

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting held at Topcroft Pavilion on Monday 14th January 2019 at 7.30pm

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

Clerk/Responsible Financial Officer: Sally Chapman

Also present: two parishioners

Public Forum

A. To receive reports from the County and District Councillors

CC Margaret Stone

Not present and no report received. The Chair stated he was disappointed that nothing has been heard from Cllr Stone since her appointment to Chair of NCC.

DC Murray Gray

Informed:

- **Hempnall Crossroads** work has now started and should be completed within a year.
- **InTouch (Broadband) Systems** are now putting up masts locally to offer a satellite high-speed wireless Internet solution for home or office, in areas that are difficult to reach via conventional DSL broadband. Further details: www.intouchsystems.co.uk

B. Members of the Public

A parishioner asked if some of the Community Infrastructure Levy (CIL) funding could be used to replace the footbridge on footpath 9. The Chair asked the Clerk to report to NCC to see if they would replace it and if not, the suggestion would be considered.

Action: Clerk

Main Meeting

1. To consider Apologies for Absence

Cllr Andrews and Cllr Giffard – apologies accepted.

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

None.

3. To approve the Minutes of the Meetings held on 12th November 2018

One amendment was made to the attached budget sheet (adding error).

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

4. Finance

a) To receive the current Financial Report and Approve Cheques

The Clerk read out the Finance and Budget Reports.

The following Income and Expenditure were agreed unanimously.

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Date	Income	
	None	
	Expenditure	
28/11/2018	Clerk's Salary - November	87.53
28/12/2018	Clerk's Salary - December	87.53
14/01/2019	Dog Bin Charge 2018/19	240.00
14/01/2019	Clerk's Expenses December & January	10.00
	Total	£ 425.06

- a) Precept Request 2019/20
The precept request for £2,600 as agreed at the November meeting, was signed by the Chair and Clerk.
- b) To consider buying Litter Picking Equipment
CLLrs discussed and agreed unanimously to purchase two litterpickers, two bag hoops and rubbish bags.
Equipment to be kept at the Sports Pavilion for anyone to use and notice placed in the Parish Magazine. **Action: Clerk**

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

CLLrs noted:

Applications

a) Proposal: 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: Pending Consideration

b) Retention of roof to kennel block comprising of metal sheeting and insulation

Low Farm Snakes Lane Topcroft Norfolk NR35 2BU

Ref. No: 2018/2125 | Status: Pending Consideration

Decisions

a) Position a single static caravan within the boundary of the Topcroft Fishing Lake for holiday letting.

Applicant: Mr G Tidnam & Mr R Tidnam

Location: Low Farm, Snakes Lane Topcroft NR35 2BU

Ref. No: 2018/2329 Status: Approval with Conditions

b) Certificate of lawful use for existing use of Dog Kennels

Low Farm Snakes Lane Topcroft Norfolk NR35 2BU

Ref. No: 2018/2124 | Status: Approval with no Conditions

Greater Norwich Local Plan Regulation 18 Consultation

a) Two Topcroft Proposed Sites GNLP2146 and GNLP2029

To note comments were submitted and no further update

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

The meeting was closed between 20:02-20:15 for Cllrs to discuss general planning.

6. Topcroft's Poor Lands Charity

a) To appoint two Trustees

The Chair informed he had spoken with the Clerk of the Poor Lands Charity and could confirm: There are five trustees of the charity, one permanent, two nominated by the Parish Council (not necessarily Councillors) and two co-opted by the charity. The Trustees stand for four years.

Cllrs discussed and agreed unanimously to nominate Trevor Potter and Sue Herring as Trustees.

Action: Clerk to contact the Charity's Clerk and Mrs Herring

7. Emails

The Chair spoke of concerns raised by two parishioners of a Councillor using the Sports Pavilion's email list to circulate information regarding the Greater Norwich Local Plan Regulation sites in Topcroft. The Chair confirmed the Councillor's email was not sent on behalf of the Parish Council, but as an individual and not endorsed. The manager of the list has spoken with the Councillor concerned.

8. Village Issues

a) Highways and Potholes

- Speeding Awareness Machines/Traffic Monitoring

The Clerk circulated prices of a SAM2 machine and Cllrs agreed it was too expensive. The Clerk was asked to contact PCSO Heather Field re air tubes.

Action: Clerk

- Village Sign Gates

The Clerk gave details of some village sign gates and was requested to contact NCC Highways regarding permission.

Action: Clerk

- Bright Light at White Lodge which shines down Oxnead Lane

Cllrs requested the Clerk to send a letter asking if the lights could be dimmed or faced down.

Action: Clerk

- Untidy Properties, Buildings and Grounds in Topcroft

Cllrs discussed and asked the Clerk to contact SNC to request an Untidy Site Notice.

Action: Clerk

- Kings Road/Wash Lane Passing Place

The Chair informed dustbin lorries have been parking up in the passing place and eroded the site. Clerk to contact NCC.

Action: Clerk

- Highway Rangers

The Clerk confirmed she had responded requesting items to be attended too.

b) Footpaths – update

No update

c) Wash Lane/Rectory Road

No update

d) Tree Warden – update

No update

e) First Aid Training – update

The course to be booked in the spring.

f) Defibrillator Maintenance - Bungay Community First Responders

The defibrillator has been checked and new pads are required.

Cllrs agreed unanimously to the Clerk to order new pads as advised.

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

9. To note Correspondence received

- a) Clerks & Councils Direct Magazine – circulated.

10. AOB

CLRs informed of signs and potholes for the Clerk to report to NCC.

Action: Clerk

CLr Potter advised the metal on the Village Sign needed re-fixing and he had repaired one of the noticeboards.

11. To receive items for the next Agenda

To consider grant allocations.

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

- 11th March 2019 at 7.30pm

The meeting closed at 9.10pm

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Topcroft Parish Council BUDGET		
	INCOME	
ACTUAL		Budget
2017/18		2019/20
2,250.00	Precept	2600.00
77.00	SNDC Grant	0.00
	Now finished	
2,650.90	Total Budgeted Income	2,600.00
323.90	VAT Refund	0.00
	variable	
0.00	CIL Payment	0.00
120.00	Transparency Grant	0.00
2.09	Business Saver Interest	0.00
100.00	District Councillor's Grant	0.00
2,872.99	Total Income	2,600.00
	EXPENDITURE	
1187.45	Clerk's Salary & Overtime	1071.00
	Increase awarded £1078.48	
60.00	Clerk's Office Costs	60.00
30.49	Clerk's Expenses	30.00
200.00	Dog Bin Charge	130.00
1200.00	Grants/Donations	500.00
151.00	Grass Cutting	160.00
168.00	Insurance	230.00
102.62	NALC Subscription	110.00
25.00	Training	50.00
213.69	Miscellaneous	100.00
60.00	Pavilion Hire	70.00
70.00	VAT Paid (To reclaim)	0.00
25.00	External Audit Fee	0.00
0.00	ICO - Data Protection Registration	35.00
3,493.25	Total Budgeted Expenditure	2,546.00
-842.35	Difference	54.00
0.00	Internal Audit Fee	50.00
0.00	Transparency Grant	0.00
3,493.25	Total Income	2,496.00
		104.00

Signed: _____ (Chair)

Date: _____