

Repps with Bastwick Minutes of Parish Council Meeting held on 1st March 2016 at the Village Hall at 8pm

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

Also in attendance: 3 residents.

1. APOLOGIES FOR ABSENCE.

Andrew Wright - accepted; Fred Sharman (Vice Chair) - another engagement - accepted. Cllr Mitchell - another engagement - accepted. BCLlrs Barry and Mary Coleman, PC Dick Cook, Michael Cartiss

2. MINUTES OF THE LAST MEETING.

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

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

None.

4. MATTERS ARISING

- Mud on the footpath to the bridge has been cleared away by Highways workmen.
- Hedge in Low road - Great Yarmouth borough Services (GYBS) are checking the area with property services.
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- Pothole in Low Road - the clerk will follow up.

5. BOROUGH AND COUNTY COUNCILLOR REPORTS / POLICE REPORT

PC Dick Cook sent a report, including a report from the data recently collected on the High Road, which was read out by the Chair. This was commissioned following complaints from a parishioner. In relation to the other parking issue mentioned in his report last month – PCSO Edwards reports that he has not witnessed any issue at this location recently.

In respect of other matters PC Cook is pleased to report that the parish remains quiet – there has been no reported crime since the last meeting and just eight calls for service.

6. Anything to Report from Parish Councillors

- Mud on footpath to bridge - see above.

7. PARISH CLERK'S REPORT

a) Repps with Bastwick Action Log March 2016

- new bin - the clerk has sent an order request for a bin to GYBS **update:** Cllr McTaggart has marked the area for the bin to be placed.
- 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 sent maps of the area to Paul Kelf who will forward to Property Services and ask them to carry out a map check.

- Parking on double yellow lines outside of The Hollies, Grove Road. The clerk reported to Parking at GYBC.
- Rubbish along the main road - the clerk has informed McDonald's, Blofield who will look into it.
- Notification from resident: a pot hole has developed outside 13 Grove Road - the clerk has reported it to Highways.
- Soil on back of plot on Low Road - **Update:** Cllr Shreeve reported the deposit was cut Leylandi.
- Streetlight 20R - reported to Streetlighting by the clerk.
- Electricity Pole on Pug Street - reported to UK Power Network by clerk. **Update:** the pole has been replaced.
- Brambles on footpath to Potter Heigham - reported to Highways by clerk. The clerk will follow up again.
- Cllr Ellis reported that lights R13 and R19 are not working. the clerk will report to Streetlighting.

8. FINANCIAL AND ADMINISTRATION MATTERS

- The Village Hall has been invoiced for the grass cutting at the playing field.
- The clerk will be carrying out the end of year accounts and starting the Annual Return at the end of the month.
- Grants/Donations - see correspondence.
- The clerk is due an incremental wage increase to Scp 22 under her contract of employment, subject to satisfactory performance. The council agreed her performance had been satisfactory and the increase should be implemented from April 2016 - proposed by Cllr Burrage, seconded by Cllr Ellis.

The clerk was asked to provide information about what donations to charities had been made last year and for how much. She was also asked to find out if any re-imbursement could be made re election costs.

9. FINANCIAL STATEMENT.

The Councillors were given copies of the bank reconciliations, including details of uncashed cheques and payments and a year summary to date (attached)

10. INVOICES TO APPROVE FOR PAYMENT

Councillors were given copies of the draft cheque list and payments (attached.) The clerk went through them.

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

11. PLANNING MATTERS.

None

12. CORRESPONDENCE ETC.

Repps with Bastwick PC Post Log March 2016

- a) Requests for donations: Citizen's Advice; East Anglia's Children's Hospices (EACH); Age UK - see above - no. 8
- b) Norfolk ALC Services to Members update sent to councillors.
- c) John Lambert - Sewage System update: a date of 7th June has been suggested for a meeting with John Lambert. The clerk will confirm 7.30pm with him.
- d) Robin Hodds - Parish Liaison Meeting information was sent to the councillors.
- e) Consultation on Local Planning Validation List - information given to councillors.

13. ALLOTMENTS

- a. Payments - update: the new tenants have paid their rent. One rent is outstanding. The clerk will send another reminder.
- b. Report and requests from Chris Bond of Bidwells: Chris had undertaken an inspection of the allotments on behalf of Bidwells and reported some dead hedging that needs cutting back, a dead tree in the corner that needs felling and suggested a survey of the trees along the roadside of the allotments. The Council discussed felling the dead tree and the clerk will clarify the other 2 issues with Chris Bond.

14. **Evans Lombe and flooding issues** - update: Julian Maile (Highways) met Cllr Sharman & discussed the issues and solutions to the playing field flooding problems. Cllr Sharman has apparently contacted the IDB regarding the cleaning of their ditches on Low Road which needs to be done in advance of any further works. Cllr Sharman has offered to dig a new ditch next to the Orchard and connect to a chamber that NCC will construct on Church Road. This chamber will then be connected to the NCC surface water system on Church Rd which currently outfalls into the IDB system on Low Rd. The NCC work should be carried out between April & June, when they have a better idea they will contact the parish council.

15. Grass cutting 2016

- The clerk has forwarded the maps and requested a quote for 2016 from CGM
- The clerk put a notice in the Mercury Village News and on the website seeking resident's views about grass cutting at the playing field. No responses received yet.
- At the last meeting it was suggested that the VH Committee and parish council look at ways of raising money from the field to fund the grass cutting.

15. Textile Bank

A new textile bank has been placed and is in use, supplied by Astco Ltd, Alford Storage and Textiles Co Ltd.

16. Matters for Reporting for future Agenda

- Cllr Mitchell gave his apologies for the next meeting due to a prior engagement.
- No 72 or 72a on the river have extended their cut which is now very close to the flood wall. The clerk will check with the Broads authority in the meantime.

