

Topcroft Parish Council

Minutes from Topcroft Parish Council's Meeting held at Topcroft Pavilion on Monday 13th March 2017 at 7.30pm

Present: Peter Rout (Chair), John Dodding (JD), Step Dye (SD), Hannah Giffard (HG), Kathy Thomson (KT).

Clerk/Responsible Financial Officer: Sally Chapman

Also present: County Councillor Margaret Stone, District Councillor Murray Gray and three parishioners.

A. To receive reports from the District and County Councillor

District Councillor Gray gave a verbal report:

- The Hempnall crossroads will not be built if the planned houses in Long Stratton are not built. The building land may have to be compulsory purchased.
- A £1.63m investment is to be made to replace the A146 Hales junction, which has the worst accident record for a main road in Norfolk, with a roundabout.
- The Boundary Commissions final version will be published tomorrow and it is expected it will recommend Topcroft to join the Hempnall Ward.
- The Community Governance Review consultation will start on the 20th March for 12 weeks. The Chair stated he had spoken with a neighbouring parish and did not recommend merging parishes.

B. Public Forum – for Members of the Public

None

1. To consider Apologies for Absence

Cllrs Potter 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 January 2017

The minutes of the meeting were confirmed as a true and accurate record and signed by the Chair. *Proposed KT, 2nd JD – unanimous.*

4. Finance

a) To receive the Financial Report and Approve Cheques

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

Receipts

None

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Expenditure			
13/03/2017	Imperative Defibrillator (cabinet p/ex.)	£	66.00
13/03/2017	Clerk's Overtime Jan/Feb	£	80.22
13/03/2017	Clerk's Expenses - Feb/Mar	£	42.22
30/03/2017	Clerk's Salary - March	£	82.77
	Total	£	271.21

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

b) Topcroft PCC Donation Request

Cllrs discussed and asked the Clerk to contact the PCC to find out the annual churchyard maintenance cost.

Action: Clerk

c) To appoint an Internal Auditor for 2016/17

Mr Paul Rand agreed to complete the next Internal Audit and was thanked by the Chair. The Clerk agreed to provide a list of items that need to be audited.

Action: Clerk

[Proposed SD, 2nd JD – unanimous.](#)

5. Policies Annual Review (*circulated prior to meeting*)

a) Code of Conduct

b) Financial Regulations

c) Publication Scheme

The above policies were reviewed with no amendments. [Proposed PR, 2nd SD – unanimous.](#)

d) Standing Orders

Cllrs felt the Standing Orders policy was inadequate and the Clerk suggested using NALC's model Standing Orders Policy. Clerk to forward a copy for discussion at the next meeting.

Action: Clerk

6. Planning Applications and to note Decisions

Councillors noted the following:

a) Applications/Decisions

Appl Number: 2017/0096

Applicant : Mr & Mrs John And Wendy Dodding

Location : Gardiners Cottage Topcroft Street Topcroft NR35 2BL

Proposal : Two timber garden sheds in the rear garden

Decision : Approval with Conditions

Delegated Date of decision : 21 February 2017

Appl Number: 2017/0033

Applicant : Mr & Mrs T Mulcahy

Location : Cobweb Cottage Topcroft Street Topcroft NR35 2BL

Proposal : Revision to planning permission reference 2016/2283. Change roof from fully glazed to clad with reclaimed clay pantiles with glazed section not exceeding 1.0m²

Decision : Approval with Conditions

Delegated Date of decision : 20 February 2017

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

Appl Number: 2017/0164

Applicant : Mr Andrew Wiley

Location : Stackyard Cottage Barford Road Topcroft NR35 2BB

Proposal : Non material amendment following 2016/1307/H Erection of 3 sheds – amendments to windows

Decision : Approval with no Conditions Delegated

Date of decision : 7 February 2017

b) To Approve a Planning Procedure Policy

Cllrs discussed and approved the Planning Procedure, as circulated with the agenda.

Proposed SD, 2nd JD – carried. Clerk to publish.

Action: Clerk

At 8.20pm the meeting was convened for County Councillor Stone to give a verbal report – full report circulated earlier to Cllrs. Reconvened at 8.35pm.

7. Village Issues

a) Highways and Potholes

Dangerous hanging branches in Rectory Road. Chair to contact landowner. Action: Chair

b) Footpaths/Computer Mapping Software

- A footpath meeting has been held with Cllrs and Parishioners. Groups will be walking the footpaths to check accessibility and signage – problems to be reported to the Clerk. The next meeting will be 3rd May 2017.

- The Computer Mapping Software has found to be the equivalent of an Ordinance Survey map.

c) Wash Lane

The ditch in Wash Lane has been partially dug and waiting for next heavy rain to monitor the impact.

d) Conservation Area

Cllrs are reviewing an old map and photographing houses. Cllrs discussed whether to involve Parishioners and agreed to bring information to the next meeting.

Action: HG/KT

e) TPO Trees

Topcroft's tree warden Mr John Catchpole attended the meeting and informed he would continue to monitor the trees in the area.

f) Defibrillator

The cabinet has been returned to be exchanged for a more secure one.

8. Noticeboard Name Plate – update

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

Action: TP

9. To notice Correspondence received

SNDC Litter Pick – Cllrs agreed not to participate.

10. AOB

Community Governance review – as discussed in the District Councillor's report.

11. To receive items for the next Agenda

a) Donation Requests

b) Standing Orders Policy

Signed: _____ (Chair)

Date: _____

Topcroft Parish Council

12. Confirm next meeting date:

Councillors noted the next meeting date:

- Wednesday 3rd May 2017 – Footpath Meeting
- Monday 8th May 2017 at 7.30pm – AGM & Annual Parish Meeting

The meeting closed at 8.50pm

DRAFT

Signed: _____ (Chair)

Date: _____