

Repps with Bastwick Minutes of Annual Parish Council Meeting held on 1st November 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.

1. APOLOGIES FOR ABSENCE.

Cllr Fred Sharman - on leave. Unanimously 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 Philip Shreeve Unanimously agreed. The minutes were signed by the Chair.

4. MATTERS ARISING

None.

5. BOROUGH AND COUNTY COUNCILLOR REPORTS / POLICE REPORT

Apologies were received from BCllr Mary Coleman, BCllr Barry Coleman and CCllr Michael Cartiss.

Police Report

PC Dick Cook sent his apologies and reported: There have been no further thefts from Riverside properties and there are no emerging issues.

6. Clerk's Resignation and arrangements for replacement.

There were two applicants for the clerk's post. Interviews have been arranged for some time after 22nd November at 2pm and 2.45pm.

7. Parish Partnership Scheme - footpath

Highways provided a rough total cost of approx. £22k. So the approx. parish share would likely be around £11k, if their bid was successful. The scheme needs to be applied for and accepted - closing date 16th December. The clerk informed the Council there may be further schemes, but it cannot be guaranteed. Finance options are - a loan with an amount to cover being added to the precept to cover the period of the loan. Add to the precept. Maintenance would be carried out by Highways and the path owned by NCC. It was resolved the clerk would apply to Highways for an accurate quote for a path up to the layby and obtain quotes from other approved contractors.

8. Parish clerk's report

- The Winter Edition of the Newsletter was given out to councillors for distribution, along with the application forms for the Fuel charity payment.
- The website continues to be updated and includes the minutes and agendas as produced and other public notices.
- Foul smell in Tower Road, in the ditch outside Brolling Rise- **UPDATE:** Referred to GYBC Environmental Services - David Addy following up. The Chair confirmed the house in question has applied to go onto Mains Drainage which should resolve the problem.
- 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. Councillors reported not much difference. The area still needs cutting back both sides. The clerk will chase up.
- Low Road Junction the grass has been cut, but not the hedges The clerk has asked GYBS for an update. **Update:** Highways will have another look.
- Highways will look into a 'Stop' sign where the 'Give Way' sign is at the junction near the village Hall after 20th October. Update - a stop sign would not be placed at this junction - the view is considered to be suitable.
- The warning sign re the Sewage works at the junction near the village hall is blocking motorists views and needs moving back. The Chair will follow up.
- Water coming off road to drive (Homestead Cottage) on High Road due to water not running down culverts. Highways could not find a problem at the time of investigating.
- 2 lampposts are not working- 18R and 5R. The clerk has reported to Streetlighting.
- There has been flooding up to the doors in Tower Road again, during the recent rain. The clerk has asked if Highways can contact Anglian Water, who will be putting in 2 trenches and ask if these can be used.

9. Financial and administration matters

- a) 2016 - 17 Budget - the draft budget and supporting papers were emailed to councillors for their consideration, to set the precept for next year - It was resolved the combined concurrent functions grant and precept should be set at £8186, proposed by Cllr Tom Ellis, seconded by Cllr Andrew Wright.
Unanimously agreed.
- b) Financial statement. Papers given to councillors.

10. Invoices to approve for payment

Papers given to councillors for approval of spending in line with the budget. Cllr Phil Shreeve proposed the payments be approved, seconded by Cllr David Burrage. Unanimously agreed. The cheques were signed by two councillors.

15. Grass Cutting

The Council had approved the quote from CGM for next year, totalling £4,160 + VAT. It was pointed out that it should read Main Road, not Grove Road. The clerk informed CGM and the quote area has been amended.

16. Matters for reporting for future agenda

- Cllr Andrew Wright - Anglian Water Noticeboard sited further into hedge
- Cllr David Burrage - while the traffic lights are on the main road there is concern about the side roads. If the lights could be staggered at the junction, it could solve the problem.
- Cllr Tom Ellis - wanted to say that the refurbished village hall looked good.

17. Public participation

A resident said the refurbished village hall looks very nice and the chairs were more comfortable. The room echoes a bit, but it was felt this would be resolved by curtains being put back up.

18. DATE AND TIME OF THE NEXT MEETING

The next meeting will be held on 6th December 2016, in the Village Hall, commencing at 8 pm.

Attachments: Draft Payments and Receipts list. Bank Reconciliation. Draft Budget/Precept.

