

# Topcroft Parish Council

## Minutes from Topcroft Parish Council's Meeting

held at Topcroft Pavilion on

Monday 9th May 2016 at 7.30pm

**Present:** Peter Rout (Chair), Trevor Potter (TP), Cathy Hipper (CH), Nicola Green (NG), Kathy Thomson (KT)

**Clerk/Responsible Financial Officer:** Sally Chapman

**Also Present:** District Councillor Murray Gray and two Parishioners

*All the Councillors completed a Declaration of Acceptance of Office before the start of the meeting.*

### 1. To appoint a Chair

The Clerk asked for nominations for a Chair.

PR proposed by TP, 2<sup>nd</sup> NG - agreed unanimously.

PR accepted the post as Chair.

### 2. To appoint a Vice Chair

TP proposed by PR, 2<sup>nd</sup> NG - agreed unanimously.

TP accepted the post as Vice Chair.

### 3. To consider Apologies for Absence

Councillors Dye and Gifford – apologies accepted. County Councillor Stone.

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

None.

### 5. To approve the Minutes of the Meeting held on 14<sup>th</sup> March 2016

One amendment to D.C. Gray report and the Minutes of the meeting were confirmed as a true and accurate record and signed by the Chair. Proposed NG, 2<sup>nd</sup> KT – unanimous.

### 6. To receive reports from County and District Councillors

As the parish meeting.

### 7. Parishioners Forum - Matters of Concern

Councillors spoke of various areas around the village, dangerous hedges and lumps of concrete on verges. The Clerk was asked to write to some residents re their hedges and to

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

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NCC regarding verges.

Action: Clerk to report

## 8. Finance

### a) To receive a report from the Internal Auditor for 2015/16

Mr Paul Rand, the Internal Auditor present at the meeting, reported no issues with the 2015/16 accounts.

### b) To confirm and sign the Annual Audit return Section 1 and 2

The Chair and Clerk signed the annual return to be forwarded to the external auditors by the end of June 2016.

### c) To receive the Financial Report and Approve *Cheques* (circulated prior to meeting)

The Clerk read out the finance and the budget reports and the following were approved for payment unanimously:

Clerk's Salary - April	£82.77
Clerk's Expenses - April & May	£16.50
NALC Subscription	£97.39
SNDC Dog Bins charge	£151.54

Proposed KT, 2<sup>nd</sup> NG – unanimous

## 9. Planning Applications and to note Decisions (circulated prior to meeting)

### a) App. Number : App Type : 2016/0472

Applicant : Mr Chester Curtis

Location : 2 Apple Tree Cottage Topcroft Street Topcroft Norfolk NR35 2BL

Proposal : Addition of single storey timber clad extension to existing dwelling.

Decision : Approval with Conditions

Delegated Date of decision : 6 April 2016 (now approved)

## 10. Village Issues

### a) Highways and Potholes

The Chair reported at Wash Lane ford, on the bends the road had broken up on the edges.

Clerk to report.

Action: Clerk

### b) Footpaths

Walks to continue in June.

### c) Wash Lane

The Chair has spoke with the local landowner and a parishioner re the blocked ditch and has requested it to be dug out. TP said the pipe in the gateway may be blocked and the culvert.

To be monitored.

Action: Chair

### d) Conservation Area

Councillors discussed the email from Mr Chris Bennett, SNDC Senior C & D Officer and D.C.

Gray said he thought the views were incorrect and The Street in Topcroft would be a suitable conservation area. Councillors Hipper and Thomson volunteered to do a survey of the houses.

Action: Councillors Hipper and Thomson

### e) TPO Trees

Councillors had heard a resident had requested a large Oak tree in their garden to be cut

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

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down to allow vehicle access. Councillors agreed a TPO should be placed on the Oak trees.  
 Proposed NG, 2<sup>nd</sup> KT– unanimous. The Clerk was requested to contact Saffron Housing and SNDC.

Action: Clerk

## 11. Noticeboard Name Plate – update

The Oak plaques are now ready to be collected and will be fitted soon.

Action: TP

## 12. To notice Correspondence received

None.

## 13. AOB

a) Councillors discussed a Tree Warden and the Clerk advised she would find out some information.

Action: Clerk

b) Councillors discussed a Defibrillator for the village and asked the Clerk to find out if any funding was available. TP said he would ask the Sports Pavilion committee if it could be sited there.

Action: Clerk/TP

c) Councillor Green informed the village Topcroft sign coming from Woodton is damaged and asked the Clerk to report.

Action: Clerk

## 14. To receive items for the next Agenda

a) Dog Bin for the other end of The Street/Denton Road.

## 15. Confirm next meeting date:

Monday 11<sup>th</sup> July 2016 – 7:30pm

The meeting closed at 9.08pm

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_