

Repps with Bastwick Minutes of Parish Council Meeting held on 8th December 2015 at the Village Hall at 8pm

In attendance: Cllrs: Andrew Wright, Thomas Ellis, Philip Shreeve, David Burrage, John Mitchell, Fred Sharman (Vice Chair), Alison McTaggart (Chair), Sarah Welsh (Clerk)

Also in attendance: PC Dick Cook

1. APOLOGIES FOR ABSENCE.

BCllrs Barry and Mary Coleman.

2. MINUTES OF THE LAST MEETING.

It was proposed by Cllr Burrage that the minutes of the previous meeting be accepted as a true record. Seconded: Cllr Wright. Unanimously agreed. The minutes were signed by the Chair.

3. DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.

None.

4. MATTERS ARISING

- BCllrs Mary and Barry Coleman offered their BCllr's grant to pay for the cost of a bin, at £360 + VAT. Cllr McTaggart will discuss placement with BCllrs Coleman: opposite the bench on the corner near the entrance to Low road on the small piece of land there. It was agreed a stake would be placed where the bin is intended to go.
- The streetlight, possibly 20R, on the main road near the lay-by coming from Potter Heigham, near the planter, is faulty. The clerk will report this.
- The drainage ditch in Mr Pratt's field has been completed.
- CGM contacted Cllr McTaggart re the footpath discussed with them - it needs to be included in the cutting route next year. A bigger map of the areas is required.

5. BOROUGH AND COUNTY COUNCILLOR REPORTS / POLICE REPORT

PC Cook reported that there was in fact, little to report. There have been 2 crimes on domestic related issues, and 18 calls to the police. None of the councillors had anything to report to him and thanked him for his attendance.

6. CORRESPONDENCE ETC.

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- a) Norfolk CAB request for funding - filed for year end consideration.
- b) The Council was informed that NCC re-imagining Norfolk reps from Parish & Town councils have been invited to attend meetings. The next meeting is Monday 11th January 7 - 8.30pm the Edwards Room, Co. Hall. NR1 2DH.
- c) CGM offering winter maintenance. The councillors agreed there was no need for this service at present.
- d) GYBC Sports Play and Leisure Strategy. The councillors did not feel this was relevant because there are no sporting clubs or groups in the village.
- e) The council was informed about Community Action Norfolk - offering Free oil-buying membership.

7. PARISH CLERK'S REPORT

- a) **Newsletter** - The Broads Authority asked if information about the consultation can be placed in the Newsletter. However, the clerk offered the option of using the website to meet the closing date in January.

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- The bin by Low Road - Sheryl Naylor reported the bins are emptied once/week. Councillors reported the hedge needs clearing right back in the area. The clerk will report to Highways. **UPDATE** - reported.
- The hedge is overgrowing the seat at the end of Low Road. The clerk will report to GYBS.
- The clerk will report the street light near the telephone box (no. 7) not working. **UPDATE:** reported.
- Reflector posts near Churchyard - The Council proposed to put reflector posts along the area. Cllr Sharman will source some posts. **UPDATE:** Cllr Sharman will follow up.
- The clerk received a request from a resident to report problems with mud on the road between Grove Road and Tower Road after the last bungalow on Grove Road. The clerk reported to Highways. **UPDATE** Highways cannot clear - suggest contacting farmer, but Rangers will have a look.
- Japanese Knotweed. The clerk confirmed that she had not received a response. The clerk will follow up. **UPDATE:** government guidance states "You're not legally obliged to remove these plants or to control them. However, if you allow Japanese knotweed to grow onto other people's property you could be prosecuted for causing a private nuisance."
- Standing caravan at 'The Rocket' on Staithe Road near Pug Street Staithe. **UPDATE:** the clerk has requested advice from the BA Planning /dept. Awaiting response. Cllr Sharman spoke to Mr Sparrow who informed him that the deeds to the property state that up to 2 caravans can be kept there.

