

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting

held at Topcroft Pavilion on

Monday 11th January 2016 - 7:30pm

Present: Peter Rout (Chair), Trevor Potter (Vice Chair), Stephen Dye (SD), Hannah Gifford (HG), Nicola Green (NH), Cathy Hipper (CH), Kathy Thomson (KT)

Clerk/Responsible Financial Officer: Sally Chapman

Also Present: District Councillor Murray Gray and two Parishioners

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 Meeting held on 9th November 2015

The Minutes of the meeting were confirmed as a true and accurate record and were signed by the Chair. [Proposed SD, 2nd NG – unanimous.](#)

4. To receive reports from County and District Councillors

No report received from County Councillor Stone.

District Councillor Gray gave a verbal report. Main points:

- **Community Awards** – Link Magazine is advertising the Community Awards and Councillor Gray informed he had nominated Topcroft's Cricket Club.
- **White Lodge Topcroft Planning Consent** – Councillor Gray advised he had spoken to the enforcement officer to make sure that the landowner was conforming to the planning applications.
- **Hempnall Crossroads** - Councillor Gray stated he would prefer a roundabout at Hempnall crossroads and has lodged an objection to the Long Stratton Area Action plan and asked TPC and neighbouring villages to support. The plan is to make junction improvements only and NCC will decide these. TPC agreed to support.

Action: Clerk

Signed: _____ (Chair)

Date: _____

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5. Parishioners Forum - Matters of Concern

Mr Hupton asked if he could comment on point 7b when raised. The Chair agreed.

6. Finance - (documents circulated prior to meeting)

a) To receive the Financial Report and Approve Cheques

The RFO read out the Finance and the Budget report and the following were approved for payment:

Date	Cheque No.	Payee	Amount
11/01/2016	100414	Clerk's Salary Dec/Jan	£179.63
11/01/2016	100415	Clerk's Expenses Dec/Jan	£28.00
11/01/2016	100416	P & G King grass cutting	£72.00

Proposed NG, 2nd KT – unanimous

b) To agree Budget and Precept for 2016/17 (Doc. A attached)

The RFO read through the proposed Budget and Precept for 2016/17 and Councillors discussed and agreed. Proposed SD, 2nd CH – unanimous.

c) Clerk's Annual Salary Review (NALC salary scale circulated prior to meeting)

The Clerk left the room.

Councillors discussed and agreed the Clerk's annual salary increment increase as per her contract from SCP18 to SCP19. Proposed TP, 2nd CH – unanimous.

The Clerk returned.

d) New Audit Regime

The Clerk advised the opt-out date had been changed from 31st January 2016 to 31st March 2016. She advised she wished to find out how much it would cost to not to opt out and use the New Audit Regime and expressed concerns at finding an independent external auditor panel and their costs. Councillors agreed to defer to the March meeting and for the Clerk to investigate further.

Action: Clerk

7. Planning Applications (circulated prior to meeting)

a) 01/12/2016 App: 2015/2524 Full

Location: Barford Farm Barford Road Topcroft Norfolk NR35 2BB

Proposal: General purpose agricultural building for storage and cattle rearing.

TPC supported this application.

b) 16/10/2015 App: 2015/2151

Gardiniers Cottage Topcroft Street Topcroft Norfolk NR35 2BL

App Type: Works to TPO trees – update

The meeting was adjourned at 8.57pm for Mr Hupton to comment:

The Oak tree which was removed did not hold a TPO, it was a self seeded tree and it

Signed: _____ (Chair)

Date: _____

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was in a dangerous condition and removed for safety reasons. The tree surgeon had consulted the map before work started and found there were trees missing from the map, which were removed by previous owners, (Mr Hupton's son is the tree surgeon mentioned above).

The meeting was reconvened at 9.04pm.

The Chair advised he had visited the site whilst work was in progress and tried to clarify which trees were on the map, this was not clear. Councillors discussed the TPO trees, the trees in the village, a tree warden and the possibility of Topcroft Street becoming a conservation area. The Clerk was asked to investigate the items above and D.C. Gray said he would support.

Action: Clerk

8. Village Issues

a) Highways and Potholes

Pothole - 50 metres from Long Meadow House, Low Road.