11. Planning Matters

Decisions:

- 06/16/0149/F Erection of 3 single storey dwellings Mede Court Repps
- NCC: Repps with Bastwick: Arable field, Adjacent Home Cottage, Tower Road, Repps with Bastwick: Construction of sewage pumping station and associated access: Anglian Water Services Ltd Angela Richardson

12. Allotments

- a. Annual Inspection - report from Cllrs. This will be reported on at the next meeting.
- b. Waiting List - none at present.
- c. Payments - Discrepancy with acreage, stemming from changes between April and October 2012. this appears to be related to dividing plots and creating more footpaths. Requests for payments will be sent out.

13. Correspondence

- a) Norfolk ALC Local government Finance Settlement Consultation response regarding the precept. This will apply to all councils no matter what their size. The clerk had forwarded the information to all councillors.
- b) Norfolk ALC AGM invite 26th November.
- c) Stephen Shepherd Senior Technical Assistant Strategic Planning, GYBC Proposed Removal of Public Telephone Call Box(es)
- d) Norfolk Parish Training & Support - Introduction of support services.
- e) Invite to public meeting with Norfolk Police 10/11/16 Town Hall 5.30pm.
- f) Rag-it-round-Repps - update of arrangements.

14. Evans Lombe and flooding issues on the playingfield

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. At the last meeting, Cllr Sharman reported they are still waiting for the camera inspection. The clerk will contact Julian Maile re a date for completion.

Update: Bob West responded: Before proceeding further, I need to look at the existing manhole chamber that any pipe would connect to, need to understand the levels. Will also need to investigate the utilities in the area. I will do this over the next week or so and get back to you. I'm not aware of an agreement to camera any pipe but I will jet our system to ditch, to ensure it functions suitably.

Repps with Bastwick
DRAFT PAYMENTS LIST: (Cheque order) Vouchers 37 to 43

Vchr.	Cheque	Cde.	Name	Description	Amount
37	1031	11	Nicholas Evans-Lombe <i>Annual fee via Bidwells</i>	Allotment Licence Fee	454.00
38	1032	1	CGM Group (East Anglia) Ltd. <i>September</i>	Grass cutting	333.50
39	1033	3	S Welsh 8	Clerk's Salary	184.28
40	1034	5	S Welsh <i>Office expenses £4; Mileage £4.50</i>	Office expenses	8.50
41	1035	3	S Welsh <i>Repayment of PAYE from refund from HMRC to PC</i>	PAYE refund	35.40
42	1036	1	CGM Group (East Anglia) Ltd. <i>October</i>	Grass cutting	333.50
43	1037	17	CGM Group (East Anglia) Ltd. <i>September</i>	Recycling collection fee glass	14.40
1038 RBL (wreath)					TOTAL 1,363.58 17.00.

Repps with Bastwick
DRAFT RECEIPTS LIST: Vouchers 18 to 20

Vchr.	Ref	Cde.	Name	Description	Amount
18	Direct Tra	15	Barclays	Bank interest	0.12
19	BACS	19	NCAPTC	Transparency Code grant	650.00
			<i>Grant funding to meet Transparency Code</i>		
20	BACS 62	17	NCC Environment and Waste	Recycling Payment NCC	140.30
TOTAL					790.42

Bank Reconciliation at 01/11/2016			
	Cash in Hand 01/04/2016		4,210.07
	ADD		
	Receipts 01/04/2016 - 01/11/2016		10,990.68
			15,200.75
	SUBTRACT		
	Payments 01/04/2016 - 01/11/2016		6,913.97
A	Cash in Hand 01/11/2016 (per Cash Book)		8,286.78
	Cash in hand per Bank Statements		
	Cash 02/10/2015	0.00	
	Current Account 247 29/09/2016	9,063.86	
	Saver Account 161 29/09/2016	985.68	
			10,049.54
	Less unpresented cheques		
	As attached		1,903.06
			8,146.48
	Plus unpresented receipts		
	As attached		140.30
B	Adjusted Bank Balance		8,286.78
A = B Checks out OK			

