

## **Repps with Bastwick Minutes of the Parish Council Meeting held on 3<sup>rd</sup> May 2022 in the Village Hall at 8pm**

**In attendance:** Cllrs: Fred Sharman (Chair), Carol Willett, Chris Wallace, Andrew Wright, Hazel Rudrum, Alison McTaggart and Tom Ellis. Claudia Dickson (Clerk). 1 member of the public.

### **1. Election of Chair and Vice-Chair**

Fred Sharman was nominated and unanimously elected Chairman of the Parish Council for the next year.

Hazel Rudrum was nominated and unanimously elected Vice-Chairman of the Parish Council for the next year.

### **2. Declarations of Acceptance of Office**

Cllrs Sharman and Rudrum signed the Acceptance of Office of Chairman and Vice-Chairman respectively.

### **3. Election of the Responsible Financial Officer**

The Clerk was nominated as Responsible Financial Officer and this was unanimously agreed by the Council.

### **4. Apologies for Absence**

None.

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

None received.

### **6. Minutes of the Last Meeting**

The minutes of the meeting held on 12<sup>th</sup> April 2022 were **approved** as a true record and were signed by Cllr Sharman as Chair of the meeting.

### **7. Matters Arising**

The water treatment works on Tower Road are now working properly.

Riders have been taking their horses along the riverbank footpath and around the edges of some fields. Cllr Sharman informed them this is not allowed or acceptable.

### **8. Business Continuity Plan**

The Council considered and adopted a Business Continuity Plan.

### **9. Annual Resolutions**

#### **a) Annual Risk Assessment**

#### **b) Policy review – Standing Orders, Financial Regulations, Review of Internal Control**

#### **c) Schedule of Assets**

The Annual Risk Assessment, policies presented and the Schedule of Assets were all **approved** by the Council.

#### **d) To appoint a member of the Council to undertake periodic review of the administration and accounting procedures.**

Cllr Wright was nominated and accepted the position.

## 10. Borough and County Council reports, and Police report

None received.

## 11. Correspondence received

- a) Thank you from NARS for the donation.
- b) The Broads Authority have an online survey for a Design Guide for the Broads Authority area.
- c) Thank you for the donation from Norfolk Citizens Advice.

## 12. Parish Clerk's report

- a) The bin on Low Road is still not being emptied. **Clerk** to chase again.
- b) The fence panels leaning over the footpath from Low Road to High Road have been reported, but no follow up information received to date.

## 13. Allotments

No issues received.

## 14. Ideas for the Jubilee

The invitations for the Playing Field Committee event are being printed tomorrow. There will be 2 different colours: pink for children who live in Repps and can receive a mug, and green for everyone else. Mugs will be available for purchase.

The final edition of Hallmarks is ready to go.

## 15. Financial and administration matters

- a) The Council considered purchasing a marquee for the Jubilee events. The Playing Field Committee identified a suitable one at a cost of £1,799. The Council **approved** purchase. It can be hired out for future events but the condition before and after must be monitored.
- b) The Income and Expenditure report for April was circulated to Councillors before the meeting (see below). It was **noted** by the Council.
- c) The payments presented for May (see below) were **approved**.
- d) The Internal Audit report was received and noted.
- e) The Council considered and approved the Certificate of Exemption – AGAR 2021/22 Form 2. It was signed by Cllr Sharman as Chairman of the meeting.
- f) The Clerk read Section 1 – Annual Governance Statement 2021/22 of the AGAR and all statements were **agreed** by the Council. The Clerk and Chairman signed.
- g) The Council **approved** the accounts for the year ending 31<sup>st</sup> March 2022. The Chairman signed Section 2 – Accounting Statements 2021/22 of the AGAR.

## 16. Planning Matters

- a) BA/2022/0151/HOUSEH – erect single storey pitched roof shed in garden at The Homestead, High Road. The application was received after the agenda was published. A comment of no objections will be ratified at the next meeting.

## 17. Matters for reporting or future agenda

- Cllr Wallace suggested any spare allotments could be offered as a community allotment or for children to learn how to grow vegetables.
- Cllr Sharman reported problems accessing appointments at Fleggburgh Doctor's surgery.

**18. Public Participation**

A member of the public questioned Nutrient Neutrality. He was asked to submit his comments via a letter or email. To be discussed at the next meeting.

