

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting

held at Topcroft Pavilion on

Monday 12th September 2016 at 7.30pm

Present: Peter Rout (Chair), Hannah Gifford (HG), Nicola Green (NG), Kathy Thomson.

Clerk/Responsible Financial Officer: Sally Chapman

Also Present: District Councillor Murray Gray and four parishioners.

1. To consider Apologies for Absence

Councillors Potter and Dye – apologies accepted and the Chair advised Councillor Hipper had resigned.

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

Councillor Gifford declared a non-pecuniary interest in point 7.

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

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

4. To receive reports from County and District Councillors

County Councillor Stone was not present and had sent a report, circulated earlier. Full report: www.topcroftpc.norfolkparishes.gov.uk

District Councillor Gray gave a verbal report:

- Devolution. 53% supported the principle and 38.7% opposed.
- SNDC is hoping to submit a planning application for a Hempnall roundabout by the end of the year. It would be paid for by the developers, C.I.L. payments and the Governments City Deal Grant.
- Ward Review. The number of Councillors would remain the same and some boundary changes would be made. It has been suggested Topcroft to be placed in the Hempnall ward.

5. Parishioners Forum - Matters of Concern

A parishioner spoke of the TPO's placed on the Oak trees in Church Road and did not feel one of the trees warranted a TPO. The Chair informed that the Clerk was already following this up.

Action: Clerk

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:

Payments

Date	Details		Amount
12/09/201	Clerk's Salary - July	S/O	£82.77
12/09/2016	Clerk's Salary - August	S/O	£82.77

Signed: _____ (Chair)

Date: _____

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12/09/2016	Clerk's Expenses - August & Sept.	100428	£10.00
12/09/2016	Black Dog Signs - engraving	100429	£42.00

Receipts

15/08/2016	Transparency Grant		£644.40
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The Finance and the Budget Reports were agreed as a true and accurate record and signed by the Chair.

Proposed NG, 2nd HG – unanimous

b) Transparency Grant Update

The Clerk informed Councillors that the Transparency Grant had been successful and TPC had received £644.40 for computer equipment, training and the Clerk's salary. It was agreed unanimously the Clerk could book website training.

c) To note the External Auditors Certificate and Report 2015/16

The Clerk informed the external audit had been completed and no advisories had been received. The Chair signed the certificate and thanked the Internal Auditor and Clerk for completing the audit.

7. Land Purchase

Confidential Minutes

8. Planning Applications and to note Decisions

Councillors noted the following:

Applications

a) Steel portal frame building

Spring Lane Farm Spring Lane Topcroft Norfolk NR35 2BD. Ref. No: 2016/1946

b) Erection of stables & hay shed. A change of use from Agricultural to Equestrian.

Field North East Of 1 To 17 Church Road Topcroft Bungay NR35 2BH. Ref. No: 2016/1850

This application has now been amended.

c) Proposed conversion of barn to holiday accommodation.

Low Farm Snakes Lane Topcroft Norfolk NR35 2BU Ref. No: 2016/1763

d) Erection of general purpose agricultural building

Rookery Farm Rookery Lane Topcroft. Ref. No: 2007/1896

Decisions

a) Appl Number : 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. Decision: Approval of details – Approved

b) Appl Number : 2016/1333

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

Proposal : Retention of cow shelter and fenced area. Decision: Approval with no conditions

c) Appl Number : 2016/1535

Applicant : Mr Gary Hazelden Location : 3 The Master School Mill Road Topcroft Norfolk NR35

2BW. Proposal : Erection of rabbit proof fence along eastern site boundary. Decision : Approval with Conditions

d) Appl Number : 2016/1307

Signed: _____ (Chair)

Date: _____

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Applicant : Mr Andrew Wiley. Location : Stackyard Cottage Barford Road Topcroft NR35 2BB
Proposal : Erection of 3 outbuildings. Decision : Approval with Conditions

9. Village Issues

a) Highways and Potholes

It was reported Rectory Road's whole road surface had broken up on the bends, 2-3cm deep.

Action: Clerk

b) Footpaths

Walks to be continued.

c) Wash Lane

No update.

d) Conservation Area

Councillor Gifford agreed to follow this up.

Action: HG

e) TPO Trees

As point 5.

f) Defibrillator

The Clerk has applied for a grant.

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

Not required.

10. Noticeboard Name Plate – update

The Oak plaques have now been received and Councillor Gifford will paint.

Action: HG

11. To notice Correspondence received

a) Thank you letter from Topcroft PCC for the church grant.

13. AOB

- Clerk to advertise for another Councillor.

- The signs in the village need cleaning, Clerk to inform Highway Rangers.

Action: Clerk

14. To receive items for the next Agenda

a) Speed Limits in the Village

15. Confirm next meeting date:

Councillors noted the next meeting date:

- Monday 14th November 2016 - 7.30pm



The meeting closed at 8.30pm

Signed: _____ (Chair)

Date: _____