

Topcroft Parish Council

Meeting Minutes held at Topcroft Pavilion on Monday 9th March 2020 at 7.30pm

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

Clerk/Responsible Financial Officer: Sally Chapman

Also present: County Councillor Margaret Stone

Public Forum

A. To receive reports

County Councillor Margaret Stone spoke of her recent County Council activities and answered questions. Full reports: <https://topcroftpc.norfolkparishes.gov.uk/category/meetings/minutes>

B. Members of the Public

None

Main Meeting

1. To consider Apologies for Absence

Cllr Step Dye and Cllr Nicola Eastell – apologies accepted and District Councillor Michael Edney.

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

Cllr Ian Skinner declared a pecuniary interest in point 6.a) as the applicant.

3. To approve the Minutes of the Meetings held on 13th January 2020

[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 Income and Expenditure

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		
		Total	£ -
	Expenditure		
11/01/2020	SSP Direct - Drive Carefully Sign	100493	114.60
28/01/2020	Clerk's Salary - January	S/O	89.87
28/02/2020	Clerk's Salary - February	S/O	89.87
09/03/2020	Clerk's Overtime & Expenses February & March	100494	46.30
09/03/2020	Topcroft Pavilion Hire 2019/20	100495	60.00
09/03/2020	Topcroft Recreation Ground Grant of CIL Money	100496	433.55
09/03/2020	Bungay Community First Responders - donation	100497	50.00
09/03/2020	East Anglian Air Ambulance - donation	100498	100.00
		Total	£ 984.19

Signed: _____ Chair

Date: _____

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b) To consider Grants/Donations

Cllrs discussed and resolved:

- Bungay Community First Responders - £50.00
- East Anglian Air Ambulance - £100.00
- The remaining £350 grants/donation budget to be placed in Restricted Reserves.

c) Bungay Town Council Car Parking Grant Request - update

Cllrs noted an email has been received from Bungay Town Council informing:

'They no longer have requirements for Parish Councils to contribute as further developments have been received from East Suffolk Council re future subsidies.'

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

Cllrs resolved to adopt the following reviewed and updated Policies and Documents:

- Asset Register
- Code of Conduct Policy
- Financial Regulations Policy (updated by NALC July 2019)
- Internal Control Statement
- Planning Procedure Policy
- Publication Scheme Policy
- Risk Assessment
- Standing Orders Policy

Clerk to update on TPC's website.

Action: Clerk

6. Planning Applications and to note Decisions

Applications

a) General Purpose and Livestock Agricultural Building

Cllr Ian Skinner declared a pecuniary interest as the applicant.

Barford Farm Barford Road Topcroft NR35 2BB

Ref: No 2020/0336 | Received: Mon 25 Nov 2019 | Validated: Mon 25 Nov 2019

Status: Pending Consideration

Cllrs resolved to support the application – no comments.

b) Erection of 2 Storey Side and Rear Extensions

1 Apple Tree Cottage Topcroft Street Topcroft Norfolk NR35 2BL

Ref. No: 2020/0296 | Received: Sun 16 Feb 2020 | Validated: Wed 19 Feb 2020

Status: Pending Consideration

Cllrs resolved to support the application – no comments.

c) Erection of a garage

Little Manor Topcroft Street Topcroft NR35 2BL

Ref. No: 2020/0238 | Received: Fri 07 Feb 2020 | Validated: Fri 07 Feb 2020

Status: Pending Consideration (no comments made)

d) Variation of Condition 2 of 2019/0559 - Design Changes

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 (no comments made)

Decisions

None

Cllrs requested the Clerk to ask SNC if they offer any Planning Training Courses. Action: Clerk

Signed: _____ Chair

Date: _____

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7. Village Issues

a) Highways

- Drains/Potholes

Potholes on Barford Road, Rockery Lane and Church Road.

Action: Clerk

- Flooding

The Old Dancing School bends – standing water

Action: Clerk

- Village Speed Limits

The Slow Down Sign has now been received and will be put in place ASAP.

b) Footpaths

- FP3's access

NCC has advised TPC can buy their own permissive footpath signs and Cllrs asked the Clerk to purchase some suitable ones.

Action: Clerk

- FP9 Bridge

no update

c) Tree Warden Report

Not present

d) Noticeboards Maintenance – update

To be completed in the drier weather.

Bus Shelter Maintenance – update

To be completed in the drier weather.

e) Untidy Property– update

Work has started tidying the premise and Cllrs requested the Clerk to enquire if more work will be done.

f) Village Welcome Pack & Emergency Plan

C/F

g) Broadband Issues – update

- Country Broadband, Cllrs were informed they could register online their interest.

h) Litterpick

Cllr Thomson advised a Parishioner was organising a Litterpick and she would liaise.

i) Defibrillator

A volunteer from Bungay Community First Responders has checked the defibrillator stationed at the sports pavilion and replaced the pads in March.

j) Light Pollution

Cllrs discussed light pollution on Oxnead Lane and would discuss with home owner.

8. To note Correspondence received

a) A thank you letter from Topcroft Recreational Committee for the grant towards the pavilion makeover.

b) Clerks & Councils Direct Magazine

9. AOB

The Clerk advised that existing council websites that were published before 23 September 2018 need to comply with the Government's accessibility regulations by 23 September 2020 and she will need to attend some training.

Action: Clerk

10. To receive items for the next Agenda

None

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

- Monday 11th May 2020 at 8.15pm – APM & AGM

Signed: _____ Chair

Date: _____

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- 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 9.25pm

DRAFT

Signed: _____ Chair

Date: _____