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

The Clerk is unable to attend the next scheduled meeting in June. The Council approved cancelling the June meeting. The next meeting will be held on Tuesday 5<sup>th</sup> July at 8pm, in the Village Hall.

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

The Council discussed the interview held. The candidate will not be offered the job and the vacancy will continue to be advertised.

**Attachments:** Income and Expenditure summary for April and payments for May.

Signed.....

Date.....

**INCOME AND EXPENDITURE REPORT  
AS AT 29.4.22**

	MONTH	YEAR TO DATE		MONTH	YEAR TO DATE
<b>INCOME</b>			<b>EXPENDITURE</b>		
PRECEPT	5,422.00	5,422.00	CLERKS SALARY/TAX	262.04	262.04
CCF			STATY/POST/PHONE ETC	50.79	50.79
TRAINING BURSARY			GRASS CUTTING	545.44	545.44
BANK INTEREST			ALLOTMENTS	469.72	469.72
GRASS CUTTING			RECYCLING	7.50	7.50
GLASS & MISC	412.67	412.67	HALL HIRE	75.00	75.00
TRANSPARANCY FUNDING			AUDIT & INSURANCE		
ALLOTMENTS			FUEL ALLOTMENT		
NCC			SECTION 137	100.00	100.00
MISCELLANEOUS			PROF/SUBS/TRAINING	163.50	163.50
DEFIBRILLATOR			MISCELLANEOUS	137.50	137.50
<b>TOTAL</b>	5,834.67	5,834.67	<b>TOTAL</b>	1,811.49	1,811.49
TRANSFER	2,000.00	2,000.00	TRANSFER	5,000.00	5,000.00
VAT			VAT	143.50	143.50

<b>CASH BOOK</b>		AS AT 29.4.22	<b>BANK ACCOUNT</b>		AS AT 29.4.22
BALANCE B/FWD		857.15	CURRENT ACCOUNT		2,516.36
INCOME		5,834.67			
EXPENDITURE		<u>(1,811.49)</u>			<u>2,516.36</u>
		<b><u>4,880.33</u></b>			
			Less unrepresented chqs		
TRANSFER	(3,000.00)		371	(654.53)	
NET VAT	(143.50)		373	(75.00)	
			374	<u>(50.00)</u>	
BALANCE		<b><u>1,736.83</u></b>	BALANCE		<b><u>1,736.83</u></b>

### SAVER ACCOUNT

**AS AT 29.4.22**

<b>INCOME</b>			<b>EXPENDITURE</b>		
TRANSFER	5,000.00	5,000.00	TRANSFER	2,000.00	2,000.00
INTEREST					
<b>TOTAL</b>	<b><u>5,000.00</u></b>	<b><u>5,000.00</u></b>	<b>TOTAL</b>	<b><u>2,000.00</u></b>	<b><u>2,000.00</u></b>

<b>CASH BOOK</b>		AS AT 29.4.22	<b>BANK ACCOUNT</b>		AS AT 29.4.22
BLANCE CD/FWD		10,829.32	CURRENT ACCOUNT		13,829.32
INCOME		5,000.00			
EXPENDITURE		<u>(2,000.00)</u>			<u>13,829.32</u>
<b>BALANCE</b>		<b><u>13,829.32</u></b>			

#### **PAYMENTS FOR May 2022**

	Net	VAT	Gross
Parish clerk costs	£224.47	£0.00	£224.47
Office expenses	£39.64	£0.46	£40.10
Insurance	£234.62	£0.00	£234.62
Audit Fees	£40.00	£0.00	£40.00
Glass Recycling	£7.50	£1.50	£9.00
<b>Total expenditure</b>	<b><u>£546.23</u></b>	<b><u>£1.96</u></b>	<b><u>£548.19</u></b>

#### **RECEIPTS in April 2022**

Precept	£5,422.00
Recycling credits	£412.67
Allotments	
Miscellaneous	
	<u>                    </u>

<b>Total Income</b>	<b>£5,834.67</b>
Current A/C as at 29/4/22	£2,516.36
Deposit A/C as at 29/4/22	£13,829.32
Transfers to/from Current A/C to/from Deposit	<b>-£3,000.00</b>