

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting held at Topcroft Pavilion on Monday 13th November 2017 at 7.30pm

Present: Peter Rout (Chair), Trevor Potter, Hannah Giffard, Nicola Green, Kathy Thomson

Clerk/Responsible Financial Officer: Sally Chapman

Also present: District Councillor Murray Gray and one parishioner.

Public Forum

A. To receive reports from the District and County Councillor

CC Margaret Stone not present – *report circulated*.

DC Murray Gray reported:

- Hempnall Crossroads roundabout, will take two years to start and will be completed in year three.
- Ward money available for projects – Sports Field Committee to contact re play equipment.
- SNC considering a merger with Broadland CC to share services.

B. Members of the Public

No comments

Main Meeting

1. To consider Apologies for Absence

CLRs Dye – apologies accepted. The Chair informed CLR Dodding, due to work commitments, has resigned.

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

None

3. To approve the Minutes of the Meetings held on 11th September 2017

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

To approve the Minutes of the Meetings held on 30th October 2017

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

4. Finance

a) To receive the Financial Report and Approve Cheques

The Clerk read out the Finance and Budget Reports and they were agreed as a true and accurate record and signed by the Chair. *Proposed NG, 2nd TP – unanimous.*

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Income		
25/09/2017	Precept - 2nd instalment	£ 1,125.00
Expenditure		
30/09/2017	Clerk's Salary - September	£ 86.66
30/10/2017	Clerk's Salary - October	£ 86.66
13/11/2017	Clerk's Expenses + Overtime Oct/Nov.	£ 45.00
	Total	£ 218.32

b) Barclays Simple Servicing Authority update

The Clerk informed she had telephoned the bank and this was now being actioned.

c) To agree the Budget and Precept for 2018/19

Cllrs discussed and agreed the draft budget (copy attached) and to earmark the following reserves:

Clerk's Overtime £250.00

Donations £750.00

Proposed HG 2nd KT – unanimous.

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

Applications

No new applications

Decisions

No new decisions

6. Village Issues

a) Highways and Potholes

- Pot hole: White Lodge, Mill Lane

Action: Clerk to report (again)

- Signposts damaged: Oxnead Lane B1527 Hempnall/Woodton Road, Mill Road bends and Rectory/Kings Road.

Action: Clerk to report

b) Footpaths

A meeting has been held and footpaths were earmarked to walk. Photographs have been taken of problem areas. Now members of the Ramblers.

c) Wash Lane

No update

d) Conservation Area

No update

e) Tree Warden

The tree warden has planted some saplings along Rookery Lane.

f) Defibrillator Training

Training booked on 12th December 7.00-9.00pm – all welcome.

g) Speed Limits

- The proposed extended speed limit to be pursued.

Action Chair/Clerk

- Cllrs discussed a noisy motorbike speeding through village. Clerk to send a letter.

Action Clerk

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

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

None

8. AOB

a) Cllr Green reported a leaning electricity pole, which was dealt with very quickly.

b) Cllr Potter informed of water running down Church Road from the new houses. Clerk to report.

Action: Clerk

9. To receive items for the next Agenda

Elect Vice Chair

10. To confirm the next year's meeting dates:

- 8th January 2018 at 7.30pm

The meeting closed at 8.35pm

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Topcroft Parish Council BUDGET 2018-2019		
INCOME	Draft	
	Budget	Notes
	2018/19	2018/19
Precept	2600.00	Increased by £350
SNDC Grant	0.00	Not guaranteed
VAT Refund	0.00	variable
Total Budgeted Income	2,600.00	
CIL Payment	0.00	
CAF - Defibrillator Grant	0.00	
Transparency Grant	0.00	Finished now
Business Saver Interest	0.00	Finished now
Total Income	2,600.00	
EXPENDITURE		
Clerk's Salary & Overtime	1050.00	National Salary Increase SCP20 from £9.999 to £10.099ph
Clerk's Office Costs	60.00	£5.00 per month
Clerk's Expenses	30.00	
Dog Bin Emptying	130.00	
Grants/Donations	500.00	As agreed in September
Grass Cutting	160.00	
Insurance	180.00	
NALC Subscription	110.00	
Training	50.00	
Miscellaneous	150.00	
Pavilion Hire	70.00	
VAT Reclaim	0.00	variable
External Audit Fee	0.00	
ICO - Data protection registration	35.00	Register from May 2018
Total Budgeted Expenditure	2,525.00	
Difference	75.00	
Transparency Grant	0.00	
Defibrillator	0.00	
Total Expenditure	2,525.00	
Reserves		
CIL Payment to be used by 2021		
Clerk's Overtime		
Donations		
Transparency Grant		
General Reserve		
Total		
Precept 2016/2017 £2250.00	Precept 2018/2019 £2600	
<i>£22.05 per Band D property</i>	<i>£25.74 per Band D property</i>	
<i>Tax Base 2016/17 = 102 dwellings</i>	<i>Tax Base 2018/19 = 101 dwellings</i>	
<i>(Increased in 2016 by £225.00)</i>	<i>(up £3.46 - 15.5%)</i>	

Signed: _____ (Chair)

Date: _____