

# Topcroft Parish Council

## PARISH COUNCIL MEETING

*Topcroft Pavilion*

**Monday 9<sup>th</sup> May 2022 at 7.30pm**

**Attended:** Peter Rout, (Chair) Step Dye (Vice Chair), Nicola Eastell, Robin Frampton, Trevor Potter, Ian Skinner & Kathy Thomson

**Clerk/Responsible Financial Officer (RFO):** Sally Chapman

**Also present:** District Councillor Michael Edney and one parishioner

## PUBLIC FORUM

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

No further reports - attended earlier meeting

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

## MINUTES

### 1. To Appoint a Chair

*Peter Rout was elected unanimously as Chair.*

Cllr Rout signed the Declaration of Acceptance of Office document.

### 2. To Appoint a Vice Chair

*Step Dye was elected unanimously as Vice Chair.*

Cllr Dye signed the Declaration of Acceptance of Office document.

### 3. To consider Apologies for Absence

None

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

None

### 5. To Approve the Minutes and Decisions from the meeting held on 14th March 2022

*The Minutes from the Meeting held on 14th March 2022 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 Accounts 2021/22

*Councillors approved unanimously the End of Year Balance Sheet 2021/22.*

#### b) To Approve the Internal Auditor's Report for 2021/22

*Councillors approved the Internal Auditor's Report for 2021/22.*

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

*Councillors agreed unanimously the Annual Audit Return and to certify themselves as exempt from a Limited Assurance Review. The Chair and RFO signed the Annual Audit Return Sections 1 & 2 and Certificate of Exemption.*

#### d) To Appoint the Internal Auditor for 2022-23

*Councillors resolved unanimously to appoint the Internal Auditor Mr Trevor Brown for 2022-23.*

Signed

Date

# Topcroft Parish Council

## e) To Receive the current Financial & Budget Reports and Approve the Income & Expenditure

Councillors resolved unanimously to approve the following Receipts and Expenditure.

Date	Ref.	Income	Amount
21/04/2022	Credit	Vat Reclaim 1/04/2021-31/03/2022	£ 166.78
25/04/2022	Credit	SNC CIL Payment	£ 874.65
27/04/2022	Credit	SNC Precept Payment (first half)	£ 1,500.00
		<b>Total</b>	<b>£ 2,541.43</b>
Date	Ref.	Expenditure	Amount
28/04/2022	STO	Clerk's Salary - April	£ 124.58
09/05/2022	100535	NALC Subscription 2022/23	£ 143.54
09/05/2022	100536	Trevor Brown - Internal Auditor	£ 120.00
09/05/2022	100537	Clerk's Overtime & Expenses April & May	£ 171.37
09/05/2022	100538	CAS Insurance - 01/06/2022-31/05/2023	£ 127.68
		<b>Total</b>	<b>£ 687.17</b>

## f) To Consider a Topcroft PCC Grant for Grounds Maintenance

Councillors resolved unanimously to grant Topcroft PCC £250.00

## g) Bus Shelter Hard Standing Access – no update c/f

## 8. Planning Applications and Decisions (circulated as received)

### Applications

#### a) Application Number 2022/0793

Location: Honeywood Cottage Topcroft Street Topcroft Norfolk NR35 2BL

Proposal: Convert existing garage with additional first floor extension, solar panels on side elevation.

Councillors resolved unanimously to support this application.

#### b) Replace and increase the depth of a south facing window frame

Moat House Church Road Topcroft Norfolk NR35 2BH

Ref. No: 2022/0270 | Received: Mon 07 Feb 2022 | Validated: Thu 31 Mar 2022

Status: Pending Consideration – TPC no comments

#### c) Proposal Retrospective permission for the creation of a new access off the public highway associated driveway and proposed alterations to curtilage and fencing

Low Farm Snakes Lane Topcroft Norfolk NR35 2BU

Reference 2021/2222 | Received Tue 05 Oct 2021, Application Validated Fri 10 Dec 2021

Status: Pending Decision – TPC no comments

### Decisions

#### d) 20m x 60m equestrian arena and change the use of paddocks to equestrian use and erection of lights Holly House Low Road Topcroft NR35 2BQ

Ref. No: 2021/2672

Received: Tue 07 Dec 2021 | Validated: Thu 10 Feb 2022 | Status: Approval with Conditions

## 9. The Queen's Platinum Jubilee 2022

### a) Village Sign Plaque

Councillors were pleased with the plaque and Cllr Potter will place either on the new gate or the village sign before the Jubilee weekend in June.

### b) Village Event Grant

Signed

Date

# Topcroft Parish Council

Topcroft's pavilion committee is planning a village BBQ, picnic and music event on Thursday 2<sup>nd</sup> June 2022. A grant from SNC of £200 has been applied for to support the event.

## 10. Village Issues

### a) Highways

- Drains/Potholes/Gullies/Issues
- Rookery Lane's pothole has been filled.
- A drain is sinking near Wood Farm and there is a small pothole on Mill Road.

### b) Footpaths

- FP3's access – *update*
- 

## 11. To note Correspondence Received

### a) BACT – Grant Thank You Letter

### b) Parishioner's neighbours dispute email

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

None

## 13. To Receive Items for the next Agenda

None

## 14. To Note the Next Meeting Dates

- Monday 11<sup>th</sup> July 2022 - 7.30pm
- Monday 12<sup>th</sup> September 2022 - 7.30pm
- Monday 14<sup>th</sup> November 2022 - 7.30pm

*The meeting ended at 8.35pm*

Signed

Date