

Topcroft Parish Council

PARISH COUNCIL MEETING

Topcroft Pavilion

Monday 8th November 2021 at 7.30pm

Attended: Step Dye (Vice Chair), Nicola Eastell, Robin Frampton, Trevor Potter, Kathy Tomson and Ian Skinner

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also present:

PUBLIC FORUM

A. To receive reports from the County and District Councillors

County Councillor Barry Stone sent apologies and a report.

Full report TPC's website: topcroftpc.norfolkparishes.gov.uk

B. Public Forum – for Members of the Public

None

MINUTES

1. To consider Apologies for Absence

Cllr Rout (Chair) – apologies accepted.

Cllr Dye Chaired the meeting.

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Approve the Minutes and Decisions from the Last Meeting

The Minutes from the Meeting held on 13th September 2021 were confirmed unanimously as a true and accurate record.

4. Matters Arising from the Minutes not on the agenda

Cllrs noted the following was still outstanding from the last meeting:

Farm Traffic

Cllrs spoke of the large, fast farm traffic going throughout the village and possible dangers to other road users.

Cllrs resolved to send a letter to the local farmers' expressing their concerns.

Action: PR/SD/Clerk

5. Finance

a) To Receive the current Financial & Budget Reports and Approve the Income & Expenditure

Councillors resolved unanimously to approve the Finance Reports and Income and Expenditure.

Signed

Date

Topcroft Parish Council

Date	Ref.	Income	Amount
28/09/2021	Credit	SNC - Bus Shelter Landscaping Grant	£ 750.00
08/10/2021	Credit	Precept 2nd payment	£ 1,400.00
22/10/2021	Credit	SNC CIL Payment	£ 368.83
		Total	£ 2,518.83
Date	Ref.	Expenditure	Amount
28/09/2021	STO	Clerk's Salary - September	£ 115.71
28/10/2021	STO	Clerk's Salary - October	£ 115.71
08/11/2021	100524	Safelincs Defibrillator Battery	£ 197.70
08/01/2021	100525	Mr S. Dye - Printing Notices 01/05/20-30/09/21	£ 15.00
08/11/2021	100524	Clerk's Expenses October & November	£ 23.44
		Total	£ 467.56

b) To Approve the Budget and Precept 2022/23

Councillors agreed the Budget as attached and a Precept 2022/23 rise from £2,800 to £3,000.

c) Bus Shelter Hard Standing Access – update

The Clerk advised she had contacted NCC re the missing dropped kerb at the newly completed bus stop hard standing. NCC did not offer any explanation why it was missed but it would be added with no further cost to the Council.

6. Planning Applications and Decisions

Applications

Cllrs noted the following:

a) Ref. No: 2021/1750

Proposal: Remove and replace five windows and two door and frame sets on the property's elevations.

Location: Street Farm Topcroft Street Topcroft Norfolk NR35 2BL

Status: Pending Consideration (*comments closed*)

Decisions

b) Ref. No: 2021/1392

Proposal: Outline planning permission for 4 no. new 4-bedroom dwellings

Location: Land West of Mill Road Topcroft Norfolk

Status: Withdrawn

7. The Queen's Platinum Jubilee 2022

Cllrs considered the following and agreed decisions would be made at the March 2022 meeting.

a) Village Sign Plaque

b) Tree Planting

c) Village Event

8. Village Issues

a) Highways

- Drains/Potholes/Gullies/Issues

Cllr Dye asked the Clerk to remind NCC re blockage at the bottom of Rookery Lane meeting.

Action: Clerk

- Cllrs Eastell reported Alburgh Road, Hempnall being in a very poor state and broken up and further down as it meets the Woodton to Hempnall Road.

Action: Clerk

Signed

Date

Topcroft Parish Council

- Church Road Running Water

The Clerk reported again and NCC has informed:

'This is a leaking Anglian Water stop tap cover. Anglian Water have been issued with a Section 81 notice requiring them to repair at the earliest opportunity'.

b) Footpaths

- FP3's access – update c/f

c) Kissing Gate Maintenance (nr Village Sign)

Cllrs reported the damaged Kissing Gate behind the village sign and agreed it needs replacing.

Cllr Dye confirmed he would speak to the Topcroft Pavilion Committee and get a quote.

Action: SD

9. To note Correspondence received

None

10. AOB (For discussion only – the Council cannot make decisions on non-agenda items)

- Trees

Cllrs asked the Clerk to investigate the free trees offers for parishioners.

Action: Clerk

11. To receive items for the next Agenda

None

12. To Note the next Meeting Dates:

- Monday 10th January 2022 - 7.30pm
- Monday 14th March 2022 - 7.30pm
- Monday 9th May 2022 - 7.30pm – APM & AGM
- Monday 11th July 2022 - 7.30pm
- Monday 12th September 2022 - 7.30pm
- Monday 14th November 2022 - 7.30pm

The meeting ended at 8.25pm

Signed

Date

Topcroft Parish Council

Budget and Precept 2022/23

INCOME

	<i>Budget 2022/23</i>
Precept	<i>3000.00</i>
Total Budgeted Income	<i>3,000.00</i>

VAT Refund	<i>52.54</i>
Business Saver Interest	<i>0.00</i>
District Councillor's Grant	<i>0.00</i>
CIL Money	<i>0.00</i>
Total Income	<i>3,052.54</i>

EXPENDITURE

Clerk's Salary	<i>1558.00</i>
Clerk's Office Costs	<i>60.00</i>
Clerk's Expenses	<i>30.00</i>
Dog Bin Charge	<i>230.00</i>
Grants/Donations	<i>300.00</i>
Grass Cutting	<i>160.00</i>
ICO - Data Protection Registration	<i>35.00</i>
Insurance	<i>128.00</i>
Internal Audit Fee	<i>100.00</i>
NALC Subscription	<i>150.00</i>
Training	<i>25.00</i>
Miscellaneous	<i>100.00</i>
Pavilion Hire/Zoom	<i>70.00</i>
Total Budgeted Expenditure	<i>2,946.00</i>

NCC Parish Partnership Bus Shelter Grant Contribution	<i>0.00</i>
Grants/Donations	<i>0.00</i>
VAT Paid (To reclaim)	<i>0.00</i>
Total Expenditure	<i>2,946.00</i>
	<i>106.54</i>

Signed

Date