

Repps with Bastwick Minutes of Parish Council Meeting held on 6th October 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: BClr Mary Coleman and 4 residents.

1. APOLOGIES FOR ABSENCE.

BClr Barry 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 Ellis. 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. The clerk agreed to send Cllr Burrage a copy of the email received from the Broads Authority (BA) requesting clarification on the area in question, and to follow-up with the BA. There is no record of ownership in the Records Office.
- Bin by bus shelter. Cllr Mitchell was unable to get the cover off the bin to inspect it. He will have another look.
- The clerk and BClr Mary Coleman will enquire again about bin prices.
- Commemoration of the Jubilee Bench and placement of plaque will take place on Saturday 10th October at 11am.

5. BOROUGH AND COUNTY COUNCILLOR REPORTS / POLICE REPORT

BClr Mary Coleman will follow up the bin matter.

The Chair asked a question about the new business rate proposals from the government. BClr Coleman said there will be a GYBC meeting later in the month to discuss them, but the general feeling is that Norfolk and Suffolk will be worse off under the new proposals.

6. CORRESPONDENCE ETC.

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1. Norfolk Older People's Strategy - emailed to councillors on 5.10.2015
2. Data Protection and Freedom of Information (FOI) training invitation.
3. TTSR Ltd. asking to offer tender for grounds maintenance etc. - it was agreed the clerk should hold the information for when the council considers the renewal of contracts. the Council are very happy with CGM's service. Cllr Burrage didn't think the allotment areas should be included in the cutting schedule, but it was agreed that the schedule should remain as it is and will be reconsidered next contract renewal.
4. Broads Parish Forum - Hickling Broad Enhancement Project - for the council's information.
5. Events publicity for the Broadcaster requested. The council was informed for their information - given to Cllr Mitchell for information.

7. PARISH CLERK'S REPORT

- Next Newsletter due for collection at PC meeting in November. Any articles to be in by 15.10.2015
- The website has been updated with Agenda and minutes and any public information. Any winter/Christmas events can be added - please email the clerk.
- Pension Regulator Service - the clerk has been nominated as the contact for information and for the Parish Council to comply with the regulations as they come into effect.

- The clerk asked if the December meeting could be moved to the following week, of the 8th of December due to a clash of commitments. The council agreed.

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- Trip hazard by bridge reported to Bob West 17/7/15. **Update:** the hazard is in the car park opposite the Chip Shop. Cllr Burrage thought the Broads Authority were responsible for the upkeep of the area where the trip hazard has been identified. They had funded the Potter Heigham side of the road repairs. The clerk reported the hazard to the Broads Authority on 10/9/15, who would contact Cllr Burrage to confirm under whose authority the area is and where precisely the hazard is.

UPDATE: see under item 4: Matters Arising.

- The bin near the bus shelter is very smelly. Cllrs Mitchell and Sharman will investigate. Cllr Mitchell suggested moving the bin near the lamppost near the car park.

UPDATE: see Item 4 Matters arising.

- The bin by Low Road is overfull and the hedge overgrown. The clerk will investigate increased emptying, if there is a cost involved in increased frequency of emptying.

UPDATE: Clerk emailed Sheryl Naylor ncs group. Waiting for response. The council commented that this should be weekly and asked the clerk to ask for a schedule.

- R9 street light on Church Road was reported as not working on 10th September.
- The clerk was asked to report the light in the telephone box not working.

8. FINANCIAL AND ADMINISTRATION MATTERS

- External Audit Report** - received back from Mazars. Recommendation that the internal audit is carried out before the Parish Council complete section 2, the Annual Governance Statement. The notice of conclusion of audit was posted both on the website and the Village Hall notice board.

- Transparency Code Compliance**- training available for councillors and clerks on Monday 12th October 6.30 - 8pm, Colman Room.

The PC can apply for funding to implement the code. On checking the criteria, it would seem training costs and extra hours spent setting up a website and regularly uploading documents could be claimed for. The clerk planned to attend the training.

- CILCA Learning Agreement.** At the last meeting, the Council had agreed the items in the Learning Agreement in principal, but requested a financial breakdown/estimate for this:

All costs to be shared proportionately with 2 other parish councils

- Course and SLCC Registration Fee £105.25
- Travel Expenses between Hemsby & Cringleford 7 sessions Total 350 miles: £47.89
- Attendance hours - I hope to attend using/during working hours
- Study hours - estimated 50 hours at clerk's hourly rate = £112.85 Maximum*

* Some of the study will be based upon carrying out a work task for a particular PC, in which case it would not be charged to the others.

9. FINANCIAL STATEMENT.

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

10. INVOICES TO APPROVE FOR PAYMENT

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

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

Recycling: An application for recycling credits has been made to NCC for May - August 2015 for both glass and textile recycling.

11. PLANNING MATTERS.

No applications

12. ALLOTMENTS

- a) An annual inspection is due. This would be carried out before the next meeting.
- b) There does not appear to be a waiting list, other than the request made by Steven Frost last month to take over plots 19 and 20 if they become vacant and Cllr Shreeve.
- c) Allotment payments. Based upon the budget for this year, Allotment payments due are:
 $\pounds 1040.03 - \pounds 446.38 \text{ paid } 17.6.15 = \pounds 595.65$. Rent to landlord = $\pounds 908 + \pounds 13.52$ Environment Agency = $\pounds 921.52$
 The clerk will send out the renewal letters with the exception of those plots where the tenancy agreement will be terminated and those that require a review of the condition by the next meeting. The clerk will send out termination letter/s.

