

Repps with Bastwick Minutes of Parish Council Meeting held on 3rd November 2015 at the Village Hall at 8pm

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

Also in attendance: BCllrs Barry and Mary Coleman.

1. APOLOGIES FOR ABSENCE.

Cllr Mitchell - unavailable. Accepted.

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 Sharman. Unanimously agreed. The minutes were signed by the Chair.

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

None.

4. MATTERS ARISING

- Trip Hazard near Potter Heigham Bridge - update email from Cllr Burrage: the Broads Authority have declined any support. It was decided as before, that the parish council could take no further action because they do not own the land.
- Bin by bus shelter - the moving of the bin to near the lamp post is nearly completed and will be finished in a couple of days.
- BCllrs Mary and Barry Coleman offered their BCllr's grant to pay for the cost of a bin, at £360 + VAT. It was agreed that the bin would be placed at a suitable distance near the new seat, on the main road side of Tower Road. It was envisaged that the bin would help the parish council to tackle anti-social behaviour in the form of littering, which has been a problem around the site. Acceptance and thanks for the offer was proposed by Cllr Burrage and seconded by Cllr Wright. Unanimously agreed.

5. BOROUGH AND COUNTY COUNCILLOR REPORTS / POLICE REPORT

Nothing to add following the item under matters arising.

6. CORRESPONDENCE ETC.

Repps with Bastwick PC Post Log November 2015

1. Copy of PL Insurance received from CGM for files.
2. Response from Dean Mills, Planning re Shaun Day's email (Rollesby PC) concerning planning queries, by email 27.10
3. NCC re-imagining Norfolk consultation letter (26.10.15) emailed to councillors.

7. PARISH CLERK'S REPORT

- The winter issue of the Newsletter was given to Cllr McTaggart for distribution. The Council agreed to hold distribution in order to include the Fuel Allotment slips. The clerk will produce the slips and deliver to Cllr McTaggart. Next Newsletter due for collection at PC meeting in February. Any articles to be in by 15.01 .2015
- The website has been updated with Agenda and minutes and any public information. Any winter/Christmas events can be added - please email the clerk.

Repps with Bastwick Action Log November 2015

- The bin by Low Road - **UPDATE:** 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.
- The clerk will report the street light near the telephone box (no. 7) not working.
- At the previous meeting, Cllr Sharman reported that a car nearly went into the Churchyard, just missing the sign. The clerk was asked to find out if some posts could be placed there, or reflective tape could be added to the sign's post. Update: Highways cannot provide reflective markings because it would be inconsistent with other posts and an extra expense. The Council proposed to put reflector posts along the area. Cllr Sharman will source some posts.
- 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.

8. FINANCIAL AND ADMINISTRATION MATTERS

- Estimated budget 2016-17. Papers were given to the councillors (attached). The clerk had received the Annual Precept and Grant return. The letter confirmed that there would be no growth in any funding for the Concurrent Grant scheme. The contribution towards the Clerk's salary will be removed from the 2016-17 year. There will be a phased reduction in the scheme for burial grounds from the 2017-18 year.
Cllr McTaggart proposed the budget be accepted and used as the precept and concurrent function grant amounts to be applied for. Seconded Cllr Sharman. Unanimously agreed.
- Transparency Code Compliance- the clerk received a briefing re the funding application. It appeared that at present there is nothing the council could apply for.
- The clerk drafted a letter to the bank requesting the name be changed from the previous clerk's to hers, that she could have 'View Only' online access, and requesting the General Purposes Account be closed and the monies transferred to the current account, as agreed at the last parish council meeting. Cllrs McTaggart and Wright signed the letter. The clerk will email a copy of the letter to Cllr McTaggart.

9. FINANCIAL STATEMENT.

The Councillors were given copies of the bank reconciliations, including details of uncashed cheques and payments (attached.)

10. INVOICES TO APPROVE FOR PAYMENT

Councillors were given copies of the draft cheque list and payments (attached.)

It was proposed by Cllr Wright and seconded by Cllr Burrage that these be approved by the Council. Unanimously agreed.

11. PLANNING MATTERS.

No applications

12. ALLOTMENTS

- An annual inspection was carried out by: Cllrs Burrage and Wright. Cllr Burrage was re-assured by Cllr McTaggart that there was no conflict of interest as he rents an allotment, because Cllr Wright also carried out the inspection. The shed reported as falling down has been cleared. Several bin bags of rubbish had been left on Plot 15a. The clerk will remind the owner to keep clear when the renewal letter is sent.
- Allotment payment. The clerk sent out 10 renewal letters not including those plots where the tenancy agreement will be terminated and those that require a review of the condition at this meeting. The clerk sent out a termination letter to one tenant with 2 plots. Payment has been received from 3 tenants.

- c) Two plots are available and there are two people on the waiting list. The clerk has been in contact with one person and is waiting for their decision. The clerk will send out a letter and agreement to the second person for plot 19.

