

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting held at Topcroft Pavilion on Monday 11th September 2017 at 7.30pm

Present: Peter Rout (Chair), Trevor Potter (Vice Chair), Step Dye, Nicola Green, Kathy Thomson

Clerk/Responsible Financial Officer: Sally Chapman

Also present: County Councillor Margaret Stone, District Councillor Murray Gray and John Catchpole (Tree Warden)

Public Forum

A. To receive reports from the District and County Councillor

CC Margaret Stone read out her report, full details:

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

DC Murray Gray reported:

- Rookery Lane difficulties with the rubbish bin collections.
- Ward money available for projects.
- Hempnall Crossroads proposed roundabout.

B. Members of the Public

No comments

Main Meeting

1. To consider Apologies for Absence

Cllrs Dodding & Giffard – apologies accepted.

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

Cllrs Dye and Potter - declaration of interest in item 4e as members of Topcroft's Recreation Ground Club.

3. To approve the Minutes of the Meeting held on 10th July 2017

The minutes of the meeting were confirmed as a true and accurate record and signed by the Chair. **Proposed SD, 2nd TP – unanimous.**

4. Finance

a) To receive the Financial Report and Approve Cheques

The Clerk read out the reports and the Finance and Budget Reports were agreed as a true and accurate record and signed by the Chair. **Proposed NG, 2nd TP – unanimous.**

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Income				
Date				
18/08/2017	Transparency Grant - to maintain website			£ 120.00
		Total		£ 120.00
Expenditure				
Date	Payee			Amount
31/07/2017	Clerk's Salary - July			£ 86.66
29/08/2017	Clerk's Salary - August			£ 86.66
11/09/2017	P&G King - Grass cutting			£ 107.00
11/09/2017	Clerk's Expenses Aug/Sept.			£ 10.00
11/09/2017	Mazars External Audit Fee			£ 30.00
		Total		£ 320.32

b) Transparency Grant update

The Clerk advised the application of £120.00 had been successful.

c) Barclays Simple Servicing Authority update

The Clerk informed she had not received a response from this application and had now sent a letter.

d) Annual Return 2016/17

Cllrs noted the External Auditors Report.

e) Precept 2017/18

Cllrs Dye and Potter – declared a declaration of interest

Cllrs discussed increasing the grants budget for 2017/18.

It was resolved to increase the grants budget to £500 in 2017/18

Proposed NG 2nd KT – carried.

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

Applications

a) New Greenhouse (no documents online)

Gardiners Cottage Topcroft Street Topcroft NR35 2BL

Ref. No: 2017/2003. Status: Pending Consideration

Cllrs agreed no views/comments on this application.

Decisions

Cart lodge, greenhouse and driveway entrances to be concreted

Gardiners Cottage Topcroft Street Topcroft NR35 2BL

Ref. No: 2017/0987. Status: Approval with Conditions

6. Village Issues

a) Highways and Potholes

- Rookery Lane culvert blocked

- White Lodge, Mill Lane pothole

Action: Clerk to report

- Cllrs discussed a 40mph speed limit from the junction of Rectory Road and Rookery Lane down Church Road to the Low Road, 50 metres along the Low Road to the north east and then along the Street to the 30mph limit sign.

Cllrs resolved to supported this proposal.

b) Footpaths

No update

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

c) Wash Lane

No update

d) Conservation Area

Cllr Thomson circulated information and spoke of the work it would involve to complete an application. It was agreed to ask parishioners their views in the village magazine, website and via email. Cllr Thomson and the Clerk to complete a notice.

Action: Cllr Thomson/Clerk

e) Tree Warden

Mr John Catchpole is now registered as the tree warden with South Norfolk Tree Warden Network. Mr Catchpole informed Cllrs that some local landowners would be happy to plant some Oak trees. Clerk to research grants.

Action: Clerk

f) Defibrillator

The Clerk is still chasing a training date.

7. To notice Correspondence received (*emails are forwarded as received*)

- Annual Parish Council Meeting. The Parish Councils of Alburgh, Denton, Earsham, Topcroft and Wortwell joint Meeting is in Alburgh Village Hall on Tuesday, 7th November 2017 at 7.30pm

8. AOB

a) Cllrs reported the poor state of some of the Saffron Housing gardens. Clerk to write to Saffron Housing.

Action: Clerk

b) Cllrs discussed a regular noisy and fast motorbike leaving the village at 5.00am. Clerk to report to the Safer Neighbourhood Team.

Action: Clerk

9. To receive items for the next Agenda

Budget/precept

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

- 13th November 2017 at 7.30pm

The meeting closed at 9.00pm

Signed: _____ (Chair)

Date: _____