

Topcroft Parish Council

ANNUAL PARISH MEETING

Monday 19th May 2025 – 7.30 pm

Topcroft Pavilion

Attended: Peter Rout (Chair), Daphne Beckett, Nicola Eastell, Robin Frampton, Trevor Potter & Kathy Thomson

Clerk & Responsible Financial Officer (RFO): Sally Chapman

Also present:

MINUTES

1. Chair's Welcome

The Chair welcomed everyone to the meeting.

2. Apologies

Apologies were received from Cllr Dye and County Councillor Barry Stone.

3. To Approve the Minutes of the Meeting held Monday 13th May 2024

The Minutes from the Meeting held on Monday 13th May 2024 were confirmed unanimously as a true and accurate record and were signed by the Chair.

4. Matters Arising

None

5. The Chair's End of Year Report

The Chair summarised his report (*attached*).

6. The Responsible Financial Officer's End of Year Report

The RFO summarised the 2024-25 balance sheet (*attached*).

7. County Councillor's End of Year Report

County Councillor Bary Stone sent apologies and a report (*on the website*).

8. District Councillor's End of Year Report

No report.

9. To Receive Community Reports

a) Topcroft PCC

Cllr Beckett read out her report (*attached*) and answered questions.

b) Topcroft Social Club

The Chair read out the Topcroft Social Club report (*attached*).

c) Topcroft Conservation Group

Cllr Frampton read out his report (*attached*) and gave an update.

10. Public Questions

None

The meeting ended at 7.55 pm

Signed _____

Date _____

Topcroft Parish Council

5. Chair's Report

The Parish Council has successfully transitioned its web domain and email addresses to the official .gov.uk standard, enhancing security and professionalism in communication.

A donation of £25.00 was made to The Royal British Legion this year in place of the traditional poppy wreath, continuing our support for veterans and remembrance.

The village assets have been well maintained and repainted by the handyman, ensuring they remain in good condition and visually appealing for residents and visitors.

A new initiative, the Topcroft Rewilding & Conservation Group, has been awarded a £175.00 grant to support local conservation efforts and promote biodiversity in the area.

Special thanks are extended to County Councillor Barry Stone and Martyn Hooten for their continued support and contributions to community projects.

Gratitude is expressed to all Councillors for dedicating their time and effort voluntarily to serve the community effectively.

Sincere appreciation to the Clerk for her work throughout the year, including achieving another successful internal audit, demonstrating efficiency and diligence in parish matters.

Signed_____

2025/2

Date_____

Topcroft Parish Council

6. Responsible Financial Officer's Balance Sheet

Topcroft Parish Council		
Year End 31st March 2025		
	Receipts	
2023/24		2024/25
£	Receipts	£
3,100.00	Precept	3,600.00
69.89	VAT Reclaim	156.04
19.54	Business Saver Interest	93.73
500.00	SNC S106/Grants	-
3,689.43		3,849.77
	Payments	
1830.00	Clerk's Salary	1,875.11
64.00	Clerk's Office Costs	72.00
28.20	Clerk's Expenses	6.51
247.74	Dog Waste Bins	457.41
300.00	S137 Grants	200.00
160.00	Grass Cutting	160.00
35.00	ICO - Data Protection Registration	35.00
238.60	Insurance	214.00
115.00	Internal Audit Fee	125.00
190.48	NALC Subscription	209.17
135.48	Miscellaneous	31.64
46.25	Pavilion Meeting Room Hire	42.50
0.00	Maintenance	330.00
0.00	Bank Service Charge	71.40
114.28	Defibrillator Costs	146.50
166.09	Glasdon - Dog Bin	-
200.00	SNC - Coronation Grant to Topcroft Recreation Grounds	-
156.04	VAT Paid	155.77
4,027.16		4,132.01
- 336.73	Surplus income over expenditure	- 282.24
3,338.43	Balance b/f	3,001.70
3,001.70	Balance c/f	2,719.46
	Balance Sheet	
£	Cash at Bank	£
992.36	Current Account	116.39
2009.34	Business Saving Account	2,603.07
0.00	Uncleared cheques	-
0.00	Uncleared receipts	-
3,001.70		2,719.46
1439.35	Earmarked Reserves	948.85
1562.35	General Fund	1,770.61
3,001.70		2,719.46
The above statement represents fairly the financial position of the Authority		
31st March 2025 and reflects its receipts and payments during the		
Peter Rout - Chair		
Sally Chapman - Responsible Financial Officer		

Signed _____

Date _____

Topcroft Parish Council

9.a) Topcroft PCC

ANNUAL FINANCIAL REPORT FOR ST MARGARET'S CHURCH

St. Margaret's Church is one of the 6 parishes and 8 churches which form the Hempnall Group Team Ministry now in its 55th year. Members of the PCC are represented on the Group Council and are supported by mission teams.

