

Topcroft Parish Council

PARISH COUNCIL MEETING

held by email on

13th July 2020 at 7.30pm

Attended: Peter Rout (Chair), Stephen Dye (Vice Chair), Nicola Eastell, Robin Frampton, Trevor Potter, Ian Skinner, Kathy Tomson

Clerk/Responsible Financial Officer: Sally Chapman

Also present:

PUBLIC FORUM

A. To receive reports from the District and County Councillors

Circulated and on TPC's website: <https://topcroftpc.norfolkparishes.gov.uk>

B. Public Forum – for Members of the Public

No questions

MINUTES

***All decisions to be ratified at the next proper meeting**

1. To consider Apologies for Absence

None

2. Declaration of Interests and Consider Requests for Dispensation

Point 7.b) – Cllr Skinner Pecuniary Interest (landowner).

3. To approve the Minutes of the Meeting held by email on the 18th May 2020

The minutes of the meetings were confirmed unanimously as a true and accurate record and will be signed at the next face-to-face meeting.

4. Matters Arising from the Minutes not on the Agenda

None

5. Finance

a) Certificate of Exemption from a Limited Assurance Review 2019-20

The Clerk confirmed a Certificate of Exemption from a Limited Assurance Review has been submitted to the External Auditors.

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

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

Councillors agreed unanimously the Reports and the following Income and Expenditure.

Date	Income	Ref.	Amount
	None		
		Total	£ -
	Expenditure		
28/05/2020	Clerk's Salary - May	STO	£ 115.71
12/06/2020	ICO - Data Protection Registration	DD	£ 35.00
29/06/2020	Clerk's Salary - June	STO	£ 115.71
13/07/2020	Clerk's Expenses - June-July	100503	£ 20.00
		Total	£ 286.42

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

Applications

None

Decisions

None

7. Village Issues

a) Highways

Drains/Potholes/Issues

- Large pothole in front of Barford Farm – Clerk will report again. Action: Clerk
- Many potholes and cracks in the roads have been repaired. The repairs look good.
- Water still trickling down the road near the bottom of Church Road (towards The Street/Low Road junction) – Clerk will report again. Action: Clerk

b) Footpaths

i. FP3 Access – update

- Permissive path discs received and small bridge to be made.

ii. FP9 Bridge – update

- A Cllr informed since lockdown a lot more walkers wandering aimlessly, so direction signs are needed. The (previously reported bridge) is dangerous and will be removed and walkers can cross the ditch using the field bridge a few metres further on (which they use anyhow).

Councillors agreed unanimously to purchase four posts (to be sourced) and 10 circular signs (approx. £36.45) for FP9

Clerk to order.

Action: Clerk

iii. FP4 Route

- Starts on Low Road at the sign and ends abruptly in a hedge/field. Not clear where it goes across to Snakes Lane. Clerk to email map. Action: Clerk

c) Noticeboards & Bus Shelter Maintenance – c/f

- Grass and hedge have been cut at bus shelter, next to clean and oil notice boards and cut grass again.
- Would be good to remove mould, clean, repaint, freshen up etc. Perhaps set up a working party of volunteers when Covid-19 regulations allow?

d) Road Gullies

- The gullies near the Old Dancing School need cleaning out which should help with the flooding on the bends.
 - Suggest letter to Council asking them to cut gullies through to ditch when they next do this work and ask to take care not to damage trees.
 - The gullies have been cleared this year.
 - The gully on the Barford Road corner needs to be connected to the ditch further in the hedge to be effective. Just taking out a grip is counterproductive since it holds the water there and creates a pothole. If grips go nowhere, they are completely pointless and should be avoided.
- Clerk will report comments above. Action: Clerk

8. To note Correspondence received

None

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

None

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10. To receive items for the next Agenda

- Can we discuss emergency measures that may be needed in our Parish for any situation?
- Do you think everyone was catered for in the lockdown?
- How far can we support the community as Parish Councillors?

11. To note the Next Meeting Dates:

- Monday 14th September 2020 at 7.30pm
- Monday 9th November 2020 at 7.30pm

The meeting ended at 9.30pm