

# Topcroft Parish Council

## Meeting Minutes held at Topcroft Pavilion on Monday 11<sup>th</sup> November 2019 at 7.30pm

**Present:** Peter Rout (Chair), Step Dye (Vice Chair), Nicola Eastell, Robin Frampton, Trevor Potter, Ian Skinner, Kathy Thomson

**Clerk/Responsible Financial Officer:** Sally Chapman

**Also present:**

### Public Forum

#### A. To receive reports

County Councillor Margaret Stone sent a report:  
(<https://topcroftpc.norfolkparishes.gov.uk/minutes>).

#### B. Members of the Public

None present

A Parishioner had telephoned the Clerk and advised of block gullies and drains in The Street.  
Clerk to report.

Action: Clerk

### Main Meeting

#### 1. To consider Apologies for Absence

County Councillor Margaret Stone and District Councillor Mike Edney.

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

None

#### 3. To approve the Minutes of the Meetings held on 9<sup>th</sup> September 2019

The minutes of the meetings were confirmed unanimously as a true and accurate record and signed by the Chair.

#### 4. Finance

##### a) To receive the current Financial Reports and Approve Payments

The Clerk read out the Finance and Budget Reports and made some amendments.

Councillors agreed unanimously the Reports and the following Income and Expenditure.

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

# Topcroft Parish Council

Date	Income	Ref.	Amount
25/09/2019	SNC Precept Payment	S/O	£ 1,300.00
25/10/2019	SNC - Cil Payment	credit	£ 271.71
		<b>Total</b>	<b>£ 1,571.71</b>
	<b>Expenditure</b>		
30/07/2019	Clerk's Salary - July	S/O	£ 89.87
28/08/2019	Clerk's Salary - August	S/O	£ 89.87
09/09/2019	Clerk's Expenses August & September	100488	£ 10.00
30/09/2019	Clerk's Salary - September	S/O	£ 89.87
31/10/2019	Clerk's Salary - October	S/O	£ 89.87
11/11/2019	Clerk's Expenses October & November	100489	£ 35.24
11/11/2019	P&G King - Grass cutting	100490	£ 55.00
		<b>Total</b>	<b>£ 459.72</b>

b) To agree the Budget and Precept for 2020/21

**Cllrs discussed and agreed unanimously the Budget and Precept of £2,800 for 2020-21 as attached.**

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

Cllrs noted:

### Applications

#### **a) Conversion of World War 2 Barracks into a Single Dwelling to Include A Link Block**

Breakers Yard Barford Road Topcroft Norfolk NR35 2BB

Ref. No: 2019/2082 | Received: Thu 17 Oct 2019 | Validated: Thu 17 Oct 2019

Status: Pending Consideration

**Cllrs discussed and agreed unanimously to support this application**

### Decisions

#### **a) Demolish & Rebuild Fire Damaged 2 Storey Garage**

Homestead Topcroft Street Topcroft NR35 2BL

Ref. No: 2019/2005 | Received: Mon 07 Oct 2019 | Validated: Mon 07 Oct 2019

Status: Approval with Conditions

#### **b) Relocation of Access Drive to the rear of the property, part demolition of building to create drive through, raise height of front lean-to and erection of boundary wall. Changes to cladding to south end of west elevation and to south gable wall.**

The Leys Topcroft Street Topcroft NR35 2BJ

Ref. No: 2019/1760 | Received: Mon 02 Sep 2019 | Validated: Mon 02 Sep 2019

Status: Approval with Conditions

## 6. Village Issues

### **a) Highways**

- Drains/Potholes

The Clerk was informed of numerous potholes, blocked drains, leaks and issues to report.

**Action: Clerk**

- Village Speed Limits

Cllr Thomson brought a petition to the meeting re speeding on Church Road, Mill Road and Oxnead Lane which she is going to ask residents and other users to support and

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

# Topcroft Parish Council

complete. A notice will also be placed in the Village Magazine.

Action: Cllr Thomson

- Speeding Signs

Cllr Dye has discussed and agreed with the Sports Pavilion Committee to place a 'Drive Carefully in our Village' sign at the exit. Clerk to obtain quotes.

Action: Clerk

An email has been sent to the Cricket Club regarding speeding through the village when leaving the pavilion.

- Village Sign Gates

No further action at this time.

## b) Footpaths

- Footpath FP3 access – C/F

- Footpath Bridge FP9 – Clerk still waiting to hear from NCC

- Missing Footpath FP5 Sign.

Action: Clerk

## c) Tree Warden Report – C/F

## d) Noticeboards Maintenance – C/F

## e) Bus Shelter Maintenance – C/F

Cllrs discussed the mud around the bus shelter and the bus encroaching on the hard standing. Clerk to contact NCC to ask for kerbing around this area.

Action: Clerk

## f) Untidy Property Complaints

Complaints have been received re untidy properties in the village. Clerk to contact the SN Enforcement Officer.

Action: Clerk

## g) Village Welcome Pack & Emergency Plan

Cllrs suggested items to include in a Welcome Pack for people moving to the village and Cllr Thomson agreed to bring a draft to the next meeting.

Action: Cllr Thomson

An Emergency Plan was discussed and the Clerk was asked to contact SNC to ask if they had one in place.

Action: Clerk

## 7. County Councillor Conduct

Cllrs discussed the County Councillor's recent conduct and asked the Clerk to contact other Parish Council's in her Ward for their views.

