**Minutes from Topcroft Parish Council meeting held on Monday 17th. March 2014**

**from 8pm in Topcroft Pavilion.**

Present: Trevor Potter, Hazel Francis, Peter Rout, Carolyn Moulton, Jane Andrews ( Chair), Stephen Roberson

Also Present:Murray Gray, John Frost , Paul Rand and Nicola Green

1. Apologies:Step Dye
2. Minutesfrom meeting held on the 20th January 2014 were agreed and signed as a true and accurate record of events. Proposer Carolyn Moulton, Seconded Trevor Potter
3. To recorddeclarations of interest from members in any itemto be discussed – None were declared.
4. To approve replacement Parish Clerk – The appointment was ratified.
5. To recruit a replacement Parish Councillor – To be advertised on Parish Notice Board. **Action:** Irwin and Jane to publish.
6. Planning Process – a new process was discussed, the proposals was for Council members to make a site visit for all new planning applications. Peter Rout, Seconded Stephen Roberson.
	1. Planning application Ref:2014/0394 – Replacement of two windows at Topcroft Lodge. No objections raised. **Action:** Parish Clerk to notify SNDC .
7. To consider adopting standing orders – To be discussed further at the next meeting, when copies of those being implemented by Hempnall, Denton and Woodton Parish Councils have been obtained and circulated. **Action:** Parish Clerk to contact PC’s.
8. To consider speed limits in the village – JA has not had a response to emails or telephone calls. PR agreed he would get in touch to arrange a meeting with Bob Edwards to discuss issues.
9. To consider mains sewerage in village – Current arrangement discussed and it was proposed that Anglian Water should be contacted regarding the process of replacing private means and establishing whether Topcroft qualify. **Action:** Parish Clerk to contact Anglian Water to see if the village qualifies, what is the process etc. Report back to Councillors at the next meeting.
10. To consider winter road conditions – Trevor voiced concerns at the lack of action being taken by the Highways Dept., not one item on the list given to the Rangers was action. After much discussion it was apparent there was little action the council could take to force the Highways Dept to take action and for the Parish Council to undertake the road cleaning would not only be cost prohibitive but would involve insurance issues. **Action**: Murray Gray to send Email address to Parish Clerk . Parish Clerk to contact and voice Councillors concerns and grievances.
11. Finance
	1. To receive the financial report to date
	2. To consider paying the dog bin emptying invoice 0701060231 £147.12. It was agreed that SNC be contacted about the lack of service, obtain a schedule of emptying dates and invite a representative to attend the next Parish Council meeting. In the meantime, payment of the invoice to be withheld. **Action:** Parish Clerk to contact SNC.
12. To village issues
	1. Highways and pot holes – Various locations were highlighted where pot holes were a major problem, primarily, Low Road (Valley Farm), Junction Rookery/Oxnead Road , Denton Road (Longwood Farm) and junction The Street/Barford Road. **Action:** Contact Highways to report our concerns and repair requests.
	2. Footpath 3 - Action: JA and TP to speak with landowner
	3. Litter/Rubbish Bins – No action possible by Topcroft Parish Council.
	4. Dog bins – John Frost commented that there had been some improvement in emptying the bins, the Councillors believe this is only happening because TP complains on a regular basis. **Action:** Refer to 11.
	5. Flooding Rookery Lane – Need to establish who is responsible for maintaining the ditch, SNC or the landowner. **Action:** Peter to give precise location details to Parish Clerk who is to contact SNC
	6. Low Road Culvert – Peter expressed he believed the culvert to be ineffective in its design/location and becomes blocked. He suggested and it was agreed that a letter should be sent to the Land Agent Savilles. **Action**: Exact location to be given to Parish Clerk to enable him to clearly explain to Savilles the source of the problem
	7. Rectory Road, a ditch has collapsed. **Action:** Trevor Potter to advise Parish Clark of exact location. Details will be given to the Highways Dept.
13. To consider Broadband speed – There is to be a public meeting on the 25th March 2014 at Denton village hall to allow residents to voice their concerns. PR hoping to be able to go to the meeting and report back to Councillors at the May meeting. PR reported that it had been deemed that Topcroft received/exceeded the minimum broadband speed requirement, though no indication was given as to what time of day the speed was checked. PR believed it would be at least August 2014 before we can expect any improvement.
14. To receive reports from District Councillors and County Councillors

Murray reported on developments regarding the Streetwood Wind Farm proposal. Had the Planning Officer received the full facts regarding noise levels, the Planning Committee would have turned the application down. Carolyn was able to give up to the minute information regarding the Appeal, the Secretary of State for Communities had called in the Appeal, based on the strength of feeling by local residents.

Murray advised the Councillors that there had been very little interest from local residents regarding the Affordable Housing Scheme on Church Lane. He believed only two people had applied. Councillors voiced their disappointment, especially after all the effort they had gone to regarding this scheme.

From the 1st May the new levy will come into force enabling local authorities to charge on new developments Community Infrastructure Levy. Some of the levy would be earmarked for the Long Stratton bypass. For more information regarding CIL go to [www.pas.gov.uk/web/pas-test-site/3-community-infrastructure-levy-cil](http://www.pas.gov.uk/web/pas-test-site/3-community-infrastructure-levy-cil)

District Council had scrapped Neighbourhood Community Project. A Neighbourhood Board is now in operation. Topcroft belongs to Tas Neighbourhood Board which has funds available in 2014/2015 of £,1000.00. For more information go to [www.south-norfolk.gov.uk/democracy/2981.asp](http://www.south-norfolk.gov.uk/democracy/2981.asp)

1. To receive items for information – Letter received from Nicola Green informing the Councillors of her new business venture, a mobile fish and chip unit, together with a general description of services available. The Councillors wish her well.
2. Receive items for next Agenda - Parish Council Website – Parish Clerk to liaise with Carolyn Moulton.

Meeting closed at 9.18pm