

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting held at Topcroft Pavilion on Monday 8th May 2017 at 7.30pm

Present: Peter Rout (Chair), Trevor Potter (TP), John Dodding (JD), Step Dye (SD), Hannah Giffard (HG), Nicola Green (NG)

Clerk/Responsible Financial Officer: Sally Chapman

Also present: District Councillor Murray Gray, John Catchpole (Tree Warden), Paul Rand (Internal Auditor) and two parishioners.

ANNUAL PARISH MEETING

1. Apologies

Cllr Thomson – apologies accepted.

2. To approve the Minutes of the Meeting held 9th May 2016

The minutes of the meeting were confirmed as a true and accurate record and signed by the Chair. [Proposed TP, 2nd NG – unanimous.](#)

3. Matters Arising

None

4. Chairman's End of Year Report

The Chair welcomed all present to Topcroft's Annual Parish Meeting and gave a summary of the year's events. Main points:

- TPC gave a grant to Topcroft's PCC for building work.
- Cllr's Green & Giffard completed the Councillors Training.
- Clerk has attended several Clerk's Networking events and further Financial Training to keep the PC up-to-date and informed.
- TPC was pleased to receive a grant, with Cllr Murray's help, to install a defibrillator and cabinet on the pavilion.
- TPC was successful in receiving a transparency grant to maintain the website and update the Clerk's equipment to comply with the Government's New Transparency Code for PC's.
- Thanks P&G King for grass cutting & keeping village areas tidy.
- Thanks to Mr John Catchpole, the Tree Warden for continuing.
- Thanks to Cllrs Stone & Murray for their support.
- Thanks to Cllr's and Clerk for giving their time and support.

5. Finance End of Year Report 2016/17

The RFO gave an end of year report (attached), which was signed by the Chair.

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

6. District Councillor's End of Year Report

District Councillor Gray gave a report (attached).

The Chair asked some questions re the Community Governance review.

7. County Councillor's End of Year Report

No report received

8. Public Questions

None

PARISH COUNCIL MEETING

Public Forum

A. To receive reports from the District and County Councillor

No further reports.

B. Members of the Public

None

Main Meeting

1. To appoint a Chairman

The Clerk asked for nominations for a Chair.

Peter Rout proposed by TP, 2nd SD - carried.

PR accepted the post as Chair.

2. To appoint a Vice Chairman

John Dodding proposed by SD, 2nd PR - agreed unanimously.

JD accepted the post as Vice Chair.

3. To consider Apologies for Absence

Cllr Thomson – apologies accepted.

4. To record Declarations of Interests and to consider Requests for a Dispensation

Councillors returned the completed Declarations of Interest forms.

6c. Cllr Potter – pecuniary interest (invoice)

6d. Cllrs Potter & Dye – non-pecuniary interest (Topcroft Recreation Grounds and Social Club members).

5. To approve the Minutes of the Meeting held on 13th March 2017

The minutes of the meeting were confirmed as a true and accurate record and signed by the Chair. *Proposed JD, 2nd SD – unanimous.*

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

6. Finance

a) To receive a report from the Internal Auditor for 2015/16

Mr Paul Rand confirmed he had completed the Internal Audit and reported no issues.

b) To confirm and sign the Annual Audit Return Section 1 and 2

The Chair and RFO signed the annual return to be forwarded to the external auditors by the end of June 2017.

c) To receive the Financial Report and Approve Cheques

Cllr Potter – declared a pecuniary interest

The Clerk read out the reports and the following were approved:

Receipts	
Precept- 1st instalment	£ 1,125.00
SNDC Grant	£ 77.00
Total	£ 1,202.00
Expenditure	
Clerk's Salary - April	£ 86.66
NALC Clerk's Networking Event	£ 30.00
NALC Subscription 2017/18	£ 102.62
Cawthorne Electrical - Defib fitting	£ 106.00
Clerk's Expenses April/May	£ 10.00
Mr T Potter - maintenance supplies	£ 7.69
Came & Company Insurance	£ 168.00
Total	£ 510.97

The Payments and Finance and Budget Reports were agreed as a true and accurate record and signed by the Chair. [Proposed JD, 2nd SD – unanimous.](#)

d) Donation Requests

Cllr Dye & Potter – declared a non-pecuniary interest

Cllrs discussed donations for Topcroft Grounds Pavilion and Topcroft PCC and agreed the following donations:

Topcroft Grounds Pavilion £700

Topcroft PCC £300

[Proposed JD, 2nd HG – unanimous.](#)

7. Policies Annual Review (*circulated prior to meeting*)

a) Standing Orders

The Clerk informed she had now received an updated copy and will review before the next meeting.

b) Risk Assessment

Cllrs agreed the Risk Assessment.

[Proposed JD, 2nd NG – unanimous.](#)

8. Planning Applications and to note Decisions

Councillors noted the following:

a) Applications

None

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

b) Decisions

Installation of a New Shed at Rear Garden
 Rookery End Barn Mill Road Topcroft NR35 2BW
 Ref. No: 2017/0428. Status: Approval with Conditions

7. Village Issues

a) Highways and Potholes

- Dangerous hanging branches in Rectory Road – now been cut back and will be again in the autumn.

- Potholes have been marked in the village and the Clerk to report another at the end of Rookery Lane.

