

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting

held at Topcroft Pavilion on

Monday 14th March 2016 - 7:30pm

Present: Peter Rout (Chair), Hannah Gifford (HG), Nicola Green (NH), Kathy Thomson (KT)

Clerk/Responsible Financial Officer: Sally Chapman

Also Present: County Councillor Margaret Stone, District Councillor Murray Gray and two Parishioners

1. To consider Apologies for Absence

Councillors Potter, Dye and Hipper – apologies accepted.

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

None.

3. To approve the Minutes of the Meeting held on 11th January 2016

The Minutes of the meeting were confirmed as a true and accurate record and signed by the Chair. Proposed NG, 2nd KT – unanimous.

4. To receive reports from County and District Councillors

County Councillor Stone had circulated a report. Main points:

- **NCC** – will raise council tax by 3.99%
- **Recycling Centres** – Morningthorpe recycling centre will be reopening on 1st April.
- **Youth Parliament Elections** – candidates selected by pupils in school and they will have the opportunity to visit Parliament and debate.
- **NCC** – supporting local schemes with grants, but the Parish Partnership grants are reducing. At the moment they will support local projects with 50% of cost.

District Councillor Gray gave a verbal report. Main points:

- **Community Awards** – Councillor Gray nominated Topcroft's Cricket Club and they won the Community Wellbeing Group of the Year.

Signed: _____ (Chair)

Date: _____

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- **Council Tax increase** – Band D will increase to £1,190.79, £45.72 per year, 88p per week.
- **Electoral Boundary Changes** – planned in the future.
- **District Councils** – SNDC are considering reducing the 46 District Councils in South Norfolk to 39. The number of Councillors and Wards will also be reviewed.
- **Litter Collection** – collection days may be changed in the future.

5. Parishioners Forum - Matters of Concern

A parishioner spoke of the difficulties he had encountered with his neighbour and a complaint to NCC about his garden wall. The Chair advised all issues relating to highways were dealt with by NCC and TPC had no authority. The parishioner advised of dangerous posts in a neighbouring garden.

Action: Clerk to report

6. Finance - (documents circulated prior to meeting)

a) To receive the Financial Report and Approve Payments

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

Date	Payment	Amount
28/02/2016	Clerk's Salary - February	82.77
14/03/2016	Clerk's Expenses February	14.47
14/03/2016	John's Joinery Oak plaques	20.00
14/03/2016	Topcroft Pavillion Hire	70.00

Proposed HG, 2nd KT – unanimous

b) New Audit Regime

Councillors agreed TPC were:

Group 3 – Authorities with neither income nor expenditure exceeding £25,000. With effect from 2017/18 very few of this group will require to undergo a limited assurance audit review or to pay an audit fee. They will still need to complete and publish an annual return in accordance with the Transparency Code for Smaller Authorities.

Councillors agreed to formally opt-in to the new audit regime. Proposed NG, 2nd KT – unanimous

Mr Paul Rand agreed to complete this year's internal audit.

7. Planning Applications (circulated prior to meeting)

Councillors noted:

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

Location: Barford Farm Barford Road Topcroft Norfolk NR35 2BB

Signed: _____ (Chair)

Date: _____

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Proposal: General purpose agricultural building for storage and cattle rearing.
TPC supported this application. **Approved**

b) 02/03/2016 App: 2016/0472

Location: 2 Apple Tree Cottage Topcroft Street Topcroft Norfolk NR35 2BL
Proposal: Addition of single storey timber clad extension to existing dwelling.
Application Type: Householder. **Pending decision**

The Chair spoke of the recent planning application to prune TPO trees in the village and how difficult it was to understand because SNDC had sent out-of-date plans, which had not included previous work.

Councillor Gifford spoke of looking at the trees in the village and applying for TPO's on worthy trees. D.C. Gray informed it was a legal and lengthy process.

8. Policies Annual Review (circulated prior to meeting)

- a. Code of Conduct
- b. Financial Regulations
- c. Publication Scheme
- d. Standing Orders

Councillors agreed no changes to be made. **Proposed NG, 2nd HG – unanimous**

9. Village Issues

a) Highways and Potholes

The Chair informed some potholes had been filled, but more had appeared. Clerk to report: Potholes at The Gables, The Street and at The Lodge, Barford Road.

Action: Clerk

b) Broadband

Councillors discussed how good it was in some parts of the village and poor in others.

c) Footpaths and Footpath Noticeboard

Councillors had been unable to walk further footpaths because of the weather and the new footpath noticeboard has been installed.

d) Dog bins

No issues.

e) Wash Lane

Councillors reported Wash Lane was badly flooded last week. Clerk to report some 'Road Closed' signs which had been lying on the verge for a while. **Action: Clerk**

Signed: _____ (Chair)

Date: _____

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f) Conservation Area

Councillors asked the Clerk to re-forward an email from Mr Chris Bennett, SNDC Senior C & D Officer for discussion at the next meeting.

Action: Clerk

9. Noticeboard Name Plate – update

Oak plaques have been purchased and are now being engraved with: Topcroft Parish Council.

10. To notice Correspondence received

a) South Norfolk Council's Big Litter Pick 2016 poster. Councillors discussed and may organise.

11. AOB

a) Councillors discussed a Tree Warden and the Clerk advised SNDC does not offer a tree warden service; it is normally done by a volunteer. Councillors asked the Clerk to find some information.

Action: Clerk

12. To receive items for the next Agenda

None.

13. Confirm next meeting date:

Monday 9th May 2016 – 7:30pm (Annual Parish Meeting and AGM)

The meeting closed at 9.05pm

Signed: _____ (Chair)

Date: _____