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

 **Tuesday 5th December 2023 at 8pm at Repps Village Hall**

**Present:** Cllr Fred Sharman (Chairman), Alison McTaggart, Andrew Wright, John Quickenden, Sam Mitchell, Hazel Rudrum, County Cllr Andy Grant, Parish Clerk Tracy Neave

# Apologies for absence: Tom Ellis, Borough Cllr Leslie Mogford

2. **Declaration of Interest for items on the agenda:** none received

# 3. Minutes of the last meeting

The minutes of the meeting held on Tuesday 7th November 2023 were **agreed** and signed by the Chairman.

# 4. Matters Arising

 a. Grass and hedge maintenance tenders sent to contractors – no response as yet

5. **Borough and County Councillor Reports & Police Report**.

 Report from County Councillor Andy Grant: awaiting update from Highways. Cllr Sharman

 raised the recent crash on Heath Road and asked for chevrons to be placed along there.

 Cty Cllr Grant offered a ‘community day’ to the village, councillors to consider what needs

 doing in the village.

 **Action:Councillors**

# 6. Correspondence:

a Concurrent function letter Great Yarmouth Borough Council

b. Concurrent function email

c.

7. **Parish Clerks Report:**

Attended meeting last month with Cllr Sharman regarding loss of concurrent functions monies, and is extremely likely that this will not be renewed: equates to loss of funding for grass cutting which is £4411 (grass cutting current cost £6477). Budgets to be presented next month for agreement.

**Action:Clerk**

Parish Partnership application for SAMSIGN2.

Recycling claims for end of last financial year and small amount outstanding for previous year submitted.

HGV restriction signs ahead of Potter Heigham to be requested.

**Action:Clerk**

Flegg Community Land Trust contacted to set up survey

8. **Allotments:**

Payment received from allotment holders with one payment outstanding. Allotment

 Agreements to be sent out after allotments have been renumbered.

 Two requests for sheds and outbuildings agreed.

**Action:Clerk**

# 9. Finance

 14.1 Income and Expenditure Reports

 14.2 Bank Reconciliation and payment schedule see end of minutes

 14.3 Bank statements and payment schedule agreed and signed by Chairman

 Late payments for approval: NALC training, Broadland Computers, Garden Guardian and

 Fuel Trust Charity.

 Ideas for budget: consider bus shelter opposite existing one by garage

10.  **Planning Matters:**

 a. New Applications : BA/2023/408 FUL Nippy chippy and amusements: approve

 b. Appeals: None

 c. Decisions: None

11. **Public Participation:** none

12. **Matters for reporting or future agendas**

 a. meeting dates for next year (see end of minutes)

 b. Staffing matters: it was agreed that the Clerk’s hours increase to 6 hours per week.

 c. Issue with Bowls Club insurance. The Parish Council is not responsible for the building, the

 Playing Field committee to investigate.

13. **Date and time of next meeting**

Tuesday 2nd January 2023 at 8pm at the Village Hall

The meeting closed at 8.50pm

**SIGNED BY CHAIR**

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| --- |
| **Repps cum Bastwick Parish Council** |
| **Bank Reconciliation** |
|  |  |  |  |
| **Financial year ending 31 March 2024** |  |  |  |
|  |  |  |  |
| Statement Date: |  | **30th November 2023** |
|  |  |  |  |
| **Bank Statement as at 30th November 2023** |  |  |  |
|  |  |  |  |
| Barclays Current Account |  | 11,676.43 |  |
| Barclays Deposit Account |  | 8,891.80 |  |
|  |  |   |  £ 20,568.23  |
|  |  |  |  |
| Less: Unpresented |  |  |  |
|  |  |  |  |
| 1014140 HMRC |  | 42.60 |  |
| 101447 Garden Guardian |  | 719.74 |  |
|  101454 Garden Guardian |   | £719.74 |   |
| 101455 Garden Guardian |  | £1,439.48 |   |
| 101457 HMRC |  | £42.60 |  |
| 101459 Garden Guardian |  | £719.74 |  |
| 101460 HMRC |  | 70.40 |  |
| 101461Clerk Salary |  | £281.23 |  |
| 101462 GYBC (Election) |  | 874.61 |  |
|  |  |   |  £ 4,910.14  |
|  |  |  |  |
|  |  |  |  |
| Net balances at 31 March 2024 |  |  |  £ 15,658.09  |
|  |  |  |  |
|  |  |  |  |
| **Cashbook** |  |  |  |
|  |  |  |  |
| Opening balance 1st April 2023 |  |  |  £ 8,762.18  |
| Add: Receipts |  |  | 18,231.50 |
| Less: Payments |  |  | -£11,335.59 |
|  |  |  |  |
| Closing Balance 31 March 2024 |  |  |  £ 15,658.09  |
|  |  |  |  |
|  |  |  |  |
| Variance |  |  |  £ -  |
|  |  |  |  |
| Cashbook includes variance from 2022/2023 |  |  |  |
|  |  |  |  |



