

Topcroft Parish Council

ANNUAL PARISH COUNCIL MEETING

held via Zoom on

Thursday 6th May 2021 – 7.30pm

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. Apologies

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

2. To approve the Minutes of the Meeting held 13th May 2019 (*no meeting held in 2020*)

The Minutes from the meeting held on 13th May 2019 were confirmed unanimously as a true and accurate record.

3. Matters Arising

None

4. The Chair's End of Year Report

The Chair gave a verbal report, main points:

- Because of Covid a new way of meeting in 2020-21 via zoom which presented a few challenges.
- TPC has secured a NCC Parish Partnership Grant and funding from CC Margaret Stone to replace and improve the hard standing in front of the bus stop and to make it Disability Discrimination Act (DDA) compliant, which should be completed this year.
- Bad winter weather and some flooding in Topcroft and severe flooding along the Waveney Valley.
- TPC was happy to give a grant to BACT Community Transport for £250.00.
BACT provides transport for people living in the Waveney district of Suffolk and south Norfolk for whom other forms of public transport are not easily available and supports parishioners of Topcroft. In the average year they transport around 40,000 passengers on journeys covering 400,000 miles.
- Thanks to County Councillor Margaret Stone and we wish her a happy retirement, District Councillor Michael Edney and the Tree Warden.
- Thanks to Councillors for giving their voluntary time and input into the Council and village.
- Thanks to the Clerk and for the recent excellent Internal Audit report.

5. Responsible Financial Officer's End of Year Reports (*attached*)

The RFO read out her reports and answered questions.

Signed

Date

Topcroft Parish Council

6. County Councillor's End of Year Report

None

7. District Councillor's End of Year Report

None

8. To receive Community Reports

a) Topcroft PCC

The Chair read out the report received (*attached*).

b) Topcroft Social Club

The Chair read out the report received (*attached*).

9. Public Questions

None

The meeting ended at 7:51pm

Responsible Financial Officer's End of Year Reports

Topcroft Parish Council - Budget 2020-2021		March 2021			
INCOME					
ACTUAL 2019/20		Budget 2020/21	ACTUAL 2019/20	Projected End of Year	Notes
2,600.00	Precept	2,800.00	2,800.00	2,800.00	
2,600.00	Total Budgeted Income	2,800.00	2,800.00	2,800.00	
85.40	VAT Refund	62.72	62.72	62.72	from 2019-20
271.71	CIL Payment	0.00	0.00	0.00	
5.15	Business Saver Interest	3.90	1.20	1.20	
0.00	District Councillor's Grant	0.00	0.00	0.00	
2,962.26	Total Income	2,866.62	2,863.92	2,863.92	
		66.62	63.92	63.92	
EXPENDITURE					
1263.34	Clerk's Salary	1388.52	1,469.14	1,469.14	Inc. backpay from 1st April.
60.00	Clerk's Office Costs	60.00	60.00	60.00	
15.25	Clerk's Expenses	30.00	30.87	30.87	stationery, stamps, 2 x plastic storage boxes
213.60	Dog Bin Charge	200.00	218.80	218.80	
150.00	Grants/Donations	500.00	250.00	250.00	
121.00	Grass Cutting	160.00	88.00	88.00	
35.00	ICO - Data Protection Registration	35.00	35.00	35.00	
134.40	Insurance	150.00	127.68	127.68	CAS Insurance - 3 year long term p.a.
140.55	NALC Subscription	150.00	140.38	140.38	
365.00	Training	50.00	0.00	0.00	None last year other than free Zoom
95.50	Miscellaneous	100.00	36.45	36.45	Permissive path discs
60.00	Pavilion Hire/Zoom	70.00	25.20	25.20	Zoom £3.60pcm
57.20	Internal Audit Fee	60.00	60.00	60.00	
2,710.84	Total Budgeted Expenditure	2,933.52	2,541.52	2,541.52	
-110.84	Difference	-153.52	258.48	258.48	
62.72	VAT Paid (To reclaim)	0.00	52.10	52.10	
433.55	Topcroft's Pavilion refurb. Grant	0.00	0.00	0.00	
3,207.11	Total Expenditure	2,933.52	2,593.62	2,593.62	
		-86.90	270.30	270.30	
Restricted Reserves					
271.71	CIL Payment to be spent by 2025		271.71		Ear-marked for the bus stop improvements
1,100.00	Grants/Donations		1,000.00		
482.24	Transparency Grant for Clerk's computer equipment		482.24		
0	Bus Stop Reserve		250.00		Need to find £1,000
1,853.95	Total Earmarked Reserves		2,003.95		
1,116.39	General Reserve		1,286.69		Should be approx 50% of precept (£1,400)
2,970.34	Total		3,290.64		

Signed

Date _____

Topcroft Parish Council

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

Topcroft Parish Council

Topcroft PCC Report

Annual Report 2020: Topcroft PCC

This year has been dominated by the Coronavirus Pandemic and we have been unable to have any fund-raising events;

Throughout the year our church was open for private prayer;

In September the Norfolk Churches Trust Cycle Ride went ahead and three people from the Village took part to raise money for the church and the Trust;

The Revd. Michael Kingston's last Service in Topcroft was on 27th September and his last Service before retirement was in Hempnall Church on Sunday 4th October.

Tim Francis, Topcroft, is to be commissioned as an Authorised Worship Assistant;

There were no Services on Christmas Eve or Christmas Day. This was due to floods following extremely heavy rain that closed roads in the area.

Throughout the year the church and the village have work together during the Pandemic to make sure everyone was safe.

Weekly Thoughts and Prayers have been emailed to 85 participants. Recent Sunday Services via Zoom have been well received.

Our thanks to Peter Roger for all his hard work and dedication in keeping the Churchyard looking good.

We are working towards raising sufficient funds to have a new gate fitted at the entrance to the churchyard. The present one is in very bad repair.

Topcroft Social Club Report

Topcroft Social Club Annual Report 2021

Due to the ongoing pandemic, there is very little to report this year. The bar has been closed since the first lockdown, even when there was some relaxation of restrictions in the summer, as it is run by volunteers and does not serve food it was felt that the not impractical and not worthwhile to operate.

We did have an open air "picnic" on the field for Dawit attendees social distancing and providing their own food and drink. The cricket club did play some matches towards the end of the summer without using the pavilion except for toilets. Yoga and Pilates did operate for a short time during the summer when the restrictions allowed.

Looking forward: The Social Club committee do not anticipate opening the bar on a regular basis for the foreseeable future but do hope to organise an event for the community over the summer, weather and cricket fixtures permitting.

Signed

Date

Topcroft Parish Council

The cricket club hope to play a full season, they are currently only using the pavilion for toilets but are optimistic that they will be able to use the changing rooms and open the bar after matches as the regulations allow.

After the cricket in September and hopeful of continued relaxation of restrictions the social club will aim to open more often though we will need to assess demand and volunteers to decide whether we operate a regular club night or open only for events.

The regular sessions of Art, Yoga and Pilates are all hoping to restart soon after the May 17th relaxations.

Signed

Date