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

**held on 12th April 2022 in the Village Hall at 8pm**

**In attendance:** Cllrs: Fred Sharman (Chair), Carol Willett, Andrew Wright, Hazel Rudrum, Alison McTaggart and Tom Ellis. Claudia Dickson (Clerk) and BCllr Lesley Mogford. 2 members of the public.

1. **Apologies for Absence**

Cllrs Chris Wallace.

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 1st March 2022 were **approved** as a true record and were signed by Cllr Sharman as Chair of the meeting.

1. **Matters Arising**

None received.

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

The planning application on the Bridge hotel was turned down because of the potential flooding issues. It was agreed the site ought to be developed, it would be good as a hotel again.

Great Yarmouth: rebuilding the heart of town. The marketplace is nearly done, and looking good. It is behind schedule and over budget, there have been 140 revisions to design. Most people are keen to see it working. The market is the centre of the town.

The work to get the Palmers store sorted out is still moving. Attempts were made to get library relocated there, and the University was asked to open an outreach centre there, but funding is a bit difficult.

The Winter Gardens, Marina Centre, and 3rd River crossing have attracted grants for £99m overall. 2 ½ to 3 years and it will all be finished, and will make a big difference.

Michael Jeal will be given the Freedom of the Borough at the next Council meeting.

1. **Correspondence received**
2. Norfolk Resilience Forum cascade alert system. The **Clerk** will sign the Council up for the alerts.
3. A complaint regarding a collection by the Church at a funeral. The Chairman received several complaints following a collection plate being circulated at the end of a funeral. The church warden informed the vicar this was unacceptable and read out a letter of apology from herself. The Council were angry on behalf of the family and felt the apology should come from the vicar. **Cllr Sharman** will draft a letter to the vicar from the Council.
4. **Parish Clerk’s report**
5. The signs and kissing gate have been ordered and delivered to John Goodwin. The signs have been erected and installation of the kissing gate is in progress.
6. The treatment works on Tower Road have been reported to GYBC. Jo Mitchell tweeted the problem and action is now being taken.
7. The non-emptying of the bin on Low Road was reported. Cllrs confirmed it is still not being emptied. **Clerk** to chase.
8. The streetlight on Grove Road is now repaired.
9. The overhanging willows on the Causeway are now trimmed back.
10. **Allotments**

Mr Bond is giving up his allotment with immediate effect. Cllr Rudrum is the next person on the list and will be taking over once Mr Bond has cleared some plants.

The **Clerk** will confirm if Mr Bond will continue doing the planters.

1. **Ideas for the Jubilee**
2. Tree and hedge planting

Thanks were given to Cllr Wright for looking after and planting the trees. The holly will be planted in the Autumn when it is a bit bigger.

1. Jubilee mugs

Cllr Sharman displayed a sample mug and has purchased 50 to be given to the children and older generation. He will fund the mugs himself.

1. Playing Field Committee meeting

There have been 180 replies so far. Concerns about indoor/under cover space if it rains has prompted the committee to look at buying another marquee and they wondered if the Council would consider going halves.

Giving people enough places to sit was also a worry, so purchasing bales of hay at £2/bale is being considered. John Mitchell offered 80 showground chairs he stores.

1. **Financial and administration matters**
2. The Income and Expenditure report for March was circulated to Councillors before the meeting (see below). It was **noted** by the Council.
3. The Council received and noted the Budget vs Actuals figures for 2021/22 (see below).
4. The payments presented for April (see below) were **approved**.
5. **Planning Matters**

None received.

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

* The fence panels that line the footpath from the A149 to Low Road and leaning over the path and could cause a hazard. **Clerk** to report.
* The bench in the Churchyard that the Council is responsible for needs a repair. **Cllr Sharman** will action.
* The fish and chip shop at Potter Heigham Bridge has reopened.
* The removal of the bench at Potter Heigham Bridge is on **Cllr Sharman’s** to do list.

1. **Public Participation**

Sally Mitchell has arranged an Easter Egg hunt, hiding stones round the village that can be exchanged for an egg.

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

The next meeting is scheduled to be held on Tuesday 3rd May at 8pm, in the Village Hall, to be confirmed nearer the time. The meeting finished at 20:52. The Annual Parish Meeting will be held at 7.30pm on 3rd May, before the monthly meeting.

1. **Confidential item: applications received for the position of Clerk to the Council**

The Council discussed the applications received. All applicants will be invited for interview.