13. FLOODING TOWER ROAD

Flooding and poor drainage in Tower Road reported to Highways 26/8/15 and previous week. The issue will be looked into and forwarded to rangers. Update: The clerk will ask for a meeting between the Council and Highways and the landowner, Peter Pratt, and ask for some meeting dates. One of the councillors will forward contact details for Peter to the clerk.

UPDATE: Email received offering dates for meeting next week on Tues, Wed, Thursday next week, after 10am. The Council felt Bob West needs to contact Peter Pratt re the date first and the Council will work around this. The clerk will reply to Bob West's email.

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.

14. GRASS CUTTING

The footpath from the Garage to Low Road needs cutting. The Council asked the clerk to check the grass-cutting map to see if the hedge and grass from the bus shelter to Grove Road is included in their contract, and if not, the cost of including it.

UPDATE: 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.

15. SCHOOL BUS ROUTE AND CROSSING

The clerk had contacted Ruth Bullard, Director of Business and Enterprise at Flegg High School, who had received several expressions of concern from parents about the new bus route and failure to collect children on the first run of the term. The school shared these concerns and had contacted the bus company NCC School Transport and Children's Services. The clerk was given permission by the resident initially raising the concern with the Parish Council, to forward her letter to support the Council's concerns. The clerk contacted Daniel Yallop to request whether a change to the bus route or a crossing could be considered. The request was forwarded to the Highways Dept. by Daniel who said he was unable to assist with the bus route.

The council discussed the merits of an island near the garage, to make crossing safer. They agreed:

- Safety is the key issue
- there are concerns about the capacity of the bus service during the holiday season where it covers school terms
- It was agreed to follow up the concerns and to check whether Sanders can change the route .

16. PARISH LIAISON MEETING - FEEDBACK.

Cllr Wright attended the meeting. which focussed on the cuts in the concurrent function grant next year. It was stated that the toilets in the northern parishes may remain open.

17. MATTERS FOR REPORTING FOR FUTURE AGENDA

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.

18. PUBLIC PARTICIPATION

A resident stated the land with knotweed hadn't been dealt with but the ditch had been partly filled in. The clerk had reported it to Environmental Health and agreed to follow this up.

A resident is leading a project supported by the National Citizen's Trust, the Princes Trust and the Duke of Edinburgh Award to encourage visitors to use the riverbank footpath. The project will aim to clear the footpath, which is part of the Weaver's Way, and make it more attractive to visitors. The Council was in support of the project and thanked the resident, but confirmed that the Council does not own the land in question. the resident was directed to the Broads Authority and the Environment Agency.

Cllr Wright will arrange the wreath for the church.

The meeting closed at 10pm.

19. DATE AND TIME OF THE NEXT MEETING

The next meeting will be held on 3rd November 2015, in the Village Hall, commencing at 8 pm.

Attachments: Bank Reconciliation, Draft Payments and Receipts list.

Repps with Bastwick
DRAFT PAYMENTS LIST: (Cheque order) Vouchers 37 to 45

Vchr.	Cheque	Cde.	Name	Description	Amount
37	968	3	S Welsh	Clerk's Salary	131.92
			<i>Split payment</i>		
38	968	2	S Welsh	Clerk's Salary	45.91
			<i>Split payment</i>		
39	968	5	S Welsh	Clerk's Expenses	4.00
			<i>Split payment</i>		
40	968	5	S Welsh	Mileage	11.70
			<i>Split payment</i>		
41	968	5	S Welsh	Postage	6.48
			<i>Split payment</i>		
			Subtotal Cheque No. 968		200.01
42	969	6	Mazars LLP	Audit Fee	120.00
43	970	6	CGM Norwich	Grass cutting	333.50
44	971	11	Evans Lombe	Allotment Licence Fee	454.00
45	972	5	Winterton on sea PC	CiLCA Course Fee (proportion)	52.62
			<i>Training for clerk</i>		
TOTAL					1,160.13

Repps with Bastwick

Bank Reconciliation at 06/10/2015		
Cash in Hand 01/04/2015		
		2,749.31
ADD		
Receipts 01/04/2015 - 06/10/2015		
		9,064.50
SUBTRACT		
Payments 01/04/2015 - 06/10/2015		
		5,062.30
A	Cash in Hand 06/10/2015 (per Cash Book)	6,751.51
Cash in hand per Bank Statements		
Cash	02/10/2015	0.00
Community AC	28/09/2015	7,709.84
General Purposes AC	29/07/2015	170.50
Business Saver	29/06/2015	985.08
		8,865.42
Less unpresented cheques As attached		
		2,120.47
Plus unpresented receipts As attached		
		6,744.95
		6.56
B	Adjusted Bank Balance	6,751.51
A = B Checks out OK		

Repps with Bastwick
Uncashed payments/transfers out (All banks)
(Upto 06/10/2015)

Voucher	Date	Cheque No.	Description	Total	Bank
29	08/09/2015	963 VOID	Clerk's Salary		Community AC
30	08/09/2015	964	Clerk's Salary	131.92	Community AC
31	08/09/2015	964	Clerk's Expenses	20.40	Community AC
32	08/09/2015	964	Clerk's Salary	45.91	Community AC
33	08/09/2015	965	Stationery	56.00	Community AC
34	07/09/2015	966	Stationery	11.39	Community AC
35	07/09/2015	967	Grass cutting July & August	667.00	Community AC
36	08/09/2015	101	Recycling collection fee glass	27.72	General Purposes 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
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
Total-----				2,120.47	