Table 1: Summary of Data

Category		Sub-category		Value	
A	Group 1	Item 1	Value 1	100	100
			Value 2	200	200
			Value 3	300	300
			Value 4	400	400
			Value 5	500	500
B	Group 2	Item 2	Value 1	150	150
			Value 2	250	250
			Value 3	350	350
			Value 4	450	450
			Value 5	550	550
C	Group 3	Item 3	Value 1	200	200
			Value 2	300	300
			Value 3	400	400
			Value 4	500	500
			Value 5	600	600
D	Group 4	Item 4	Value 1	250	250
			Value 2	350	350
			Value 3	450	450
			Value 4	550	550
			Value 5	650	650
E	Group 5	Item 5	Value 1	300	300
			Value 2	400	400
			Value 3	500	500
			Value 4	600	600
			Value 5	700	700
F	Group 6	Item 6	Value 1	350	350
			Value 2	450	450
			Value 3	550	550
			Value 4	650	650
			Value 5	750	750
G	Group 7	Item 7	Value 1	400	400
			Value 2	500	500
			Value 3	600	600
			Value 4	700	700
			Value 5	800	800
H	Group 8	Item 8	Value 1	450	450
			Value 2	550	550
			Value 3	650	650
			Value 4	750	750
			Value 5	850	850
I	Group 9	Item 9	Value 1	500	500
			Value 2	600	600
			Value 3	700	700
			Value 4	800	800
			Value 5	900	900
J	Group 10	Item 10	Value 1	550	550
			Value 2	650	650
			Value 3	750	750
			Value 4	850	850
			Value 5	950	950
K	Group 11	Item 11	Value 1	600	600
			Value 2	700	700
			Value 3	800	800
			Value 4	900	900
			Value 5	1000	1000
L	Group 12	Item 12	Value 1	650	650
			Value 2	750	750
			Value 3	850	850
			Value 4	950	950
			Value 5	1050	1050
M	Group 13	Item 13	Value 1	700	700
			Value 2	800	800
			Value 3	900	900
			Value 4	1000	1000
			Value 5	1100	1100
N	Group 14	Item 14	Value 1	750	750
			Value 2	850	850
			Value 3	950	950
			Value 4	1050	1050
			Value 5	1150	1150
O	Group 15	Item 15	Value 1	800	800
			Value 2	900	900
			Value 3	1000	1000
			Value 4	1100	1100
			Value 5	1200	1200
P	Group 16	Item 16	Value 1	850	850
			Value 2	950	950
			Value 3	1050	1050
			Value 4	1150	1150
			Value 5	1250	1250
Q	Group 17	Item 17	Value 1	900	900
			Value 2	1000	1000
			Value 3	1100	1100
			Value 4	1200	1200
			Value 5	1300	1300
R	Group 18	Item 18	Value 1	950	950
			Value 2	1050	1050
			Value 3	1150	1150
			Value 4	1250	1250
			Value 5	1350	1350
S	Group 19	Item 19	Value 1	1000	1000
			Value 2	1100	1100
			Value 3	1200	1200
			Value 4	1300	1300
			Value 5	1400	1400
T	Group 20	Item 20	Value 1	1050	1050
			Value 2	1150	1150
			Value 3	1250	1250
			Value 4	1350	1350
			Value 5	1450	1450
U	Group 21	Item 21	Value 1	1100	1100
			Value 2	1200	1200
			Value 3	1300	1300
			Value 4	1400	1400
			Value 5	1500	1500
V	Group 22	Item 22	Value 1	1150	1150
			Value 2	1250	1250
			Value 3	1350	1350
			Value 4	1450	1450
			Value 5	1550	1550
W	Group 23	Item 23	Value 1	1200	1200
			Value 2	1300	1300
			Value 3	1400	1400
			Value 4	1500	1500
			Value 5	1600	1600
X	Group 24	Item 24	Value 1	1250	1250
			Value 2	1350	1350
			Value 3	1450	1450
			Value 4	1550	1550
			Value 5	1650	1650
Y	Group 25	Item 25	Value 1	1300	1300
			Value 2	1400	1400
			Value 3	1500	1500
			Value 4	1600	1600
			Value 5	1700	1700
Z	Group 26	Item 26	Value 1	1350	1350
			Value 2	1450	1450
			Value 3	1550	1550
			Value 4	1650	1650
			Value 5	1750	1750
AA	Group 27	Item 27	Value 1	1400	1400
			Value 2	1500	1500
			Value 3	1600	1600
			Value 4	1700	1700
			Value 5	1800	1800
AB	Group 28	Item 28	Value 1	1450	1450
			Value 2	1550	1550
			Value 3	1650	1650
			Value 4	1750	1750
			Value 5	1850	1850
AC	Group 29	Item 29	Value 1	1500	1500
			Value 2	1600	1600
			Value 3	1700	1700
			Value 4	1800	1800
			Value 5	1900	1900
AD	Group 30	Item 30	Value 1	1550	1550
			Value 2	1650	1650
			Value 3	1750	1750
			Value 4	1850	1850
			Value 5	1950	1950
AE	Group 31	Item 31	Value 1	1600	1600
			Value 2	1700	1700
			Value 3	1800	1800
			Value 4	1900	1900
			Value 5	2000	2000
AF	Group 32	Item 32	Value 1	1650	1650
			Value 2	1750	1750
			Value 3	1850	1850
			Value 4	1950	1950
			Value 5	2050	2050
AG	Group 33	Item 33	Value 1	1700	1700
			Value 2	1800	1800
			Value 3	1900	1900
			Value 4	2000	2000
			Value 5	2100	2100
AH	Group 34	Item 34	Value 1	1750	1750
			Value 2	1850	1850
			Value 3	1950	1950
			Value 4	2050	2050
			Value 5	2150	2150
AI	Group 35	Item 35	Value 1	1800	1800
			Value 2	1900	1900
			Value 3	2000	2000
			Value 4	2100	2100
			Value 5	2200	2200
AJ	Group 36	Item 36	Value 1	1850	1850
			Value 2	1950	1950
			Value 3	2050	2050
			Value 4	2150	2150
			Value 5	2250	2250
AK	Group 37	Item 37	Value 1	1900	1900
			Value 2	2000	2000
			Value 3	2100	2100
			Value 4	2200	2200
			Value 5	2300	2300
AL	Group 38	Item 38	Value 1	1950	1950
			Value 2	2050	2050
			Value 3	2150	2150
			Value 4	2250	2250
			Value 5	2350	2350
AM	Group 39	Item 39	Value 1	2000	2000
			Value 2	2100	2100
			Value 3	2200	2200
			Value 4	2300	2300
			Value 5	2400	2400
AN	Group 40	Item 40	Value 1	2050	2050
			Value 2	2150	2150
			Value 3	2250	2250
			Value 4	2350	2350
			Value 5	2450	2450
AO	Group 41	Item 41	Value 1	2100	2100
			Value 2	2200	2200
			Value 3	2300	2300
			Value 4	2400	2400
			Value 5	2500	2500
AP	Group 42	Item 42	Value		