**Attachments:** Income and Expenditure summary for March, Acutals vs Budget for 2021/22, and payments for April.

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

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| **INCOME AND EXPENDITURE REPORT** | | | | | | |
| **AS AT 31.3.22** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 9,495.00 |  | CLERKS SALARY/TAX | 216.32 | 2,591.68 |
| CCF |  |  |  | STATY/POST/PHONE ETC | 15.19 | 356.08 |
| TRAINING BURSARY |  |  |  | GRASS CUTTING |  | 4,475.97 |
| BANK INTEREST |  |  |  | ALLOTMENTS |  | 936.86 |
| GRASS CUTTING |  | 75.00 |  | RECYCLING | 27.00 | 98.25 |
| GLASS & MISC | 315.81 | 655.05 |  | HALL HIRE |  | 125.00 |
| TRANSPARANCY FUNDING | |  |  | AUDIT & INSURANCE |  | 274.62 |
| ALLOTMENTS |  | 1,088.40 |  | FUEL ALLOTMENT |  | 325.00 |
| NCC |  |  |  | SECTION 137 |  | 20.00 |
| MISCELLANEOUS |  | 20.00 |  | PROF/SUBS/TRAINING |  | 199.76 |
| DEFIBRILLATOR |  |  |  | MISCELLANEOUS |  | 2,335.00 |
| **TOTAL** | 315.81 | 11,333.45 |  | **TOTAL** | 258.51 | 11,738.22 |
| TRANSFER |  | 6,000.00 |  | TRANSFER |  | 6,000.00 |
| VAT |  | 959.57 |  | VAT | 5.40 | 995.87 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.3.22 | |  | **BANK ACCOUNT** | AS AT 31.3.22 | |
| BALANCE B/FWD | 805.25 |  |  | CURRENT ACCOUNT | 857.15 |  |
| INCOME | 315.81 |  |  |  |  |  |
| EXPENDITURE | (258.51) |  |  |  |  |  |
|  | **862.55** |  |  |  | 857.15 |  |
|  |  |  |  | Less unpresented chqs |  |  |
| TRANSFER | - |  |  |  |  |  |
| NET VAT | (5.40) |  |  |  |  |  |
|  |  |  |  |  |  |  |
| BALANCE | **857.15** |  |  | BALANCE | **857.15** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SAVER ACCOUNT** | | | | | | |
| **AS AT 31.3.22** | | | | | | |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFER |  | 6,000.00 |  | TRANSFER |  | 6,000.00 |
| INTEREST | 0.28 | 1.17 |  |  |  |  |
| **TOTAL** | 0.28 | 6,001.17 |  | **TOTAL** | 0.00 | 6,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.3.22 | |  | **BANK ACCOUNT** | AS AT 31.3.22 | |
| BLANCE CD/FWD | 10,829.04 |  |  | CURRENT ACCOUNT | 10,829.32 |  |
| INCOME | 0.28 |  |  |  |  |  |
| EXPENDITURE | - |  |  |  |  |  |
| **BALANCE** | **10,829.32** |  |  |  | **10,829.32** |  |

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| Actual vs Budget for the year to 31st March 2022 | | | |  |  |
|  |  |  |  |  |  |
| Actuals |  |  | Actuals | Budget |  |
| 31.3.2021 | **Income** |  | 31.3.22 | 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 |  | 1,088.40 | 1,034 | 105% |
| 885 | Recycling |  | 655.05 | 300 | 218% |
| 75 | Grass cutting |  | 75.00 | 150 | 50% |
| 5 | Interest received |  | 1.17 |  |  |
|  | Miscellaneous |  | 20.00 |  |  |
| 11,132 |  |  | 11,334.62 | 10,979 | 103% |
|  |  |  |  |  |  |
|  | **Expenditure** |  |  |  |  |
| 2,536 | Clerk's salary |  | 2,591.68 | 2,600 | 100% |
| 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 |  | 325.00 | 300 | 108% |
|  | Training |  |  | 100 | 0% |
| 201 | Subscriptions |  | 199.76 | 220 | 91% |
| 110 | Office expenses |  | 356.08 | 350 | 102% |
|  | Village Hall rent |  | 125.00 | 300 | 42% |
| 40 | Miscellaneous |  | 2,100.00 | 100 | 2100% |
| 923 | Allotments |  | 936.86 | 950 | 99% |
|  | Defibrillator |  | 235.00 | 200 | 118% |
|  | Asset Maintenance Accrual | |  | 1,503 | 0% |
| 94 | Recycling |  | 98.25 | 100 | 98% |
| 100 | S137 |  | 20.00 | 120 | 17% |
| 9,472 |  |  | 11,738.22 | 11,403 | 103% |
|  |  |  |  |  |  |
| 1,660 | Surplus / (Deficit) |  | (403.60) | (424) |  |
|  |  |  |  |  |  |
| 10,074.13 | 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 |  | (995.87) |  |  |
|  |  |  |  |  |  |
| 12,126.37 | Balance c/f |  | 11,686.47 |  |  |
|  |  |  |  |  |  |
| 1,298.22 | Current Account |  | 857.15 |  |  |
| 10,828.15 | Deposit Account |  | 10,829.32 |  |  |
| 12,126.37 |  |  | 11,686.47 |  |  |

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| **PAYMENTS FOR April 2022** | |  |  |  |
|  | | Net | VAT | Gross |
| Parish clerk costs | | £262.04 | £0.00 | £262.04 |
| Office expenses | | £188.29 | £32.91 | £221.20 |
| Subscriptions | | £163.50 | £0.00 | £163.50 |
| Room Hire | | £75.00 | £0.00 | £75.00 |
| Grass cutting | | £545.44 | £109.09 | £654.53 |
| Donations | | £100.00 | £0.00 | £100.00 |
| Allotments | | £469.72 | £0.00 | £469.72 |
| Glass Recycling | | £6.00 | £1.20 | £7.20 |
| Miscellaneous | | £394.67 | £78.93 | £473.60 |
|  | |  |  |  |
| **Total expenditure** | | **£2,204.66** | **£222.13** | **£2,426.79** |
|  | |  |  |  |
| **RECEIPTS in March/April 2022** | | |  |  |
| Precept |  | |  |  |
| Recycling credits | £333.81 | |  |  |
|  |  | |  |  |
| **Total Income** | **£333.81** | |  |  |
|  |  | |  |  |
| Current A/C as at 7/4/22 | £875.15 | |  |  |
| Deposit A/C as at 7/4/22 | £10,829.32 | |  |  |
| Transfers to/from Current A/C to/from Deposit | £2,000.00 | |  |  |