

## **Repps with Bastwick Minutes of the Parish Council Meeting held on 4<sup>th</sup> 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.

### **2. Apologies for Absence**

None received.

### **3. Declarations of Interest in Respect of the Current Agenda**

None received.

### **4. Minutes of the Last Meetings**

The minutes of the meeting held on 7<sup>th</sup> December 2021 were **approved** as a true record and were signed by Cllr Sharman as Chair of the meeting.

### **5. 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.

### **6. 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.

### **7. 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.

### **8. Correspondence received**

- a) 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.
- b) The Royal British Legion Poppy Appeal raised £9,697.67 in the Acle District, who provided the wreath this year.

### **9. Parish Clerk's report**

- a) Requesting the signs for footpath 6 are still an outstanding matter.
- b) The pot holes have been reported.
- c) **Cllr Ellis** will ask the owner to cut the hedge back around streetlight 3R.
- d) The footpath to Potter Heigham is now trimmed back.

- e) The fallen finger post on Grove Road has been reported but no update received.
- f) Cllr Wright reported that the manhole cover near the bus stop is not yet worth reporting. He will monitor the situation.

#### 10. Allotments

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

#### 11. Financial and administration matters

- a) 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.
- b) The Income and Expenditure report was circulated to Councillors before the meeting (see below). It was **noted** by the Council.
- c) The payments presented for January (see below) were **approved**.
- d) The Budget vs Actuals to December 2021 had been circulated to Councillors before the meeting (see below) and was **noted** by the Council.

#### 12. Planning Matters

- a) 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.

#### 13. 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.

#### 14. Public Participation

None received.

#### 15. Date and Time of the Next Meeting

The next meeting is scheduled to be held on Tuesday 1<sup>st</sup> 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**

	<b>MONTH</b>	<b>YEAR TO DATE</b>		<b>MONTH</b>	<b>YEAR TO DATE</b>
<b>INCOME</b>			<b>EXPENDITURE</b>		
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
<b>TOTAL</b>	<u>157.87</u>	<u>10,908.84</u>	<b>TOTAL</b>	<u>1,459.97</u>	<u>10,664.34</u>
TRANSFER		5,000.00	TRANSFER		6,000.00
VAT		959.57	VAT	201.60	980.71
 <b>CASH BOOK</b>	 AS AT 31.12.21		 <b>BANK ACCOUNT</b>	 AS AT 31.12.21	
BALANCE B/FWD	2,025.28		CURRENT ACCOUNT	621.58	
INCOME	157.87				
EXPENDITURE	<u>(1,459.97)</u>				
	<u><b>723.18</b></u>			<u>621.58</u>	
			Less unrepresented chqs		
TRANSFER	-			352 (100.00)	
NET VAT	(201.60)				
BALANCE	<u><b>521.58</b></u>		BALANCE	<u><b>521.58</b></u>	

**SAVER ACCOUNT**

**AS AT 31.12.21**

<b>INCOME</b>			<b>EXPENDITURE</b>		
TRANSFER		6,000.00	TRANSFER		5,000.00
INTEREST	0.27	0.89			
<b>TOTAL</b>	<u>0.27</u>	<u>6,000.89</u>	<b>TOTAL</b>	<u>0.00</u>	<u>5,000.00</u>

<b>CASH BOOK</b>	AS AT 31.12.21	<b>BANK ACCOUNT</b>	AS AT 31.12.21
BLANCE CD/FWD	11,828.77	CURRENT ACCOUNT	11,829.04
INCOME	0.27		
EXPENDITURE	-		
<b>BALANCE</b>	<b>11,829.04</b>		<b>11,829.04</b>

## Items to be Considered for Payment JANUARY 2022

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Sally Mitchell		Fuel Allotment winter payments	325.00
URM (UK) Ltd		Glass recycling ( <i>direct debit</i> )	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
<b><u>TOTAL</u></b>			<b>£608.81</b>

### **TRANSFERS**

Deposit to Current		1,000.00
<b><u>TOTAL</u></b>		<b>£1,000.00</b>

Actual vs Budget for the year to 31st March 2022 as at 31st December 2021

Actuals 31.3.2021	Income	Actuals 31.12.21	Budget 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%
	<b>Expenditure</b>			
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%
<u>9,472</u>		<u>10,164.34</u>	<u>11,403</u>	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)		
<u>12,126.37</u>	Balance c/f	<u>12,350.62</u>		
1,298.22	Current Account	521.58		
<u>10,828.15</u>	Deposit Account	<u>11,829.04</u>		
<u>12,126.37</u>		<u>12,350.62</u>		