Action: Clerk

- Water Grups. Concerns were raised about the size and frequency of the water grups around the village and the possibility of vehicle damage.

b) Footpaths/Computer Mapping Software

- Most of the footpaths in the village have been walked and some issues to be reported.

c) Wash Lane

The ditch in Wash Lane has been partially dug and waiting for next heavy rain to monitor the impact.

d) Conservation Area

C/f to next meeting.

e) TPO Trees

Topcroft's tree warden Mr John Catchpole reported no issues.

f) Defibrillator

The defibrillator has been installed and the Clerk to arrange training, registration etc.

8. Noticeboard Name Plate – update

The oak plaques have now been fitted with thanks to Cllr Potter.

9. To notice Correspondence received *(emails are forwarded as received)*

None

10. AOB

Community Governance review – as discussed in the District Councillor's report.

11. To receive items for the next Agenda

12. Confirm next meeting date:

- Monday 10th July 2017 at 7.30pm

The meeting closed at 9.00pm

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Topcroft Parish Council			
Year ended 31st March 2017			
	Receipts and Payments		
2016		2017	
£ Receipts		£	
2000.00 Precept		2,250.00	
178.00 SNDC Grant		118.00	
159.82 VAT Refund		388.18	
6.07 Petty Cash		0.00	
0.00 CIL Payment		433.55	
0.00 CAF - Defibrillator Grant		1,263.00	
0.00 Transparency Grant		644.40	
1.20 Business Saver Interest		1.56	
2345.09		5,098.69	
	Payments		
197.00 Grass Cutting		167.00	
1075.00 Clerk's Salary		1121.22	
60.00 Clerk's Office Costs		60.00	
88.48 Clerk's Expenses		61.93	
45.00 Training		0.00	
159.00 Insurance		164.25	
2100.00 Grants		1000.00	
122.60 Dog Bin Emptying		256.36	
95.50 NALC Subscription		97.39	
194.67 Miscellaneous		42.50	
0.00 Audit Fee		0.00	
70.00 Pavilion Hire		70.00	
0.00 Transparency Grant		0.00	
0.00 VAT Paid		323.90	
0.00 Defibrillator		1318.00	
4207.25		4,682.55	
-1862.16 Surplus income over expenditure		416.14	
5690.42 Balance b/f		3828.26	
3828.26 Balance c/f		4244.40	
	Balance Sheet		
2016		2017	
£ Cash at Bank		£	
1004.19 Current Account		1181.34	
3099.08 Business Saving Account		3100.64	
0 Petty Cash		0	
275.01 Uncleared cheques		361.48	
0 Uncleared receipts		323.90	
3828.26		4244.40	
3828.26 General Fund		3261.95	
0 Earmarked Reserves		982.45	
3828.26		4244.40	
The above statement represents fairly the financial position of the Authority as at 31st March 2017 and reflects its receipts and payments during the year.			
Signed			
	Peter Rout - Chair		
Signed			
	Sally Chapman - Responsible Financial Officer		

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

District Councillor Report 2016-17 - Topcroft

As regards, planning policy, the South Norfolk Local Plan was finalized this year, the last document to be approved being the Long Stratton Area Action Plan which includes 1800 houses and a bypass. The original plan had been to start the LS bypass at a roundabout at the Hempnall crossroads, but that proved to be too expensive, so the new plan started the bypass further in towards LS. This left the crossroads without a roundabout and at that stage the County Council said it wasn't a priority, partly because the accident record at the crossroads didn't justify it. It was at that stage 8 years ago that I started campaigning to ensure that the LS Area Action Plan included a roundabout. I did manage to get a roundabout into the plan but the planning inspector removed it saying only that "junction improvements" would be necessary and leaving it to the County Council as to what these should be. Fortunately, the County has now agreed to build a roundabout and is currently progressing with its design and will be submitting an application for funding from the National Productivity Investment Fund (NPIF) by the end of June, with result known in the autumn. A planning application for the houses and bypass is expected in October.

The next Local Plan, called the Greater Norwich Local Plan, has now been initiated and will be done jointly with Norwich City Council and Broadland District Council. A call for sites has already taken place but no sites were put forward in Topcroft.

There have been no significant planning applications in Topcroft in the last year.

SNC reluctantly raised its part of the Council Tax by £5.00 for a Band D house this year, this being a rise of 3.7%. All Councillors now receive £1000 per year to spend on projects within their Wards. I gave no funding to Topcroft projects last year so am open to suggestions from any Topcroft organization this year. Larger grants are available from SNC from a £50k Community Action Fund across the whole of South Norfolk.

SNC also has a Community Awards Scheme to recognize the work of volunteers within South Norfolk. Three years ago, I nominated the Denton Composting Group and they won a commendation. two year I nominated Topcroft Cricket Club and they won as "Community Wellbeing Group of the Year". Last year I nominated the River Waveney Trust and they won as South Norfolk's "Community Group of the Year". So I have a good record of successful nominations and if there is a volunteer group or individual who you think should be recognized, then you can make a nomination yourself or talk to me about it.

The Boundary Commission completed a review of Ward boundaries the result of which is that from 2019 Topcroft will be part of the Hempnall Ward. Currently, SNC is conducting a review of "Community Governance" in the District that includes asking Parish Councils if they have views on changes to their parish boundaries. This consultation runs until 12 June.

SNC undertook a major review of its waste collections rounds last year. This was a complex undertaking but was successfully completed.

During the year, I have continued to be a member of the Development Management Committee and the Regulation and Planning Policy Committee. I also regularly attend SNC Cabinet meetings and contribute to their debates

Finally, can I thank the Parish Council, Parish Clerk and Topcroft residents for their help and support during the last year.

Murray Gray - District Councillor
8 May 2017

Signed: _____ (Chair)

Date: _____