

Topcroft Parish Council

PARISH COUNCIL MEETING *Topcroft Pavilion* Monday 13th May 2024 – 8.00 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

PUBLIC FORUM

A. To Receive Reports from the County and District Councillors

No further reports (*reports were given in the Annual Parish Meeting earlier*)

B. Public Forum – for Members of the Public

No questions

MINUTES

Vice Chair Step Dye Chaired the meeting and welcomed everyone

1. To Appoint a Chair

Peter Rout was proposed and elected as Chair.

2. To Appoint a Vice Chair

Step Dye was proposed and elected as Vice Chair.

3. To Approve Apologies for Absence

Apologies were Approved and Accepted from Cllr Rout and Cllr Eastell.

4. Declaration of Interests and Consider Requests for Dispensation

None

5. To Approve the Minutes and Decisions from the Meeting held on Monday 11th March 2024

The Minutes from the Meeting held on Monday 11th March 2024 were Confirmed unanimously as a true and accurate record and signed by the Chair.

6. Finance

a) To Approve the End of Year Accounts 2023/24

Councillors Approved unanimously the End of Year Balance Sheet 2023/24 (attached)

b) To Approve the Internal Auditor's Report for 2023/24

Councillors Approved the Internal Auditor's Report for 2023/24 and commented on the two recommendations:

Summary of Recommendations

Section B - Ensure that the upper limit for contracts that require no tendering process and the lower limit for those that do, match at £30,000.

Councillors Requested the Clerk to update the Financial Regulations so all limits are £30,000.

Section D - Members consider raising the level of reserves to the equivalent of 1 year's expenditure – approx. £4,000.

Councillors Disagreed with this recommendation and Agreed the reserves were adequate for the parish.

Signed

Date

Topcroft Parish Council

c) To Approve the Annual Audit Return Sections 1 & 2

Councillors resolved unanimously the Annual Audit Return Sections 1 & 2 and the Chair and RFO signed the documents.

d) To Consider a Certificate of Exemption from a Limited Assurance Review

Councillors agreed unanimously to certify themselves as exempt from a Limited Assurance Review and the Chair and RFO signed the Certificate of Exemption.

e) To Appoint the Internal Auditor for 2024-25

Councillors resolved unanimously to appoint a NALC or an independent Internal Auditor for 2024-25.

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

Councillors Resolved unanimously the following Receipts and Expenditure:

Date	Ref.	Income	Receipts	Payments
17/04/2024	c	Vat Reclaim 1/04/2022-31/03/2023	156.04	
26/04/2024	c	SNC Precept Payment (All)	3,600.00	
29/04/2024	c	Clerk's Salary - April		146.25
13/05/2024	1	NALC Annual Subscription		127.17
13/05/2024	2	NALC Website Hosting		70.00
13/05/2024	3	Clerk's Expenses April-May		19.78
13/05/2024	4	Clerk's Overtime		37.13
		Total	£ 3,756.04	£ 400.33
		Total Restricted Reserves		£ 1,599.35
		General Reserve		£ 2,258.06
			Total	£ 3,857.41

g) To Approve an Insurance Quotation

Councillors considered the three insurance quotations and Resolved to accept Zurich's quotation of £214.00 per annum.

h) To Consider a new Defibrillator Cabinet

Cllrs discussed the damaged Defibrillator Cabinet and asked the Clerk to contact the supplier to enquire if a new lid could be purchased.

Action: Clerk

7. Planning Applications and Decisions (circulated as received)

Cllrs noted the following:

Applications

a) 2022/2230

Outline Planning Permission for a New Dwelling with Separate Garage

With all matters reserved except for access (revised from 2021/1392)

Location: Land West of Mill Road Topcroft Norfolk

Application Type: Outline Planning Permission

Status: Pending Consideration

Councillors Agreed to OBJECT (carried) to this planning application with comments at the 5th December 2022 Meeting.

Decisions

b) 2024/0616

Barn South West Of Low Farm Snakes Lane Topcroft Norfolk

Proposal: Proposed single storey rear extension for outdoor living area to holiday-let.

Application Type: Full Planning Permission

Status: Approved

Signed

Date

Topcroft Parish Council

c) First Floor Rear Extension

Church Cottage Church Road Topcroft Norfolk NR35 2BH

Ref. No: 2024/0121 | Received: Mon 15 Jan 2024 | Validated: Mon 15 Jan 2024

Status: Approval with Conditions

8. Village Issues

a) Highways

- Drains/Potholes/Gullies Issues

Cllr Potter has forwarded the Clerk a list and photographs of potholes around the village to report. **Action: Clerk**

Cllr Dye informed he has been able to keep the drains clear on Rookery Lane near his home.

- Road Weight Restrictions

Cllrs discussed the issues with lorries using unsuitable small roads and lanes in the village and the damage they were causing to the roads and verges.

Councillors Resolved to request NCC for 'Unsuitable for Heavy Vehicle' signs at the bottom of Church Road and on Wash Lane near the Ford. **Action: Clerk**

b) Footpaths – c/f

c) Village Asset Maintenance – c/f

9. To Note Correspondence Received

None

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

a) The King's Portrait

The Clerk had received a lovely portrait of The King, which was donated to the Topcroft Pavilion.

11. To Receive Items for the next Agenda

a) Village 30 mph limits

12. To Note the Next Meeting Dates

- Monday 8th July 2024 - 7.30 pm
- Monday 9th September 2024 - 7.30 pm
- Monday 11th November 2024 - 7.30 pm

13. To Note the Next Meeting Dates

- Monday 8th July 2024 - 7.30 pm
- Monday 9th September 2024 - 7.30 pm
- Monday 11th November 2024 - 7.30 pm

The meeting ended at 8.55 pm

Signed

Date

Topcroft Parish Council

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	20.54	
874.65	Community Infrastructure Levy (CIL)	-	
200.00	SNC S106/Grants	500.00	
4,244.96		3,690.43	
	Payments		
1663.57	Clerk's Salary	1,830.00	
60.00	Clerk's Office Costs	72.00	
5.10	Clerk's Expenses	26.20	
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	129.48	
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
