**Topcroft Parish Council**

**Minutes from Topcroft Parish Council Meeting**

**Monday 8th September 2014 at 8pm in Topcroft Pavilion**

**Present:** Peter Rout (Chair) Trevor Potter (TP), Stephen Roberson (SR), Step Dye (SD), Nicola Green (NG), Kathy Thomson (KT).

**Clerk:** Sally Chapman

**Also Present**: Murray Gray - District Councillor and two parishioners.

1. **Apologies:**  Carolyn Moulton
2. **To welcome new Parish Clerk**
The Chair welcomed the new Clerk; Sally Chapman from Harleston.
3. **To record Declarations of Interests from members in any item to be discussed**Councillor Roberson informed; Planning Application 13a was his neighbour’s property.
4. **To approve the Minutes of the meeting held on 7th July 2014**Minutes were confirmed as a true and accurate record. SR proposed, SD seconded, unanimous. Signed by the Chair.
5. **To received reports from District and County Councillor**County Councillor Somervillesent her apologies as she was at another Parish Meeting. District Councillor Gray gave his report informing:  **-** Three grants currently available from NCC and SNDC. The Neighbourhood Fund grant of £200 was available to Topcroft Parish Council. After a discussion Councillors agreed to use the grant for a replacement notice board. SR proposed, SD seconded, unanimous.
 Action: Clerk to send bank details
- The Local Development Plan is proposing a roundabout at Hempnall crossroads.
- SNDC are looking for new Gypsy and Travellers sites and have received 4-5 offers from South Norfolk land owners. The Chair asked what was happening to Spring Wood and the ongoing plan for four travellers’ pitches. Councillor Gray advised there were issues/objections and as it is an ecology site, it had been given low priority and no decision made. TP informed that the original planning application for three years had expired two years ago and now the site was overgrown and could it be cleared? Councillor Gray stated SNDC will not foot the expense.
- Recycling from October, glass and a wider range of plastics can be placed in the green recycling bins.
6. **Parishioners Matters of Concern**None

 **7.** **To recruit replacement Parish Councillors**The Chairwelcomed two parishioners co-opted to the Council: Nicola Green and Kathy Thomson. SR proposed, SD seconded, unanimous.

**8. Clerk’s Contract**The Chair confirmed he would finish the Clerk’s contract before the next meeting.
 Action: Chair

**9.** **To adopt new Standing Orders** (as circulated)Councillors agreed to adopt the new Standing Order with the amendment of the meeting start time from 8.00pm to 7.30pm. Action: Clerk to amend and circulate

**10.** **To consider Speed Limits changes in the village**The Chair advised he had been in discussion with County Councillor Somerville regarding speeding vehicles through the village and they would complete a walk at peak time. Councillors suggested moving the speed limit signs and lowering to 30mph. The Chair said they would discuss this with Bob Edwards, NCC Highways Engineer. Action: Chair

**11.** **To consider Mains Sewerage in the village**Consideration postponed until the next meeting.

**12.** **Finance**
**a.** **To receive the Financial Report to date**
The Clerk circulated the finance report to 8th September 2014. It was agreed a true record, PR proposed, NG seconded, unanimous.
**b.** **Internal and External Audit**
The Clerk informed the internal audit had been completed and the Chair signed the audit for submission to the external auditors.
**c.** **VAT return** The Clerk informed this had been completed for 2013/14 and a return of £43.99 was due.

**13. Planning Application
a. Old Mill Barn, Mill Road, Topcroft** - Retrospective planning permission for small shed-like structure on land to rear of dwelling house. The Councillors discussed the application and returned a ‘No Comment’ decision. NG proposed, SD seconded, unanimous. The Chair signed the application.

**14. Village Issues
a. Highways and Potholes**It was reported that the road was breaking up on the corner of Topcroft Lodge/Barford Farm on Barford Road and there was flooding on Rectory Road in the dip at Kings Road junction near the green triangle. Action: Clerk to report to SNDC Highways Dept. **b. Footpath 3**It was reported the footpath was blocked and the Chair said he would visit the Parishioner whose garden it goes through, the Chair will also mention that UK Power Networks are awaiting permission to gain access to the adjoining field to complete an upgrade to the transformer that supplies the new properties on Church Road. Action: Chair  **c. Litter/Rubbish Bins**It was agreed the bins were emptied regularly. **d. Dog bins**It was agreed the bins were emptied regularly.

**15. To consider replacement Notice Boards**As discussed in point 5.

**16. To receive items for information
a.** The Chair circulated the Local Development Plan and the Gypsy/Travellers Plan CDs from SNDC.
**b.** The Chair advised he had attended a meeting in March re Faster Broadband and suggested a survey for Topcroft asking who need/uses Broadband. After a discussion the Councillors agreed to this action. SR said he would circulate some information re Wispire an alternative Broadband supplier. Action: SR
 Action: Chair/Clerk to create a questionnaire for the November meeting
**c**. The Clerk had circulated an email re NALC/Vodaphone Rural Open Sure Signal programme. It was discussed and it was decided to decline as it was a paid for service.

**Topcroft Sports and Social Club**TP informed the Sports and Social Club is planning a major refurbishment to the Pavilion and is applying for funding. The cricket was now finished for the season.
**Event Dates**
- Harvest Supper Friday 17th October
- Halloween Party date TBC

**17. To receive items for the next agenda
a.** Mains sewerage **b.** Faster Broadband

**18. Confirm future meeting dates/times**The following dates were confirmed as the meeting dates for the next year and the start time would be brought forward to 7.30pm.- Monday 10th November 2014 – 7.30pm
- Monday 12th January 2015 - 7.30pm
- Monday 9th March 2015 - 7.30pm
- Monday 11th May 2015 - 7.30pm
- Monday 13th July 2015 - 7.30pm

Meeting closed at 9.10pm