8. FINANCIAL AND ADMINISTRATION MATTERS

- a) **Precept Request.** The clerk has completed the request form, but has since received a schedule of costs for last year's contested election amounting to £624.28 which will be invoiced shortly. There are earmarked funds of £150 for election costs. The clerk asked if the Council wanted to add the balance of £475 (rounded) to the Precept request. It was proposed by Cllr Wright and seconded by Cllr Sharman that this be done.
- b) **Banking update:** the account has now been changed to the name and address of the current clerk. The General Purposes Account has been closed and the balance transferred to the Community A/C. The clerk is still waiting for 'View Only' access to the bank accounts.
- c) **Sector Led Body (SLB) for External Audit 2017-18** - papers sent to councillors in advance. Councils with less than a £25000 will not have to submit an annual financial return for external audit, but will need to have an auditor appointed in case there are questions from electors to be resolved. The SLB will be the first point of contact. The council needs to decide whether to remain opted in to this arrangement or whether to opt out and appoint their own external auditor. It was agreed unanimously that the Council will remain opted in.

- d) **Appointment of Internal Auditor.** Annette Collins is willing to act as Internal Auditor for the current financial year at least. It was proposed by Cllr McTaggart and seconded by Cllr Shreeve that Annette Collins be appointed.

9. FINANCIAL STATEMENT.

The Councillors were given copies of the bank reconciliations, including details of uncashed cheques and payments (attached.) There were no questions.

10. INVOICES TO APPROVE FOR PAYMENT

Councillors were given copies of the draft cheque list and payments (attached.) The clerk went through them. Whilst chasing up unpaid amounts from BCR Global, the clerk discovered the company has ceased trading and the Administrator will be in touch with any creditors. The clerk has sought advice from Norfolk ALC about pursuing the payments and has received a list of alternative approved textile collectors from NCC which was shared with the Chair and councillors. The clerk will contact the companies and check the collection and repayment fees offered. Pending contact from the Administrator and finding an alternative collector, it was proposed by Cllr Sharman and seconded by Cllr Wright, that the textile bin will be removed to a secure place to avoid and health and safety issues and the bin being used.

It was proposed by Cllr McTaggart and seconded by Cllr Wright that the draft payments be approved by the Council. Unanimously agreed.

11. PLANNING MATTERS.

No applications

12. ALLOTMENTS

- a) Renewal letters have been sent to all tenants except those considering plots 19 & 20. A change in the areas of these was discussed with Cllr Shreeve, who had consulted Mr and Mrs Frost who are interested in renting a proportion of Plot 19. Mr Shreeve will rent the remaining area as Plot 20. The clerk will work out the new area and prices and send letters and Agreements to the rentees.
- b) Allotment payments: 4 payments still outstanding.
- c) Plots 21, 22a, 22b. The tenant has informed the council of his intention to give up the allotments in October 2016.

13. FLOODING TOWER ROAD

Update: email received from Bob West. He has spoken with Mr Pratt and Highways will be digging a ditch to drain water away from the current ditch line. Cllr McTaggart reported work has been done on the ditch and there is some improvement.

14. MATTERS FOR REPORTING FOR FUTURE AGENDA

February /March 2016 - the Grass Cutting contract is due for renewal. The Cllrs agreed the work carried out by CGM has been good, and it will be necessary to look at a map of areas to be cut. Cllr Mitchell reported that the grass between the bus shelter and Grove Road needs dealing with, but agreed it is a spring job.

Evans Lombe - Cllr Sharman reported the problems with the blocked pipes means that water is still coming off the highway onto the playing field to the Orchard. If the Evans Lombe Estate will agree to Cllr Sharman putting a pipe underground on their land and Highways will connect the pipes between this, Mr Sharman's land and the Highway, he will go ahead and do this. The clerk will inform Chris Bond of Evans Lombe and Highways about this and give them Cllr Sharman's contact details to discuss it.

