

**Repps with Bastwick Minutes of Annual Parish Council Meeting held on 6th September  
2016 at Hall Farm, Repps with Bastwick at 8pm**

**In attendance:** Alison McTaggart (Chair) Cllrs: Thomas Ellis, John Mitchell, David Burrage, Andrew Wright, Philip Shreeve, Sarah Welsh (Clerk) Also in attendance: 2 residents, BCllr Mary Coleman CClr Michael Cartiss

**1. APOLOGIES FOR ABSENCE.**

Fred Sharman (Vice Chair) on leave - accepted.

**2. DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.**

None.

**3. MINUTES OF THE LAST MEETING.**

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

**4. MATTERS ARISING**

**Speeding on main road** - the clerk asked Highways about painted speed limits on the road - **update:** response received from Julian Maile, Highways do not generally provide speed limit roundels. They are normally restricted to 30's & 20's outside schools, at locations where there is a high accident rate or there is a high pedestrian level which may be particularly vulnerable. The present speed limit signs are clearly visible so the issue should be reported to the police if it is a common occurrence. The clerk was asked by the council to contact Highways re a 'Stop' signs to replace the 'Give Way' sign at this junction.

**Neighbourhood Plan.** The Council decided they would not pursue this at present. the clerk will let Martham and Rollesby Parish councils know.

**5. BOROUGH AND COUNTY COUNCILLOR REPORTS / POLICE REPORT**

BCllr Barry Coleman sent his apologies via BCllr Mary Coleman - he is attending another meeting. BCllr Mary Coleman had nothing to report.

The chair welcomed CClr Cartiss to the meeting. Following the discussion about neighbourhood planning (NP), CClr Michael Cartiss said there were concerns about infrastructure issues and he was not sure that NPs would improve the problem. He had not been able to attend many parish council meetings due to other commitments, but can be contacted with any concerns. Next year will be his 50th anniversary of council service and he will not be seeking re-election. He wished to express his appreciation for parish councillors and all they do. The chair thanked him for his contribution.

**6. Clerk's Resignation and arrangements for replacement.**

The clerk had tendered her resignation to the Chair due to a significant increase in hours with another council. An advertisement has been placed on the website, Norfolk ALC website and reference to the website ad in the Mercury village Life, for a start date for 1st November.

**7. Memorial to WW1 residents - update**

16th October is the first date the Church bell will ring 100 times to commemorate those residents who died in WW1. There will also be an old-fashioned evensong at 5.30pm, following the bell.

**8. Parish Partnership information - update:** the Council will not be applying for funding at this time.

**9. Financial matters and Parish clerk's report**

- Notice of completion of audit posted
- Internal accounts check - Cllr Wright has completed a check and following an amendment of a typing error re the Allotments, and signed the following statement:

I have completed the examination of the Council's accounting records and administrative procedures for the above quarter. I am satisfied that the Council's Financial Regulations are being adhered to, and the said regulations and other procedures are adequate for the needs of the Council having given due regard to the degree of complexity in the financial and administrative tasks undertaken by the Parish Clerk.

- Transparency Code funding - £770 awarded to buy laptop, software and Scanner. As the clerk is leaving, it was agreed this will be spent by the new clerk.
- The Pension regulator requires the council to complete the information for the council's staging date on 1st October. The clerk will complete this online.
- Foul smell in Tower Road, in the ditch outside Brolling Rise- **UPDATE:** Highways have inspected and are going to resolve the problem. This is still an issue, the clerk will follow up.
- Trees on the cycleway, which are blocking the ditch opposite, on the road to Potter Heigham. **Update:** the job has been allocated by Highways. The Council will monitor the situation.
- Low Road Junction the grass has been cut, but not the hedges The clerk has asked GYBS for an update. Update: these should be cut August, hedges are not cut prior to this due to nesting birds. The clerk will chase this up now August has passed.
- The footpath from Low road to the High Road is still very overgrown. the hedges need trimming. The clerk reported to CGM. The clerk will chase this up.

- There are overhanging trees at the junction with Tower Road. Cllr Mitchell will trim these.

#### **10. Invoices to approve for payment**

Draft payments and receipts list and bank reconciliation papers given to councillors and the clerk went through them. (Attachment 1 and 2)

It was proposed by Cllr David Burrage and seconded by Cllr Wright that these be accepted and paid. Unanimously agreed.

