

# Topcroft Parish Council

## PARISH COUNCIL MEETING

*Topcroft Pavilion*

**Monday 14<sup>th</sup> November 2022 at 7.30pm**

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

**Clerk/Responsible Financial Officer (RFO):** Sally Chapman

**Also present:** Three parishioners

## 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/agendas/>

### B. Public Forum – for Members of the Public

None

## MINUTES

### 1. To consider Apologies for Absence

None

### 2. Declaration of Interests and Consider Requests for Dispensation

None

### 3. To Approve the Minutes and Decisions from the meeting held on 12<sup>th</sup> September 2022 and 25<sup>th</sup> October 2022

[The Minutes from the Meeting held on 12th September 2022 and 25th October 2022 were confirmed unanimously as a true and accurate record and signed by the Chair.](#)

### 4. Matters Arising from the Minutes not on the Agenda

None

### 5. Finance

#### a) To Appoint the Internal Auditor for 2022-23 – c/f

#### b) Commemorative Poppy Wreath

The Commemorative Poppy Wreath was placed on the village sign on Armistice Day.

#### c) To Receive the current Financial & Budget Reports and Approve the Income & Expenditure

[Councillors resolved unanimously to approve the following Receipts and Expenditure.](#)

Date	Ref.	Income	Receipts	Payments
28/09/2022	S/O	Clerk's Salary - September		124.58
28/09/2022	Credit	SNC Precept Payment (second half)	1,500.00	
28/10/2022	S/O	Clerk's Salary - October		124.58
14/11/2022	100543	Clerk's Expenses October -November		10.00
14/11/2022	100544	Clerk's Backpay 1st April-30th November 2022		85.00
		<b>Total</b>	<b>£ 1,500.00</b>	<b>£ 344.16</b>

#### d) To Note the Clerk's NALC Pay increase from 1<sup>st</sup> April 2022

Cllrs noted the Clerk's NALC contractual pay increase backdated to 1<sup>st</sup> April 2022.

Signed

Date

# Topcroft Parish Council

## e) To Approve the Budget and Precept 2023/24

Councillors agreed unanimously the 2023/24 Budget (as attached) and a Precept rise from £3,000 to £3,100.

## 6. Planning Applications and Decisions *(circulated as received)*

### Applications

#### a) Conversion of ex USAAF barrack buildings to single dwelling

Breakers Yard Barford Road Topcroft Norfolk NR35 2BB

Ref. No: 2022/1960 | Received: Sun 16 Oct 2022 | Validated: Fri 21 Oct 2022

Status: Pending Consideration

Councillors resolved to SUPPORT the planning application with no comments.

Cllrs noted the following:

#### b) Erection of glasshouses, polytunnels, general purpose agricultural storage/coldstore building, biomass building, water storage tanks, thermal water tanks, drainage and landscaping

Spring Farm Spring Lane Hempnall Norfolk NR15 2NY

Ref. No: 2022/1803 | Received: Tue 20 Sep 2022 | Validated: Tue 20 Sep 2022

Status: Pending Consideration *(comments closed)*

Councillors resolved to OBJECT to this planning application at the 25th October 2022 Meeting.

#### a) Proposal Retrospective permission for the creation of a new access off the public highway, associated driveway and proposed alterations to curtilage and fencing.

Low Farm Snakes Lane Topcroft Norfolk NR35 2BU

Reference 2021/2222 | Received Tue 05 Oct 2021

Status: Pending Consideration *(comments closed)*

### Decisions

None

## 7. Village Issues

### a) Highways

- Standing puddle of water near Moat House, Church Road although the neighbour had cleared the drains.

Clerk to report

### b) Footpath

None

### c) Mobile Library Consultation

Cllrs noted the Clerk has submitted the comments from the last meeting.

### d) Defibrillator Training

The Clerk advised she could arrange some defibrillator training and five Councillors expressed an interest.

Councillors resolved to purchase a defibrillator sign for Topcroft Street to direct to the defibrillator.

Action: Clerk

## 8. To note Correspondence Received

### a) Topcroft Poor Lands Charity - To nominate two Trustees

Councillors agreed unanimously to elect Cllr Trebor Potter and Mrs S Herring to Topcroft Poor Lands Charity.

Action: Clerk

### b) Rural Mobility Survey

c) Councillors requested unanimously that Cllr Frampton complete the Rural Mobility Survey on behalf of Topcroft Parish Council.

### d) Clerks & Council Direct Magazine.

Signed

Date

# Topcroft Parish Council

8. **AOB** (*For discussion only – the Council cannot make decisions on non-agenda items*)  
None

9. **To Receive Items for the next Agenda**  
None

10. **To Note the Next Meeting Dates**

- Monday 9<sup>th</sup> January 2023 - 7.30pm
- Monday 13<sup>th</sup> March 2023 - 7.30pm
- **Monday 8<sup>th</sup> May 2023 - 7.30pm APM & AGM – TBC Bank Holiday**
- Monday 10<sup>th</sup> July 2023 - 7.30pm
- Monday 11<sup>th</sup> September 2023 - 7.30pm
- Monday 13<sup>th</sup> November 2023 - 7.30pm

*The meeting ended at 8.25pm*

Signed

Date

# Topcroft Parish Council

## Topcroft Parish Council - Budget & Precept 2023-2024

### INCOME

	<i>Budget 2023/24</i>	
Precept	£	3,100.00
<b>Total Budgeted Income</b>	£	<b>3,100.00</b>
VAT Reclaim	£	20.19
Business Saver Interest	£	1.20
District Councillor's Grant	£	-
CIL Payment	£	-
Topcroft Recreation Grounds - Gate	£	-
SNC - Jubilee Grant	£	-
<b>Total Income</b>	£	<b>3,121.39</b>

### EXPENDITURE

Clerk's Salary	£	1,688.00
Clerk's Office Costs	£	66.00
Clerk's Expenses	£	30.00
Dog Bin Charge	£	250.00
Grants/Donations	£	300.00
Grass Cutting	£	100.00
ICO - Data Protection Registration	£	35.00
Insurance - 3-year term 2020-23	£	128.00
Internal Audit Fee	£	130.00
NALC Subscription	£	150.00
Training	£	25.00
Miscellaneous	£	100.00
Pavilion Hire/Zoom	£	70.00
<b>Total Budgeted Expenditure</b>	£	<b>3,072.00</b>

### Difference

NCC Parish Partnership Bus Shelter Grant Contribution	£	-
Grants/Donations (additional)	£	-
SNC - Jubilee Grant to Topcroft Recreation Grounds	£	100.00
VAT Paid (To reclaim)	£	-
<b>Total Expenditure</b>	£	<b>3,172.00</b>
	-£	50.61

Signed

Date