

# Topcroft Parish Council

## Minutes from Topcroft Parish Council's Meeting held at Topcroft Pavilion on Monday 8<sup>th</sup> January 2018 at 7.30pm

**Present:** Peter Rout (Chair), Step Dye, Hannah Giffard, Nicola Green, Kathy Thomson, Trevor Potter

**Clerk/Responsible Financial Officer:** Sally Chapman

**Also present:** County Councillor Margaret Stone, District Councillor Murray Gray, Tree Warden John Catchpole and three parishioners.

### Public Forum

#### A. To receive reports from the County and District Councillors

**CC Margaret Stone** read out her report, full details:

<http://topcroftpc.norfolkparishes.gov.uk/category/meetings/minutes>

- The Chair asked Cllr Stone to speak to NCC Gary Overland again re a speed limit in Church Road. Cllrs discussed the speeding in this area. CC Stone will contact Mr Overland.

Action: CC Stone

**DC Murray Gray** reported:

- SNDC and Broadland DC are forming a close relationship and the first step is to share Senior Planning Officers.
- The Greater Norwich Local Plan Regulation 18 consultation is from 8/1/18 – 15/3/18. There is a briefing at SNC for PCs is on Tuesday 16 January at 5.30-6.30pm. Full details: [www.gnlp.org.uk](http://www.gnlp.org.uk).
- Long Stratton's Leisure Centre to be refurbished and extended.
- SNC considering a merger with Broadland CC to share services.
- Members Ward Budget for projects is now closing for the current financial year.

#### B. Members of the Public

Parishioners informed:

- Culver blocked at top of Rockery Lane from The Street end on sharp bend.
- Water grupes have been made into verges by NCC Highways, but not fully into ditches, causing more flooding in some area.

Action: Clerk to report

### Main Meeting

#### 1. To consider Apologies for Absence

None

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

Point 6a - Cllr Potter declared a non-pecuniary interest.

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

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## 3. To approve the Minutes of the Meetings held on 13<sup>th</sup> November 2017

Amendment to D.C. M Gray's report: - SNC considering a ~~merger~~ close relationship with Broadland ~~CC~~ DC to share services. The minutes of the meeting were then confirmed as a true and accurate record and signed by the Chair. **Proposed HG, 2<sup>nd</sup> KT – unanimous.**

## 4. To Elect a Vice Chair and to Consider Co-option to fill Casual Vacancies

The Chair nominated Cllr Dye for Vice Chair. **Proposed PR, 2<sup>nd</sup> NG – unanimous.**

Cllr Dye accepted the post as Vice Chair.

The Chair informed there had been three expressions of interest to be co-opted and informed Cllrs of the interested parties. **Mr Kevin Andrew's was elected unanimously.**

**Action: Clerk to email forms**

## 5. Finance

### a) To receive the Financial Report and Approve Cheques

The Clerk read out the Finance and Budget Reports and they were agreed as a true and accurate record and signed by the Chair. **Proposed HG, 2<sup>nd</sup> NG – unanimous.**

<b>Income</b>		
	None	
<b>Expenditure</b>		
28/11/2017	Clerk's Salary - November	£ 86.66
28/12/2017	Clerk's Salary - December	£ 86.66
08/01/2018	SNDC Dog Bin - Annual Charge	£ 240.00
08/01/2018	Clerk's Expenses	£ 10.00
08/01/2018	P&G King - Grass cutting	£ 44.00
09/01/2018	Diss & District Community Transport Grant (Borderhoppa)	£ 100.00
09/01/2018	Lowestoft Community First Responders Grant (Defib)	£ 100.00
	<b>Total</b>	<b>£ 667.32</b>

### b) Precept Request Form for 2018/19

The Chair and Clerk signed the precept form for £2,600 as agreed at the 13<sup>th</sup> November 2017 meeting. **Proposed TP 2<sup>nd</sup> NG – unanimous.**

### To consider grants to:

c) Lowestoft Community First Responders (Defibrillator Trainers)

d) Diss & District Borderhoppa Community Transport

**Councillors resolved to grant £100 to each – unanimous.**

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

### Applications

#### a) Notification for Prior Approval for a proposed change of use of an agricultural building to a dwelling house (QA).

Barn Adj. To Greenfields Church Road Topcroft Norfolk

Ref. No: 2017/2689 | Received: Thu 16 Nov 2017 | Validated: Fri 01 Dec 2017 |

*Cllr Potter declared a non-pecuniary interest and abstained.*

Cllrs discussed and did not perceive the building to be an agricultural building.

**Councillors resolved to: Recommend for Refusal – unanimous.**

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

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## **b) Street Farm - Replacement of Wood Burner with New Flue**

Ref. No. 2017/2476

Applicant: Mr Andrew Hipper

Location: Street Farm Topcroft Street Topcroft Norfolk NR35 2BL

**Councillors resolved to: Support – unanimous.**

## **Decisions**

### **a) Erection of garden shed at front**

1 Apple Tree Cottage Topcroft Street Topcroft NR35 2BL

Ref. No: 2017/2377

Status: Approval with Conditions

### **b) Certificate of lawful use for the existing use of Annexe**

The Barnyard Topcroft Street Topcroft NR35 2BL

Ref. No: 2017/2210

Status: Approval with No Conditions

### **c) Change of use of land to domestic use (retrospective)**

The Barnyard Topcroft Street Topcroft NR35 2BL

Ref. No: 2017/2211

Status: Approval with Conditions

## **7. Kennels**

Cllrs discussed and agreed that TPC has never received any complaints re the kennels in Topcroft. Cllrs considered that they are well run and provide a high standard of care for the dogs and a valuable service for dog owners in South Norfolk. The Clerk will write to the owners to convey this sentiment.

**Action: Clerk**

## **8. Village Issues**

### **a) Highways and Potholes**

Pot hole: near Rockery Farm before Rockery Bungalow from Church Road. **Action Clerk**

### **b) Footpaths**

The next meeting: 16<sup>th</sup> January 2018.

### **c) Wash Lane**

Less flooding since the ditches and drains have been cleared. Chair to check pipework for blockages.

**Action: Chair**

### **d) Conservation Area**

Cllr Thomson to circulate update.

**Action: Cllr Thomson**

### **e) Tree Warden**

Cllrs asked DC M Gray for a grant to plant further Oak trees in the village. DC Gray agreed £100 from his ward budget. The tree warden will approach Mr Ian Skinner re land to plant these trees on, Cllrs thanked Cllr Gray.

### **f) Defibrillator Training**

Eight Councillors and parishioners attended the training on 12<sup>th</sup> December 2017 and found it very informative. The Clerk was requested for the cabinet code for the Pavilion and to find info on first aid training.

**Action Clerk**

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

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**g) Speed Limits**

As per Public Forum point A.

**9. To notice Correspondence received** (*emails are forwarded as received*)

Clerk and Councillors Magazine

**10. AOB**

Cllrs reported oil thefts in the village.

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

None

**12. To confirm the next meeting dates:**

12<sup>th</sup> March 2018 at 7.30pm

**The meeting closed at 9.10pm**

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_