Repps with Bastwick
Uncashed receipts/transfers in (All banks)
(Upto 01/11/2016)

Voucher	Date	Cheque No.	Description	Total	Bank
15	23/10/2015	BACS	Recycling Payment NCC		General Purposes AC
20	01/11/2016	BACS 624857	Recycling Payment NCC	140.30	Current Account 247
Total-----				140.30	

Repps with Bastwick
Uncashed payments\transfers out (All banks)
(Upto 01/11/2016)

Voucher	Date	Cheque No.	Description	Total	Bank
34	03/10/2016	1028	Clerk's Salary	184.28	Current Account 247
35	03/10/2016	1029	Office expenses	21.70	Current Account 247
36	03/10/2016	1030	Grass cutting	333.50	Current Account 247
37	01/11/2016	1031	Allotment Licence Fee	454.00	Current Account 247
38	01/11/2016	1032	Grass cutting	333.50	Current Account 247
39	01/11/2016	1033	Clerk's Salary	184.28	Current Account 247
40	01/11/2016	1034	Office expenses	8.50	Current Account 247
41	01/11/2016	1035	PAYE refund	35.40	Current Account 247
42	01/11/2016	1036	Grass cutting	333.50	Current Account 247
43	01/11/2016	1037	Recycling collection fee glass	14.40	Current Account 247
Total-----				1,903.06	

