

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting

held at Topcroft Pavilion on

Monday 14th November 2016 - 7.30pm

Present: Peter Rout (Chair), Trevor Potter (Vice Chair), Step Dye (SD), Hannah Gifford (HG), Nicola Green (NG), Kathy Thomson (KT).

Clerk/Responsible Financial Officer: Sally Chapman

Also Present: District Councillor Murray Gray and four parishioners.

1. To consider Apologies for Absence

County Councillor Stone.

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

Councillors Dye, Green and Potter declared a non-pecuniary interest in point 11f.

3. To approve the Minutes of the Meeting held on 12th September 2016

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

4. Co-option to fill Casual Vacancies

Two parishioners stood to fill the casual vacancy and each gave a short resume. Mr John Dodding was elected and after signing the Declaration of Acceptance of Office he was welcomed to the Council.

5. 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:

a) Ward Review - it is likely Topcroft will be placed in the Hempnall Ward and public consultation will continue until 9th January 2017.

b) Greater Norwich Local Plan - Broadland District Council, Norwich City Council and South Norfolk Council, working with Norfolk County Council, have agreed to work together to prepare the Greater Norwich Local Plan (GNLP). An important part of the process of preparing the GNLP is to identify sites which might have the potential for development to meet required needs. None have been identified in Topcroft.

c) Topcroft has recently received a Community Infrastructure Levy (CIL) payment from a development. The money can be used to fund a wide range of infrastructure including new or safer road schemes, flood defences, schools, hospitals and other health and social care facilities, park improvements, green spaces and leisure centres.

d) Green bin contamination is increasing and removing items that should not be in the recycling bin is costing local taxpayers.

Signed: _____ (Chair)

Date: _____

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6. Parishioners Forum - Matters of Concern

None

7. Finance

a) To receive the Financial Report and Approve Cheques

The Clerk read out the reports and the following were approved:

Receipts			
15/09/2016	CAF - Defibrillator Grant		£ 1,263.00
27/04/2016	Precept- 2nd instalment		£ 1,125.00
28/10/2016	CIL Payment (Barford Farm)		£ 433.55
	Total		£ 2,821.55
Payments			
14/11/2016	Clerk's Salary - September		£ 82.77
14/11/2016	Clerk's Salary - October		£ 82.77
14/11/2016	Clerk's Expenses - Oct & Nov		£ 10.00
14/11/2016	SNDC Dog Bins charge 2016/17		£ 156.10
14/11/2016	P&G King - Grass cutting		£ 84.00
14/11/2016	Topcroft Recreation Ground - Hall Rent		£ 70.00
	Total		£ 485.64

The Finance and the Budget Reports were agreed as a true and accurate record and signed by the Chair. [Proposed NG, 2nd SD – unanimous.](#)

b) To agree Budget and Precept for 2017/18

After discussion Councillors agreed the budget for 2017/18 and the precept will remain at £2250.00. [Proposed JD, 2nd SD – unanimous.](#)

8. Land Purchase

The land purchase was unsuccessful.

9. To Consider Adopting Topcroft's Phone Box

Councillors discussed and decided against adopting the phone box.

10. Planning Applications and to note Decisions

Councillors noted the following:

Applications

a) Two wooden storage sheds on floating concrete bases

Gardiners Cottage Topcroft Street Topcroft NR35 2BL

Ref. No: 2016/2289. Status: Pending Consideration (now withdrawn)

b) Single storey rear extension

Cobweb Cottage Topcroft Street Topcroft NR35 2BL

Ref. No: 2016/2283. Status: Pending Consideration

c) Proposed conversion of a double garage into Annex and glazed link extension

Rookery End Barn Mill Road Topcroft NR35 2BW

Ref. No: 2016/2263. Status: Pending Consideration

Signed: _____ (Chair)

Date: _____

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Decisions

a) Alterations and extension

Little Manor Topcroft Street Topcroft NR35 2BL.

Ref. No: 2016/2181. Status: Approval with Conditions

b) Steel portal frame building

Spring Lane Farm Spring Lane Topcroft Norfolk NR35 2BD

Ref. No: 2016/1946. Status: Approval not Required

c) 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. Status: Approval with Conditions

d) Proposed conversion of barn to holiday accommodation

Low Farm Snakes Lane Topcroft Norfolk NR35 2BU

Ref. No: 2016/1763. Status: Decided Approval with Conditions

The Chair and Councillors had a discussion on planning procedures and ways to handle future applications. The Clerk is the Proper Officer of the Council and should report the combined Council's decision, but Councillors can submit their own comments as parishioners of the village.

11. Village Issues

a) Highways and Potholes

Clerk to report a 30mph sign which has fallen over outside Topcroft Hall, The Street and gullies need clearing near Barford Farm, Barford Road.

Action: Clerk

Councillor Dodding said he would find information on marker posts for verges.

Action: JD

b) Footpaths

Walks to be continued.

c) Wash Lane

No update.

d) Conservation Area

Councillor Gifford agreed to follow this up C/F.

Action: HG

e) TPO Trees

The Chair has emailed SNDC regarding lifting the proposed TPO on the North Oak tree on Church Road Topcroft.

Clerk to enquire about placing TPO's on other trees in Topcroft.

Action: Clerk

f) Defibrillator (*Councillors Dye, Potter and Green declared a non-pecuniary interest*)

Councillors discussed and agreed the Clerk to order a defibrillator and cabinet to be delivered to Councillor Potter. The Council would pay for the installation on Topcroft's Sports Pavilion.

Proposed KT, 2nd HG – unanimous.

Action: Clerk

12. Noticeboard Name Plate – update

The oak plaques have now been painted by Councillor Gifford and will be oiled and fitted.

Action: TP

13. To notice Correspondence received

a) To consider a donation to the local Citizens Advice Bureau

Councillors agreed not to send a donation.

Signed: _____ (Chair)

Date: _____

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13. AOB

- a) The Local Government Boundary Commission has suggested Topcroft to leave the Earsham Ward and join Hempnall's Ward. Councillors agreed with this proposal and will discuss further at the next meeting.
- b) Councillor Potter requested the Clerk to find out if more CIL payments are due and the conditions applied.

14. To receive items for the next Agenda

- a) Local Government Boundary Commission

15. Confirm next meeting date:

Councillors noted the next meeting date:

- Monday 9th January 2017 at 7.30pm

The meeting closed at 9.20pm

Signed: _____ (Chair)

Date: _____