

Repps with Bastwick Minutes of Parish Council Meeting held on 2nd February 2016 at the Village Hall at 8pm

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

Also in attendance: 3 residents.

1. APOLOGIES FOR ABSENCE.

Fred Sharman (Vice Chair) another engagement - accepted. BCllrs Barry and Mary Coleman, PC Dick Cook

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.

Cllr Mitchell expressed an interest in item no. 11

4. MATTERS ARISING

Cllr Mitchell asked the Broads Authority about the cycle ride they are organising, but the route doesn't come near the village, so no further action required.

5. BOROUGH AND COUNTY COUNCILLOR REPORTS / POLICE REPORT

Police report sent by PC Cook: The parish remains quiet, since the last meeting I attended in December there have been 11 calls for service with only one emerging issue – that being the parking of vehicles making it difficult for people exiting Grove Road – PCSO Paul Edwards is looking into this matter. There has been no reported crime in the same period. Should there be any matters arising which you feel I can assist with, feel free to contact me.

It was reported that people are still parking on double yellow lines. Cllr McTaggart clarified that this was outside of The Hollies.

6. CORRESPONDENCE ETC.

Repps with Bastwick PC Post Log February 2016

- a) CGM merger - as from 1st January CGM (Norwich) Ltd will be merged with their Head Office company and will be known as CGM Group. A change of bank details was included.
- b) Dog Wardens - BCllr Mary Coleman has transferred £1000 from her Ward Budget to fund extra dog fouling patrols in Martham and Repps through until Easter. The wardens are also distributing leaflets and speaking to residents. Hopefully this will help to deter antisocial dog fouling during the winter months. If any extra signs or disposal bags are required, please let her know. The council asked the clerk to order extra signs and bags.
- c) Electoral Register - access to the register has been given to the council for the purposes of establishing whether a resident is entitled to attend and participate in a meeting or to take action on behalf of the parish or community.
- d) Norfolk Training Partnership Introductory Training - Introductory training course dates for councillors are available and new councillors or those who have not previously attended, are

strongly recommended to attend one. The parish council confirmed the cost would be met by them. Please let the clerk know if interested.

- e) GYBC Local Plan - GYBC have confirmed they have adopted the Local Plan Core Strategy. Councillors have been sent details with links to the plan and Cllr Mitchell was given a hard copy.
- f) External audit for smaller authorities process - all opted-in authorities with income or expenditure not exceeding £25K will need to complete an annual exemption form (provided by Smaller Authorities' Audit Appointments Ltd (SAAA)) and submit it by a specified date. This will certify that there is no requirement for a limited assurance audit review.
- g) Norfolk ALC Petition re Parish Councils and Planning Permission appeals. Details of the petition were circulated to councillors and has been adopted as policy by NALC.

7. PARISH CLERK'S REPORT

- a) **The Newsletter** has been produced (150 copies) and given to councillors for distribution. It is also available to view on the website.
- b) **Repps with Bastwick Action Log February 2016**
 - new bin - **update:** the clerk has sent an order request for a bin to GYBS
 - reflector posts outside the church **update** - Cllr Sharman. These are all in place.
 - Low Road at junction with Jubilee close, by entrance to sewerage system near bin and public seat - overgrown hedge and grass - previously cut by GYBC. **Update:** The clerk has emailed GYBS asking for it to be continued to be cut by them and informing them it became very overgrown towards the end of 2015. The clerk had received a telephone call from Paul Kelf GYBS referring the council onto Highways. Cllr Burrage can remember the area formerly being cut by GYBS in particular because of an incident about 5 years ago. The clerk will report it again.

8. FINANCIAL AND ADMINISTRATION MATTERS

Quarterly Internal checks were carried out by Cllr Wright to 30th September 2015 and to Dec. 31st. Everything was satisfactory, however some of the cheque stubs need to be signed.

A Letter re View Only access to Bank A/C was signed by the Chair following approval at a previous meeting. Cllr McTaggart agreed to pass the letter to the Vice-Chair for his signature.

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.) The clerk went through them. The clerk has discovered the 1p discrepancy and corrected it. It was proposed by Cllr Wright and seconded by Cllr Shreeve that the draft payments be approved by the Council. Unanimously agreed.

11. PLANNING MATTERS.

Applications received:

BA/2016/0002/FUL – Marsh Road, Repps with Bastwick - no objections were offered by the parish council.

BA/2016/0014/FUL – Hall Farm Staithe Road Repps with Bastwick. Cllr Mitchell left the room while the item was discussed. No objections were offered by the parish council.

12. ALLOTMENTS

- a) Mr Hearndon has given up his allotments and Mr Shreeve has taken them over. The clerk has will forward a new Agreement to Mr Shreeve.

- 13. **Evans Lombe** and flooding issues - the clerk contacted Evans Lombe and Highways who will both consult with Cllr Sharman about his offer.

