

Topcroft Parish Council

Minutes from Topcroft Parish Council's Annual General Meeting held at Topcroft Pavilion on Monday 14th May 2018 at 8.40pm

Present: Peter Rout (Chair), Step Dye (Vice Chair), Kevin Andrews, Nicola Eastell, Trevor Potter

Clerk/Responsible Financial Officer: Sally Chapman

Also present: Tree Warden John Catchpole and one parishioner

Public Forum

A. To receive reports from the County and District Councillors

CC Margaret Stone

Report given in the earlier meeting.

DC Murray Gray reported:

Report given in the earlier meeting.

B. Members of the Public

A parishioner commented on water running down Church Road from the treatment plant since it was fitted. The Chair confirmed it had been reported and tested by Anglia Water. The water has chlorine in it, but Anglian Water cannot find where it is leaking from. Clerk to report again.

Action: Clerk

Main Meeting

1. To appoint a Chairman

The Clerk asked for nominations for a Chair.

Peter Rout proposed by TP, 2nd SD - agreed unanimously.

PR accepted the post as Chair.

2. To appoint a Vice Chairman

Step Dye proposed by PR, 2nd NG - agreed unanimously.

SD accepted the post as Vice Chair.

3. To consider Apologies for Absence

Cllr Giffard and Cllr Thomson – apologies accepted

4. To record Declarations of Interests and to consider Requests for a Dispensation

None

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

5. To approve the Minutes of the Meetings held on 13th November 2017

The minutes of the meeting were confirmed as a true and accurate record and signed by the Chair. **Proposed SD, 2nd NG – unanimous.**

6. Finance

a) To receive a report from the Internal Auditor for 2017/18

The Chair read out the first two points of the summary (*full report on TPC's website*):

1.1 During the 2017/18 year the Parish Council maintained effective governance arrangements including a robust framework of financial administration and internal control. The Council has a wide range of formal policies and procedures in place. This Internal Audit review has confirmed the overall adequacy of the financial arrangements in place within the Council.

1.2 By examination of the 2017/18 accounts and supporting documentation it was confirmed that the Clerk, in the role as the Council's Responsible Financial Officer (RFO), satisfactorily undertook the administration of the Council's financial affairs and produced satisfactory financial management information to enable the Council to make well-informed decisions.

Cllrs thanked the Clerk for her co-operation in the Internal Audit.

b) To complete the Certificate of Exemption from a Limited Assurance Review and the Annual Audit Return Sections 1 & 2

The RFO informed Cllrs of the new external audit arrangements and the option of applying for exemption from an external audit. Cllrs discussed and agreed they were very happy with the thorough internal audit.

Cllrs agreed unanimously to apply for Exemption from the External Audit.

c) To appoint and Internal Auditor for 2018/19

Cllrs agreed unanimously to re-appoint Mr Trevor Brown to complete the Internal Audit for 2018/19.

d) To receive the current Financial Report and Approve Cheques

The Clerk read out the Finance and Budget Reports and the following were agreed as a true and accurate record and signed by the Chair.

Proposed PR, 2nd NG – unanimous.

Date	Income	
25/05/2018	SNC Precept Payment & Grant	£ 1,316.50
02/05/2018	VAT Reclaim 2017/18	£ 65.00
	Total	£ 1,381.50
	Expenditure	
30/04/2018	Clerk's Salary	£ 87.53
14/05/2018	NALC - Subs & Website Hosting	£ 133.58
14/05/2018	Clerk's April & May - Expenses	£ 93.74
14/05/2018	NALC - GDPR Training	£ 30.00
14/05/2018	Trevor Brown - Internal Auditor	£ 42.20
14/05/2018	ICO - Register of Data Controller	£ 35.00
14/05/2018	Clerk's Overtime - March & April 8.25 hours	£ 86.00
	Total	£ 508.05

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

7. General Data Protection Regulations (GDPR)

The Clerk informed the Government has tabled an amendment to its own Data Protection Bill to exempt all parish councils in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials have confirmed with National ALC that, whilst all other measures still apply, appointing a Data Protection Officer to support a council's approach to data protection would then become discretionary and just regarded as good practice. Cllrs were advised the regulations would still apply from the 25th May 2018 and at the July meeting a Data Protection Policy, Privacy Notice and other documents will be adopted. The current status of TPC is '*working towards full compliancy of the GDPR Regulations*'.

8. Planning Applications and to note Decisions (*circulated as received*)

Cllrs noted:

Applications

a) 2018/0111 - Applicant: Mr T Harper - Norfolk Land Ltd

Location: Land East Of The A140 Long Stratton Norfolk

Proposal: Hybrid Application on 109.7 hectares of land to the east of the A140 seeking outline planning permission for 1275 no. dwellings, 8 hectares of employment land for uses within Classes B1, B2 and B8, 2 hectare primary school site, community facilities site, associated infrastructure and public open space. Together with application for full permission for a bypass including roundabouts and junctions. Status: Not Available

b) 2018/0112 - Applicant: Mr T Harper - Norfolk Homes Ltd

Location: Land West of The A140 Long Stratton Norfolk

Proposal: Hybrid Application on 45.2 hectares of land to the west of the A140 seeking outline planning permission for 387 no. dwellings and 1.5 hectares of Class B1 employment land, associated infrastructure and public open space. Together with application for full planning permission for a western relief road (including a roundabout access at the north to the A140 and a priority junction access to Swan Lane at the south) and with phase 1 housing consisting of 213 no. dwellings, associated infrastructure and public open space. Status: Not Available

Decisions

None

c) Hempnall

Cllrs discussed a possible forthcoming planning application in Hempnall and the Chair advised he had spoken with SNC and asked for TPC to be a consultee if an official planning application was applied for.

9. Village Issues

a) Highways and Potholes

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Cllrs reported potholes on Rockery Lane, Kings Road and Wash Lane and an overgrown hedge on The Street/Barford Road junction. Clerk to report. **Action: Clerk**

b) Footpaths

The Clerk informed she had reported three missing footpath signs.

c) Wash Lane/Rectory Road

Cllrs reported severe flooding and the Chair said he would contact the landowner.

Action: Chair

d) Conservation Area

C/F

e) Tree Warden

The Tree Warden informed the new trees were doing well and he could find other sites in the Parish to plant more in the autumn.

f) First Aid Training

C/F

g) Speed Limits

C/F

10. To note Correspondence received

a) Clerks & Councils Direct Magazine – circulated

b) Parishioner's email – A parishioner had emailed the Clerk re a possible planning application in Hempnall as discussed in point 8c. Clerk to inform them of any further details received.

11. AOB

Cllr Dye to reset the Defibrillator code.

Action: Cllr Dye

12. To receive items for the next Agenda

a) GDPR Policy & Documentation

13. To confirm the next meeting date:

Monday 9th July 2018 at **8.30pm**

The meeting closed at 9.35pm

Signed: _____ (Chair)

Date: _____