#### **11. Planning matters**

##### **Applications:**

06/16/0489/F Conversion of garage to residential and use of bungalow for holiday let. Lynwood High Road Repps NR29 5JH. There had been no objections to this but it was strongly recommended that the property go onto mains drainage.

06/16/0149/F Erection of 3 no. single storey dwellings Mede Court (Land at end of) Repps with Bastwick NR29 5NH. Planning were unable to offer an extension.

following consultation between councillors the following report, summarised by Cllr Wright, was submitted to planning: The Parish Council have no objections to the application if the following conditions can be imposed:

- The plans mention sewage will be managed by a soakaway. Repps is in the process of having mains sewage supplied (I have copied John Lambert into this reply - he is managing the project and applications can be made to him). A new build would seem the opportune moment to link into this as a more suitable means of managing sewage. A resident said the builder will be putting properties onto mains sewage.
- The existing bungalows have brown doors and windows, not white as specified in the new ones.
- The existing hedges to remain.

**Planning permission:** 06/16/0328/F Single storey rear extension Myrtle Cottage Low Road NR29 5AH

#### **12. Correspondence**

- a) Anglian Water Section 159: Notice of Intention. The clerk will return the form with the information requested and follow up whether the Bowls Club and Village Hall can be connected as part of the Agreement. Cllr Mitchell will make enquiries about this.

- b) Request asking ownership of Repps Staithe and who erected the 'No fishing' signs. Clerk was also asked to contact the BA re cleaning up the Repps side of the bridge. Following extensive correspondence and research with Commons, BA and nplaw - the same conclusion as before seems to hold - the BA say they are not responsible for the area. see email from nplaw. Reply sent to resident advising to contact the BA re the signs. The council confirmed the No Fishing Signs are on Pug Street Staithe. Ownership of the area will be considered on an on-going basis.
- c) Sport England Active Places questionnaire - passed to Cllr Ellis as VH rep.  
**Update:** Cllr Ellis will check his emails and have a look at the questionnaire.
- d) CPRE and Norfolk ALC Devolution proposals; CPRE, Norfolk ALC Community-led housing survey. This was not discussed.
- e) Request from Martham Clerk re Public Right of Way Registration - Cess Road, sent to councillors for information.
- f) GYBC with a 'Call for Sites and Policy suggestions' 2016 - closing dates for suggestions 30/9/2016. No action taken.
- g) Norfolk Association of Local Council's Area Meeting in Great Yarmouth. 28th Sept. - see flyer The clerk will find out the revised time and let Cllr Wright know.
- h) Parish Liaison Meeting. This is being hosted by the Borough Council on the evening of Monday 19<sup>th</sup> September, and all parish councils in the Borough are invited to send representatives to take part.
- i) CAB request for a donation - to be kept until the end of the year.
- j) Dog control PSPO schedule - orders should be in place by April 2017.

### **13. Allotments**

- a) Vacant allotment 14b - update. Taken over by tenant of 14a, plots now merged into 14. Agreement signed by chair and clerk. Permission for shed where previous one was, requested. This was agreed and it was pointed out a neighbouring tenant may give permission for the new tenant to use their shed.
- b) The profit forecast from the allotments for 2016 is £118.11

- 14. Evans Lombe and flooding issues update:** Cllr Sharman reported he hasn't heard from Highways who were going to send a camera down the pipe. Chris Bond is in agreement with this. No further update.

### **15. Grass Cutting**

The clerk has requested a quote from CGM for next year. The clerk requested an extra cut in the churchyard in July prior to a wedding.

### **16. Reports from Councillors**

Cllr Thomas Ellis reported a resident asked about the creation of a footpath from the junction of Tower Road along the main road as far as the lay-by or bus shelter to enable safer crossing by the garage. The clerk will check the NCC newsletter re funding.

Cllr Burrage is concerned about the speed of diverted traffic during the sewage works. Cllr Wright confirmed Low Road and Tower Road will be closed at the same time so there will be no run-throughs.

**17. Matters for reporting for future agenda**  
None.

**18. Public participation**

A resident thanked the Council following his report of obstructions outside of the cafe at the bridge, which have now been removed following the Council's request.

**19. DATE AND TIME OF THE NEXT MEETING**

The next meeting will be held on 4th October 2016, at Hall Farm, commencing at 8 pm.

The meeting closed at 9.45pm.

