

Topcroft Parish Council

PARISH COUNCIL MEETING

held via Zoom on

8th March 2021 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: County Councillor Margaret Stone and a parishioner

PUBLIC FORUM

A. To receive reports from the County and District Councillors

County Councillor Margaret Stone gave an update of local issues including Parish Partnership Grants, increased NCC Highway Funds, a Flood Resilience Committee, Covid-19 vaccination centres and Tree Grants. Full report on TPC's website. <https://topcroftpc.norfolkparishes.gov.uk>
The Chair and Cllrs thanked Cllr Stone for her grants for the bus stop.

B. Public Forum – for Members of the Public

No questions

MINUTES

- To consider Apologies for Absence**
District Councillor Michael Edney.
- Declaration of Interests and Consider Requests for Dispensation**
None
- To Approve the Minutes and Decisions from the last meeting**
[The Minutes from the meeting held on 11th January 2021 were confirmed unanimously as a true and accurate record.](#)
- Matters Arising from the Minutes not on the Agenda**
None
- Finance**
 - To receive the current Financial and Budget Report & Approve Payments**
[Councillors agreed unanimously the Reports and the following Income and Expenditure after an addition error was corrected on the Finance Report.](#)

Date	Income	Ref.	Amount
	None		
	Total		£ -
	Expenditure		
28/01/2021	Clerk's Salary - January	STO	£ 115.71
28/01/2021	Clerk's Salary - February	STO	£ 115.71
08/03/2021	Clerk's Expenses - February-March	100512	£ 30.64
28/03/2021	Clerk's Salary - March	STO	£ 115.71
	Total		£ 377.77

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b) To consider Grit Bins

A parishioner has requested Grit Bins in Church Road and in the village costing approximately £100 each, which would need a NCC street licence and NCC would fill free of charge.

Councillors agreed unanimously not to purchase grit bins as the roads are gritted by NCC.

Action: Clerk to advise the parishioner.

c) Bus Shelter Hardstanding Access – update

NCC has quoted £4,840 to make the bus stop Disability Discrimination Act (DDA) compliant and to improve access for all. The Clerk applied for a 50% Parish Partnership Grant.

The Clerk has been informed the Parish Partnership Grant was successful and:

- NCC would contribute: £2,420
- County Councillor Margaret Stone would contribute: £1,420
- Topcroft Parish Council contribution would be: £1,000

Cllrs discussed and the Clerk informed TPC had CIL Money of £271.71 which could be allocated and District Councillor Michael Edney could be approached for a grant.

Action: Clerk

Councillors agreed unanimously to accept the grants to improve Topcroft's Bus Stop.

Cllr Tomson joined the meeting at 8.04pm

d) To consider Grants/Donations

Councillors discussed and approved the following grants:

- **BACT Community Transport £250**

A grant for Topcroft Church PCC Burial Ground Maintenance c/f to the next meeting.

A grant request from Topcroft's Cricket Club was declined.

e) To consider Allocation to the Restricted Reserves

Cllrs discussed the general reserve and noted it should be approximately 50% of the annual precept and the balance should be placed in restricted reserves.

Councillors resolved to place £250.00 in the Bus Shelter restricted reserves.

f) Internal Audit Date – 20th April 2021

Cllrs noted the above date.

6. Annual Review of Policies and Documents *(circulated prior to meeting)*

Councillors approved the following Policies and Documents

- a) Asset Register *(updated)*
- b) Code of Conduct Policy
- c) Financial Regulations Policy *(NALC update)*
- d) Freedom of Information and Publication Scheme Policy *(updated costs)*
- e) General Data Protection Regulations Policy
- f) Internal Control Statement
- g) Planning Procedure Policy *(re-written)*
- h) Risk Assessment
- i) Standing Orders Policy *(NALC update)*

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

Applications

None

Decisions

None

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8. Village Issues

a) Highways

- Blocked gullies under the road/flooding near the Old Church Room, Rookery Lane. These have been reported again and a meeting with NCC Highways Engineer was suggested.
- Water running down Church Road from Saffron Housing from where it was dug up (reported many times).
- Pothole 30-40 metres down Oxnead Lane.
- Pothole on King's Road near the fishing lakes.
- Wash Lane road edges in a poor state.

Action: Clerk to report all above

b) Footpaths

i. FP3's access - update

Clerk's Comment: permissive path discs received and small bridge to be made.

Action: Chair

ii. FP9 Bridge - update

Clerk's Comment: 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. New status - NCC have advised they are intending to replace.

c) Defibrillator Check

The annual check is now due and will be arranged.

Action: Clerk

9. To note Correspondence received

- Clerks and Councils Direct Magazine

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

- Cllrs discussed a letter delivered by Royal Mail throughout the village advertising a Neighbours App., and it's believed to be a scam to gain parishioners data. Cllr Dye said he would email the parishioners on the Pavilion mailing list and Cllr Eastell said she would post a warning on the local Facebook page.

Action: Cllrs Dye and Eastell

- The Chair commented he was horrified at the amount of rubbish in the village and he had collected three bin bags full on his recent walks.

11. To receive items for the next Agenda

None

12. 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 8.50pm