Pothole - 50 metres north of crossroads on Mill Road.

Pothole - Watsons Corner, Barford Road opposite entrance to The Lodge.

Pothole - Denton Road, opposite Longwood House.

Clerk to report.

Action: Clerk

b) Broadband

The Chair reported the new duct across the ditch had been connected and then removed after safety concerns from the landowner. The new duct had been installed under the road and the contractors had incorrectly filled the ditch in. A few days later the Chair saw the contractors trying to unblock the ditch which was overflowing with raw sewage as the Pumping Station had broken down. The contractors advised there was a tanker coming later to pump out the ditch and it would be flushed with clean water. The Chair reported the incident to the National Rivers Authority and the Contractors should be returning to unblock the ditch permanently. The Low Road is a non-gritted road and flooding would cause hazardous conditions in winter weather. (Post meeting note, this work was completed on the 13. 1.2016).

c) Footpaths and Footpath Noticeboard

The new footpath noticeboard and map had been installed with a notice where the footpath map could be obtained from. Councillor Potter was thanked for installed the noticeboard.

Councillors had been unable to walk further footpaths because of the weather.

d) Dog bins

No issues.

Signed: _____ (Chair)

Date: _____

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e) Wash Lane

The blocked ditch had been reported to NCC.

f) Hedges

The Clerk had written to the residents with overgrown hedges and some had been cut back. Councillors expressed concerns at the overgrown hedge on the corner of Topcroft Lodge. The Chair said he would speak to the landowner.

Action: Chair

9. Noticeboard Name Plate – update

TP advised he had purchased wood for the nameplates and would take them to be engraved with the wording: Topcroft Parish Council.

Action: TP

10. To notice Correspondence received

- a) Thank you letter from East Anglian Air Ambulance for the £100 grant.
- b) Letter from Mrs Watson, Topcroft Lodge confirming her hedges had been cut.
- c) Email from a concerned resident regarding a new wall in Topcroft. Clerk to contact NCC Highways.

Action: Clerk

11. AOB

Councillor Potter advised he would clean the village sign and tidy the area.

12. To receive items for the next Agenda

Councillor Potter gave apologies for the next meeting.

13. Confirm meeting dates/times:

Monday 14th March 2016 - 7:30pm

The meeting closed at 9.00pm

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Topcroft Parish Council's Proposed Budget 2016 - 2017				
INCOME	<i>Projected</i>	<i>Proposed</i>		
	<i>End of Year</i>	<i>Budget</i>		
	2015/16	2016/17	Variance +/-	Notes
Precept	2000.00	2000.00	0.00	Instalments April & September
SNDC Grant	118.00	118.00	0.00	Agreed by SNDC
Additional Grants	0.00	0.00	0.00	
VAT Reclaim	159.82	100.00	-59.82	
Petty Cash	6.07	0.00	0.00	
Total Income	2283.89	2218.00	-59.82	
EXPENDITURE				
Grass Cutting	125.00	150.00	25.00	
Clerk's Salary	1066.04	1000.00	-66.04	Clerk basic salary £82.77 pcm (£9.55 per hour) + possible overtime
Clerks Office Costs	60.00	60.00	0.00	£5.00 office allowance per month
Clerk's Expenses	79.84	85.00	5.16	Postage, printing, stationery etc.
Training	45.00	45.00	0.00	Councillors/Clerk
Insurance	159.00	170.00	11.00	
Donations/grants	900.00	100.00	-800.00	
Dog Bin Emptying	122.60	130.00	7.40	
NALC Subscription	95.50	100.00	4.50	
Miscellaneous	178.00	500.00	322.00	To allow for maintenance, unforeseen, etc.
Audit Fee	0.00	0.00	0.00	No fee to small PC's
Pavilion hire	60.00	60.00	0.00	
Total Expenditure	2890.98	2400.00	-490.98	
Difference	-607.09	-182.00		
Proposed Precept 2016/2017 to be raised to £2250.00				12.5%
Last increase pre 2013				£22.05 per Band D property (currently £19.42 increase of £2.63)

Signed: _____ (Chair)

Date: _____