

Topcroft Parish Council

Minutes from Topcroft Parish Council Meeting Monday 9th March 2015 at 7.30pm in Topcroft Pavilion

Present: Peter Rout (Chair), Trevor Potter (TP), Stephen Roberson (SR), Nicola Green [arrived 7.55pm] (NG), Kathy Thomson (KT), Carolyn Moulton (CM)

Clerk/RFO: Sally Chapman

Also Present: District Councillor Murray Gray and one parishioner.

1. Apologies for Absence

Step Dye and Margaret Somerville – 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 12th January 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:

- Confirmed Topcroft PC had received the £200 notice board grant.
- Council tax has been frozen for another year.
- Long Stratton Action plan submitted to Government which includes a roundabout at Hempnall crossroads. A bypass will be constructed after the 300th new house is built.
- The next County Councillor will have £1000 to spend in their wards. Councils to apply for grants.
- The neighbourhood Chairman of the Tas Valley Group will have £30,000 to spend on local projects.
- 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 will amend the contract, as agreed at the January meeting, to be signed at the May meeting.

Action: Chair

Signed: _____ (Chair)

Date: _____

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

Postponed until the next meeting.

9. Finance

To receive the Financial Report and Approve Cheques

The Clerk read the finance report and advised the latest bank statement had not been received. The financial report will be circulated when updated.

Action: Clerk

The following cheques were approved for payment unanimously.

Clerk's Salary January	09/03/2015	100396	£88.44
Clerk's Salary February	09/03/2015	100396	£139.17
Village Hall Invoice (2 years)	09/03/2015	100397	£140.00
P & G King Grass cutting	09/03/2015	100398	£48.00

Receipts

Anglian Water Donation	02/03/2015	£1,000.00
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To be claimed at the end of March

VAT Reclaim 2014/15	31/03/2015	£159.82
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10. Statutory Policies – to Approve and Adopt (circulated prior to meeting)

- Financial Regulations Policy
- Code of Conduct Policy
- Freedom of Information Policy

The Chair read out the relevant points and Councillors agreed the amendments to the policies. The Chair initialled all points and the Clerk to amend the hardcopies. Action: Clerk
All policies were adopted subject to the agreed amendments.

11. Planning Application

No new planning applications.

12. Village Issues

12a. Highways and Potholes

Councillors expressed disappointment that the potholes had not been repaired in the village, although reported by the Clerk. The Chair asked all Councillors to advise the Clerk of any potholes and the Clerk to report and to also advise the County Councillor.

12b. Footpath 3

The Chair advised he had been contacted by Rod Webster organiser of the EDP walks, who informed he could not walk down Footpath 3. After some discussion it was decided to ask the County Footpath Officer to advise on the situation.

Signed: _____ (Chair)

Date: _____

12c. Dog bins

No issues.

12d. Broadband Survey update

The Chair informed the surveys had been well distributed around the village and approximately 50% had been returned. It was noted Broadband was good/reasonable on Low Road and Rectory Road and was not adequate on The Street and the other side of village. The Chair thanked all the Councillors for distributing and collecting the surveys.

The Clerk was asked to collate.

Action: Clerk

12e. Wash Lane/Fishing Pits

The Chair had visited the area and spoke with the landowners about the rubbish and the bins not being emptied. Councillors discussed and the Clerk was asked to enquire the cost of a Council bin and the emptying charges.

Action: Clerk

12f. Wind Farm Update

Councillors were advised the Wind Farm appeal had been withdrawn, but it could be applied for again in the future. Hempnall PC has written to the Planning Department re the possible Wind Farm re-application and is waiting for a reply.

13. Replacement Notice Board

The new notice board is now in place and the old notice board is to be cleaned and re-oiled in the near future. Wooden Topcroft name plates for each of the notice boards were discussed and TP said he would make enquiries.

Action: TP

The Clerk was asked to print/laminate some name signs for inside the notice boards.

Action: Clerk

14. To receive items for information

- A letter from Mrs Sue Herring, Treasurer of the Topcroft Recreation Ground, had been received requesting a donation for the pavilion renovation project. Councillors discussed the donations given in the past and the Clerk was requested to acknowledge the letter.

15. To note Correspondence received

Councillors noted the following:

- a) South Norfolk Litter Pick Event
- b) Norfolk Accident Rescue Service – donation request
- c) Barclay Bank – confirmation of signing arrangements
- d) Mazars – change of auditor details

16. Election Information

The Clerk circulated the election nomination forms and advised the Councillors they had to be submitted (by hand) to SNDC by 9th April 2015, deadline 4pm. At the end of the meeting some Councillors completed the forms and gave them to the Clerk to return.

17. To receive items for the next agenda

Signed: _____ (Chair)

Date: _____

- **Oil Buying Scheme**

TP spoke of the Oil Buying Scheme and it was suggested that the Parishioners could be informed by email. The Clerk was asked to find out some information.

Action: Clerk

- The Chair reported it was the last meeting of the existing Council and thanked all Councillors and District Councillor Gray for all their contribution and hard work.

17. Confirm future meeting dates/times

The following dates were confirmed as the future meeting dates:

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

The meeting closed at 9.00pm

Signed: _____ (Chair)

Date: _____