

Topcroft Parish Council

PARISH COUNCIL MEETING *held by Zoom on* **14th September 2020 at 7.30pm**

Attended: Peter Rout (Chair), Stephen Dye (Vice Chair), Nicola Eastell, Robin Frampton, Trevor Potter, Ian Skinner, Kathy Tomson

Clerk/Responsible Financial Officer: Sally Chapman

Also present: County Councillor Margaret Stone and District Councillor Michael Edney

PUBLIC FORUM

A. To receive reports from the County and District Councillors

The County and District Councillors gave an informative talk on local issues, their recent work and answered questions. Full reports: TPC's website: <https://topcroftpc.norfolkparishes.gov.uk>

B. Public Forum – for Members of the Public

No questions

MINUTES

1. To consider Apologies for Absence

None

2. Declaration of Interests and Consider Requests for Dispensation

None

3. Minutes

The Minutes and Decisions from the meetings held on 9th March 2020, 7th May 2020, 18th May 2020 and 13th July 2020 were confirmed unanimously as a true and accurate record by Councillors who attended these meetings.

4. Matters Arising from the Minutes not on the Agenda

None

5. Finance

a) To receive the current Financial and Budget Report & Approve Payments

Councillors agreed unanimously the Reports and the following Income and Expenditure

Date	Income	Ref.	Amount
	None		
	Total		£ -
	Expenditure		
29/07/2020	Clerk's Salary - July	STO	115.71
29/08/2020	Clerk's Salary - August	STO	115.71
29/08/2020	Clerk's Expenses - August-September	100504	13.60
	Total		£ 245.02

The cheques will be posted to the Chair & a Cllr to sign.

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b) Zoom Subscription

The Clerk advised the Zoom pro subscription costs £14.39 per month, which is £3.60 for each of her PC's. The subscription can be cancelled once proper meetings start again.

Councillors agreed unanimously the Zoom subscription charge as advised.

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

Cllrs noted the following applications and chose not to comment.

Applications

a) Erection of open front cart shed/garage

Grey Gables Rookery Lane Topcroft NR35 2BN

Ref. No: 2020/1396 | Received: Tue 04 Aug 2020 | Validated: Fri 07 Aug 2020

Status: Pending Consideration

Decisions

None

7. Village Issues

a) Highways

Cllrs advised and Clerk to report:

Action: Clerk

- i. Pothole on Rectory Road near Manor Farm/The Rectory
- ii. Pothole near Hill Farm on Rectory/Main Road
- iii. Overgrown hedge on Bedingham Road near Sycamore Farm

b) Footpaths

- FP3 access – update

Permissive path discs received and small bridge to be made.

Action: Chair

- FP9 Bridge – update

SNC informed on 21st July 2020 they would remove and replace ligger bridge with 3 x plank 3.2m bridge, cover with chicken wire & secure and remove vegetation from around bridge.

- FP4 path

A Cllr advised the footpath comes to a halt near Low Farm and the Chair said he would speak to the landowner.

Action: Chair

c) Noticeboards & Bus Shelter Maintenance

Cllr Potter has now stained the noticeboards and repainted bus shelter. Cllrs gave thanks for his work.

d) Community Support

Cllrs discussed the following questions:

- i. Emergency measures that may be needed in our Parish for any situation?
- ii. Do you think everyone was catered for in the lockdown?
- iii. How far can we support the community as Parish Councillors?

District Councillor Edney informed SNC is successfully running the South Norfolk Help Hub supporting parishioners in need throughout the Covid-19 pandemic and all the volunteers are trained and DBS checked. Anyone needing support should contact SNC.

8. To note Correspondence received (*emails circulated as received*)

None

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

a) Website Accessibility (*Council websites that were published before 23 September 2018 need to comply with the Government's accessibility regulations by 23 September 2020*)

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The Website Accessibility training was cancelled due to Coronavirus and the Clerk has completed online training, updated and checked the website with WAVE Web Accessibility Evaluation Tool and added the Website Accessibility statement as recommended by NALC. To the best of her knowledge TSC is now compliant. Cllrs thanked the Clerk for her efforts.

10. To receive items for the next Agenda

None

11. To note the Next Meeting Date:

- Monday 9th November 2020

The meeting ended at 8.55pm