

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting

held at Topcroft Pavilion on

Monday 9th January 2017 - 7.30pm

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

Clerk/Responsible Financial Officer: Sally Chapman

Also Present: District Councillor Murray Gray and three parishioners.

1. To consider Apologies for Absence

County Councillor Stone.

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

None.

3. To approve the Minutes of the Meeting held on 14th November 2016

Cllr Giffard made two amendments and then the minutes of the meeting were confirmed as a true and accurate record and signed by the Chair. [Proposed KT, 2nd JD – unanimous.](#)

4. To receive reports from County and District Councillors

County Councillor Stone was not present.

District Councillor Gray gave a verbal report:

- a) South Norfolk Council is expected to face an overall £6m budget shortfall due to Government cuts.
- b) Ward boundaries are currently under review.
- c) Parish boundaries will be under review from spring 2017 and Parish Councils should consider their parish boundaries.
- d) Hempnall Crossroad – no further update.

5. Parishioners Forum - Matters of Concern

None

6. Finance

a) To receive the Financial Report and Approve Cheques

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

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Receipts		
None		
Payments		
17/11/2016	Imperative Defibrillator	£ 1,515.60
30/11/2016	Clerk's Salary - November	£ 82.77
30/12/2016	Clerk's Salary - December	£ 82.77
09/01/2017	Clerk's Overtime Nov/Dec.	£ 33.43
09/01/2017	Clerk's Expenses - Dec & Jan	£ 35.23
	Total	£ 1,749.80

The Finance and the Budget Reports were agreed as a true and accurate record and signed by the Chair. *Proposed JD, 2nd KT – unanimous.*

b) Precept Form for 2017/18

The Chair signed the Precept Form for 2017/18 requesting a precept of £2250 (no change from last year).

7. Planning Applications and to note Decisions

Councillors noted the following:

Applications

None

Decisions

a) Two wooden storage sheds on floating concrete bases

Gardiners Cottage Topcroft Street Topcroft NR35 2BL

Ref. No: 2016/2289. Status: Withdrawn

b) Single storey rear extension

Cobweb Cottage Topcroft Street Topcroft NR35 2BL

Ref. No: 2016/2283. Status: Approval with Conditions

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: Approval with Conditions

8. Village Issues

a) Highways and Potholes

Repairs in progress on Rectory Road.

b) Footpaths

Walks to be continued and Clerk to report fallen footpath signs at Rectory Road and Holly House on Low Road.

Action: Clerk

c) Wash Lane

An agreement has been made between NCC Highways and TPC to purchase the pipe (NCC has agreed to pay for it). Talks with the landowner will continue.

d) Conservation Area

Councillors are looking at an old map and documenting dates of local houses.

e) TPO Trees

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

- No update on the Oak tree on Church Road Topcroft.
- The Chair reported he had seen a map of Blacksmith Cottage with TPO trees in their garden.

f) Defibrillator

Cllr Potter is waiting for an estimate for the electrical work to fit the defibrillator.

9. Noticeboard Name Plate – update

The oak plaques are currently being oiled and will be fitted soon.

Action: TP

10. To notice Correspondence received

None

11. AOB

Cllr Dodding spoke of some useful computer software the Councillor may wish to use for mapping the footpaths and conservation area.

12. To receive items for the next Agenda

- a) Future planning procedures – District Councillor Gray said he would speak to SNDC for some guidelines.
- b) Footpath and conservation computer software.

13. Confirm next meeting date:

Councillors noted the next meeting date:

- Monday 13th March 2017 at 7.30pm

The meeting closed at 8.50pm

Signed: _____ (Chair)

Date: _____