14. Grass cutting 2016

- The clerk produced a map and the cutting areas were outlined by the parish council. The clerk will send them to CGM and request a new quote for 2016-17.
- The clerk will invoice the Village Hall for grass cutting at the same rate as last year. Cllr Mitchell conveyed the Village Hall committee feel they should not contribute to the cutting of the playingfield grass. Various options for finding a use for the field to raise money, such as car-boot sales were discussed and will be looked at again next meeting.
- The parish council would like to know residents views about grass cutting on the playingfield outside the Village Hall. At present, the village hall committee pay a contribution to the parish council for the grass to be cut 7 times a year. However, some members feel that the playingfield is not used by village hall groups and they do not wish to contribute. The alternative would be for the parish council to meet the full cost of grass cutting, which may mean an increase to the parish tax. The clerk will ask parishioners for their views via the website and Village News in the Mercury. It was suggested that the parish and Village Hall Newsletters also seek parishioners opinions.

15. Textile Bank

The textile bank has been removed - the clerk will contact the agreed company and set up a new collection service.

16. Matters for Reporting for future Agenda

- Use of Playingfield.
- Soil has been tipped on the cleared plot where the Japanese Knot Weed has been noted. Cllr Shreeve will have a look and report back at the next meeting.
- Cllr Ellis reported Streetlight no. 20R is not working. the clerk will report to Norfolk Streetlighting.
- Cllr Sharman via Cllr McTaggart reported an electricity poll on Pug Street by the letter box is waving around in the high winds and looks rotten at the base. The clerk will report to UK Power Networks.
- Cllr Mitchell gave his apologies for the next meeting due to a prior engagement.

17. PUBLIC PARTICIPATION

Residents reported the following:

- mud on the footpath behind the former Post Office. the resident was forced to walk out into the road. The sheep have recently been moved from the nearby field and may have been the cause.
- There are overgrown brambles on the footpath to Potter Heigham, narrowing it to a single footpath. The clerk will follow up.

15. DATE AND TIME OF THE NEXT MEETING

The next meeting will be held on 1st March 2016, in the Village Hall, commencing at 8 pm.

Attachments: Bank Reconciliation, Draft Payments and Receipts list.

The meeting closed at 9.20pm.

Repps with Bastwick
DRAFT PAYMENTS LIST: (Cheque order) Vouchers 67 to 73 (FEBRUARY 2016)

				Description	Amount
				Recycling collection fee glass	4.14
67	986	17	URM Berryman		
			<i>December 2015 glass collection</i>		49.63
68	987	5	Winterton on sea PC	CiLCA Registration Fee (proportion)	
			<i>contribution to clerk's CiLCA registration fee with SLCC</i>		333.50
69	988	1	CGM Group	Grass cutting	
			<i>January 2016</i>		131.92
70	989	3	S. Welsh	Clerk's Salary	45.91
71	989	2	S. Welsh	Clerk's Salary	177.83
			Subtotal Cheque No. 989		4.00
			Administration		
72	990	5	S Welsh		6.20
			<i>Split cheque</i>		
73	990	3	S Welsh	Mileage	
			<i>Split cheque</i>		10.20
			Subtotal Cheque No. 990		
TOTAL					575.30

Repps with Bastwick

	Bank Reconciliation at 29/01/2016		
	Cash in Hand 01/04/2015		
			2,749.31
	ADD		
	Receipts 01/04/2015 - 29/01/2016		10,118.38
			12,867.69
A	SUBTRACT		
	Payments 01/04/2015 - 29/01/2016		7,377.03
			5,490.66
	Cash in Hand 29/01/2016 (per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	02/10/2015	0.00
	Community AC	29/12/2015	5,623.27
	General Purposes AC	25/11/2015	0.00
	Business Saver	29/12/2015	985.32
			6,608.59
	Less unpresented cheques As attached		1,152.01
			5,456.58
	Plus unpresented receipts As attached		34.08
			5,490.66
	B Adjusted Bank Balance		
	A = B Checks out OK		

Repps with Bastwick
Uncashed payments\transfers out (All banks)
(Upto 29/01/2016)

Voucher	Date	Cheque No.	Description	Total	Bank
62	05/01/2016	981	Clerk's Salary	131.92	Community AC
63	05/01/2016	981	Clerk's Salary	45.91	Community AC
64	05/01/2016	982	Administration	6.20	Community AC
65	05/01/2016	983	Administration	624.28	Community AC
66	05/01/2016	984	Grass cutting	333.50	Community AC
72	29/01/2016	990	Administration	4.00	Community AC
73	29/01/2016	990	Mileage	6.20	Community AC
Total-----				1,152.01	

Voucher	Date	Cheque No.	Description	Total	Bank
15	23/10/2015	BACS	Recycling Payment NCC	34.08	General Purposes AC
24	05/01/2016	Cheque x 2	Allotment Rent	34.08	Community AC
Total-----				34.08	

Repps with Bastwick
Uncashed receipts\transfers in (All banks)
(Upto 29/01/2016)