

# Topcroft Parish Council

## Minutes from Topcroft Parish Council's Meeting held at Topcroft Pavilion on Monday 12<sup>th</sup> November 2018 at 7.30pm

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

**Clerk/Responsible Financial Officer:** Sally Chapman

**Also present:** Sixteen parishioners

### Public Forum

#### A. To receive reports from the County and District Councillors

**CC Margaret Stone**

Not present and no report received.

**DC Murray Gray**

Not present and main points from report:

- **Hempnall Crossroads** Norfolk County Council planning application for the roundabout at Hempnall X-roads is out for consultation with closing date of 2 November. It's due to go to the NCC Planning Committee on 18 December and, if approved, work should start next year.
- **Greater Norwich Local Plan** from 29 October to 14 December there is to be a new round of consultation on c.240 development sites proposed during the first consultation on the Greater Norwich Local Plan. This is called a Regulation 18 consultation. There are two new sites proposed in Topcroft.

#### B. Members of the Public

The parishioners present spoke of their concerns regarding the two proposed sites in The Street Topcroft put forward in the Greater Norwich Local Plan.

### Main Meeting

#### 1. To consider Apologies for Absence

None.

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

None.

#### 3. To approve the Minutes of the Meetings held on 10th September & 1st October 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 and signed by the Chair.**

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

# Topcroft Parish Council

Date	Income	
26/09/2018	SNC Precept Payment & Grant	£ 1,283.50
	<b>Expenditure</b>	
28/09/2018	Clerk's Salary - September	£ 87.53
28/09/2018	Clerk's Salary - October	£ 87.53
12/11/2018	Clerk's Expenses October & November	£ 10.00
12/11/2018	P&G King - Grass cutting	£ 55.00
	<b>Total</b>	<b>£ 240.06</b>

**b) To agree the Budget and Precept for 2019/20**

CLLrs discussed and agreed the precept to remain at £2,600 for 2019-20 and the budget as attached.

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

CLLrs noted:

**Applications**

**a) 2018/2328**

Applicant: Mr G Tidnam & Mr R Tidnam

Location: Low Farm, Snakes Lane Topcroft NR35 2BU

Proposal: Link a small junior fishing lake to a small pond to create a single fishing area.

**b) 2018/2329**

Applicant: Mr G Tidnam & Mr R Tidnam

Location: Low Farm, Snakes Lane Topcroft NR35 2BU

Proposal: Position a single static caravan within the boundary of the Topcroft Fishing Lake for holiday letting.

**Decisions**

**a) 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

**b) Certificate of lawful use for existing use of Dog Kennels**

Low Farm Snakes Lane Topcroft Norfolk NR35 2BU

Ref. No: 2018/2124 | Status: Pending Consideration

**c) Two storey front extension and porch to the rear**

Cherry Tree Cottage Topcroft Street Topcroft Norfolk NR35 2BL

Ref. No: 2018/2010 | Status: Approval with Conditions

**Greater Norwich Local Plan Regulation 18 Consultation**

a) Two Topcroft Proposed Sites GNLP2146 and GNLP2029

CLLrs discussed and agreed to object and state the following comments in response (100 words only):

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

# Topcroft Parish Council

- No schools/amenities and no easy access with single track roads.
- Properties currently unsold in the village.
- No main sewage.
- Sites flood.
- Social housing not successful, no Topcroft locals.
- Over development in historical part of village.
- Sites are enclosed common land, which keeps Topcroft as a rural village and 'pretty' part.
- A 40% increase in houses in The Street.
- Ecological value in wet common land.
- Topcroft identified as an 'Other Village' in Policy 16/Joint Core Strategy. A defined development boundary within which very limited infill development can occur without affecting the form/character of village.

## 6. Topcroft's Poor Lands Charity

### a) To appoint two Trustees

Cllrs wished to clarify some further information and the Chair said he would speak to the Rector. C/F to the next meeting.

Action: Chair

## 7. Village Issues

### a) Highways and Potholes

- **Speeding** Cllrs discussed speeding in the village and asked the Clerk to find out if a Speed Awareness Machine could be rented and the cost of air tubes to monitor traffic.

Action: Clerk

- **Village Signs** Cllrs asked the Clerk to find costs of the white picket village signs.

Action: Clerk

### b) Footpaths

No recent meeting and some missing footpath signs have been replaced.

### c) Wash Lane/Rectory Road

No update.

### d) Tree Warden

No update.

### e) First Aid Training

Twelve parishioners have expressed an interest in a First Aid course and three places are still vacant. Cllr Eastell has found a suitable Red Cross courses for £300.00.

Cllrs agreed unanimously to select the Red Cross First Aid Course for £300.00.

## 8. To note Correspondence received

a) Invitation to a Joint Parish Meeting in Denton.

b) Clerks & Councils Direct Magazine – circulated.

## 9. AOB

The Chair and Cllrs thanked Cllr Andrews for organising the successful Topcroft's WW1 event on 11 November 2018 which was well attended.

## 10. To receive items for the next Agenda

Topcroft's Poor Lands Charity

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

- 14<sup>th</sup> January 2019 at 7.30pm

The meeting closed at 9.10pm

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

# Topcroft Parish Council

Topcroft Parish Council BUDGET 2019-2020		
<b>INCOME</b>		
	<i>Budget</i>	
	<i>2019/20</i>	
Precept	2600.00	
SNDC Grant	0.00	
<b>Total Budgeted Income</b>	<b>2,600.00</b>	
VAT Refund	0.00	variable
CIL Payment	0.00	
Transparency Grant	0.00	
Business Saver Interest	0.00	
District Councillor's Grant	0.00	
<b>Total Income</b>	<b>2,600.00</b>	
<b>EXPENDITURE</b>		
Clerk's Salary & Overtime	1071.00	annual increase est. 2%
Clerk's Office Costs	60.00	
Clerk's Expenses	30.00	
Dog Waste Bin Emptying Charge	130.00	
Grants/Donations	500.00	
Grass Cutting	160.00	
Insurance	230.00	
NALC Subscription	110.00	
Training	50.00	
Miscellaneous	100.00	
Pavilion Hire	70.00	
VAT Paid (To reclaim)	0.00	
External Audit Fee	0.00	
ICO - Data Protection Registration	35.00	
<b>Total Budgeted Expenditure</b>	<b>2,546.00</b>	
<b>Difference</b>	<b>54.00</b>	
Internal Audit Fee	50.00	
Transparency Grant	0.00	
<b>Total Income</b>	<b>2,596.00</b>	
	<b>4.00</b>	

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_