

Topcroft Parish Council

PARISH COUNCIL MEETING

held by email on
18th May 2020 at 7.30pm

Attended: Peter Rout (Chair), Stephen Dye (Vice Chair), 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

Cllr Nicola Eastell – apologies accepted.

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To approve the Minutes of the Meeting held on:

a) 9th March 2020

The minutes of the meetings were confirmed unanimously as a true and accurate record*

b) 7th May 2020

The minutes of the meetings were confirmed unanimously as a true and accurate record*

4. Matters Arising from the Minutes

The re-election of the Chair and Vice Chair will be c/f to the May 2021 meeting.

Comments: Noted

5. Finance

a) To approve the End of Year Balance Sheet 2019/20

Cllrs resolved to approve the End of Year Balance Sheet 2019/20*

b) To approve the Internal Auditor's Report for 2019/20

Cllrs resolved to approve the Internal Auditor's Report for 2019/20*

c) To agree a Certificate of Exemption from a Limited Assurance Review and to approve the Annual Audit Return Sections 1 & 2

Cllrs agreed a Certificate of Exemption from a Limited Assurance Review and approved the Annual Audit Return Sections 1 & 2*

d) To appoint the Internal Auditor for 2020-21

Cllrs resolved to continue with the present internal auditor Mr Trevor Brown*

Cllrs comments: Trevor Brown did a very good professional job. Happy with the present arrangement.

e) To receive the current Financial and Budget Report & Approve Payments (dated 18/05/2020)
Cllrs resolved to approve the Finance Reports, Receipts and Payments as below*

Date	Income	Ref.	Amount
27/04/2020	Vat Reclaim 1/04/2019-31/03/20	credit	62.72
29/04/2020	Precept 1/2 payment	credit	1,400.00
		Total	£ 1,462.72
	Expenditure		
28/04/2020	Clerk's Salary - April	STO	115.71
18/05/2020	NALC Subscription 2020/21	100499	140.38
18/05/2020	Trevor Brown - Internal Auditor	100500	60.00
18/05/2020	Clerk's Expenses - April-May	100501	67.86
18/05/2020	CAS Insurance - 3 year long term p.a.	100502	127.68
		Total	£ 511.63

Cheques will be posted to the Chair and a Cllr to sign.

f) To Approve the Insurance Renewal

The CAS renewal is £134.40 for 1 year or a 3-year agreement is £127.68 p.a.

Cllrs resolved to approve the CAS Insurance Renewal on a 3-year agreement at £127.68 p.a.*

Cllr comments: Make sense. We need this insurance and I can't see it getting any cheaper. It seems sensible to go for 3 years with a saving. 3 years would be better, inflation proof. WE save a small amount by the 3-year agreement and they may put the price up in future.

6. Planning Applications and to note Decisions

Applications – Noted

None

Decisions - Noted

a) General purpose and livestock agricultural building

Barford Farm Barford Road Topcroft NR35 2BB

Ref: No 2020/0336 | Received: Mon 25 Nov 2019 | Validated: Mon 25 Nov 2019

Status: Approval with Conditions

b) Erection of 2 storey side and rear extensions

1 Apple Tree Cottage Topcroft Street Topcroft Norfolk NR35 2BL

Ref. No: 2020/0296 | Received: Sun 16 Feb 2020 | Validated: Wed 19 Feb 2020

Status: Approval with Conditions

c) Erection of a garage

Little Manor Topcroft Street Topcroft NR35 2BL

Ref. No: 2020/0238 | Received: Fri 07 Feb 2020 | Validated: Fri 07 Feb 2020

Status: Approval with Conditions

7. Village Issues

a) Highways

Drains/Potholes/Issues

Cllrs comments: Pothole 30 metres along Rectory Road from Rectory end. Potholes in Rookery Lane marked, awaiting work. Some marked but not repaired. Pothole entrance to Barford Farm.

Clerk to report

b) Footpaths

i. FP3's access – update

The Chair has now received the Permissive Path post discs and one or two sleepers are required to bridge the ditch.

Cllr Potter commented: no sleepers but I have two electric poles if any use.

ii. FP9 Bridge – update

Cllr Skinner: Four posts and 10 circular signs would be helpful for FP9 (*c/f for approval at next meeting*). The public footpath sign is missing (**Clerk to report**). Since lockdown a lot more walkers wandering aimlessly, so direction signs are needed. The (*previously reported bridge*) is dangerous and I will remove and walkers can cross the ditch using the field bridge a few metres further on (which they use anyhow) (**Clerk to report**).

c) Noticeboards & Bus Shelter Maintenance – c/f

Cllr comments: to be completed when the virus risk is over.

d) Light pollution - update

Cllr Thomson to make contact with home owner and report

Cllr Tomson comment: Not made contact due to the current climate.

8. Correspondence received

a) Thank you letter from EAAA for grant.

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

a) Chair's comments: The Hall owners are in the process of cutting up the fallen tree that is blocking the water course near the road.

b) For future discussion road gullies before the autumn.

10. To receive items for the next Agenda

a) To approve payment for four posts and 10 circular signs for FP9.

11. To note the next meeting dates:

- Monday 13th July 2020 at 8.15pm
- Monday 14th September 2020 at 7.30pm
- Monday 9th November 2020 at 7.30pm

The meeting ended at 9.40pm