

Topcroft Parish Council

PARISH COUNCIL MEETING

Topcroft Pavilion

Monday 11th March 2024 - 7.30 pm

Councillors Attended: Peter Rout (Chair), Step Dye (Vice Chair), Daphne Beckett, Nicola Eastell, Robin Frampton, Trevor Potter & Kathy Thomson

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also present: District Councillor Martyn Hooton

PUBLIC FORUM

A. To Receive Reports from the County and District Councillors

County Councillor Barry Stone sent apologies and a report

<https://topcroftpc.norfolkparishes.gov.uk/category/meetings>

District Councillor Martyn Hooton gave a verbal report and answered questions.

The main points were as follows:

- South Norfolk Council (SNC) is planning a budget increase this year.
- SNC is employing a ditch walker, a new role, to help prevent flooding.
- There is still some funding available for local projects.

B. Public Forum – for Members of the Public

None present

MINUTES

1. To Approve Apologies for Absence

None

2. Declaration of Interests and Consider Requests for Dispensation

Point 4. a) Cllr Eastell declared a pecuniary interest – Spouse's invoice

Point 4. b) Cllr Beckett declared a pecuniary interest – Topcroft PCC Treasurer

Point 6. a) Cllr Thomson declared a pecuniary interest – Planning application

3. To Approve the Minutes and Decisions from the Meeting held on Monday 8th January 2024

The Minutes from the Meeting held on Monday 8th January 2024 were Confirmed unanimously as a true and accurate record and signed by the Chair.

4. Finance

a) To Receive the Financial & Budget Reports and Approve the Income & Expenditure

Cllr Eastell and Cllr Beckett declared a pecuniary interest and did not comment or vote.

The Chair inspected and signed the current bank statements.

Topcroft Parish Council

Councillors Resolved unanimously the following Receipts and Expenditure:

Date	Ref.	Income	Receipts	Payments
29/01/2024	S/O	Clerk's Salary - January		146.25
30/01/2024	-	Transfer to UTB Saver Account		
07/02/2024	Credit	SNC Pride in Bloom Grant	300.00	
28/02/2024	S/O	Clerk's Salary - February		146.25
11/03/2024	7	Clerk's Expenses February & March		12.00
11/03/2024	8	Meeting Room Hire		46.25
11/03/2024	9	Stuart Eastell - Grounds Maintenance		160.00
11/03/2024	10	Topcroft PCC - S137 Grant		115.00
11/03/2024	11	BACT Community Transport - S137 Grants		115.00
		Total	£ 300.00	£ 740.75
		Total Restricted Reserves		£ 1,442.35
		General Reserve		£ 1,550.01
			Total	£ 2,992.36

b) To Consider Grant Requests

Councillors Resolved to award the following grants and deduct from the Grants/Donations Reserve:

- Topcroft PCC - £115.00
- BACT Community Transport - £115.00

c) To Consider General Reserves

Councillors noted that the General Reserve was approximately 50% of the annual precept, which is in accordance with the Government's proper practices for smaller authorities.

d) To Consider a Clean Up & Bloom Grant – update

Councillors Agreed to pay the Grounds Maintenance Invoice out of the Clean Up & Bloom Grant.

e) Unity Trust Bank Instant Access Saving Account – update

The Clerk confirmed the Unity Trust Bank Instant Access Saving account was now open.

5. Internal Audit Report 2022-23 – update

The Clerk read out the action points and recommendations from the SALC Internal Audit Report 2022/24 and confirmed that they had been actioned this year.

6. Planning Applications and Decisions (circulated as received)

Applications

Cllr Thomson declared a pecuniary interest and did not comment or vote.

a) First Floor Rear Extension

Church Cottage Church Road Topcroft Norfolk NR35 2BH

Ref. No: 2024/0121 | Received: Mon 15 Jan 2024 | Validated: Mon 15 Jan 2024

Status: Pending Consideration

Councillors Agreed to Approve this planning application with no comments

b) Outline Planning Permission for a New Dwelling with Separate Garage

With all matters reserved except for access (revised from 2021/1392)

Location: Land West of Mill Road Topcroft Norfolk

Ref 2022/2230 | Application Type: Outline Planning Permission

Status: Pending Consideration

Councillors Agreed to OBJECT (carried) to this planning application with comments at the 5th December 2022 Meeting.

Decisions

c) Proposed Single Storey Front Extension To Replace Existing Garage

Cobweb Cottage Topcroft Street Topcroft Norfolk NR35 2BL

Ref. No: 2024/0138 | Received: Wed 17 Jan 2024 | Validated: Wed 17 Jan 2024

Status: Approval with Conditions

Signed

Date

Topcroft Parish Council

7. Annual Review of Policies and Statutory Documents

Councillors unanimously Approved the following Policies and Statutory Documents.

- a) **Asset Register** - *updated*
- b) **Code of Conduct Policy**
- c) **Data Retention Policy** - *New*
- d) **General Data Protection Regulations Policy**
- e) **Financial Regulations Policy** – *updated*
- f) **Financial Reserves Policy** - *New*
- g) **Freedom of Information & Publication Scheme Policy**
- h) **Internal Control Statement**
- i) **Online Banking Policy** - *New*
- j) **Parish Council Risk Assessment**
- k) **Planning Procedure Policy**
- l) **Standing Orders Policy** – *updated*
- m) **Subject Access Request and Procedure Policy** - *New*

8. Village Issues

a) Highways

- **Drains/Potholes/Gullies Issues**

A Councillor reported a pot hole near Wood Farm and a sunken road near Sycamore Farm.

Clerk to Report

- **Rookery Lane Flooding**

The recent flooding has been reported to Norfolk County Council.

- **Church Road Water Leak** – *update*

The Chair informed that a new pipe has been fitted under a gateway in Church Road, which will help reduce flooding.

- **Hedge Cutting around Bus Shelter** – *update*

The hedge has now been cut back.

- **Low Road Hedge Section**

This issue has now been resolved.

b) Footpaths

No Issues

c) Village Asset Maintenance – *c/f*

d) Overflow Parking at Topcroft Church

Cllr Becket informed that the PCC is looking at ways to increase off-road parking at the church.

9. To Note Correspondence Received

a) Bungay Community First Responders – Thank you for Grant

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

a) Annual Website Statistics

Cllrs noted the following website statistics:

- 2022/23 - 1,709 users/average 5 per day
- 2023/24 - 1,736 users/average 5 per day

b) Mobile Library

Cllr Frampton asked the Clerk to add the Mobile Library information and timetable to TPC's website.

Action: Clerk

11. To Receive Items for the next Agenda

None

Signed

Date

Topcroft Parish Council

12. To Note the Next Meeting Dates

- Monday 13th May 2024 - 7.30 pm – *Annual Parish Meeting & Annual Parish Council Meeting*
- Monday 8th July 2024 - 7.30 pm
- Monday 9th September 2024 - 7.30 pm
- Monday 11th November 2024 - 7.30 pm

The meeting ended at 8.31 pm

Signed

Date