



**Minutes of the Repps with Bastwick Annual Parish Council Meeting
held on 5th May 2026 at 8.15pm in the Village Hall**

Present: Cllrs Hazel Rudrum (Chair), Sam Mitchell, Andrew Wright, Darren Saunders, John Quickenden, Fred Sharman Clerk Tracy Neave, six members of the public

1. Election of Chair and Vice-Chair: Cllr Rudrum was elected as Chairperson and Cllr Mitchell as Vice Chair. These were unanimous decisions.
2. Declarations of Acceptance of Office were signed by the Chair and Vice Chair.
3. Delegation to the Clerk was unanimously agreed.
4. The Clerk asked the councillors to review their declarations of interest for any changes and update them where applicable.
5. Apologies for absence: Councillor Tom Ellis
6. Declarations of interest in items on the agenda and requests for dispensations: Cllr Mitchell agenda item 8e, Cllr Rudrum allotment holder
7. The minutes of the meeting held on 1st April 2026 were agreed, and signed by the Chair.
8. Matters arising
 - a. Rebound wall update: update to be postponed to June.
 - b. Bowls club update: This has now been reverted to the Parish Council as their responsibility. It was agreed that Garden Guardian would maintain the grass at a cost of £25 a cut. It was agreed the Joint Service Corps are allowed to use the grass area in the meantime. The Jubilee Orchard working group may consider using the pavilion in the future. The Clerk is dealing with the transfer of the water bill.
 - c. Litter pick: 16th May at 10am at the Village Hall. Hoops to be ordered.
 - d. Update on quotes for Staithe area opposite chip shop Potter Heigham – awaiting quotes and to be discussed at the next meeting. Clerk to contact Environment Agency regarding ownership of the quay heading.
 - e. Proposed base station installation at Hall Farm Marsh Road Repps with Bastwick: This was a pre-planning application which was noted by the Councillors with no comment at this stage.
 - f. The change in tenancy for plot 7 was noted. The Clerk assured Cllr Sharman that there was no waiting list at the time of change in tenancy.
9. Annual Resolutions – all agreed
 - a) Annual Risk Assessment

- b) Policy Review – Standing Orders, Financial Regulations, Review of Internal Control, FOI Publication Scheme
 - c) Schedule of Assets
10. Correspondence received:
- a. Broads Plan Review
11. Parish Clerk's report - an update on highways and other issues
The Clerk will report again the potholes on Church Road and the lamp post.
12. Financial and administration matters, including:
- a) Bank statement reconciliation: agreed.
 - b) Income and Expenditure reports for April was noted.
 - c) Payments for approval

Clerk Salary April	£372.28
Clerk Expenses	£64.69
Paynes Horticultural Services	£90.00
Garden Guardian	£758.08
SB Auditing	£125.00
Late payment Garden Guardian	May £758.08, NPTS £224.18 agreed.
 - d) Annual review of allotment charges: it was agreed not to increase the allotment rentals.
 - e) The Internal Report was reviewed.
 - f) The Annual Governance statement 2025/26 was agreed and signed by the Chair and Responsible Finance Officer.
 - g) The Account Statement 2025/26 was agreed and signed by the Chair and Responsible Finance Officer.
 - h) The Clerk is to investigate quotes for IT support now that Broadland Computers has stepped down.
13. Planning Matters:
- a. Applications BA/2026/Replacement of Existing detached garage, Raikon, Tower Road no objection
 - b. Decisions BA/2026/0047/HOUSEH Copperfield, Staithe Road, rear flat roof extension and alterations approved subject to conditions
 - c. Appeals None
14. Borough and County Councillor, Police reports, and public participation
- a) Borough and County Councillor Reports: none received
 - b) Police: the Clerk had contacted the police regarding the van that keeps obstructing the entrance to Grove Road who advised they will attempt to make contact with the owner of the van.
 - c) Public participation
Member of the public who is looking after the planters asked if she could remove the bushes in the planters and have different plants: Agreed

Member of the public asked if it was possible for the car wash signs flags and mobile post to be removed. Clerk explained that she had written to the owner and had contacted Highways and will do so again.

15. Matters for reporting or future agenda

- SAMSIGN data: The data was taken over a period of two weeks with the speed sign switched off and two weeks with the sign switched on. It was felt the system was more effective with the sign switched on. 82% of vehicles abided within the speed limit. Note data is published on the Parish Council website.
- Water bill (Bowls Club) to determine if the water is spurred from the village hall

16. Date and time of the next meeting 2nd June 2026 at the Village Hall at 8pm

The meeting closed at 2117pm