

# Topcroft Parish Council

## To Members of the Council

*You are hereby summoned by the Clerk to attend the next*

## PARISH COUNCIL MEETING

*The meeting will be held virtually using the Zoom platform on  
8<sup>th</sup> March 2021 at 7.30pm*

## PUBLIC FORUM

### A. To receive reports from the District and County Councillors

*Reports circulated via email and on website: <https://topcroftpc.norfolkparishes.gov.uk>*

### B. Public Forum – for Members of the Public

*Members of the public are very welcome to join the meeting, please contact the Clerk by email on [topcroftpc@gmail.com](mailto:topcroftpc@gmail.com) or telephone 01379 855486 for the link and password.*

## AGENDA

### 1. To consider Apologies for Absence

### 2. Declaration of Interests and Consider Requests for Dispensation

### 3. To Approve the Minutes and Decisions from the meeting held on 11<sup>th</sup> January 2021

### 4. Matters Arising from the Minutes not on the Agenda

### 5. Finance

#### a) To receive the current Financial and Budget Report & Approve Payments

*Clerk's comment: Once payments are approved the cheques will be posted to the Chair & Cllr to sign.*

#### b) To consider Grit Bins

*Clerk's Comment: A parishioner has requested Grit Bins in Church Road and in the village. These will need authorisation from NCC and will cost approx. £100 each. NCC will fill FOC.*

#### c) Bus Shelter Hardstanding Access – update

*Clerk's comment: NCC has quoted £4840 to make the bus stop Disability Discrimination Act (DDA) compliant and to improve access for all. The Clerk has applied for a 50% Parish Partnership Grant.*

#### d) To consider Grants/Donations

#### e) To consider Allocation to the Restricted Reserves

*Clerk's comment: The general reserve should only be approximately 50% of the annual precept and the balance should be placed in restricted reserves.*

#### f) Internal Audit Date – 20th April 2021

### 6. Annual Review of Policies and Documents *(circulated prior to meeting)*

#### a) Asset Register *(updated)*

#### b) Code of Conduct Policy

#### c) Financial Regulations Policy *(NALC update)*

#### d) Freedom of Information and Publication Scheme Policy *(updated costs)*

#### e) General Data Protection Regulations Policy

#### f) Internal Control Statement

#### g) Planning Procedure Policy *(re-written)*

#### h) Risk Assessment

#### i) Standing Orders Policy *(NALC update)*

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

**Applications**

None

**Decisions**

None

**8. Village Issues**

**a) Highways**

Drains/Potholes/Gullies/Issues

**b) Footpaths**

**i. FP3's access - update**

*Clerk's Comment: permissive path discs received and small bridge to be made.*

**ii. FP9 Bridge - update**

*Clerk's Comment: NNC informed on 21<sup>st</sup> July 2020 they would:*

*Remove and replace ligger bridge with 3 x plank 3.2m bridge. Cover with chicken wire & secure and remove vegetation from around bridge. New status - NCC have advised they are intending to replace.*

**c) Defibrillator Check**

*Clerk's Comment: The annual check is now due and will be arranged.*

**9. To note Correspondence received**

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

**11. To receive items for the next Agenda**

**12. To note the next Meeting Dates:**

- Monday 10<sup>th</sup> May 2021 at 7.30pm – APM & AGM
- Monday 12<sup>th</sup> July 2021 at 7.30pm
- Monday 13<sup>th</sup> September 2021 at 7.30pm
- Monday 8<sup>th</sup> November 2021 at 7.30pm

**Sally Chapman** *S. G. Chapman*

**Clerk to Topcroft Parish Council**

**Date: 3<sup>rd</sup> March 2021**