

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting held at Topcroft Pavilion on 11th May 2015 at 7.55pm

Present: Peter Rout (Chair), Trevor Potter (TP), Nicola Green, (NG), Kathy Thomson (KT).

Clerk/RFO: Sally Chapman

Also Present: District Councillor Murray Gray and six parishioners.

All the newly elected Councillors completed a Declaration of Acceptance of Office before the start of the meeting.

1. To appoint a Chair

The Clerk asked for nominations for a Chair.

PR proposed by TP, NG 2nd - agreed unanimously.

PR accepted the post as Chair.

2. To appoint a Vice Chair

TP proposed by PR, KT 2nd - agreed unanimously.

TP accepted the post as Vice Chair.

3. To consider Apologies for Absence

None.

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

None.

5. Co-option to fill Casual Vacancies

The Chair advised there were three vacancies for co-option and asked for any nominations. Four nominations were put forward and the Council held a paper ballot to elect the three following Councillors:

- Kathy Hipper, Street Farm.
- Hannah Gifford, Street Farm Barns.
- Stephen Dye, The Old Church Room.

The Chair welcomed the above to Topcroft Parish Council.

Signed: _____ (Chair)

Date: _____

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6. To approve the Minutes of the meeting held on 9th March 2015

The Minutes of the meeting were confirmed as a true and accurate record and were signed by the Chair of the Parish Council. [Proposed KT, 2nd NG – unanimous.](#)

7. To received reports from District and County Councillors

Reports were given in the earlier Annual Parish Meeting.

8. Parishioners Forum - Matters of Concern

None.

9. To finalise Clerk's Contract

The Clerk's contract is now finalised and was signed by the Chair and Clerk.

10. Finance

a) To receive the Financial Report and Approve Cheques (report circulated prior to the meeting)

The Clerk read out the finance and the budget reports and the following were approved for payment unanimously:

Payments

Came & Co Insurance	£ 159.00
Clerk's Salary April/May + Overtime	£ 214.14
Clerk's Expenses April/May	£ 10.00
NALC Subscription	£ 95.50
SNDC Dog Bins (2)	£ 147.12

Receipts

Precept- 1st instalment	£ 1,178.00
Vat Refund	£ 159.82

b) To confirm & sign the Annual Audit return

The Clerk informed the internal audit of the accounts had been completed by Mr Paul Rand with no issues. The Chair and Clerk signed the annual return to be forwarded to the external auditors by the end of June 2015. **Action Clerk**

11. Planning Applications (circulated prior to meeting)

None.

12. Village Issues

a. Highways and Potholes

Signed: _____ (Chair)

Date: _____

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No new issues.

b. Footpath 3

NCC to research.

c. Dog bins

No issues.

d. Broadband Survey update

The Chair advised the survey had been completed with a 50% response (full details are on TPC's website). The Broadband service into Topcroft is extremely poor and did not even meet the minimum standard. Karen O'Kane – Programme Director for Better Broadband for Norfolk will be attending the 13th July meeting to discuss the Norfolk programme rollout.

e. Wash Lane

It was reported the road is breaking up at the edges.

Action Clerk

f. Wind Farm Update

The planning application has been turned down.

g. Norfolk RCC Fuel Buying Scheme

The Norfolk RCC thinking fuel community oil buying scheme was discussed.

The Clerk was asked to email Topcroft residents with details, place on the notice boards and website to gauge interest.

Action Clerk

Councillors were asked to inform neighbours and friends in the village.

Action Councillors

13. Notice Board name plate – update

Village name plates for the top of the notice boards were suggested and TP agreed to find quotes.

Action TP

14. To notice Correspondence received

The Clerk had received letters requesting donations for Topcroft's Sports Pavilion refurbishment and Topcroft's Church building work. The Chair reminded Councillors a grant of £1,000 had been received from Anglian Water to be spent on village projects at their discretion.

Councillors TP, NG, SD and KH declared a Declaration of Interest and abstained from the discussion and vote.

It was resolved £1,000 would be donated to the Sports Pavilion and £1,000 to the Church for their building projects. Proposed Chair, 2nd KT - unanimous.

The Clerk advised she would check how much a Parish Council can donate from their reserves (Section 137 of the Local Government Act 1972 state £7.20 per head of relevant population, currently 268). The Anglian Water grant can be donated without

Signed: _____ (Chair)

Date: _____

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restriction.

15. To receive items for the next Agenda

None.

16. Confirm meeting dates/times:

- Monday 13th July 2015 - 7:30pm

The meeting closed at 9.10pm

Signed: _____ (Chair)

Date: _____