

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting held at Topcroft Pavilion on Monday 9th November 2015 at 7.30pm

Present: Peter Rout (Chair), Trevor Potter (Vice Chair), Stephen Dye (SD), Hannah Gifford (HG), Nicola Green (NH), Kathy Hipper (KH), Kathy Thomson (KT)

Clerk/RFO: Sally Chapman

Also Present: County Councillor Margaret Stone, District Councillor Murray Gray, Mr Paul Rand, Mr John Dodman and Mrs Jenny Braddock.

1. To consider Apologies for Absence

None.

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

None.

3. To approve the Minutes of the Meeting held on 13th July 2015

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

- **Broadband** - The Chair informed the meeting that the new cabinet had been connected through an existing duct and not correctly under the road. Disruption will be caused when this is corrected.
- **Fuel Buying Group** – The Vice Chair advised further information would be emailed to the Clerk for uploading on the website. Action - Clerk

4. To receive reports from County and District Councillors

County Councillor Stone gave a verbal report. Main points:

- **Devolution** - only areas with a Directly Elected Mayor would be able to surcharge business rates and increase Council Tax.
- **Broadband** – access to high speed broadband has doubled in Norfolk and Topcroft will benefit from the second BBFN contract.
- **Winter Campaign** – NCC is launching their winter campaign to help country people get through the winter.
- **Finances** – NCC is to consult residents on budget proposals to save £123 million over the next three years.

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

District Councillor Gray gave a verbal report. Main points:

- **Local Plan** - Site Specific Allocations and Policies, Wymondham Area Action Plan and Development Management Policies Document have all been adopted.
- **Long Stratton Area Action Plan and Gypsies and Travellers Local Plan** are still to be adopted.
- **Local Plan to 2036** – now being worked on by Norwich and Broadland County Councils.
- **Long Stratton Bypass** – action plan still to be finalised.
- **Community Awards** – Link magazine are advertising community awards and Councillor Gray encouraged local nominations to be put forward.

5. Parishioners Forum - Matters of Concern

None.

6. Finance - To receive the Financial Report and Approve Cheques (emailed and circulated at meeting)

The Clerk read out the finance and the budget report and the following were approved for payment. [Proposed SD, 2nd NG – unanimous.](#)

Payments

Clerk's Salary Oct/Nov	£ 156.58
Clerk's Expenses Oct/Nov	£ 10.00

7. Planning Applications (circulated prior to meeting)

The Chair reminded all Councillors to give their planning applications comments to the Clerk in a timely manner.

a) 30/09/2015 App: 2015/2073 - White Lodge Mill Road Topcroft Norfolk NR35 2BW
Proposal: To regularise the unauthorised structures in the extended curtilage.

[The Council had previously expressed concerns and the Clerk had advised SNDC.](#)

- The Clerk was requested to contact the Highway Rangers to clean the roads around this property and to write to the residents asking them to maintain them.

Action Clerk

b) 16/10/2015 App: 2015/2151 - Gardiners Cottage Topcroft Street Topcroft Norfolk NR35 2BL. App Type: Works to TPO trees.

The Council discussed the work to trees with the owner of Gardiners Cottage (in attendance) with the map supplied from SNDC. It was found the map was not accurate and it appeared a TPO tree may have been cut down.

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

The Council resolved they were happy with the tree preservation/maintenance and asked the Clerk to report to SNDC and the removed tree.

Action Clerk

8. Village Issues

- **Highways and Potholes**

A small pothole near Longwood House on Denton Road. Clerk to report.

Action Clerk

- **Footpaths and Footpath Noticeboard**

It was agreed to order a new footpath notice board at a cost of £178.00 ex. VAT and footpath map £14.00. Proposed NG, 2nd KT – unanimous.

Action Clerk

Councillors discussed the footpaths and reported routes 1 and 2 were good and route 3 was difficult to follow and obstructed. Further routes will be walked. Clerk to report missing footpath sign and to write the NCC re route 3.

Action Clerk

- **Dog bins**

No issues. KT informed the Stick and Flick scheme is not recognised in Norfolk.

- **Wash Lane**

The Chair had spoken to the landowner and they had agreed the camber of the road prevented water reaching the drain. They will meet again when the road is flooded to try and find a solution. The landowner also agreed to see if it is possible to remove the little bridge and clear the debris.

- **Hedges**

The Clerk had written to the residents with overgrown hedges.

- **Conservation Area**

The Clerk reported she was still waiting to hear from SNDC re making the centre of the village a conservation area. Clerk to chase.

Action Clerk

9. Notice Board name plate – update

TP advised he need to advise the name plate company which font the Council wishes to use. HG said she would send TP some suggestions.

Action TP/HG

10. To notice Correspondence received

East Anglian Air Ambulance grant request

Councillors agreed a grant of £100.00 Proposed NG, 2nd TP – unanimous

11. AOB

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

- **SNDC Chairman's Meeting** – the Chair reported he had attended the meeting and SNDC had encouraged neighbouring parishes to look at joining forces to save money. The chair had met with Mr Richard Holden from Bedingham and agreed to raise the issue with their respective councils and to meet together at some point in the future if there was a desire to take this forward.
- **Sewage Church Road** – Sewage was reported overflowing from the treatment plant onto the ditch. Clerk to report to Anglian Water. **Action Clerk**

12. To receive items for the next Agenda

None.

13. Confirm meeting dates/times:

Monday 11th January 2016 - 7:30pm

The meeting closed at 9.40pm

Signed: _____ (Chair)

Date: _____