

Topcroft Parish Council

Minutes from Topcroft Parish Council Meeting Monday 12th January 2014 at 7.30pm in Topcroft Pavilion

Present: Peter Rout (Chair) Trevor Potter (TP), Stephen Roberson (SR), Nicola Green (NG), Kathy Thomson (KT), Carolyn Moulton (CM)

Clerk/RFO: Sally Chapman

Also Present: District Councillor Murray Gray and two parishioners.

1. Apologies for Absence

Step Dye – apologies accepted.

2. To record Declarations of Interests from members in any item to be discussed and to consider Requests for Dispensation

None.

3. To approve the Minutes of the meeting held on 8th September 2014

The Minutes of the meeting were confirmed as a true and accurate record and were signed by the Chair of the Parish Council.

4. To receive reports from District and County Councillor

Murray Gray District Councillor gave a report, main points:

- SNDC plan to freeze council tax for another year.
- Long Stratton Action plan to be re-submitted to Government which includes a roundabout at Hempnall crossroads. A bypass will be constructed after the 300th new house is built.
- The green bin recycling is going well and now looking at the black bins. Black bins average 40% compostable food waste, which equates to 10,000 tons per year at a cost of £122 per ton, 1.2 million per year. This is £21.45 of the household council tax.
- SNDC and Broadland DC are offering grants for energy efficiently such as solid wall insulation, double glazing and heating system upgrades etc.
- Councillor Gray will be standing again for District Councillor and has stood for the last 24 years, 12 years for Topcroft.

5. Parishioners Matters of Concern

None.

6. Clerk's Contract

The Chair discussed the Clerk's pay awards with Councillors and it was unanimously agreed to select option 9.2. as below:

Signed: _____ (Chair)

Date: _____

9.2 You have been appointed to a single salary point and the Council will review your salary annually on the anniversary of your appointment.

The Clerk said she was happy with this agreement and the Chair will amend the contract to be signed at the March meeting. **Action:** Chair

7. To consider Speed Limits changes in the village

The Chair advised he had still to meet County Councillor Somerville and Bob Edwards from NCC Highways re speeding vehicles through the village and they would complete a walk at peak time. **Action:** Chair

8. To consider Mains Sewerage in the village

Consideration postponed until the next meeting.

9. Compensation payment from Anglian Water

- It was reported that some residents' water was cut off for a morning and they should receive £20 compensation from Anglian Water.
- The offer of £1,000 compensation for a community project was discussed and the village project of restructuring the pavilion. The Chair reminded Councillors the Council holds funds for parishioners to apply to for their projects. The Clerk was asked to contact Anglian Water re the compensation claim. **Action:** Clerk
- The Council had received a letter from Topcroft PCC requesting a donation to their kitchen fund. Councillors unanimously declined this support as they had just donated £200 to them for churchyard maintenance. The Chair said he would speak to Topcroft PCC. **Action:** Chair

10. Finance

10a. To receive the Financial Report and Approve Cheques (circulated prior to meeting)

The Clerk read the finance report to 12th January 2015. It was agreed a true record and the cheques were approved for payment unanimously.

Cheques approved:

100393	Clerk's CiLCA training	£	100.00
100394	John's Joinery Noticeboard	£	811.82
100395	Clerk's Salary November	£	115.25
100395	Clerk's Salary December	£	122.15

10b. To agree Budget and Precept for 2015/16 (circulated prior to meeting)

The Clerk read the proposed budget for 2015/16. All Councillors agreed the proposed budget and the precept to stay at £2,000 and Band D charge at £20.00. The Chair and Clerk signed the Precept form at the end of the meeting.

The Chair asked Councillor Potter to request the village hall invoice. **Action:** TP

11. Planning Application

No new planning applications.

12. Village Issues

12a. Highways and Potholes

Signed: _____ (Chair)

Date: _____

- Rubbish was reported on Low Road to Church Road, Rectory Road and around the fishing lakes. The Chair said he would speak to the owner of the fishing lakes to request a rubbish bin in that area. **Action:** Chair
- The Chair reported he had cleared the pipe at the bottom of Church Road, where it joins Low Road causing flooding on the corner. It was then blocked again after hedge trimming and cleared again.
- The Chair informed there was an electricity cut on New Year's Eve from Church Road number 12 upwards. He has been advised when the new houses were built the transformer had not been upgraded and at peak usage the fuse may go. The energy company is due to replace the transformer in the spring.

12b. Footpath 3

The Chair reported he had visited the parishioner whose land the footpath is on and there was some uncertainty where the footpath is and it will be investigated further. The Clerk to check an OS map. **Action:** Clerk

12c. Dog bins

No problems.

12d. Broadband Survey (circulated prior to meeting)

The Clerk circulated the draft Broadband Survey for discussion and minor amendments. Councillors agreed:

- The Chair to complete a letter to be circulated with the survey.
- Councillors to distribute one per household.
- Survey return date – 1st March 2015.
- To be returned to the Chair or any Councillor.

The Chair asked the Clerk to make the minor amendments.

Action: Clerk/Chair

12e. Wash Lane

It was reported the ditch on the left to Bedingham Church had been flooding and washed away the sides of the road. The Chair said he would speak to the landowner. **Action:** Chair

12f. Wind Farm Update

Councillors were advised the Wind Farm was being appealed at High Court and the date would be set shortly. If the appeal was successful another public enquiry would be processed again.

12g. Road Gritting and Emergency Plan

The Clerk was asked to forward the Road Gritting and Emergency Plan again to all Councillors. **Action:** Clerk

13. Replacement Notice Board

Signed: _____ (Chair)

Date: _____

The new notice board has been received and being treated with wood preserve by Councillor Potter. It will be in place shortly and the Clerk received a key. The Clerk said she would update the Council's notices.

14. To receive items for information

Topcroft PC Website

Councillors discussed the new website and the Clerk asked for any village information, news and events to be emailed to her for uploading. The website address is:

<http://topcroftpc.norfolkparishes.gov.uk>

15. To note Correspondence received

The Clerk distributed the correspondence received and Councillors agreed the following:

- a) Norfolk Constabulary – Partnership Working (circulated)
- b) The Hempnall Group – Parish Booklets (Clerk to place on website)
- c) Rural Housing Alliance – Affordable Rural Housing (Clerk to place on website)
- d) CPRE – Light Pollution Questionnaire (circulated)
- e) Norfolk Accident Rescue Service – donation request (Councillors asked the Clerk to create a record of donations given by the PC over the last few years).

Action: Clerk

- f) Topcroft PCC – letter of thanks (acknowledged)

16. To receive items for the next agenda

- a) Policies – the Clerk advised the Council was missing some statutory policies and would circulate prior to the next meeting for adoption.
- b) Norfolk Accident Rescue Service – consider donation request.

17. Confirm future meeting dates/times

The following dates were confirmed as the future meeting dates:

- Monday 9th March 2015 - 7.30pm
- Monday 11th May 2015 - 7.30pm
- Monday 13th July 2015 - 7.30pm

The meeting closed at 9.15pm

Signed: _____ (Chair)

Date: _____