

Topcroft Parish Council

ANNUAL PARISH COUNCIL MEETING

held via Zoom on

Thursday 6th May 2021 – 7.55pm

Attended: Peter Rout (Chair), Robin Frampton, Trevor Potter, Ian Skinner,

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also present:

PUBLIC FORUM

A. To receive reports from the County and District Councillors

No reports received - elections

B. Public Forum – for Members of the Public

No questions

MINUTES

1. To Appoint a Chair

Councillor Peter Rout was elected unanimously as Chair.

Cllr Rout signed the Declaration of Acceptance of Office form and Chaired the meeting.

2. To Appoint a Vice Chair

Councillor Step Dye was elected unanimously as Chair.

3. To consider Apologies for Absence

Cllrs Dye, Cllr Eastell and Cllr Tomson – apologies accepted and County Councillor Margaret Stone.

4. Declaration of Interests and Consider Requests for Dispensation

8. a) Planning Application Ref. 2021/0498 - *Cllr Trevor Potter - Pecuniary Interest as the property owner.*

5. To Approve the Minutes and Decisions from the meeting held on 2021

The Minutes from the meeting held on 8th March 2021 were confirmed unanimously as a true and accurate record.

6. Matters Arising from the Minutes not on the Agenda

None

7. Finance

a) To Approve the End of Year Balance Sheet 2020/21 (*attached*)

Councillors approved unanimously the End of Year Balance Sheet 2020/21.

b) To Approve the Internal Auditor's Report for 2020/21 (*on website*)

Councillors approved the Internal Auditor's report for 2021/21.

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

The Chair signed the Annual Audit Return Sections 1 & 2 and Councillors agreed unanimously to apply for a Certificate of Exemption from a Limited Assurance Review.

d) To Appoint the Internal Auditor for 2021-22

Councillors resolved unanimously to appoint the Internal Auditor Mr Trevor Brown for 2021-22.

Signed

Date

Topcroft Parish Council

- e) To Receive the current Financial & Budget Reports and Approve the Receipts & Expenditure
[Councillors resolved unanimously to approve the following Receipts and Expenditure.](#)

Date	Ref.	Income	Amount
07/04/2021	Credit	Vat Reclaim 1/04/2020-31/03/2021	£ 62.72
30/04/2021	Credit	Precept 1st payment	£ 1,400.00
		Total	£ 1,462.72
Date	Ref.	Expenditure	Amount
28/04/2021	STO	Clerk's Salary - April	£ 115.71
06/05/2021	100515	NALC Subscription 2020/21	£ 140.38
06/05/2021	100516	Trevor Brown - Internal Auditor	£ 85.00
06/05/2021	100517	Clerk's Expenses April & May	£ 47.49
06/05/2021	100518	Topcroft PPC - Churchyard Maintenance grant	£ 250.00
06/05/2021	100519	NCC Parish Partnership Bus Shelter Grant Contribution	£ 1,000.00
		Total	£ 1,638.58

- f) Bus Shelter Hardstanding Access – update
 The RFO advised the forms had been received and will be returned with the £1,000 contribution as agreed at the last meeting.
- g) To Approve the Grant Request to Topcroft PCC for Grounds Maintenance
[Councillors approved a grant to Topcroft PCC for Grounds Maintenance for £250 from last year's budget.](#)
 Cllrs discussed a ditch beside the churchyard which is causing flooding. Chair informed he would speak to the landowner.
Action: Chair

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

Applications

- a) 2021/0498 (*Cllr Trevor Potter declared a Pecuniary Interest as property owner and did not comment*)
 Location: Moat House Church Road Topcroft Norfolk NR35 2BH
 Proposal: Installation of solar panels on ground level
 Application Type: Full Planning Permission
[Councillors resolved to support this application.](#)
- b) 2021/0705
 Location: Low Farm Snakes Lane Topcroft Norfolk NR35 2BU
 Proposal: Additional static caravan within the boundary of the Topcroft Fishing Lake for holiday letting
 Application Type: Full Planning Permission
[Councillors resolved to support this application.](#)
 No: 2021/0717
- c) Addition of a first floor to dwelling, together with engineering operations
 Aquarium Topcroft Street Topcroft Norfolk NR35 2BL
 Application Type: Full Planning Permission (*comments closed*)

