

# Topcroft Parish Council

## Minutes from Topcroft Parish Council's ANNUAL PARISH MEETING held at Topcroft Pavilion on 14th May 2018 at 8.15pm

**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

### 1. Apologies

Cllr Giffard and Cllr Thomson – apologies accepted

### 2. To approve the Minutes of the Meeting held 8th May 2017

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

### 3. Matters Arising

None

### 4. The Chair's End of Year Report

The Chair gave a verbal report. Main points:

- Thanked County Councillor Margaret Stone (now Chair of Norfolk County Council), District Councillor Murray Gray, Cllrs, Clerk & Tree Warden for their support.
- The new rules for the external audit and General Data Protection Regulations are creating a burden on small councils and extra work for the Clerk.
- Debibrillator grant received and now in action – although we hope it's never used.
- TPC gave grants to £700 Pavilion, £300 PCC, £100 Borderhoppa and £100 Lowestoft First Responders (Defibrillator trainers) in the last year.
- Received a transparency grant of £120 to maintain TPC's website and £100 from DC Murray Gray for Oak trees.
- The Tree Warden has been busy planting new trees to enhance Topcroft for generations to come.
- Unfortunately, still problems with Wash Lane and a speed limit.

### 5. Responsible Financial Officer's End of Year Report

The RFO gave an end of year report (attached), and they were agreed as a true and accurate record and signed by the Chair. **Proposed KA, 2<sup>nd</sup> TP – unanimous**

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

# Topcroft Parish Council

## **6. District Councillor's End of Year Report**

The District Council was not present and the Chair read out his report (see attached).

## **7. County Councillor's End of Year Report**

The County Council was not present and the Chair read out his report (see attached).

## **8. Public Questions**

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.

**The meeting closed at 8.35pm**

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

# Topcroft Parish Council

## 5. Responsible Financial Officer's End of Year Report

<b>Topcroft Parish Council</b>			
<b>Year ended 31st March 2018</b>			
	<b>Receipts and Payments</b>		
<b>2017</b>		<b>2018</b>	
<b>£ Receipts</b>		<b>£</b>	
2,250.00	Precept	2,250.00	
118.00	SNDC Grant	77.00	
64.28	VAT Refund	323.90	
0.00	Petty Cash	0.00	
433.55	CIL Payment	0.00	
1,263.00	CAF - Defibrillator Grant	0.00	
644.40	Transparency Grant	120.00	
0.00	District Councillor Grant	100.00	
1.56	Business Saver Interest	2.09	
<b>4,774.79</b>		<b>2,872.99</b>	
	<b>Payments</b>		
1121.22	Clerk's Salary	1187.45	
60.00	Clerk's Office Costs	60.00	
61.93	Clerk's Expenses	30.49	
256.36	Dog Bin Emptying	200.00	
1000.00	Grants	1200.00	
167.00	Grass Cutting	151.00	
164.25	Insurance	168.00	
97.39	NALC Subscription	102.62	
0.00	Training	25.00	
42.50	Miscellaneous	213.69	
70.00	Pavilion Hire	60.00	
323.90	VAT Paid	70.00	
0.00	Audit Fee	25.00	
1318.00	Defibrillator	0.00	
<b>4,682.55</b>		<b>3,493.25</b>	
92.24	Surplus income over expenditure	-620.26	
3828.26	Balance b/f	3920.50	
<b>3920.50</b>	<b>Balance c/f</b>	<b>3300.24</b>	
	<b>Balance Sheet</b>		
<b>2017</b>		<b>2018</b>	
<b>£ Cash at Bank</b>		<b>£</b>	
1181.34	Current Account	445.04	
3100.64	Business Saving Account	3102.73	
0.00	Petty Cash	0	
361.48	Uncleared cheques	247.53	
0.00	Uncleared receipts	0.00	
<b>3920.50</b>		<b>3300.24</b>	
2938.05	General Fund	1317.79	
982.45	Earmarked Reserves	1982.45	
<b>3920.50</b>		<b>3300.24</b>	
The above statement represents fairly the financial position of the Authority as at 31st March 2018 and reflects its receipts and payments during the year.			
<b>Peter Rout - Chair</b>			
<b>Sally Chapman - Responsible Financial Officer</b>			

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

# Topcroft Parish Council

## 6. District Councillor's End of Year Report 2017-18

### Topcroft

Nine years ago, I started campaigning to ensure that the LS Area Action Plan included a roundabout. That was to some extent successful and I'm pleased to say that the County has now agreed to build a roundabout and has recently produced a design (attached). They have also been awarded a £3m government grant towards its construction which is expected to start next year. Two planning applications for the 1800 houses and the Long Stratton bypass have been submitted in the last few months.

The next Local Plan, called the Greater Norwich Local Plan, has now been initiated and is being done jointly with Norwich City Council and Broadland District Council. A call for sites has already taken place but no sites were put forward in Topcroft.

There have been no significant planning applications in Topcroft in the last year.

SNC reluctantly raised its part of the Council Tax by £5.00 for a Band D house this year, this being a rise of 3.6%. All Councillors now receive £1000 per year to spend on projects within their Wards. This last year I've given £100 for tree planting in Topcroft. Larger grants are available from SNC from a £50k Community Action Fund across the whole of South Norfolk. This year I've already applied for £4.3k on behalf of Alburgh Parish Council to assist in the purchase of the Homersfield Bridge picnic site, which the County Council has declared as "surplus to their requirements".

SNC also has a Community Awards Scheme to recognize the work of volunteers within South Norfolk. Two years ago, I nominated Topcroft Cricket Club and they won as "Community Wellbeing Group of the Year". Last year I nominated the River Waveney Trust and they won as South Norfolk's "Community Group of the Year".

The Boundary Commission completed a review of Ward boundaries the result of which is that from 2019 Topcroft will be part of the Hempnall Ward. This year SNC conducted a review of "Community Governance" in the District that included asking Parish Councils if they have views on changes to their parish arrangements. No changes are affecting Topcroft but the Earsham/Denton boundary is being moved so that 8 properties currently in Earsham are being moved into Denton.

During the year, I have continued to be a member of the Development Management Committee and the Regulation and Planning Policy Committee. I also regularly attend SNC Cabinet meetings and contribute to their debates

Finally, can I thank the Parish Council, Parish Clerk and Topcroft residents for their help and support during the last year.

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

# Topcroft Parish Council

Murray Gray  
District Councillor,  
May 2018

## The New Hempnall Crossroads



Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

# Topcroft Parish Council

## 7. County Councillor's End of Year Report

Dear All,

Would you please send my apologies to the Committee as today I have been honoured to be elected as Chairman of Norfolk County Council. This is a non-political role representing our County Council across our vast Norfolk Landscape.

I remain your county Councillor and will respond to your concerns but will find it almost impossible to attend your meetings.

Please send my apologies but please keep me informed of issues where I might offer you support

With kind regards

Margaret

**Margaret Stone MSc, BA(hons)**  
**Norfolk County Councillor for Clavering Division**  
**Chairman of Norfolk County Council**

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_