13. FLOODING TOWER ROAD

Update: email received from Bob West, Highways. He will be carrying out an inspection/survey to establish what and where things can be improved and will contact the clerk once this has been done. Low Road, between Corine Cottage and The Laurels - a gully takes surface water which is draining very slowly. There is also some subsidence along the edge of the road on T Wright's side. Update: The clerk reported the issue. An email was received from Bob West 13.10.15 - he will arrange for an inspection and action to be taken as necessary.

14. GRASS CUTTING

The footpath from the Garage to Low Road needs cutting. Bus shelter to Grove Road does not appear to be within the contract. CGM emailed to confirm and asked for quote to include in the contract. **UPDATE:** CGM requested a bigger map - sent by the clerk. Now awaiting quote.

15. SCHOOL BUS ROUTE AND CROSSING

A telephone call was received from Bob West. NCC Education transport had passed on concerns to him. There's not enough width in the carriageway to put in a traffic island. Highways have not put in any crossings for years and will only be able to do so when intense footfall can be proven. It would not be seen as a priority. There is no funding for a Lollipop person. The most reasonable solution would seem to be to see if the bus company can change their route and the clerk believes the school is following this up and had already received support from the Parish Council in this. The council felt this was as much as they can do at present.

16. MATTERS FOR REPORTING FOR FUTURE AGENDA

None.

17. PUBLIC PARTICIPATION

- A resident asked if there had been any response from the Environment Agency re the Japanese Knotweed. The clerk confirmed that she had not received a response. Another resident had noticed people looking at the area. These were possibly from the EA. The clerk will follow up.
- The council confirmed to one resident that bins could be used for dog poo too, which should be sealed in a plastic bag.
- Broadlands Sports have a sign at the top of church Road where it meets the main road. A resident asked if it could be moved because it obstructs the view from the road. Cllr Sharman will follow this up.
- The drainage board has taken over part of Pug Street Staithe and a car park will be available subject to Broads Authority planning approval.
- A resident asked if planning permission was needed for siting of a standing caravan at 'The Rocket' on Staithe Road near Pug Street Staithe.

18. DATE AND TIME OF THE NEXT MEETING

The next meeting will be held on 8th December 2015, in the Village Hall, commencing at 8 pm. Apologies were received from BCllrs Coleman in advance.

Attachments: Bank Reconciliation, Draft Payments and Receipts list. Budget papers.

Repps with Bastwick

Bank Reconciliation at 30/10/2015			
Cash in Hand 01/04/2015			
			2,749.31
ADD			
Receipts 01/04/2015 - 30/10/2015			9,140.84
			11,890.15
SUBTRACT			
Payments 01/04/2015 - 30/10/2015			5,062.30
			6,827.85
A	Cash in Hand 30/10/2015 (per Cash Book)		
Cash in hand per Bank Statements			
Cash		02/10/2015	0.00
Community AC		29/09/2015	6,783.77
General Purposes AC		29/09/2015	142.78
Business Saver		29/09/2015	985.20
			7,911.75
Less unrepresented cheques As attached			1,160.13
			6,751.62
Plus unrepresented receipts As attached			76.22
B	Adjusted Bank Balance		
Error A does NOT equal B			
ERROR IS		£0.01	

Repps with Bastwick
Uncashed payments\transfers out (All banks)
(Upto 30/10/2015)

Voucher	Date	Cheque No.	Description	Total	Bank
42	21/09/2015	969	Audit Fee	120.00	Community AC
43	21/09/2015	970	Grass cutting	333.50	Community AC
44	21/09/2015	971	Allotment Licence Fee	454.00	Community AC
45	02/10/2015	972	CiLCA Course Fee (proportion)	52.62	Community AC
37	06/10/2015	968	Clerk's Salary	131.92	Community AC
38	06/10/2015	968	Clerk's Salary	45.91	Community AC
39	06/10/2015	968	Clerk's Expenses	4.00	Community AC
40	06/10/2015	968	Mileage	11.70	Community AC
41	06/10/2015	968	Postage	6.48	Community AC
Total-----				1,160.13	

Voucher	Date	Cheque No.	Description	Total	Bank
15	23/10/2015	BACS	Recycling Payment NCC	46.20	General Purposes AC
17	23/10/2015	131	Allotment Rent	30.02	Community AC
Total-----				76.22	

Repps with Bastwick
Uncashed receipts\transfers in (All banks)
(Upto 30/10/2015)

Repps with Bastwick Parish Council Budget 2016-2017 prepared for 3.11.2015

The Responsible Finance Officer submits the following to the Parish Council for their consideration:

CONCURRENT FUNCTIONS:	CHURCH MAINT (Burial Grounds)	GRASS CUTTING	BUS SHELTER (Cleaning & maintenance)	PLAYING FIELD	TOTAL EXC CLERK	CONT. TO CLERK 12.5% (1)	TOTAL INC CLERK	Total Increase Amount	Percentage Increase
Budget for year 2015/16	0	£4,411.00	£0.00	£0.00	£4,411.00	£551.00	£4,962.00	-£552.00	-11.125%
Suggested Budget for 2016/17	0	£4,411.00	£0.00	£0.00	£4,411.00	£0.00	£4,410.00		
PARISH PRECEPT	INSURANCE	AUDIT FEES	ROOM HIRE (2)	CLERK'S COSTS (3)	ADMIN (4)	MISC	TOTAL	Total Increase/Decrease Amount	Percentage Increase/ Decrease
Precept for year 2015/16	300	£150.00	£150.00	£1,591.00	£210.00	£400.00	£2,801.00		
Suggested Precept for 2016/17	300	£150.00	£165.00	£2,232.46	£280.00	£400.00	£3,527.46	726.46	25.936%
Grand total 2015/16							£7,763.00		
Grand total 2016/2017							£7,937.46	174.46	2.247%

1. The contribution to the clerk's salary will be cut completely from the 2016-17 concurrent grant, representing an estimated cut of £552
2. The room hire is based upon costs for 2014-15
3. The clerk's salary will increase by 1 point from April and another point upon completion of the CILCA.
4. There has been an estimated increase in admin costs, based on costs for the year so far.
5. VAT refunds are not included in the budget
6. The income and expenditure from the recycling credits scheme and S137 charitable donations made by the council from the credits are not included in these figures.
7. S.137 payment for last year were £67. Current General Purposes A/C (Recycling) balance is £142.78
8. Allotment payments are estimated at: £921.52. Allotment income is estimated at: £1023.59 - £1040.03

Estimated Receipts and Payments to 31.3.2016			30.10.2015		
Cost Centre	Receipts	Payments		Bank Balance as at 30.10.2015	£6,827.84
Clerk concurrent		£184.00		Less estimated payments	<u>£1,410.68</u>
Insurance		£0.00			£5,417.16
Room Hire		£165.00		Add estimated receipts	<u>£474.35</u>
Clerk Precept		£527.68		Estimated end of year balance	£5,891.51
Administration		£201.00			
Grass cutting		£333.00			
NALC Subscription		£0.00		Earmarked funds 2016-2017	£1,026.00
Allotments	£474.35	£0.00		General Reserve	£4,865.51
Playing field		£0.00			
Bank Interest		£0.00			
Total	£474.35	£1,410.68			

Repps with Bastwick 2015-16
Fixed Assets and Long-Term Investments - *earmarked Funds*

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Concurrent							
Playing Field	5.6.1933	1.00	1.00	Village Hall Committee			
Bus Stop	1971	180.00	4,501.00	A149 nr Grove Road F	2035	£225/year	225
Triangle of land A149/Tower Road	23.4.1936		1.00	PC			
Footpath	19.6.1956		1.00	A149 to Grove Road			
		<u>181.00</u>	<u>4,504.00</u>				
Precept							
War Memorial	1919	1.00	7,501.00	Church Yard/Parish Cc	Indefinite	Maintenance	100
Village Sign			7,651.00	Green opp Methodist C	2035	£383/year	383
Jubilee Seat	1955	24.00	500.00	A149/Tower Road/PC	2025	£72/year	72
Garden Seat and Rubbish Container			718.00	Low Road/Jubilee Clo	2025	£35/year	36
Notice Board	2001	153.00	206.00	A149/Low road/PC	2025	£20/year	20
Notice Board	2007		206.00	Village Hall/PC	2025	£20/year	20
Notice Board	2013	70.00	206.00	Manor Farm, Staithe R	2025	£20/year	20
		<u>248.00</u>	<u>16,988.00</u>				

Grand Total:

429.00 21,492.00

876

[£16241 on AR]

ELEC. EXPENSES c.f. 150
TOTAL: £1026

Repps with Bastwick
DRAFT PAYMENTS LIST: (Cheque order) Vouchers 46 to 52

Vchr.	Cheque	Cde.	Name	Description	Amount
46	100102	17	URM Berryman	Recycling collection fee glass	10.62
			Glass		
47	973	1	CGM Norwich	Grass cutting	333.50
			October		
48	974	3	S Welsh	Clerk's Salary	131.92
			Split cheque		
49	974	2	S Welsh	Clerk's Salary	45.91
			Split cheque		
			Subtotal Cheque No. 974		177.83
50	975	5	S. Welsh	Administration	4.00
			Expenses, training mileage and postage split cheque		
51	975	5	S. Welsh	Mileage	6.84
			Expenses, training mileage and postage split cheque		
52	975	5	S. Welsh	Postage	12.96
			Expenses, training mileage and postage split cheque		
			Subtotal Cheque No. 975		23.80
TOTAL					545.75

Repps with Bastwick
DRAFT RECEIPTS LIST: (Cheque order) Vouchers 15 to 18

Vchr.	Ref	Cde.	Name	Description	Amount
18		11	P Bond <i>2016 rent plot 24</i>	Allotment Rent	7.82
17	131	11	Multiple <i>Law 14a Webb 12b 13</i>	Allotment Rent	30.02
15	BACS	17	BCR Global Textiles <i>Sept textiles collection</i>	Recycling Payment NCC	46.20
16	Direct de	15	Barclays <i>June-Sept</i>	Bank interest	0.12
TOTAL					84.16