

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting held at Topcroft Pavilion on Monday 10th July 2017 at 7.30pm

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

Clerk/Responsible Financial Officer: Sally Chapman

Also present: County Councillor Margaret Stone, John Catchpole (Tree Warden)

Public Forum

A. To receive reports from the District and County Councillor

CC Margaret Stone read out her report, full details:

<http://topcroftpc.norfolkparishes.gov.uk/2014/12/18/minutes/>

Cllrs discussed a speed restriction in Topcroft and CC Stone agreed to contact Mr G Overland from NCC Highways to arrange a meeting.

The Chair read out DC Gray's report (not present). Main points:

- Public exhibition in Long Stratton on 17th July 2017 to outline plans for the bypass and houses, which will be submitted in the autumn.
- Amended tree preservation order at Old Blacksmith's Shop – now only 6 Oak trees.

B. Members of the Public

Mr Catchpole enquired about the defibrillator training (details 7.f).

Main Meeting

1. To consider Apologies for Absence

Cllr Dodding – apologies accepted and DC Gray.

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

None

3. To approve the Minutes of the Meeting held on 8th May 2017

The minutes of the meeting were confirmed as a true and accurate record and signed by the Chair. [Proposed NG, 2nd SD – unanimous.](#)

4. Finance

a) To receive the Financial Report and Approve Cheques

The Clerk read out the reports and the following were approved:

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Income		
None		
Expenditure		
Date	Payee	Amount
31/05/2017	Clerk's Salary - May	£ 86.66
30/05/2017	Clerk's Salary - June	£ 86.66
10/07/2017	Clerk's Overtime (Mar, Apr & May - 8.5 hours)	£ 85.00
10/07/2017	Clerk's Expenses Jun/Jul	£ 10.00
	Total	£ 268.32

The Finance and Budget Reports were agreed as a true and accurate record and signed by the Chair. [Proposed NG, 2nd SD – unanimous.](#)

b) Transparency Grant

Cllrs agreed to apply for 1 hour per month for Clerk's salary to maintain the website.

[Proposed TP, 2nd SD – unanimous.](#)

c) Barclays Simple Servicing Authority

Cllrs agreed to apply for a Simple Servicing agreement to allow the Clerk to view/print statements online and transfer money between accounts of the same name. [Proposed HG, 2nd NG – unanimous.](#)

5. Policies Review (*circulated prior to meeting*)

a) Standing Orders

Cllrs agreed the new Standing Orders Policy. [Proposed HG 2nd NG – unanimous.](#)

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

a) Applications

Cart lodge, greenhouse and driveway entrances to be concreted
Gardiners Cottage Topcroft Street Topcroft NR35 2BL
Ref. No: 2017/0987. Status: Pending Consideration

b) Decisions

Boundary wall, extending of existing driveway and relocation of gate
Stackyard Cottage Barford Road Topcroft NR35 2BB
Ref. No: 2017/0916. Status: Approval with Conditions

7. Village Issues

a) Highways and Potholes

No issues

b) Footpaths

Another footpath meeting has taken place and Cllrs reported the poor condition of some of Topcroft's footpaths and discussed how to make them useable. The Ramblers Association has been joined for advice. Cllr Dodding is making a website to map the footpaths.

c) Wash Lane

No update

d) Conservation Area

No update

e) TPO Trees

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Mr Catchpole reported he had still not received any Tree Warden information.

Action: Clerk

f) Defibrillator

The Clerk is still chasing a training date.

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

Letters from Topcroft's Recreation Ground Pavilion Committee and Topcroft's PCC had been received thanking TPC for their donations.

9. AOB

None

10. To receive items for the next Agenda

Cllr Potter gave apologies.

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

- 11th September 2017 at 7.30pm
- 13th November 2017 at 7.30pm
- 8th January 2018 at 7.30pm
- 12th March 2018 at 7.30pm
- 14th May 2018 at 7.30pm – APM & AGM

The meeting closed at 8.25pm

Signed: _____ (Chair)

Date: _____