

# Topcroft Parish Council

**To Members of the Council & Parishioners  
ANNUAL PARISH MEETING  
to be held at Topcroft Pavilion on  
8th May 2017 at 7.30pm**

- 1. Apologies**
  - 2. To approve the Minutes of the Meeting held 9th May 2016**
  - 3. Matters Arising**
  - 4. Chairman's End of Year Report**
  - 5. Finance End of Year Report**
  - 6. District Councillor's End of Year Report**
  - 7. County Councillor's End of Year Report**
  - 8. Public Questions**
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**To Members of the Council  
You are hereby summoned by the Clerk to attend the next  
PARISH COUNCIL MEETING  
to be held at Topcroft Pavilion on  
8th May 2017 after the APM**

## **PUBLIC FORUM**

- A. To receive reports from the District and County Councillor**
- B. Public Forum – for Members of the Public**

## **AGENDA**

***Clerk to receive completed Registration of Pecuniary and Other Interests Form from all Councillors***

- 1. To appoint a Chairman**
- 2. To appoint a Vice Chairman**
- 3. To consider Apologies for Absence**
- 4. To record Declarations of Interests and to consider Requests for a Dispensation**

**5. To approve the Minutes of the Meeting held on 13<sup>th</sup> March 2017 and Matters Arising**

**6. Finance**

- a) To receive a report from the Internal Auditor for 2015/16
- b) To confirm and sign the Annual Audit Return Section 1 and 2
- c) To receive the Financial Report and Approve Cheques (circulated prior to meeting)
- d) Donation Requests

**7. Policies Annual Review** (*circulated prior to meeting*)

- a) Standing Orders
- b) Risk Assessment

**8. Planning Applications and to note Decisions** (*circulated prior to meeting*)

a) **Applications**

None

b) **Decisions**

**Installation of a New Shed at Rear Garden**

Rookery End Barn Mill Road Topcroft NR35 2BW

Ref. No: 2017/0428. Status: Approval with Conditions

**9. Village Issues**

- a) Highways and Potholes
- b) Footpaths - update
- c) Wash Lane/Rectory Road
- d) Conservation Area
- e) Tree Warden - update
- f) Defibrillator – update

**10. Notice Board name plate – update**

**11. To note Correspondence received**

**12. AOB**

**13. To receive items for the next Agenda**

**14. To confirm the next meeting date:**

- 10<sup>th</sup> July 2017 at 7.30pm

**Sally Chapman** *S. G. Chapman*  
**Clerk to Topcroft Parish Council**

**Date:** 2<sup>nd</sup> May 2017