15. PUBLIC PARTICIPATION

None present.

16. DATE AND TIME OF THE NEXT MEETING

The next meeting will be held on 5th January 2016, in the Village Hall, commencing at 8 pm.

Attachments: Bank Reconciliation, Draft Payments and Receipts list.

Repps with Bastwick

	Bank Reconciliation at 08/12/2015		
	Cash in Hand 01/04/2015		
			2,749.31
	ADD		
	Receipts 01/04/2015 - 08/12/2015		9,758.42
			12,507.73
	SUBTRACT		
	Payments 01/04/2015 - 08/12/2015		6,225.01
A	Cash in Hand 08/12/2015 (per Cash Book)		6,282.72
	Cash in hand per Bank Statements		
	Cash	02/10/2015	0.00
	Community AC	27/11/2015	5,421.89
	General Purposes AC	25/11/2015	0.00
	Business Saver	27/11/2015	985.20

Repps with Bastwick
Uncashed payments/transfers out (All banks)
(Upto 08/12/2015)

Voucher	Date	Cheque No.	Description	Total	Bank
53	08/12/2015	976	Grass cutting	333.50	Community AC
54	08/12/2015	976	Grass cutting	54.00	Community AC
55	08/12/2015	977	Recycling collection fee	8.82	Community AC
56	08/12/2015	978	Donation	17.00	Community AC
57	08/12/2015	979	Clerk's Salary	131.92	Community AC
58	08/12/2015	979	Clerk's Salary	45.91	Community AC
59	08/12/2015	980	Clerk's Expenses	4.00	Community AC
60	08/12/2015	980	Mileage	13.34	Community AC
61	08/12/2015	980	Stationery	8.47	Community AC
Total				616.96	

Voucher	Date	Cheque No.	Description	Bank	Total
15	23/10/2015	BACS	Recycling Payment NCC	General Purposes AC	46.20
21	26/11/2015	cheque depos	Allotment Rent	Community AC	446.38
Total					492.58

Repps with Bastwick
Uncashed receipts/transfers in (All banks)
(Upto 08/12/2015)

Repps with Bastwick

DRAFT PAYMENTS LIST: (Cheque order) Vouchers 53 to 61

Vchr.	Cheque	Cde.	Name	Description	Amount
53	976	1	CGM Norwich	Grass cutting	333.50
			<i>Split cheque x 2</i>		
54	976	1	CGM Norwich	Grass cutting	54.00
			<i>Split cheque x 3</i>		
			Subtotal Cheque No. 976		387.50
55	977	17	URM Berryman	Recycling collection fee	8.82
			<i>Glass November</i>		
56	978	9	T. Wright	Donation	17.00
			<i>Repayment re RBL Poppy Wreath</i>		
57	979	3	S. Welsh	Clerk's Salary	131.92
			<i>split payment x 2</i>		
58	979	2	S. Welsh	Clerk's Salary	45.91
			<i>split payment x 2</i>		
			Subtotal Cheque No. 979		177.83
59	980	5	S Welsh	Clerk's Expenses	4.00
			<i>Split cheque x 3</i>		
60	980	5	S Welsh	Mileage	13.34
			<i>CiLCA Training (proportion) & notices mileage</i>		
61	980	5	S Welsh	Stationery	8.47
			<i>Postage £6.48 Envelopes £1.99</i>		
			Subtotal Cheque No. 980		25.81
TOTAL					616.96

Repps with Bastwick
DRAFT RECEIPTS LIST: Vouchers 19 to 21

Vchr.	Ref	Cde.	Name	Description	Amount
19	cheque d	11	Multiple	Allotment Rent	31.51
			Satchwell £6.58, Hearnden £24.93		
20	cheque d	11	Martin	Allotment Rent	16.42
21	cheque d	11	Goodwin Farms	Allotment Rent	446.38
			1/2 year payment		
TOTAL					494.31