Action: Clerk

## 8. To note Correspondence received

a) Clerks & Councils Direct Magazine

## 9. AOB

Cllr Eastell reported internet problems in the bad weather and asked the Clerk to contact Better Broadband Norfolk.

Action: Clerk

Cllr Dye said he would contact Parishioners to see if anyone else have the same problem.

Action: Cllr Dye

## 10. To receive items for the next Agenda

- Internet Issues

## 11. To confirm the next year's meeting dates:

- Monday 13th January 2020 at 7.30pm
- Monday 9th March 2020 at 7.30pm
- Monday 11th May 2020 at 8.15pm – APM & AGM
- Monday 13th July 2020 at 8.15pm

The meeting closed at 9.05pm

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

# Topcroft Parish Council

Topcroft Parish Council Budget 2019-2020									
INCOME	ACTUAL 2018/19	BUDGET 2019/20	ACTUAL 2019/20	Projected End of Year	Notes	Draft Budget 2020/21	Notes		
2,567.00 Precept	2,567.00	2,600.00	2,600.00	2,600.00		2,600.00			
33.00 SNDC Grant	33.00	0.00	0.00	0.00	Now finished	0.00			
<b>2,600.00 Total Budgeted Income</b>	<b>2,600.00</b>	<b>2,600.00</b>	<b>2,600.00</b>	<b>2,600.00</b>		<b>2,600.00</b>	7.7%		
65.00 VAT Refund	65.00	85.40	85.40	85.40	from 2018-19	0.90			
0.00 CIL Payment	0.00	271.71	271.71	271.71		0.00			
0.00 Transparency Grant	0.00	0.00	0.00	0.00		0.00			
6.20 Business Saver Interest	6.20	2.93	2.93	2.93		3.00			
0.00 District Councillor's Grant	0.00	0.00	0.00	0.00		0.00			
<b>2,671.20 Total Income</b>	<b>2,671.20</b>	<b>2,960.04</b>	<b>2,960.04</b>	<b>2,960.04</b>		<b>2,603.90</b>			
<b>EXPENDITURE</b>						<b>3.90</b>			
1260.08 Clerk's Salary & Overtime	1260.08	1078.48	777.69	1,227.08	inc. Overtime	1,389.00	Increase to 2.5 hours per week + 3% forecasted raise		
60.00 Clerk's Office Costs	60.00	60.00	40.00	60.00		60.00			
30.00 Clerk's Expenses	30.00	30.00	15.25	30.00	folders, fuel,	30.00			
200.00 Dog Bin Charge	200.00	130.00	0.00	130.00		200.00	£100 per bin		
500.00 Grants/Donations	500.00	500.00	0.00	500.00		500.00			
115.00 Grass Cutting	115.00	160.00	121.00	160.00		160.00			
218.00 Insurance	218.00	230.00	134.40	134.40	Changed to CAS Insurance	150.00			
103.58 NALC Subscription	103.58	110.00	140.55	140.55		150.00			
25.00 Training	25.00	50.00	365.00	365.00	First Aid training £360	50.00			
110.33 Miscellaneous	110.33	100.00	0.00	100.00		100.00			
60.00 Pavillion Hire	60.00	70.00	0.00	70.00		70.00			
35.00 ICO - Data Protection Registration	35.00	35.00	35.00	35.00		35.00			
42.20 Internal Audit Fee	42.20	50.00	57.20	57.20	£7.20 mileage	60.00			
<b>2,799.19 Total Budgeted Expenditure</b>	<b>2,799.19</b>	<b>2,603.48</b>	<b>1,686.09</b>	<b>3,009.23</b>		<b>2,954.00</b>			
<b>-139.19 Difference</b>	<b>-139.19</b>	<b>-3.48</b>	<b>913.91</b>	<b>-409.23</b>		<b>-151.00</b>	Take from general reserve		
80.40 VAT Paid (To reclaim)	80.40	0.00	0.90	0.90		0.90			
66.66 Transparency Grant	66.66	0.00	0.00	0.00		0.00			
<b>2,906.25 Total Income</b>	<b>2,906.25</b>	<b>2,603.48</b>	<b>1,686.99</b>	<b>3,010.13</b>		<b>2,954.90</b>			
		<b>-3.48</b>	<b>1273.05</b>	<b>-50.09</b>		<b>-151.00</b>			
<b>Reserves</b>									
433.55 CIL Payment to be spent by 2021	433.55		705.26						
41.28 Clerk's Overtime Budget	41.28		0.00						
750.00 Donations	750.00		750.00						
482.24 Transparency Grant for Clerk's computer equipment	482.24		482.24		(printer purchased 2018/19)				
1,707.07 Earmarked Reserves	1,707.07		1,937.50						
1,458.12 General Reserve	1,458.12		2,500.74						
<b>3,165.19 Total</b>	<b>3,165.19</b>		<b>4,438.24</b>						
<b>Precept 2017/2018 to be kept the same</b>									
<b>£22.27 per Band D property</b>									
<b>Tax Base 2017/18 = 101 dwellings</b>									
Zero increase									
<b>Precept 2018/2019 £2600</b>									
<b>£24.92 per Band D property</b>									
<b>Tax Base 2018/19 = 103 dwellings</b>									
<b>Precept 2019/2020 £2600</b>									
<b>£24.76 per Band D property</b>									
<b>Tax Base 2019/20 = 105 dwellings</b>									
<b>(- £0.16 - 0.64%)</b>									

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_