The accounts for the year ending December 2018 show again that our expenditure has exceeded our income by £1,431.05. However, in real terms it is not as alarming as it could be because I transferred £11000 into the account but extraordinary expenses for completion of the kitchen extension and tarmacking of the path exceeded this by about £3000. However, it does represent a successful financial year and note must be made of the fact that we met the full Diocesan Quota and Group Quota. As you will see most income items are similar to last year. However, of note donations are less and fund raising has increased with again a successful open garden week-end. The fund raising has been very successful due to the hard work of the PCC, friends and village residents. Planned giving and covenants have greatly supported the income during the year although these three incomes are down on last year. Our outward giving to our chosen charities namely CECS, Norfolk Churches Trust, Round Towers, Earl Haig, National Churches Trust, All Hallows Hospital, Shelter, Leprosy, Torch, Tear Fund and the Church Army has been maintained. The expenditure this year is greater at £27,693 which is due to the £8748 kitchen invoice, tree felling and the path tarmac at £8748. The remainder of the expenditure is mainly represented by the day to day running expenses of electricity, insurance, organist, quotas, alarm maintenance grass cutting and basic maintenance.

Our fund-raising events of £5000 have obviously boosted the income and have been well supported by the wider community and greatly appreciated both socially and financially. Gift aided donations have continued to provide substantial income including £1500 in tax reclaim. I have claimed for small gifts of £20 and under which includes the collections, church wall box and donations.

The Winifred Roberts Trust also continues to supply an easy source of income of £700.

The Fabric Account shows the final £940 VAT refund and we are indebted to Chris Sewell for his administrative work in securing this. On the expenditure side there is the final kitchen expenditure of £5600, the electricity testing at £1300, new vestry curtains and children's furniture.

The Group accounts are enclosed and explain how the Group Quota contributes to the work carried out in the Group.

Report from St. Margaret's Church for the Parish Council AGM 29 May 2025

I am sorry to report that during the last year the interregnum in the Hempnall Group of parishes continues. The advertisement was published in March but unfortunately there were no applications so this process will continue. Services in the church continue approximately once a month covered by visiting clergy and lay readers. As you will know initially it was planned to join with the Brooke benefice led by Rev Lynn Chapman. Lynn subsequently moved on to Hethersett and it is with great sadness to report that she sadly passed away in April aged 52 and our thoughts are with her family at this time.

The PCC met 4 times during the year culminating with the AGM on May 1st. Jackie Leggett has been re-elected as churchwarden and Margaret Ferre has stepped down from being secretary after a number of years. We continue to look for volunteers to help keep the church clean. The electoral roll was received

Signed _____

Date _____

Topcroft Parish Council

with 25 names. Tim Francis is currently studying at theology college to take up the position of a lay reader. The accounts were accepted at the AGM and continue to be in a good place having paid the Group and Diocesan quotas in full for the year. This is also made possible by the support of the wider church for the 2 fund raising events namely the open gardens and Christmas event.

The fabric of the church remains in good order with just replacement of some slates in the past year and the organ wiring renewed and some note adjustment. The churchyard continues to be cared for by Peter Rogers and we are appreciative of the donation received from the parish council to help with this expense.

Thank you. Happy to receive any questions at the meeting.

Daphne Beckett

9.b) Topcroft Social Club

Chairman's Report

The Recreation Ground and Social Club are continuing to develop, this year we have organised some new events and modified and enhanced previous events all with good attendance that has increased the profile of the club.

Our new procedures around publicity and promotion continue to bring in new members. We open regularly every Friday evening and this year thanks to the support of young families and additional volunteer bar staff we now open from 6.00pm. These evenings are enhanced by "Take away" nights throughout the winter, successful quiz nights and regular BBQS in the lighter evenings in the summer months.

We again ran both Christmas and Easter Bingos and this year we had a successful Halloween party for the youngsters and Father Christmas joined us for a family party; we provided family meals for both these events. We also enhanced our successful "Irish Night" to celebrate St. Patrick's Day with a Ceilidh band and Irish supper which hopefully will become an annual event.

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. and the Home Education Group again ran a successful Charity Family Day. Bikability use our car park and facilities throughout the summer and we have been enthusiastic to support such a worthwhile venture.

We have moved the door to the bar so that the ladies toilet is accessible from the pavilion without accessing the alarmed area, this has greatly improved the facilities for hirers. We are in the process of moving the cellar so that the secure alarmed area is more central which makes more of the building and storage readily available for hirers.

We had a very successful "Family Fun Day" on the field and we are following this with a planned Family BBQ in May. We again held our regular Harvest Supper and this was well attended and a great success.

Signed _____

Date _____

Topcroft Parish Council

This year we have begun work converting the upper woodland into a conservation area and we now have a conservation group who meet monthly to work on this project.

I would like to thank the committee for all their hard work and support throughout the year, the volunteer bar staff for enabling us to open every Friday and the cooks and teams who organise and help clear up the parties and suppers

A special thanks to the treasurers, Christine and Sue for all their work on the books and to our secretary Niki who has made my life easier with her tireless energy and efficiency and the thankless task of keeping me up to date with all my "actions"

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.

Step Dye
Chair

9.c) Topcroft Conservation Group

Thank you very much for the generous £175 donation made to the Topcroft Conservation Group.

This money is being held for us in the Topcroft Recreation Ground account.

I have bought a Cash Book, and will use it to record monies in and out. We haven't spent any of the grant yet.

We meet monthly, and have cleared some dead trees to let more light into the woods, have put up seven bird boxes, and made a path into the wood to a meeting area. We are also working on a path alongside the hedge up to the play area and woods. Alex and Naomi have made some elegant signposts which will point people in the right direction to the woods.

Thank you for supporting our work.

Robin Frampton

Signed _____

2025/6

Date _____