

Topcroft Parish Council

PARISH COUNCIL MEETING

Topcroft Pavilion

Monday 11th November 2024 - 7.30 pm

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

Clerk & Responsible Financial Officer (RFO): Sally Chapman

Also present: Four parishioners

PUBLIC FORUM

A. To Receive Reports from the County and District Councillor

County Councillor Barry Stone and District Councillor Martyn Hooton sent apologies and a report:

<http://topcroftpc.norfolkparishes.gov.uk/category/polices/meetings>

B. Public Forum – for Members of the Public

No questions – see 7.b)

MINUTES

1. To Approve Apologies for Absence

[Apologies were Approved and Accepted from Cllr Dye.](#)

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Approve the Minutes and Decisions from the Meeting held on Monday 9th September 2024

[The Minutes from the Meeting held on Monday 9th September 2024 were confirmed unanimously as a true and accurate record and signed by the Chair.](#)

4. Finance

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

[Councillors Resolved unanimously the following Receipts and Expenditure:](#)

Date	Ref.	Income	Receipts	Payments
30/09/2024	S/O	Clerk's Salary - September		£ 146.25
30/09/2024	D/D	Bank Service Charge		£ 18.00
28/10/2024	S/O	Clerk's Salary - October		£ 146.25
31/10/2024	S/O	Bank Service Charge		£ 5.40
11/11/2024	14	Handyman - Asset Maintenance		£ 330.00
11/11/2024	15	Clerk's Expenses October/November & Backpay		£ 60.83
		Total	£ -	£ 706.73
			Total Restricted Reserves	£ 1,152.85
			General Reserve	£ 2,774.79
			Total	£ 3,927.64

b) To Consider GOV.UK Email Addresses and Website Domain

[Councillors Approved the change to a gov.uk website domain and gov.uk email addresses for the full council, and agreed to claim the government grant of £100.00.](#)

Signed

Date

Topcroft Parish Council

- c) **To Note the Clerk's National Association Local Councils (NALC) Pay Award from 1st April 2024**
Councillors noted the Clerk's Annual Pay Award negotiated by NALC.
- d) **To Approve the Budget and Precept 2025/26 (copy attached)**
Councillors Resolved to Approve the Draft Budget and Precept of £3,750 for the 2025/26 Financial Year, an increase of £150 compared to the previous year. This represents an annual estimated rise of £1.43 for a Band D property.
- e) **Clean Up and Bloom Grant Expenditure – update**
The Clerk renegotiated the quotation for asset maintenance, including the bench, as requested. The handyman spent two days significantly improving the assets and the Clerk has contacted SNC and provided an update on the grant expenditure.

5. Planning Applications and Decisions

Cllrs noted the following:

Applications

None

Decisions

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

6. Village Issues

a) Highways

- **Drains/Potholes/Gullies Issues**
- Large pothole at King's Road entrance to the Fishing Lakes. Action: Clerk
- **Road Weight Restrictions – update**
NCC has advised they would install an 'Unsuitable for HGV' sign at Church Road for a cost of £830, although these signs are not enforceable, only advisable and most drivers would ignore them and follow their sat navs.
NCC would not agree to a sign at Wash lane as it does not align with their current sign policy.
Cllr Potter said he would photograph the Oxnead Lane 'Unsuitable for HGV' signs.
- **30 mph Limits – update**
NCC will not consider increasing the 30 mph limits stating 'unfortunately they do not meet our criteria for a reduced speed limit'.
Cllrs requested the Clerk to contact the local MP Ben Goldsborough and County Councillor Barry Stone. Action: Clerk
- **Leaning Electricity Pole – update**
Cllr Thomson reported the leaning pole has been reinstalled and another pole will be reinstalled soon.
- **Church Road New Gateway & Filled Ditch – c/f**

b) Footpaths

- No issues

c) Village Asset Maintenance – update

Cllrs were pleased with the asset maintenance work completed. The bus shelter ceiling is still to be cleaned down and repainted.

Signed

Date

Topcroft Parish Council

7. To Note Correspondence Received

a) **Hempnall Parish Council – Solar Farm Public Meeting Friday 8 November 2024 – update**

Cllrs who attended gave an update of the meeting.

b) **CPRE Norfolk - Solar Farms**

Councillors and parishioners discussed the proposed East Pye Solar project for Hempnall.

[Councillors Resolved to Object to this proposal – Carried.](#)

East Pye Solar has produced a consultation feedback form and the Chair asked all Cllrs to send their response to questions 5-8 to the Clerk to summarise and return before 26th November 2024.

Action: Councillors

c) **Norfolk Armed Forces Covenant Commemoration Fund**

A fund of up to £500 has been offered to the Council to hold an event to celebrate VE and/or VJ day next year.

[Councillors Agreed to hold an event next year and asked the Clerk to apply for the grant.](#) **Action: Clerk**

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

a) **Water Leak**

Cllr Frampton reported there was still a water leak down Church Road.

9. **To Receive Items for the next Agenda**

None

10. **To Note the Next Meeting Dates**

- Monday 13th January 2025 - 7.30 pm
- Monday 10th March 2025 - 7.30 pm
- Monday 12th May 2025 - 7.30 pm
- Monday 14th July 2025 - 7.30 pm
- Monday 8th September 2025 - 7.30 pm
- Monday 10th November 2025 - 7.30 pm

The meeting ended at 9.03 pm

Topcroft Parish Council

Topcroft Parish Council - Budget 2025-2026	
INCOME	Approved
	Budget
	2025/26
Precept	3,750.00
Total Budgeted Income	3,750.00
VAT Reclaim 2023-24	160.00
Business Saver Interest	100.00
CIL Receipt	0.00
SNC S106 Grants - Jubilee/Coronation/Pride in Bloom	0.00
Total Income	4,010.00
EXPENDITURE	
Clerk's Salary	1837.00
Clerk's Office Costs	72.00
Clerk's Expenses	30.00
3 x Dog Bin Charge	405.00
S137 Grants	200.00
Grass Cutting	200.00
ICO - Data Protection Registration	35.00
Insurance	250.00
Internal Audit Fee	125.00
NALC Subscription & Website	210.00
Training	25.00
Miscellaneous	100.00
Pavilion Meeting Room Hire	70.00
Maintenance	200.00
Total Budgeted Expenditure	3,759.00
Bank Service Charge	72.00
Defibrillator Costs	0.00
Glasdon - Dog Bin	0.00
SNC - Coronation Grant to Topcroft Recreation Grounds	0.00
VAT To Reclaim	160.00
Total Expenditure	3,991.00
Total Variance	19.00

Signed

Date