Decisions

- d) Erection of polytunnel 5.5m x 10.7m
 Stackyard Barn Barford Road Topcroft NR35 2BB
 Ref. No: 2021/0550 - Approved with conditions.
- e) Erection of new external entrance porch
 Topcroft Hall Topcroft Street Topcroft NR35 2BJ
 Ref. No: 2021/0541 - Approved with conditions.

Signed

Date

Topcroft Parish Council

9. Village Issues

a) Highways

- Damage to Wash Lane, Kings Road and Rectory Road. NCC Highways have informed they are going to repair Wash Lane.

Drains/Potholes/Gullies/Issues

- Pothole near the ford has been reported
- Rectory Road damage and pothole.
- Denton Road – collapsed dangerous drain

Action: Clerk

Action: Clerk

b) Footpaths

- FP3's access – update C/F

permissive path discs received and small bridge to be made.

- FP9 Bridge – update C/F

NNC informed on 21st 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.

f) Defibrillator Check

The defibrillator has been checked and will need new pads in June (Clerk to order), which the Bungay First Responder will kindly replace.

Action: Clerk

10. To note Correspondence received

- a) Cllrs noted a BACT thank you letter for the grant received.

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

- a) Cllrs were advised the next meeting would be in the Village Hall.

12. To receive items for the next Agenda

None

13. To note the next Meeting Dates:

- Monday 12th July 2021 at 7.30pm
- Monday 13th September 2021 at 7.30pm
- Monday 8th November 2021 at 7.30pm

The meeting ended at 8.27pm

Signed

Date

Topcroft Parish Council

End of Year Balance Sheet 2020/21

Topcroft Parish Council			
Year end 31st March 2021			
	Receipts		
2019/20		2020/21	
£	Receipts	£	
2,600.00	Precept	2,800.00	
85.40	VAT Reclaim	62.72	
-	Petty Cash	-	
271.71	CIL Payment	-	
5.15	Business Saver Interest	1.20	
2,962.26		2,863.92	
	Payments		
1263.34	Clerk's Salary	1,469.14	
60.00	Clerk's Office Costs	60.00	
15.25	Clerk's Expenses	30.87	
213.60	Dog Waste Bins	218.80	
150.00	S137 Grants	250.00	
121.00	Grass Cutting	88.00	
134.40	Insurance	127.68	
140.55	NALC Subscription	140.38	
365.00	Training	-	
95.50	Miscellaneous	36.45	
60.00	Pavilion/Zoom Hire	25.20	
35.00	ICO - Data Protection Registration	35.00	
57.20	Internal Audit Fee	60.00	
62.72	VAT Paid	52.10	
433.55	Topcroft Recreation Ground Grant of CIL Money	-	
3,207.11		2,593.62	
- 244.85	Surplus income over expenditure	270.30	
3,165.19	Balance b/f	2,970.34	
50.00	Cheques written off (not cashed)	50.00	
2,970.34	Balance c/f	3,290.64	
	Balance Sheet		
£	Cash at Bank	£	
899.81	Current Account	925.36	
2,614.08	Business Saving Account	2,615.28	
-	Petty Cash	-	
543.55	Uncleared cheques	250.00	
-	Uncleared receipts	-	
2,970.34		3,290.64	
1,116.39	General Fund	1,286.69	
1,853.95	Earmarked Reserves	2,003.95	
2,970.34		3,290.64	
The above statement represents fairly the financial position of the Authority as at 31st March 2021 and reflects its receipts and payments during the year.			
Peter Rout - Chair			
Sally Chapman - Responsible Financial Officer			

Signed

Date