17. PUBLIC PARTICIPATION

None.

16. DATE AND TIME OF THE NEXT MEETING

The meeting closed at 9.15pm. The next meeting will be held on 5th April 2016, in the Village Hall, commencing at 8 pm. This will be preceded by a meeting with John Lambert and others re the Sewage Scheme.

Attachments: Bank Reconciliation, Draft Payments and Receipts list, Year Comparison summary.

Repps with Bastwick
DRAFT PAYMENTS LIST: (Cheque order) Vouchers 74 to 77

Vchr.	Cheque	Cde.	Name	Description	Amount
74	991	3	S Welsh	Clerk's Salary	131.89
			<i>Split cheque</i>		
75	991	2	S Welsh	Clerk's Salary	45.98
			<i>Split cheque</i>		
			Subtotal Cheque No. 991		177.87
76	992	5	S Welsh	Administration	29.72
			Office expenses £4, Mileage £19.24; Postage £6.48		
77	993	1	CGM Group	Grass cutting	333.50
TOTAL					541.09

Repps with Bastwick

DRAFT RECEIPTS LIST: (Cheque order) Vouchers 27 to 28

Vchr.	Ref	Cde.	Name	Description	Amount
27	cheque d	1	PCC St Peter's Church <i>Annual contribution</i>	Church contribution to grass cutting	75.00
28	cheque d	11	Frost <i>Plot 19</i>	Allotment Rent	5.48
				Subtotal Cheque No. cheque deposit	80.48
				TOTAL	80.48

Repps with Bastwick

Bank Reconciliation at 01/03/2016			
Cash in Hand 01/04/2015			
			2,749.31
ADD			
Receipts 01/04/2015 - 01/03/2016			10,198.86
			12,948.17
SUBTRACT			
Payments 01/04/2015 - 01/03/2016			8,483.22
			4,464.95
A	Cash in Hand 01/03/2016 (per Cash Book)		
Cash in hand per Bank Statements			
Cash		02/10/2015	0.00
Community AC		29/01/2016	4,515.54
General Purposes AC		25/11/2015	0.00
Business Saver		29/12/2015	985.32
			5,500.86
Less unpresented cheques As attached			1,116.39
			4,384.47
Plus unpresented receipts As attached			80.48
B	Adjusted Bank Balance		
			4,464.95
A = B Checks out OK			

Repps with Bastwick
Uncashed payments/transfers out (All banks)
(Upto 01/03/2016)

Voucher	Date	Cheque No.	Description	Total	Bank
72	29/01/2016	990	Administration	4.00	Community AC
73	29/01/2016	990	Mileage	6.20	Community AC
67	02/02/2016	986	Recycling collection fee glass	4.14	Community AC
68	02/02/2016	987	CiLCA Registration Fee (proportio	49.63	Community AC
69	02/02/2016	988	Grass cutting	333.50	Community AC
70	02/02/2016	989	Clerk's Salary	131.92	Community AC
71	02/02/2016	989	Clerk's Salary	45.91	Community AC
74	01/03/2016	991	Clerk's Salary	131.89	Community AC
75	01/03/2016	991	Clerk's Salary	45.98	Community AC
76	01/03/2016	992	Administration	29.72	Community AC
77	01/03/2016	993	Grass cutting	333.50	Community AC
Total-----				1,116.39	

Voucher	Date	Cheque No.	Description	Total	Bank
15	23/10/2015	BACS	Recycling Payment NCC	75.00	General Purposes AC
27	17/02/2016	cheque depos	Church contribution to grass cutti	5.48	Community AC
28	17/02/2016	cheque depos	Allotment Rent	5.48	Community AC
Total-----				80.48	

Repps with Bastwick
Uncashed receipts/transfers in (All banks)
(Upto 01/03/2016)

Repps with Bastwick Cost Centre Year Comparison Summary All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Estimated	Actual	Estimated	Actual	Estimated	Actual	Estimated	Actual
Grass Cutting	4,411.00	4,486.00	4,411.00	3,102.12	0.00	0.00	0.00	0.00
Work concurrent	551.00	551.00	551.00	551.00	0.00	0.00	0.00	0.00
Work Precept	1,591.00	1,591.00	1,591.00	1,660.62	0.00	0.00	0.00	0.00
Insurance	300.00	300.00	300.00	265.18	0.00	0.00	0.00	0.00
Administration	210.00	210.00	210.00	988.65	0.00	0.00	0.00	0.00
Audit Fees	150.00	150.00	150.00	128.00	0.00	0.00	0.00	0.00
Call Hire	150.00	150.00	150.00	0.00	0.00	0.00	0.00	0.00
ALC Subscription	120.00	120.00	120.00	111.31	0.00	0.00	0.00	0.00
Miscellaneous	400.00	400.00	400.00	17.00	0.00	0.00	0.00	0.00
Laying Field Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Flotments	0.00	1,030.06	0.00	921.52	0.00	0.00	0.00	0.00
Gravel Grounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CC Contribution to grass cutting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FC Contribution to Playing field Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Interest	0.00	0.40	0.00	0.00	0.00	0.00	0.00	0.00
H & PFC Lease Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Recycling	0.00	210.08	0.00	75.04	0.00	0.00	0.00	0.00
AT Refund	0.00	640.32	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	360.00	0.00	0.00	0.00	0.00	0.00	0.00
ET TOTAL	7,883.00	10,198.86	7,883.00	7,820.44	0.00	0.00	0.00	0.00
A.T.		0.00		662.78		0.00		0.00
GROSS TOTAL		10,198.86		8,483.22		0.00		0.00

