

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting held at Topcroft Pavilion on Monday 9th July 2018 at 8.30pm

Present: Peter Rout (Chair), Kevin Andrews, Nicola Eastell, Trevor Potter, Kathy Thomson

Clerk/Responsible Financial Officer: Sally Chapman

Also present: District Councillor Murray Gray

Public Forum

A. To receive reports from the County and District Councillors

CC Margaret Stone

Not present and no report received.

DC Murray Gray reported main points:

- South Norfolk and Broadland Councils are now sharing Senior Planning Officers and are expected to agree on a collaboration at their Council meetings on 12 July. There will be a joint Managing Director and along with other measures, a saving of over £0.5 million per year per District Council is expected.
- Alburgh Parish Council now has sufficient funds to purchase the Homersfield Picnic Site with the full support from DC Gray and funding from SNC.
- DC Gray has asked to be a consultant in the possible development of Berries Farm, Hempnall Green, SNC Ref: 2018/0824

B. Members of the Public

None present

Main Meeting

1. To consider Apologies for Absence

Cllr Dye and Cllr Giffard – apologies accepted.

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

Cllr Andrews, Eastell and Cllr Potter declared a non-pecuniary interest – Committee Members of Topcroft Social Club.

3. To approve the Minutes of the Meetings held on 14th May and 11th June 2018

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 Report and Approve Cheques

The Clerk read out the Finance and Budget Reports.

The following Income and Expenditure were agreed unanimously as a true and accurate record and signed by the Chair.

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

| Date | Income | |
|------------|--|-----------------|
| | None | £ - |
| | | |
| | Expenditure | |
| | | |
| 29/05/2018 | Clerk's Salary - May | £ 87.53 |
| 29/06/2018 | Clerk's Salary - June | £ 87.53 |
| 09/07/2018 | Came & Company Insurance | £ 218.00 |
| 09/07/2018 | Clerk's Expenses and overtime - May/June | £ 123.79 |
| 09/07/2018 | P&G King - Grass cutting | £ 60.00 |
| | Total | £ 576.85 |

b) To Consider a Donation to Topcroft's Tea Dance

(To celebrate the 100-year anniversary of the ending of WW1, open to all parishioners)

Cllr Andrews, Eastell and Cllr Potter declared a non-pecuniary interest

Cllr Andrews spoke of plans for an afternoon Tea Dance in the Pavilion after the Church Service and a Beacon to be lit at 7pm. District Councillor Gray kindly offered a £100 donation for this event. Cllrs thanked DC Gray.

5. General Data Protection Regulations (GDPR) Policies and Documents

- a) Data Information Audit Policy
- b) Data Protection Privacy Policy
- c) Staff, Councillors and Role Holders Privacy Notice
- d) GDPR Awareness Checklist for Councillors

Cllrs agreed unanimously to adopt the above Policies and Documents.

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

Cllrs noted:

Applications

a) 2018/1095

Applicant: Mr Christopher Aylett

Location: The Old School Lodge, Mill Road Topcroft NR35 2BW

Proposal: Installation of Sewage Treatment Plant and rear house extension.

Status: Pending Consideration *(previously discussed at the Planning Meeting 11th June 2018).*

DC Gray informed the application has been withdrawn as it was a civil matter.

b) 2018/1116

Applicant: Mr Stephen Dye

Location: Topcroft Sportsfield Pavilion Topcroft Street Topcroft NR35 2BL

Proposal: Proposed front extension and internal alterations.

Status: Pending Consideration

c) 2018/0111 - Applicant: Mr T Harper - Norfolk Land Ltd

Location: Land East of The A140 Long Stratton Norfolk

Proposal: Hybrid Application on 109.7 hectares of land to the east of the A140.

Status: Pending Consideration

d) 2018/0112 - Applicant: Mr T Harper - Norfolk Homes Ltd

Location: Land West of The A140 Long Stratton Norfolk

Proposal: Hybrid Application on 45.2 hectares of land to the west of the A140.

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Status: Pending Consideration

Decisions

None

7. Village Issues

a) Highways and Potholes

Cllrs reported:

- Potholes on Wash Lane and Rookery Lane.
- Overgrown hedge on The Street/Barford Road junction.
- Missing footpath fingerposts

Clerk to report.

The leak on Church Road has now been repaired by Anglian Water.

Action: Clerk

b) Footpaths

No update.

c) Wash Lane/Rectory Road

No update.

d) Conservation Area

Cllr Thomson to ask Parishioners their views in the Parish Magazine.

Action: Cllr Thomson

e) Tree Warden

The Tree Warden has been watering the newly planted trees in this dry spell.

f) First Aid Training

Clerk to contact other local Parish Councils to enquire if they have held courses.

g) Speed Limits

C/F

8. To note Correspondence received

- a) Clerks & Councils Direct Magazine – circulated

9. AOB

- a) Cllr Andrews to reset the Defibrillator code.
- b) The South Norfolk public meeting has been re-scheduled for Thursday 9th August, 7pm – 9pm, at Memorial Hall, Wilderness Lane, Harleston, IP20 9DD.

Action: Cllr Andrews

10. To receive items for the next Agenda

None

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

- 10th September 2018 at 7.30pm
- 12th November 2018 at 7.30pm
- 14th January 2019 at 7.30pm
- 11th March 2019 at 7.30pm
- 13th May 2019 at 7.30pm – APM & AGM
- 15th July 2019 at 7.30pm

The meeting closed at 9.37pm

Signed: _____ (Chair)

Date: _____