

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting held at Topcroft Pavilion on Monday 12th March 2018 at 7.30pm

Present: Step Dye (Vice Chair), Kevin Andrews, Nicola Eastell (Green), Hannah Giffard, Kathy Thomson, Trevor Potter

Clerk/Responsible Financial Officer: Sally Chapman

Also present: County Councillor Margaret Stone and District Councillor Murray Gray

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>

DC Murray Gray reported:

- SNC tax budget increase for 2018/19 set at 3.6%
- Better Broadband for Norfolk – a new mast is planned for Hempnall Road to improve broadband for rural areas.
- Nominations are being sought for the South Norfolk Community Awards.
- Cllr Gray asked Topcroft PC to support Alburgh PC in their quest to purchase land for community use. Clerk to write a letter to him. He is hoping to obtain an SNC grant towards the purchase of the site.

Action: Clerk

B. Members of the Public

None present

Main Meeting

1. To consider Apologies for Absence

Cllr Rout – apologies accepted. Cllr Dye was elected to Chair the meeting.

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

None

3. To approve the Minutes of the Meetings held on 13th November 2017

Amendment to D.C. M Gray's report: - SNC considering a ~~merger~~ partnership 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 TP, 2nd NG – unanimous.

4. Finance

a) To receive the Financial Report and Approve Cheques

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

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 NG, 2nd TP – unanimous.**

Income		
10/01/2018	District Councillor's Grant for Oak Trees	£ 100.00
	Total	£ 100.00
Expenditure		
31/01/2018	Mr J Catchpole - trees	£ 120.00
28/01/2018	Clerk's Salary - January	£ 86.66
28/01/2018	Clerk's Salary - February	£ 86.66
12/03/2018	Clerk's Expenses + Overtime Feb/Mar.	£ 67.15
	Total	£ 360.47

b) To appoint an Internal Auditor for 2017/18

The Clerk informed the Internal Audit requirements has changed from 2017/18 and now covers all aspects of the Parish Council and circulated the list of requirements. The past Internal Auditor Mr P Rand has regretfully resigned and Cllrs sent thanks for his work and support. The Clerk recommended Trevor Brown CPFA from Internal Audit Services who has viewed the accounts and quoted £35.00 plus travel expenses.

Cllrs resolved to appoint Mr Trevor Brown – unanimous

c) Bank Mandate Amendment

Cllrs resolved to add Cllr Dye as a cheque signatory.

Proposed HG 2nd KT – unanimous

5. General Data Protection Regulations (GDPR)

The Clerk updated Cllrs on the present developments and the bill should be finalised in April. The Clerk to attend Data Awareness training on 16th April 2018.

6. Annual Review of Policies and Documents

Cllrs updated the Asset Register and adopted the following policies:

- Asset Register
- Internal Control Statement (*New*)
- Risk Assessment
- Code of Conduct Policy
- Financial Regulations Policy
- Planning Procedure Policy
- Publication Scheme Policy
- Standing Orders Policy

Proposed NG 2nd KT – unanimous

7. Planning Applications and to note Decisions

Applications

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

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Location: Land East Of The A140 Long Stratton Norfolk

Proposal: Hybrid Application on 109.7 hectares of land to the east of the A140 seeking outline planning permission for 1275 no. dwellings, 8 hectares of employment land for uses within Classes B1, B2 and B8, 2 hectare primary school site, community facilities site, associated infrastructure and public open space. Together with application for full permission for a bypass including roundabouts and junctions.

Cllrs resolved: No Comment

b) 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 seeking outline planning permission for 387 no. dwellings and 1.5 hectares of Class B1 employment land, associated infrastructure and public open space. Together with application for full planning permission for a western relief road (including a roundabout access at the north to the A140 and a priority junction access to Swan Lane at the south) and with phase 1 housing consisting of 213 no. dwellings, associated infrastructure and public open space.

Cllrs resolved: No Comment

Decisions

Cllrs noted:

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. Status: Refused.

b) Street Farm - Replacement of Wood Burner with New Flue Ref.

Applicant: Mr Andrew Hipper Location: Street Farm Topcroft Street Topcroft Norfolk NR35 2BL No. 2017/2476. Status: Approval with Conditions.

8. Village Issues

a) Highways and Potholes

Cllrs reported flooding outside Church Farm. Clerk to report.

Action: Clerk

b) Footpaths

Cllrs reported some missing footpath signs. Clerk to report.

Action: Clerk

c) Wash Lane/Rectory Road

Cllr Potter reported severe flooding and asked the Clerk to report.

Action: Clerk

d) Conservation Area

Cllr Thomson to circulated a questionnaire and Cllrs agreed to give feedback.

Action: Cllrs

e) Tree Warden

The Clerk confirmed a tree grant of £100 had been received from DC Murray Gray.

The Tree Warden Mr J Catchpole has now planted Oak trees on Mr Ian Skinner land on Barford Road. Cllrs sent thanks to all concerned.

f) First Aid Training

Cllr Thomson informed of some first aid training and Cllrs discussed whether there would be any interest from parishioners. DC Murray Gray agreed to give a grant toward the cost. Clerk to check if the PC could pay for a course.

Action: Clerk

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

g) Speed Limits

C/F no update.

9. To notice Correspondence received

Cllrs noted:

a) Greater Norwich Local Plan Consultation - extended to 22nd March 2018

Documents online at www.gnlp.org.uk to make comments

b) SNC Litterpick

Cllrs discussed and agreed not to hold.

c) Clerks & Councils Direct Magazine – circulated

d) Borderhoppa

Cllr Dye read out a letter of thanks from Borderhoppa for the grant.

10. AOB

Cllrs reported a dazzling security light in Oxnead Lane. Clerk to write a letter.

Action: Clerk

11. To receive items for the next Agenda

None

12. To confirm the next meeting date:

Monday 14th May 2018 at 7.30pm – Annual Parish Meeting & AGM

The meeting closed at 8.55pm

Signed: _____ (Chair)

Date: _____