**Attachments:** Draft Payments and Receipts list. Bank reconciliation.

1. The first part of the paper discusses the importance of the study of the history of the United States.

2. The second part of the paper discusses the importance of the study of the history of the United States.

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Repps with Bastwick  
DRAFT PAYMENTS LIST: Vouchers 29 to 34

| Vchr. | Cheque   | Cde. | Name                                                                   | Description                    | Amount   |
|-------|----------|------|------------------------------------------------------------------------|--------------------------------|----------|
| 29    | 1022     | 17   | URM Berryman<br><i>July</i>                                            | Recycling collection fee glass | 25.20    |
| 30    | 1023     | 1    | CGM Group (East Anglia) Ltd.<br><i>July &amp; August</i>               | Grass cutting                  | 667.00   |
| 31    | 1024     | 6    | Mazars LLP                                                             | Audit Fee                      | 120.00   |
| 32    | 1025 VOI | 3    | S Welsh<br><i>July and August</i>                                      | Clerk's Salary                 | 371.16   |
| 33    | 1027     | 5    | S Welsh<br><i>Office expenses x 3 £12; Mileage x 2 (June, Sept) £9</i> | Office expenses                | 21.00    |
| TOTAL |          |      |                                                                        |                                | 1,204.36 |

**Repps with Bastwick**  
**DRAFT RECEIPTS LIST: Vouchers 14 to 17**

| Vchr.        | Ref      | Cde. | Name                             | Description                   | Amount          |
|--------------|----------|------|----------------------------------|-------------------------------|-----------------|
| 14           | cheque   | 19   | Repps Playing Field Committee    | Contribution to grass cutting | 381.00          |
| 15           | BACS 5.8 | 18   | HMRC<br>2015-16 claim            | VAT refund                    | 662.78          |
| 16           | BACS     | 17   | Alford Storage - Astco Recycling | Recycling Payment NCC         | 10.50           |
| <b>TOTAL</b> |          |      |                                  |                               | <b>1,054.28</b> |

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|-----------------------------------|--------------------------------------------|----------|-----------|
| Bank Reconciliation at 06/09/2016 |                                            |          |           |
|                                   | Cash in Hand 01/04/2016                    |          |           |
|                                   |                                            |          | 4,210.07  |
|                                   | ADD                                        |          |           |
|                                   | Receipts 01/04/2016 - 06/09/2016           |          | 10,095.34 |
|                                   | SUBTRACT                                   |          | 14,305.41 |
|                                   | Payments 01/04/2016 - 06/09/2016           |          | 5,010.91  |
| A                                 | Cash in Hand 06/09/2016<br>(per Cash Book) |          | 9,294.50  |
|                                   | Cash in hand per Bank Statements           |          |           |
|                                   | Cash 02/10/2015                            | 0.00     |           |
|                                   | Current Account 247 26/08/2016             | 9,132.30 |           |
|                                   | Saver Account 161 29/06/2016               | 985.56   |           |
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**Repps with Bastwick**  
**Uncashed payments\transfers out (All banks)**  
**(Upto 06/09/2016)**

| <b>Voucher</b>    | <b>Date</b> | <b>Cheque No.</b> | <b>Description</b>             | <b>Total</b>    | <b>Bank</b>         |
|-------------------|-------------|-------------------|--------------------------------|-----------------|---------------------|
| 29                | 06/09/2016  | 1022              | Recycling collection fee glass | 25.20           | Current Account 247 |
| 30                | 06/09/2016  | 1023              | Grass cutting                  | 667.00          | Current Account 247 |
| 31                | 06/09/2016  | 1024              | Audit Fee                      | 120.00          | Current Account 247 |
| 32                | 06/09/2016  | 1025 VOID 1       | Clerk's Salary                 | 371.16          | Current Account 247 |
| 33                | 06/09/2016  | 1027              | Office expenses                | 21.00           | Current Account 247 |
| <b>Total-----</b> |             |                   |                                | <b>1,204.36</b> |                     |

**Repps with Bastwick**  
**Uncashed receipts/transfers in (All banks)**  
**(Upto 06/09/2016)**

| <b>Voucher</b> | <b>Date</b> | <b>Cheque No.</b> | <b>Description</b>            | <b>Total</b>  | <b>Bank</b>         |
|----------------|-------------|-------------------|-------------------------------|---------------|---------------------|
| 15             | 23/10/2015  | BACS              | Recycling Payment NCC         |               | General Purposes AC |
| 14             | 06/09/2016  | cheque            | Contribution to grass cutting | 381.00        | Current Account 247 |
|                |             |                   | <b>Total-----</b>             | <b>381.00</b> |                     |