

Topcroft Parish Council

PARISH COUNCIL MEETING

Topcroft Pavilion

Monday 13th November 2023 - 7.30 pm

Councillors Attended: Peter Rout (Chair), Step Dye (Vice Chair), Daphne Beckett, Robin Frampton & Trevor Potter

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also present:

PUBLIC FORUM

A. To Receive Reports from the County and District Councillors

Not present

B. Public Forum – for Members of the Public

None present

MINUTES

1. To Approve Apologies for Absence

Apologies were Approved and Accepted from Cllr Eastell and Cllr Thomson.

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Approve the Minutes and Decisions from the Meeting held on Monday 11th September and 16th October 2023

The Minutes from the Meetings held on Monday 11th September and 16th October 2023 were Confirmed unanimously as a True and Accurate record and signed by the Chair.

4. Finance

a) To Receive the Financial & Budget Reports and Approve the Income & Expenditure

The Chair signed the current bank statement.

Councillors Agreed unanimously to use the Community Infrastructure Levy (CIL) money for the purchase of Defibrillator pads and the new Dog Bin. The following Receipts and Expenditure were Approved:

Date	Ref.	Income	Receipts	Payments
11/09/2023	100560	Royal British Legion - Donation		£ 20.00
11/09/2023	100561	Glasdon - Dog Waste Bin		£ 179.38
11/09/2023	100562	SNC - Dog Waste Bin Emptying		£ 297.29
27/09/2023	Credit	SNC Precept Payment (second half)	£ 1,550.00	
28/09/2023	S/O	Clerk's Salary - September		£ 135.42
28/10/2023	S/O	Clerk's Salary - October		£ 135.42
13/11/2023	100563	Defibrillator Pads		£ 76.00
13/11/2023	100564	Glasdon - Dog Waste Bin fixing kit		£ 19.93
13/11/2023	100565	Clerk's Expenses October & November		£ 12.00
13/11/2023	100566	Clerk's Pay Award from 01/04/23-30/11/23		£ 86.64
		Total	£ 1,550.00	£ 962.08
		Total Restricted Reserves		£ 1,529.35
		General Reserve		£ 2,410.95
			Total	£ 3,940.30

Signed

Date

Topcroft Parish Council

b) To Approve the Budget and Precept 2024/25

Councillors Resolved to Approve the Draft Budget and a Precept of £3,600 an increase of £500 (Band property an increase of £4.59 per annum) for 2024/25 (copy attached).

c) To Note the Clerk's National Association Local Councils (NALC) Pay Award from 1st April 2023

Cllrs noted the Clerk's Pay Award for 2023.

d) To Review the Bank Accounts

The Clerk informed Barclays has unexpectedly closed TPCs bank accounts and invited them to open a new bank account. The Clerk informed of Unity Trust Bank, an online bank account and her positive experience of using this account for another PC for over a year.

Councillors Resolved unanimously to Open a Unity Trust Bank account.

e) To Consider a Bungay Community First Responder Grant Request

Councillors Agreed unanimously to Donate a Grant of £50.00.

f) Dog Waste Bin at the Topcroft Street/Denton Road – update

The new dog bin is now in place and the Clerk has advised South Norfolk Council.

g) Poppy Wreath for Remembrance Sunday - update

The Poppy Wreath was laid at the village sign on 11th November 2023.

5. Planning Applications and Decisions (circulated as received)

Applications

Cllrs noted the following:

a) New Low Energy and Contemporary Replacement Dwelling

High Ridge Church Road Topcroft Norfolk NR35 2BH

Ref. No: 2023/3026 | Received: Thu 05 Oct 2023 | Validated: Thu 05 Oct 2023

Status: Pending Consideration

Councillors RESOLVED to Support this planning application with comments at the 16th October 2023 Meeting.

b) Outline Planning Permission for a New Dwelling with Separate Garage

With all matters reserved except for access (revised from 2021/1392)

Location: Land West of Mill Road Topcroft Norfolk

Ref 2022/2230 | Application Type: Outline Planning Permission

Status: Pending Consideration

Councillors agreed to OBJECT (carried) to this planning application with comments at the 5th December 2022 Meeting.

Decisions

a) Erection of Dwelling, including Landscaping and New Access

Location: Land North Of Aquarium Topcroft Street Topcroft Norfolk

Ref 2022/1719 Application Type: Full Planning Permission

Status: Approval with Conditions

Councillors agreed to SUPPORT this planning application without comments at the 10th July 2023 Meeting.

6. Village Issues

a) Highways

- Drains/Potholes/Gullies Issues

Pothole on Kings Road.

Action: RF

Mill Road/Oxnead Lane S bends flooding and big hole in verge full of water.

Action: RF

- Church Road Water Leak – update

A pipe under a gateway is blocked causing water to run down the Low Road.

Action: PR

- Hedge Cutting around Bus Shelter – update

A farmer has kindly cut the hedge around the bus shelter and Cllr Potter will tidy.

Action: TP

- Low Road Hedge Section – c/f

Signed

Date

Topcroft Parish Council

b) Footpaths

FP7 footpath sign has fallen over near Wash Lane.

Action: PR

c) Village Asset Maintenance - update

Cllrs agreed to maintain various assets around the village. Clerk to circulate the list.

Action: Clerk

7. To Note Correspondence Received

a) **Royal British Legion** – Grant thank you letter

b) **Bus Timetables** - The latest timetables are in the noticeboards

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

a) Defibrillator

The new pads are now in the cabinet.

b) Defibrillator Signs

The new signs are now up near the sports pavilion.

c) Litter Picking

Cllr Potter has kindly litter picked Oxnead Lane.

9. To Receive Items for the next Agenda

a) **Biodiversity Policy for Councils**

10. To Note the Next Meeting Dates

- Monday 8th January 2024 - 7.30 pm
- Monday 11th March 2024 - 7.30 pm
- Monday 13th May 2024 - 7.30 pm – Annual Parish Meeting & Annual Parish Council Meeting
- Monday 8th July 2024 - 7.30 pm
- Monday 9th September 2024 - 7.30 pm
- Monday 11th November 2024 - 7.30 pm

The meeting ended at 8.44 pm

Signed

Date

Topcroft Parish Council

Topcroft Parish Council - Budget 2024-2025	
INCOME	
	<i>Budget</i>
	<i>2024/25</i>
Precept	3,600.00
Total Budgeted Income	3,600.00
VAT Reclaim 2022-23	131.00
Business Saver Interest	14.00
CIL Receipt	0.00
SNC - Jubilee/Coronation Grant	0.00
Total Income	3,745.00
EXPENDITURE	
Clerk's Salary	1755.00
Clerk's Office Costs	72.00
Clerk's Expenses	30.00
Dog Bin Charge	375.00
S137 Grants	200.00
Grass Cutting	200.00
ICO - Data Protection Registration	35.00
Insurance	250.00
Internal Audit Fee	145.00
NALC Subscription & Website	200.00
Training	25.00
Miscellaneous	100.00
Pavilion Meeting Room Hire	70.00
Maintenance	200.00
Total Budgeted Expenditure	3,657.00
Difference	88.00
Defibrillator Costs	0.00
Glasdon - Dog Bin	0.00
SNC - Coronation Grant to Topcroft Recreation Grounds	0.00
VAT Paid (To reclaim)	0.00
Total Expenditure	3,657.00
	88.00

Signed

Date