

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting held at Topcroft Pavilion on Monday 11th March 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: District Councillor Murray Gray and two parishioners

Public Forum

A. To receive reports

County Councillor Margaret Stone sent a report. Full details:

<https://topcroftpc.norfolkparishes.gov.uk/category/meetings/minutes>.

District Councillor Murray Gray gave a verbal report, main points:

- Hempnall Crossroads work has now started and should be completed within a year.
- From May 2019, Topcroft PC will be in the Hempnall Ward.
- The Boundary Commission is now looking at the Council boundaries.
- South Norfolk Council and Broadland District Council faces new challenges working together.
- SNC are reviewing the fifty Conservation Areas and updating their policy.
- Grants are going to be replaced with business rates.
- Nominations are being sort for the 2019 Community Awards

Sadly, this was Cllr Gray's last meeting and he has been a Councillor for 28 years. The Chair and Council thanked him for all his work and support throughout that time.

B. Members of the Public

A parishioner informed there was another water leak on Church Road.
The Clerk was asked to chase NCC re the footpath bridge.

Action: Clerk
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 14th January 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 Report and Approve Payments

The Clerk read out the Finance and Budget Reports.

Councillors agreed unanimously the following Income and Expenditure.

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Date	Income	
	None	
	Expenditure	
29/01/2019	Clerk's Salary - January	87.53
28/02/2019	Clerk's Salary - February	87.53
11/03/2019	Topcroft Recreation Ground - Hall Rent	60.00
11/03/2019	Clerk's Expenses & Overtime - February & March	128.38
11/03/2019	Topcroft PCC - donation	200.00
11/03/2019	BACT Community Transport - donation	200.00
11/03/2019	Bungay Community First Responders - donation	50.00
11/03/2019	Red Cross - donation	50.00
	Total	£ 863.44

b) Litter Picking Equipment

Cllr Thomson advised all the litter picking equipment has now been received.

The equipment is to be kept at the Sports Pavilion for anyone to use and a notice placed in the Parish Magazine.

Action: Clerk

c) To consider Donations

Cllrs discussed the donation requests received throughout the year.

The donations as listed on 4.a) were agreed unanimously.

5. Annual Review of Policies and Documents (circulated prior to meeting)

Cllrs approved unanimously the following:

- a) Asset Register
- b) Internal Control Statement
- c) Risk Assessment
- d) Code of Conduct Policy
- e) Financial Regulations Policy
- f) Planning Procedure Policy
- g) Publication Scheme Policy
- h) Standing Orders Policy

Clerk to add the litter picking equipment to the asset list.

Action: Clerk

6. 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

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Decisions

2018/2415

Proposal: Change of use of redundant farm barn to 3/4-bedroom dwelling.

Location: Barn South West of Low Farm Snakes Lane Topcroft Norfolk

Status: Refusal

Ref. No: 2018/2329

A single static caravan within the boundary of the Topcroft Fishing Lake for holiday letting.

Location: Low Farm Snakes Lane Topcroft NR35 2BU

Status: Approval with Conditions

7. To consider a Community Litterpick

Cllrs discussed and agreed a litter pick for the week 11-18th May and parishioners can collect the equipment from the Chair when they wish to pick. Clerk to make a poster for the parish magazine/noticeboards and order the equipment.

Action: Clerk

8. Village Issues

a) Highways and Potholes

- Speeding Awareness Machines/Traffic Monitoring

The Clerk has emailed PCSO Heather Field re air tubes - no response as yet.

Action: Clerk

- Village Sign Gates

NCC's Highway Engineer has met the Chair and agreed the sites are suitable and will send a quote. The County Councillor Margaret Stone has kindly advised TPC could apply for to the Parish Partnership Scheme for joint funding. Cllrs agreed they will discuss once the quote has been received.

Action: Clerk

- Untidy Properties, Buildings and Grounds

The Clerk has reported to SNC and requested an Untidy Site Notice.

- Kings Road/Wash Lane Passing Place

Dustbin lorries have been parking in the passing place and eroded the site. The Clerk contacted NCC and they informed they have inspected the site and are going to resolve the problem.

- Potholes

Church Road Bedingham/Norwich Road.

Action: Clerk

b) Footpaths

No update

c) Tree Warden

Five Oak trees have been planted over winter.

d) First Aid Training

The course to be booked in the spring.

e) Defibrillator Maintenance

The new defibrillator pads have been fitted.

9. To note Correspondence received

a) Clerks & Councils Direct Magazine – circulated.

b) Carers Matter Norfolk Letter

10. AOB

a) Cllr Potter has repaired the noticeboard near the bus stop.

b) The Chair reported the culvert on Low Road is in a terrible condition and asked the Clerk to

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

write to Bidwell's the agents for Priory Farm, Bedingham and ask for it to be removed.

Action: Clerk

11. To receive items for the next Agenda

None

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

Monday 13th May 2019 at 7.30pm – Annual Parish Meeting & AGM

The meeting closed at 8.15pm

DRAFT

Signed: _____ (Chair)

Date: _____