

Topcroft Parish Council

To Members of the Council

You are hereby summoned by the Clerk to attend the next

PARISH COUNCIL MEETING

to be held by email on

18th May 2020 at 7.30pm

Councillor's Name:

PUBLIC FORUM

A. To receive reports from the District and County Councillors

(circulated via email and on TPC's website)

B. Public Forum – for Members of the Public

Please forward any questions to the Clerk by post or email (topcroftpc@gmail.com) before 6pm on the day of the meeting.

AGENDA

1. To consider Apologies for Absence

2. Declaration of Interests and Consider Requests for Dispensation

Comments:

3. To approve the Minutes of the Meeting held on:

a) 9th March 2020 (Doc. 1)

Agree/Disagree:

Comments:

b) 7th May 2020 (Doc. 2 - email meeting, to be ratified at the next proper meeting)

Agree/Disagree:

Comments:

4. Matters Arising from the Minutes

Clerk's Note: The re-election of the Chair and Vice Chair will be c/f to the May 2021 meeting.

Comments:

5. Finance

a) To approve the End of Year Balance Sheet 2019/20 (Doc. 3)

Agree/Disagree:

Comments:

b) To approve the Internal Auditor's Report for 2019/20 (Doc. 4)

Agree/Disagree:

Comments:

c) To agree a Certificate of Exemption from a Limited Assurance Review and to approve the Annual Audit Return Sections 1 & 2 (Doc. 5)

Clerk's note: If the Internal Auditor's report is approved, TPC can apply for an exemption to a (paid for) External Audit.

Agree/Disagree:

Comments:

d) To appoint the Internal Auditor for 2020-21

Clerk's note: To continue with the present internal auditor Mr Trevor Brown or appoint a new internal auditor

Agree/Disagree:

Comments:

e) To receive the current Financial and Budget Report & Approve Payments (dated 18/05/2020) (Doc. 6)

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

Agree/Disagree:

Comments:

f) To Approve the Insurance Renewal

Clerk's Note: The CAS renewal is £134.40 for 1 year or a 3-year agreement is £127.68 p.a.

Agree/Disagree:

Comments (please state 1 or 3 years):

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

Applications

None

Decisions

a) General purpose and livestock agricultural building

Barford Farm Barford Road Topcroft NR35 2BB

Ref: No 2020/0336 | Received: Mon 25 Nov 2019 | Validated: Mon 25 Nov 2019

Status: Approval with Conditions

b) Erection of 2 storey side and rear extensions

1 Apple Tree Cottage Topcroft Street Topcroft Norfolk NR35 2BL

Ref. No: 2020/0296 | Received: Sun 16 Feb 2020 | Validated: Wed 19 Feb 2020

Status: Approval with Conditions

c) Erection of a garage

Little Manor Topcroft Street Topcroft NR35 2BL

Ref. No: 2020/0238 | Received: Fri 07 Feb 2020 | Validated: Fri 07 Feb 2020 |

Status: Approval with Conditions

7. Village Issues

a) Highways

Drains/Potholes/Issues

Comments:

b) Footpaths

i. FP3's access – update

Clerk's Note: The Chair has now received the Permissive Path post discs and two sleepers are required to bridge the ditch.

ii. FP9 Bridge – update

Comments:

c) Noticeboards & Bus Shelter Maintenance – c/f

Comments:

d) Light pollution - update

Cllr Thomson to make contact with home owner and report

8. To note Correspondence received

a) Thank you letter from EAAA for grant.

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

Comments:

10. To receive items for the next Agenda

Comments:

11. To note the next meeting dates:

- Monday 13th July 2020 at 8.15pm
- Monday 14th September 2020 at 7.30pm
- Monday 9th November 2020 at 7.30pm

Sally Chapman *S. G. Chapman*
Clerk to Topcroft Parish Council

Date: 12th May 2020