Repps with Bastwick Parish Council Budget Summary Sheet									
BUDGET FOR YEAR ENDING 31ST MARCH 2018									
Cost Centre/Code	Item	2015-16	Budget	Actual	Estimated	Budget	Reserve fund	Reserve Fund	Notes
		2016-17	2016-17	13.10.16	to 31.3.17	2017-18	2016-17	2017-18	
PAYMENTS SUMMARY									
CONCURRENT									
Churchyard	Maintenance								
Open Spaces	Grass-cutting	£4,411.00	£4,411.00	£2,273.36	£3,225.86	£4,411.00			Includes cuts in Oct, and March 2017 and allowance for extra cut in Nov 2016
	Maintenance								2017-18 based on quote £4162.50 + VAT and allowance for extra cut
Concurrent Clerk		£338.50	£0.00	£0.00	£0.00	£0.00			Cut from concurrent grant from 2016-17
PRECEPT									
Precept Clerk	Clerk's Salary	£1,591.00	£2,232.46	£1,505.89	£2,240.40	£2,231.85			National Salary Award in 2016-17 representing an increase of .11p/hour.
									Total salary includes tax rebate of £35.40 from 2015-16
									A further increase of .107/hour is due from 4.2017
Other Payments									
Audit & AR	Fees	£150.00	£150.00	£130.00	£130.00	£176.00			2017-18 includes estimate of £76 for Internal audit and £100 for access to external auditor if required.
Hire of Hall	Meetings	£150.00	£165.00	£210.00	£210.00	£165.00			Includes 2015-16 & part-payment 2016-17
Insurance		£300.00	£300.00	£273.75	£273.75	£275.00			Insurance provider was changed in 2016 at reduced rate.
Administration		£210.00	£280.00	£244.83	£353.00	£355.00			2016-17 includes NALC fee and Newsletter costs
Miscellaneous Precept		£400.00	£874.00	£100.00	£100.00	£400.00			2016-17 included £425 to cover election costs in 2015-16
TOTAL		£7,550.50	£8,412.46	£4,687.83	£6,533.01	£8,013.85	£1,026.00	£2,944.00	
RECEIPTS SUMMARY									
Precept		£2,501.00	£3,444.00	£3,444.00	£3,444.00	£3,444.00			
Council Tax support									
Grant		£420.00	£331.00	£331.00	£331.00	£331.00			
Concurrent functions									
Grant		£4,962.00	£4,411.00	£4,411.00	£4,411.00	£4,411.00			
Bank Interest				£0.24	£0.24	£0.00			
Other Receipts									
TOTAL		£7,883.00	£8,186.00	£8,186.24	£8,186.24	£8,186.00			
Other Payments									
Grant	Transparency Code			£0.00	£650.00	£0.00			Funding for laptop, software and scanner
Allotments				£921.92	£921.92	£921.92			
Recycling				£59.22	£118.44	£119.00			
TOTAL				£981.14	£1,690.36	£1,040.92			
Other Receipts									
Grant	Transparency Code			£650.00	£650.00	£0.00			Funding for laptop, software and scanner
Allotments				£456.89	£1,040.03	£1,040.03			
Recycling				£181.55	£281.00	£281.00			
TOTAL				£1,288.44	£1,971.03	£1,321.03			
BALANCE OF OTHER PAYMENTS/RECEIPTS						£280.11			

Balance Summary					Earmarked Reserves	
Balance at 1st April 2016				£4,210.07		
Add net receipts				£1,653.23	(1-2)	
Anticipated balance at 31st March 2017				£5,863.30		
Anticipated balance at 1st April 2017				£5,863.30		
Less anticipated net expenditure				£8,013.85	(3)	
				-£2,150.55		
Add precept & Concurrent function Grant				£8,186.00		
Anticipated balance at 31st March 2017				£6,035.45		
Less Earmarked Reserve				£2,944.00		
Working Balance (General Reserve)				£3,091.45	£2,944.00	
It is recommended that the end of year balance should be no less than half what's needed for the following year.						
to cover any unforeseen contingencies						
Any further anticipated expenditure needs to be added to the precept.						

Repps with Bastwick Fixed Assets and Long Term Investments

2017-18
Continued Returns

Charges

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Concurrent							
Bus Stop	1971	180.00	4,501.00	A149 nr Grove Road F	2035	£225/year	675
Triangle of land A149/Tower Road	23.4.1936	1.00	1.00	PC			
Footpath	19.6.1956	1.00	1.00	A149 to Grove Road			
		<u>182.00</u>	<u>4,503.00</u>				
Other Income							
Playing Field	5.6.1933	1.00	1.00	Village Hall Committee			
Village Hall	1944	12,010.00		Village Hall and Playin	Indefinite		
Waste Bins x 3	2016	1,200.00	360.00	Tower road Junction	2026	120	360
Planters x 4			800.00		2026	80	240
		<u>13,211.00</u>	<u>1,161.00</u>				
Precept							
War Memorial	1919	1.00	7,501.00	Church Yard/Parish Cc	Indefinite	Maintenance	100
Village Sign		3,000.00	7,651.00	Green opp Methodist C	2035	£383/year	1149
Jubilee Seat written off 2015	1955		500.00	A149/Tower Road/PC	2025	£72/year	00
Garden Seat and Rubbish Container		700.00	718.00	Low Road/Jubilee Clos	2025	£35/year	105
Notice Board	2001	153.00	206.00	A149/Low road/PC	2025	£20/year	60
Notice Board	2007	100.00	206.00	Village Hall/PC	2025	£20/year	60
Notice Board	2013	70.00	206.00	Manor Farm, Staithe R	2025	£20/year	60
Jubilee seat (replacement)	2015	448.00	448.00	Tower Road junction	2026	45	135
		<u>4,472.00</u>	<u>17,436.00</u>				
Grand Total:		<u>17,865.00</u>	<u>23,100.00</u>				<u>£2944</u>

