

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting

held at Topcroft Pavilion on
Monday 11th July 2016 at 7.30pm

Present: Peter Rout (Chair), Trevor Potter (TP), Step Dye (SD), Hannah Gifford (HG), Cathy Hipper (CH).

Clerk/Responsible Financial Officer: Sally Chapman

Also Present: County Councillor Margaret Stone & District Councillor Murray Gray

Councillors Dye & Gifford completed a Declaration of Acceptance of Office before the start of the meeting.

1. To consider Apologies for Absence

Councillors Thomson and Green – 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 9th May 2016

The Minutes of the Meeting were confirmed as a true and accurate record and signed by the Chair. Proposed TP, 2nd CH – unanimous.

4. To receive reports from County and District Councillors

- County Councillor Stone gave an update on Devolution – What's Happening, Where we are Now and What Happens Next, Safeguarding and informed of a Carer's emergency card and emergency plan. Full report: www.topcroftpc.norfolkparishes.gov.uk

- District Councillor Gray gave a report on the recent Boundary Review; South Norfolk will retain 46 Councillors with approx., 2500 electors each, the actual boundaries and numbers for each ward, will now be evaluated. He informed the Cabinet has agreed a roundabout will be put in place at the Hempnall junction, to alleviate traffic before the development at Long Stratton gets underway.

5. Parishioners Forum - Matters of Concern

None present.

6. Finance

a) To receive the Financial Report and Approve Cheques

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

Date	Cheque No.	Payee	Amount
11/07/2016	100425	Clerk's Expenses - June & July	£ 24.33
11/07/2016	100426	P&G King - Grass cutting	£ 83.00
11/07/2016	100427	Topcroft PCC	£ 1,000.00

Signed: _____ (Chair)

Date: _____

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No receipts have been received since the last meeting.

Balances to 11th July 2016

Current account balance	251.14
Business Saver Account balance	3,099.47
Petty Cash	0.00
Total funds	£ 3,350.61

The Finance and the Budget Reports were agreed as a true and accurate record and signed by the Chair.

Proposed HG, 2nd SD – unanimous

b) Transparency Grant

The Clerk informed Councillors of the Government's transparency grant to aid small Councils to comply with the Transparency Code. It will enable the PC to update the Clerk's computer equipment and training. It was agreed to apply for the grant.

Proposed TP, 2nd HG – unanimous

Action: Clerk

7. Planning Applications and to note Decisions

Councillors noted the following:

Applications

a) 13 June 2016 – Ref 2016/1307

Applicant: Mr Andrew Wiley

Location: Stackyard Cottage Barford Road Topcroft NR35 2BB

Proposal: Erection of 3 outbuildings

b) 24 June 2016 – Ref 2016/1333

Applicant : Mr Alan Coppin, White Lodge, Mill Road, Topcroft, Norfolk. NR35 2BW

Location: White Lodge Mill Road Topcroft Norfolk NR35 2BW

Proposal : Retention of cow shelter and fenced area

c) 30 June 2016 Ref. No: 2016/1099

Location: Church Of St Margaret Church Road Topcroft Norfolk

Proposal: Discharge of Conditions 3, 4, 5 & 8 of planning consent

2013/1631(extension to provide Kitchen, WC and Store) - Materials, Brick Panel,

Joinery Details and Historic Building Recording

d) 05 July 2016 - Ref. No: 2016/1535

Location: 3 The Master School Mill Road Topcroft Norfolk NR35 2BW

Proposal: Erection of rabbit proof fence.

8. Village Issues

a) Highways and Potholes

Councillors reported a deep pothole on Oxnead Lane.

Action: Clerk

b) Footpaths

Walks to be continued.

c) Wash Lane

On going issue, talks to continue between the landowner and NCC reference clearing the ditch.

Action: Chair

Signed: _____ (Chair)

Date: _____

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d) Conservation Area

Report to follow from Cllr Hipper. Cllr Gray spoke of SNDC struggling to review the 50 conservation areas in South Norfolk and their reluctance to accept others. He advised Cllr's to investigate alternatives such as a Village Design Statement or a Neighbourhood Plan. The Chair advised no one in the village was interested in a neighbourhood plan a few years ago. Clerk to research.

Action: CH/Clerk

e) TPO Trees

SNDC has confirmed there will be TPO's placed on the two Oak trees in Church Road.

f) Defibrillator

Councillors discussed and asked the Clerk to find funding of approx. £1,500 for a defibrillator and cabinet to be placed at the Sports Pavilion.

Action: Clerk

g) Dog Bin far end of The Street/Denton Road

C/F to next meeting.

9. Noticeboard Name Plate – update

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

Action: TP

10. To notice Correspondence received

a) 'Speak Up' posters and booklets re safeguarding against abuse.

11. AOB

None.

12. To receive items for the next Agenda

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

13. Confirm next meeting date:

Councillors noted the meeting dates and times for the next year and the next meeting date: -
- Monday 12th September 2016 - 7.30pm

The meeting closed at 9.05pm

Signed: _____ (Chair)

Date: _____