road near the junction with Church Road is more exposed than ever. The **Clerk** will check who she reported it to last time and repeat.

1. **Public Participation**

None received.

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

The next meeting is scheduled to be held on Tuesday 1st February 2022 at 8pm, in the Village Hall. The venue will be confirmed nearer the time. The meeting finished at 20:49.

**Attachments:** Income and Expenditure summary for December, payments for January, and the Actuals vs Budget to December 2021.

Signed………………………………........................ Date……………………………….

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 31.12.21** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 9,495.00 |  | CLERKS SALARY/TAX | 216.32 | 1,942.72 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 35.69 | 293.66 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING | 994.66 | 4,475.97 |
| BANK INTEREST |  |  |  | ALLOTMENTS | 13.30 | 936.86 |
| GRASS CUTTING | 75.00 | 75.00 |  | RECYCLING |  | 60.75 |
| GLASS & MISC | 27.00 | 292.74 |  | HALL HIRE | 100.00 | 125.00 |
| TRANSPARANCY FUNDING | |  |  | AUDIT & INSURANCE |  | 274.62 |
| ALLOTMENTS | 55.87 | 1,026.10 |  | FUEL ALLOTMENT |  |  |
| NCC |  |  |  | SECTION 137 |  | 20.00 |
| MISCELLANEOUS |  | 20.00 |  | PROF/SUBS/TRAINING |  | 199.76 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS | 100.00 | 2,335.00 |
| **TOTAL** | 157.87 | 10,908.84 |  | **TOTAL** | 1,459.97 | 10,664.34 |
| TRANSFER |  | 5,000.00 |  | TRANSFER |  | 6,000.00 |
| VAT |  | 959.57 |  | VAT | 201.60 | 980.71 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.12.21 | |  | **BANK ACCOUNT** | AS AT 31.12.21 | |
| BALANCE B/FWD | 2,025.28 |  |  | CURRENT ACCOUNT | 621.58 |  |
| INCOME | 157.87 |  |  |  |  |  |
| EXPENDITURE | (1,459.97) |  |  |  |  |  |
|  | **723.18** |  |  |  | 621.58 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | - |  |  | 352 | (100.00) |  |
| NET VAT | (201.60) |  |  |  |  |  |
|  |  |  |  |  |  |  |
| BALANCE | **521.58** |  |  | BALANCE | **521.58** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 31.12.21** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 6,000.00 |  | TRANSFER |  | 5,000.00 |
| INTEREST | 0.27 | 0.89 |  |  |  |  |
| **TOTAL** | 0.27 | 6,000.89 |  | **TOTAL** | 0.00 | 5,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.12.21 | |  | **BANK ACCOUNT** | AS AT 31.12.21 | |
| BLANCE CD/FWD | 11,828.77 |  |  | CURRENT ACCOUNT | 11,829.04 |  |
| INCOME | 0.27 |  |  |  |  |  |
| EXPENDITURE | - |  |  |  |  |  |
| **BALANCE** | **11,829.04** |  |  |  | **11,829.04** |  |

Items to be Considered for Payment JANUARY 2022

Sally Mitchell Fuel Allotment winter payments 325.00

URM (UK) Ltd Glass recycling *(direct debit)* 12.60

C Dickson December 2021 salary 172.92

HMRC PAYE December 2021 43.40

C Dickson expenses mileage 4.95

stationery 4.00

toner 45.94 54.89

**TOTAL £608.81**

**TRANSFERS**

Deposit to Current 1,000.00

**TOTAL £1,000.00**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Actual vs Budget for the year to 31st March 2022 as at 31st December 2021 | | | | | | | | |
|  |  |  |  |  |  |  |  |  | |
| Actuals |  |  | Actuals | Budget |  |  |  |  | |
| 31.3.2021 | **Income** |  | 31.12.21 | 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 |  | 1,026.10 | 1,034 | 99% |  |  |  | |
| 885 | Recycling |  | 292.74 | 300 | 98% |  |  |  | |
| 75 | Grass cutting |  | 75.00 | 150 | 50% |  |  |  | |
| 5 | Interest received |  | 0.89 |  |  |  |  |  | |
|  | Miscellaneous |  | 20.00 |  |  |  |  |  | |
| 11,132 |  |  | 10,909.73 | 10,979 | 99% |  |  |  | |
|  |  |  |  |  |  |  |  |  | |
|  | **Expenditure** |  |  |  |  |  |  |  | |
| 2,536 | Clerk's salary |  | 1,942.72 | 2,600 | 75% |  |  |  | |
| 75 | Internal Audit |  | 40.00 | 60 | 67% |  |  |  | |
| 235 | Insurance |  | 234.62 | 300 | 78% |  |  |  | |
| 4,810 | Grass Cutting |  | 4,475.97 | 4,200 | 107% |  |  |  | |
| 350 | Fuel Allotment Charity |  |  | 300 | 0% |  |  |  | |
|  | Training |  |  | 100 | 0% |  |  |  | |
| 201 | Subscriptions |  | 199.76 | 220 | 91% |  |  |  | |
| 110 | Office expenses |  | 293.66 | 350 | 84% |  |  |  | |
|  | Village Hall rent |  | 125.00 | 300 | 42% |  |  |  | |
| 40 | Miscellaneous |  | 1,600.00 | 100 | 1600% |  |  |  | |
| 923 | Allotments |  | 936.86 | 950 | 99% |  |  |  | |
|  | Defibrillator |  | 235.00 | 200 | 118% |  |  |  | |
|  | Asset Maintenance Accrual | |  | 1,503 | 0% |  |  |  | |
| 94 | Recycling |  | 60.75 | 100 | 61% |  |  |  | |
| 100 | S137 |  | 20.00 | 120 | 17% |  |  |  | |
| 9,472 |  |  | 10,164.34 | 11,403 | 89% |  |  |  | |
|  |  |  |  |  |  |  |  |  | |
| 1,660 | Surplus / (Deficit) |  | 745.39 | (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 |  | (500.00) |  |  |  |  |  | |
| 745 | VAT Received |  | 959.57 |  |  |  |  |  | |
| (853) | VAT Paid |  | (980.71) |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  | |
| 12,126.37 | Balance c/f |  | 12,350.62 |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  | |
| 1,298.22 | Current Account |  | 521.58 |  |  |  |  |  | |
| 10,828.15 | Deposit Account |  | 11,829.04 |  |  |  |  |  | |
| 12,126.37 |  |  | 12,350.62 |  |  |  |  |  | |