

# Topcroft Parish Council

## Meeting Minutes held at Topcroft Pavilion on Monday 13<sup>th</sup> January 2020 at 7.30pm

**Present:** Peter Rout (Chair), Step Dye (Vice Chair), Robin Frampton, Trevor Potter, Ian Skinner, Kathy Thomson

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

**Also present:** District Councillor Mike Edney & one Parishioner

### Public Forum

#### A. To receive reports

District Councillor Mike Edney spoke of planning enforcements and advised TPC to contact him with any issues and informed Norfolk Police are now recruiting more police officers.

#### B. Members of the Public

The Cllrs and Parishioner spoke of blocked drains and flooding in the village, especially on Rookery Lane and the Street.

Action: Clerk

### Main Meeting

#### 1. To consider Apologies for Absence

Cllr Nicola Eastell – apologies accepted and County Councillor Margaret Stone.

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

Cllrs' Dye and Potter declared a non-pecuniary interest in point 4.c) as members of Topcroft's Social Club.

#### 3. To approve the Minutes of the Meetings held on 9<sup>th</sup> September 2019

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

#### 4. Finance

##### a) To receive the current Financial Reports and Approve Payments

The Clerk read out the Finance and Budget Reports.

Councillors agreed unanimously the Reports and the following Income and Expenditure.

Date	Income	Ref.	Amount
	None		
		<b>Total</b>	<b>£ -</b>
	<b>Expenditure</b>		
28/11/2019	Clerk's Salary - November	S/O	£ 89.87
28/12/2019	Clerk's Salary - December	S/O	£ 89.87
11/01/2020	Clerk's Expenses December & January	100491	£ 10.00
11/01/2020	SNC Dog Bin annual charge (2 bins)	100492	£ 256.32
		<b>Total</b>	<b>£ 446.06</b>

Signed: \_\_\_\_\_ Chair

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

# Topcroft Parish Council

## b) Precept Request Form for 2020/21

The Chair and Clerk signed the Precept Request Form for 2020/21

## c) To consider allocating CIL Money to Topcroft's Pavilion for Refurbishments

Cllrs' Dye and Potter declared a non-pecuniary interest and did not vote.

**Cllrs discussed and resolved to allocate £433.55, the previous 4 years CIL Money to Topcroft's Pavilion for Refurbishments.**

## d) Bungay Town Council Car Parking Grant Request

**Cllrs discussed and agreed to not allocate a grant but requested the Clerk to write to BTC and offer TPC's support in maintaining the one free hour parking.**

Action: Clerk

## 5. The Local Government Boundary Commission - Division Boundaries for Norfolk

**Cllrs discussed and agreed Topcroft would be better served in the Hempsall Ward because of closer links.**

Action: Clerk

The Chair asked Cllrs to register their individual comments as parishioners and requested the Clerk to email the link.

Action: Clerk

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

Cllrs noted:

### Applications

**a) Variation of condition 2 of 2019/0559** - Design changes Open for comment icon Barn South West of Low Farm Snakes Lane Topcroft Norfolk

Ref. No: 2019/2357 | Received: Mon 25 Nov 2019 | Validated: Mon 25 Nov 2019

Status: Pending Consideration

### Decisions

**a) Conversion of World War 2 Barracks into a Single Dwelling to Include A Link Block Breakers Yard Barford Road Topcroft Norfolk NR35 2BB**

Ref. No: 2019/2082 | Received: Thu 17 Oct 2019 | Validated: Thu 17 Oct 2019

Status: Refusal

## 7. Village Issues

### a) Highways

#### - Drains/Potholes

Pothole at the Fishing Pits on Wash Lane

Action: Clerk

#### - Flooding

Oxnead Lane/Mill Road Junction - flood

Barondole Lane/Barford Road – drains

Rookery Lane/The Street – burst pipe

The Mill and Old Dancing School bends – standing water

Action: Clerk

#### - Speeding

i) Speeding Petition

Cllrs discussed and D.C. Edney requested details of where Cllrs wished the extending speed limit to be set at and Clerk to email details.

Action: Clerk

ii) Slow Down Signs

**Cllrs agreed to purchase a 'TOPCROFT Please drive carefully' sign for the exit of the pavilion, costing £95.50 net.**

Action: Clerk

iii) Village Sign Gates - no further action at this time.

Signed: \_\_\_\_\_ Chair

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

# Topcroft Parish Council

## b) Footpaths

### - Footpath FP3 access

The Chair has spoken with the landowner and agreed a permissive alternative route (the path currently runs in the middle of a ditch). Two footpath signs are required and the Clerk was asked to source.

Action: Clerk

### - Footpath Bridge FP9

Still waiting to hear from NCC.

## c) Tree Warden Report – C/F

## d) Noticeboards Maintenance – C/F

## e) Bus Shelter Maintenance

The Clerk had contacted NCC re kerbing the area in front of the bus shelter. NCC informed this would cost approximately £3500-4000 and TPC could apply for a 50% parish partnership grant in 2021/22. Cllrs discussed and agreed how dangerous it was for immobile users, elderly people and children etc., getting off in the dark and the poor conditions where the bus has encroached the bank. Cllr Thomson agreed to draft a letter to NCC disputing their response.

Action: Cllr Thomson/Clerk

## f) Untidy Property Complaints

SNC's Enforcement Officer contacted the owner, who has telephone and emailed the Clerk and has readily agreed to tidy the site.

Action: Clerk

## g) Village Welcome Pack & Emergency Plan – C/F

Action: Cllr Thomson

## h) Local Bus Services

Cllr Frampton spoke of his concern of the reduced timetable and how it has been halved. He has printed cleared timetables for the website and noticeboards to try and encourage parishioners to support the service.

Action: Clerk

## i) Broadband Issues

The Clerk had contact Karen o'Kane at Better Broadband Norfolk re the poor connection and speed and she advised to collect some statistics. Cllrs agreed to contact parishioners via the village mailing list to collate some responses.

Action: Cllr Dye

## 8. To note Correspondence received

a) Clerks & Councils Direct Magazine

## 9. AOB

a) The Clerk reported there were 3,134 visitors to TPC's website in 2019 averaging 9 visits per day.

b) Cllr Potter informed the fingerpost sign was missing at the bottom of Church Road on The Street.

Action: Clerk

## 10. To receive items for the next Agenda

None

## 11. To confirm the next year's meeting dates:

- Monday 9th March 2020 at 7.30pm
- Monday 11th May 2020 at 8.15pm – APM & AGM
- Monday 13th July 2020 at 8.15pm
- Monday 14th September 2020 at 7.30pm
- Monday 9th November 2020 at 7.30pm

**The meeting closed at 9.15pm**

Signed: \_\_\_\_\_ Chair

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