

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting held at Topcroft Pavilion on Monday 13th May 2019 at 8.35pm

Present: Peter Rout (Chair), Step Dye (Vice Chair), Nicola Eastell, Trevor Potter, Kathy Thomson

Clerk/Responsible Financial Officer: Sally Chapman

Also present: District Councillor Michael Edney and five parishioners

Public Forum

A. To receive reports

District Councillor Michael Edney gave a verbal report of the changes in the new combined District Councils and possible changes to come.

B. Members of the Public

A parishioner informed there was another water leak on Church Road.

The Clerk was asked to chase NCC re the footpath bridge.

Potholes were reported on Rookery Lane.

Action: Clerk to report all.

Main Meeting

All Councillors completed a Declaration of Acceptance of Office & Register of Interests Form before the start of the meeting.

1. To Appoint a Chair

Councillor Peter Rout was elected unanimously as Chair.

2. To Appoint a Vice Chair

Councillor Step Dye was elected unanimously 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. To approve the Minutes of the Meetings held on 11th March 2019

The minutes of the meetings were confirmed unanimously as a true and accurate record and signed by the Chair.

6. To Consider Co-option to fill the Casual Vacancies

Two Parishioners Mr Robin Frampton and Mr Ian Skinner were co-opted unanimously onto the Council and signed the Declaration of Acceptance of Office.

7. Finance

a) To receive the Internal Auditor Report for 2018/19 (*circulated prior to the meeting*)

Signed: _____ (Chair)

Date: _____

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The RFO read out the main points.

- b) To Agree a Certificate of Exemption from a Limited Assurance Review and the Annual Audit Return Sections 1 & 2

CLLrs approved unanimously to apply for a Certificate of Exemption from a Limited Assurance Review and the Chair and Clerk signed the Annual Audit Return.

- c) To appoint the Internal Auditor for 2019/20

CLLrs approved unanimously to reappoint Mr Trevor Brown.

- d) To receive the current Financial and Budget Report and Approve Cheques (*circulated prior to the meeting*)

The Clerk read out the Finance and Budget Reports.

Councillors agreed unanimously the following Income and Expenditure.

Date	Income		
16/04/2019	VAT Reclaim 2018-19		£ 85.40
26/04/2019	SNC Precept Payment		£ 1,300.00
	Total		£ 1,385.40
	Expenditure		
29/04/2019	Clerk's Salary - April		£ 89.87
13/05/2019	Trevor Brown - Internal Auditor		£ 57.20
13/05/2019	NALC Subscription		£ 140.55
13/05/2019	Clerk's Overtime & Expenses April & May		£ 92.29
	Total		£ 379.91

- e) To Consider Insurance Renewals

CLLrs delegated the Chair to review the quotes and renew.

8. Planning Applications and to note Decisions (*circulated as received*)

Applications

- a) Conversion of World War 2 Barracks Into one Dwelling

Breakers Yard Barford Road Topcroft Norfolk NR35 2BB

Ref. No: 2019/0945 | Status: Pending Consideration

CLLrs objected to this application for the following reasons:

Point 6. Existing Use

Land where contamination is suspected for all or part of the site - ticked no.

TPC's comment: This site has been used for many years as a breakers yard and TPC believes there will be significant contamination.

A proposed use that would be particularly vulnerable to the presence of contamination - ticked no.

TPC's comment: Contamination from oil has recently been found under another property in Topcroft leading to significant health issues for the residents. Oil contamination as above.

Point 10. Trees and Hedges

Are there trees or hedges on the proposed development site - marked no.

TPC's comment: Please view plans, the site is covered with numerous trees and hedges and this development would affect them.

Signed: _____ (Chair)

Date: _____

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And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape? - marked no.

TPC's comment: There are numerous trees and hedges adjacent to this development site, an arboriculture report and preservation restrictions should be applied to planning conditions

Point 12. Biodiversity and Geological Conservation

Ticked No.

TPC believes there are bats, newts and owls in this area and would like surveys undertaken.

Point 13 Foul Sewage

septic tank - ticked.

TPC suggests a package treatment plant would be a more fitting system.

b) Replacement of Existing Pig Rearing Building with New

Trees Farm Topcroft Street Topcroft NR35 2BL

Ref. No: 2019/0885 | Status: Pending Consideration

[Cllrs supported this application.](#)

c) Erection of Detached Garage

Freyja Topcroft Street Topcroft Norfolk NR35 2BL

Ref. No: 2019/0873 | Status: Pending Consideration

[Cllrs supported this application.](#)

d) Retention of Roof To Kennel Block Comprising Of Metal Sheetting and Insulation

Low Farm Snakes Lane Topcroft Norfolk NR35 2BU

Ref. No: 2018/2125 | Status: Pending Consideration (comments closed)

Decisions

a) Link A Small Junior Fishing Lake to A Small Pond to Create A Single Fishing Area

Applicant: Mr G Tidnam & Mr R Tidnam

Location: Low Farm, Snakes Lane Topcroft NR35 2BU

Ref. No: 2018/2328 | Status: Approval with Conditions

b) Change of Use of Redundant Farm Barn To 3-Bedroom Holiday-Let (Revised)

Barn South West of Low Farm Snakes Lane Topcroft Norfolk

Ref. No: 2019/0559 | Status: Approval with Conditions

C) Change of Use of Redundant Farm Barn To 3/4-Bedroom Dwelling

Barn South West of Low Farm Snakes Lane Topcroft Norfolk

Ref. No: 2018/2415 | Status: Refused

9. To consider a Community Litterpick

The Litterpick was cancelled because the equipment was not available on that date agreed.

TPC has purchased Litter picking Equipment for parishioners to use as they wish. The Clerk will place an advert on the website and parish magazine. Cllr Eastell kindly offered to donate some Hi-Viz vests.

Action: Clerk/Cllr Eastell

Signed: _____ (Chair)

Date: _____

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10. Village Issues

a) Highways and Potholes

- Speeding Awareness Machines/Traffic Monitoring

C/F

- Village Sign Gates

Still waiting for the quote.

Action: Clerk

- Untidy Properties, Buildings and Grounds

The Clerk has reported to SNC and requested an Untidy Site Notice. It was also noted waste materials from different sites are now also being dumped there. D.C. Edney requested the details to be sent to him.

Action: Clerk

b) Footpaths

The Chair agreed to speak to the Footpath 3's landowner re access.

Action: Chair

c) Tree Warden

Five Oak trees have been planted over winter one has now died and will be replaced in the autumn.

d) First Aid Training

The course booked for 1st June 2019 10.00-2.30pm. Spaces available for free training.

11. To note Correspondence received

- a) Clerks & Councils Direct Magazine

- b) British Red Cross thank you letter for grant

- c) Bungay Community First Responders thank you letter for grant

12. AOB

- a) Cllr Potter has agreed to stain the noticeboards and benches.

- b) D.C. Edney informed he can give a grant to the Pavilion's refurbishments.

Action: Cllr Dye

13. To receive items for the next Agenda

None

14. To confirm the next year's meeting dates:

Monday 8th July 2019 at 8.15pm

The meeting closed at 9.40pm

Signed: _____ (Chair)

Date: _____