

Topcroft Parish Council

PARISH COUNCIL MEETING *Topcroft Pavilion* Monday 11th September 2023 - 7.30 pm

Attended: Councillors Peter Rout (Chair), Nicola Eastell, Robin Frampton & Trevor Potter

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also present: Two parishioners

PUBLIC FORUM

A. To Receive Reports from the County and District Councillors

The County Councillor and District Councillor sent apologies

B. Public Forum – for Members of the Public

No questions

MINUTES.

1. To Approve Apologies for Absence

Apologies were approved and accepted from Cllr Dye and Cllr Thomson.

2. Declaration of Interests and Consider Requests for Dispensation

Cllr Eastell declared a pecuniary interest in 8. a) Hedge Cutting around Bus Shelter – husband to claim expenses.

3. To Approve the Minutes and Decisions from the Meeting held on Monday 10th July 2023

The Minutes from the Meeting held on 10th July 2023 were confirmed unanimously as a true and accurate record and signed by the Chair.

4. Matters Arising from the Minutes not on the Agenda

None

5. To Consider Co-option to fill the Casual Vacancy on the Parish Council

Two parishioners stood for co-option and Daphne Beckett was elected onto the Parish Council. After signing the Acceptance of Office form, Daphne was warmly welcomed to the Council.

6. Finance

a) To Receive the Financial & Budget Reports and Approve the Income & Expenditure

The Chair signed the August 2023 bank statement.

Councillors resolved unanimously to Approve the following Receipts and Expenditure:

Date	Ref.	Income	Receipts	Payments
28/07/2023	S/O	Clerk's Salary - July		£ 135.42
28/08/2023	S/O	Clerk's Salary - August		£ 135.42
10/08/2023	100558	SALC Internal Audit		£ 138.00
11/09/2023	100559	Clerk's Expenses August & September		£ 12.00
		Total	£ -	£ 420.84
		Total Earmarked Reserves		£ 1,809.72
		General Reserve		£ 1,538.31
			Total	£ 3,348.03

Signed

Date

Topcroft Parish Council

b) To Consider a Red Phone Box

Councillors resolved not to purchase a Red Phone Box for the village.

c) Dog Waste Bin at the Topcroft Street/Denton Road – update

Norfolk County Council has agreed a dog waste bin could be sited at the junction of The Street and Barford Road. Cllr Eastell agreed to take delivery and install.

Action: Clerk

d) Poppy Wreath for Remembrance Sunday – update

Councillors resolved unanimously to re-use last year's poppy wreath and to give a £20.00 donation to the Royal British Legion.

Cllr Eastell agreed to inform parishioners when the wreath will be placed at the village sign.

Action: N.E.

7. Planning Applications and Decisions (circulated as received)

Cllrs noted the following:

Applications

a) D23 29 - Section 15A of the Commons Act 2006 and Section 31(6) of the Highways Act 1980

Topcroft Witton Footpath 15

The above is a deposit (declaration) from the landowner stated they do not intend to dedicate any additional public rights of way over their land. This does not affect the use of Footpath 15.

b) 2023/1719 Erection of dwelling, including landscaping and new access

Location: Land North Of Aquarium Topcroft Street Topcroft Norfolk

Application Type: Full Planning Permission

Status: Pending Consideration

Councillors agreed to SUPPORT this planning application without comments at the 10th July 2023 Meeting

c) Outline Planning Permission for a New Dwelling with Separate Garage

With all matters reserved except for access (revised from 2021/1392)

Location: Land West of Mill Road Topcroft Norfolk

Ref 2022/2230 | Application Type: Outline Planning Permission

Status: Pending Consideration

Councillors agreed to OBJECT (carried) to this planning application with comments at the 5th December 2022 Meeting.

Decisions

d) Replacement of existing canopy porch to north elevation of property

Church Farm Church Road Topcroft Norfolk NR35 2BH

Ref. No: 2023/1541 | Received: Fri 02 Jun 2023 | Validated: Fri 02 Jun 2023

Status: Approval with Conditions

e) Conversion of ex USAAF barrack buildings to single dwelling

Breakers Yard Barford Road Topcroft Norfolk NR35 2BB

Ref. No: 2022/1960 | Received: Sun 16 Oct 2022 | Validated: Fri 21 Oct 2022

Status: Approval with Conditions

Councillors resolved to SUPPORT this planning application with no comments at the 14th November 2022 Meeting.

White Lodge, Mill Road

Cllrs raised concerns of White Lodge's expanding farmyard and if the Barn is like the approved planning application.

Action: Clerk

8. Village Issues

a) Highways

- Drains/Potholes/Gullies/Issues

Cllrs reported a big pothole near the S bends on Mill Road.

Action: Clerk

Signed

Date

Topcroft Parish Council

- Church Road Water Leak

Cllrs discussed the ongoing issue of the water leak down Church Road. The Chair has received a quotation of £675.00 ex VAT to excavate the ditch and suggested to ask Saffron Housing, Anglian Water and the landowner to share the cost as the issue arises from all of them.

Councillors agreed for the Clerk to write to the above asking for a contribution to stop the water leak.

Action: Clerk

- Hedge Cutting around Bus Shelter

Cllr Eastell declared a pecuniary interest – husband to claim expenses and did not comment or vote.

Councillors approved Mr. Eastell to cut the hedge around the bus shelter on Church Road.

- Low Road Hedge Section

Cllrs discussed the above and Cllr Potter agreed to ask the landowner if the hedge will be replaced.

Action: TP

- 30 mph Sign

Cllr Beckett reported the 30 mph sign near Topcroft Hall was dirty. Cllr Frampton agreed to report.

Action: RF

b) Footpaths

No issues

c) Village Asset Maintenance – c/f

9. To Note Correspondence Received

a) Letter from Topcroft's PCC re donations

Clerk to circulate to Cllrs.

Action: Clerk

10. AOB (For discussion only – the Council cannot make decisions on non-agenda items)

a) Defibrillator – update

The Clerk informed The Circuit (The National Defibrillator Network) has reported there has been two calls to access the defibrillator. The first time the defibrillator had not been used, but after the second time the defibrillator pads were missing. It is not known who used the defibrillator.

Councillors approved the Clerk to order more defibrillator pads.

Action: Clerk

Cllrs noted the defibrillator signs were not in place.

Action: SD

b) Lawnmower

Cllr Potter reported his lawnmower caught fire when he was cutting around the bus shelter.

c) Bus Timetable

Cllr Frampton reported the latest bus timetable has missed off the 13:37/13:40 Topcroft to Norwich bus route. He has written to Daniel Yallop Norfolk County Council Travel & Transport unit asking why.

d) Post Collections

Cllrs noted that all post is collected from the post boxes in the morning at the same time as the deliveries.

11. To Receive Items for the next Agenda

a) Budget and Precept Setting

12. To Note the Next Meeting Dates

- Monday 13th November 2023 - 7.30 pm

The meeting ended at 8.50 pm

Signed

Date