

Topcroft Parish Council

ANNUAL PARISH MEETING

Topcroft Pavilion

Monday 13th May 2024 – 7.30 pm

Attended: Step Dye (Vice Chair), Daphne Beckett, Robin Frampton, Trevor Potter & Kathy Thomson

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also present: District Councillor Martyn Hooton and one parishioner

MINUTES

1. Chair's Welcome

Vice Chair Step Dye Chaired the meeting and welcomed everyone.

2. Apologies

County Councillor Barry Stone, Cllr Rout and Cllr Eastell, sent apologies.

3. To Approve the Minutes of the Meeting held 22nd May 2023

The Minutes from the Meetings held on 22nd May 2023 were Confirmed unanimously as a true and accurate record.

4. Matters Arising

None

5. The Chair's End of Year Report

The Chair read out his report (*attached*).

6. Responsible Financial Officer's End of Year Report

The Responsible Financial Officer read out the End of Year accounts (*attached*) and answered questions.

7. County Councillor's End of Year Report

The Clerk advised County Councillor Barry Stone's report has been circulated and is on TPC's website: <https://topcroftpc.norfolkparishes.gov.uk/category/meetings>

8. District Councillor's End of Year Report

DC Hooton gave a verbal report. Main points:

- NCC and SNC are going to share the Kettering Depot to manage food waste and the lorries have been ordered.
- Long Stratton's bypass has been started and NCC traffic management is revisiting the road closures.
- SNC current leader Cllr John Fuller is leaving and the new leader will be elected w/c 21st May 2024.
- CPRE Norfolk has organised a one-day conference on Wednesday 22nd May at Dereham Memorial Hall to give advice and guidance on steps parish councils can take to reduce the risk of flooding in their local area.

Signed _____ Date _____

Topcroft Parish Council

9. To Receive Community Reports

a) Topcroft PCC

Cllr Beckett gave a verbal report on behalf of Topcroft PCC. Main points:

- The AGM was held three weeks ago and the PCC is solvent.
- Rev'd Lynn Chapman moved to Hethersett with Little Melton and Great Melton Benefice on 3rd April 2024.
- The Hempnall Benefice is now without a Reverend and a few services are being held by retired clergy.
- The churchyard is being cut and areas are being left for wildlife.

b) Topcroft Social Club

The Chair Step Dye read out his report (*attached*) and answered questions.

10. Public Questions

No questions.

The meeting ended at 7.55 pm

Topcroft Parish Council - May 2024

End of Year Report 2023-24

- The usual issues persisted in Topcroft: potholes, a water leak on Church Road and flooding. Lots of planning applications were reviewed, a purchase of a King's Coronation Plaque for the Recreation Area's Gate and another dog bin. Additionally, the defibrillator was utilised for the first time this year.
- TPC received a £200 Jubilee Grant from South Norfolk Council, which was subsequently allocated to the Recreation Grounds Committee to organise a family event in Topcroft. The event was well-received and enjoyed by many residents.
- TPC gave the following grants to support local charities and groups:
 - The Royal British Legion
 - The Bungay Community First Responders, to help outfit three additional first responders for this area.
 - Topcroft Recreation Ground - Jubilee Grant
 - Topcroft PCC - Church Grounds Grant
 - BACT Community Transport
- Many thanks to District Councillor Martyn Hooten for his support to our rural parish.
- Many thanks to all the Councillors for their voluntary time and input into the parishes.
- Lastly, thank you to the Clerk for all her work.

Peter Rout

Chair of Topcroft Parish Council

Signed _____ Date _____

Topcroft Parish Council

Responsible Financial Officer's End of Year Accounts

Topcroft Parish Council
Year End 31st March 2024

Receipts		
2022/23		2023/24
£	Receipts	£
3,000.00	Precept	3,100.00
166.78	VAT Reclaim	69.89
3.53	Business Saver Interest	19.54
874.65	Community Infrastructure Levy (CIL)	-
200.00	SNC S106/Grants	500.00
4,244.96		3,689.43
Payments		
1663.57	Clerk's Salary	1,830.00
60.00	Clerk's Office Costs	64.00
5.10	Clerk's Expenses	28.20
221.20	Dog Waste Bins	247.74
866.00	S137 Grants	300.00
200.00	Grass Cutting	160.00
35.00	ICO - Data Protection Registration	35.00
127.68	Insurance	238.60
120.00	Internal Audit Fee	115.00
143.54	NALC Subscription	190.48
123.11	Miscellaneous	135.48
51.25	Pavilion Meeting Room Hire	46.25
0.00	Defibrillator Costs	114.28
0.00	Glasdon - Dog Bin	166.09
0.00	SNC - Coronation Grant to Topcroft Recreation Grounds	200.00
69.89	VAT Paid	156.04
3,686.34		4,027.16
558.62	Surplus income over expenditure	- 336.73
2,779.81	Balance b/f	3,338.43
3,338.43	Balance c/f	3,001.70
Balance Sheet		
£	Cash at Bank	£
2436.13	Current Account	992.36
1618.99	Business Saving Account	2,009.34
716.69	Uncleared cheques	-
0.00	Uncleared receipts	-
3,338.43		3,001.70
1809.72	Earmarked Reserves	1,439.35
1528.71	General Fund	1,562.35
3,338.43		3,001.70

The above statement represents fairly the financial position of the Authority as at 31st March 2024 and reflects its receipts and payments during the year.

Peter Rout - Chair

Sally Chapman - Responsible Financial Officer

Signed _____ Date _____

Topcroft Parish Council

Topcroft Social Club Chairman's Report

The Recreation Ground and Social Club are continuing to build and develop following from the involvement of the new committee members.

We have brought in new procedures around publicity and promotion and consequently we have recruited many new members. We continue to be able to open regularly every Friday evening and these evenings have been enhanced by regular "Take away" nights throughout the winter, following on from last year's success we intend to carry on with the BBQ evenings in the summer with the lighter evenings. We also continued the successful quiz nights on Friday evenings. We again ran both Christmas and Easter Bingos and this year Father Christmas joined us on a Friday which contributed to a great family evening. We also had a very successful "Irish Night" to celebrate St. Patrick's Day which hopefully will become an annual event, and a bring your own "Curry Night" which was also a great success.

The facilities continue to be used by local groups and DJ's for dance events.

The cricket club use the field, pavilion and bar throughout the summer and the Code of Conduct continues to promote better relationships between the two committees. They continue to run Junior practice sessions on a Monday evening when many local children participate. They run two men's teams, a ladies team, and a variety of junior/senior teams.

The pavilion is hired on a regular basis for Art Classes and Pilates and has also been hired on an irregular basis by other groups and for parties etc. Norfolk Youth Services have hired the pavilion to provide workshops for local youngsters and the Home Education Group again ran a successful Charity Family Day.

Due to a lot of changes to various funding and grant schemes post-covid we have been forced to reconsider our ambitious building plans; however we have begun to investigate ways to upgrade the premises in a more staggered way accessing smaller funding avenues, this way we hope to make extensive changes to the toilets, cellar and kitchen.

We had a very successful Coronation family day on the field and we are following this with a planned "Family Fun Day" this coming May bank holiday weekend. We returned to holding our regular Harvest Supper and this was well attended and a great success. Our newer committee members enthusiasm and energy have revitalised the committee and raised the profile of the Recreation Ground and Social club in the community.

S. Dye

Topcroft Social Club Chairman

Signed _____ Date _____