

# Topcroft Parish Council

## To Members of the Council

*You are hereby summoned by the Clerk to attend the next*

### **ANNUAL PARISH COUNCIL MEETING**

*The meeting will be held in the Sports Pavilion*

**Monday 22nd May 2023**

*To be held after the Annual Parish Meeting starting at 7.30pm*

## **PUBLIC FORUM**

### **A. To Receive Reports from the District and County Councillors**

*Reports circulated via email and published on website: <https://topcroftpc.norfolkparishes.gov.uk>*

### **B. Public Forum – for Members of the Public**

*Members of the public are very welcome to join the meeting.*

## **AGENDA**

*All newly elected Councillors to complete a **Declaration Of Acceptance Of Office Form** and signed by a witness before the start of the meeting.*

1. To Appoint a Chair
2. To Appoint a Vice Chair
3. To Approve Apologies for Absence
4. Declaration of Interests and Consider Requests for Dispensation
5. To Approve the Minutes and Decisions from the Meeting held on Monday 13<sup>th</sup> March 2023
6. Matters Arising from the Minutes not on the Agenda
7. To Consider Co-option to fill the Casual Vacancy on the Parish Council
8. Finance
  - a) To Approve the End of Year Accounts 2022/23
  - b) To Approve the Internal Auditor's Report for 2022/23
  - c) To Approve the Annual Audit Return Sections 1 & 2
  - d) To Consider a Certificate of Exemption from a Limited Assurance Review
  - e) To Appoint the Internal Auditor for 2023-24
  - f) To Receive the current Financial & Budget Reports and Approve the Income & Expenditure
  - g) To Approve an Insurance Quotation
  - h) To Consider (CIL) Expenditure
  - i) Bus Shelter & Noticeboard Maintenance
  - j) The King's Coronation Village Sign Plaque - update
9. Planning Applications and Decisions (*circulated as received*)

Applications

  - a) **Low Farm Snakes Lane Topcroft Norfolk NR35 2BU**  
Proposal: Change of use from holiday accommodation (2016/1763) to residential C3 including alterations to curtilage and boundary treatments.  
Status: Pending Consideration
  - b) **Updated Farm Yard from Hard Core to Concrete**  
Chimney Farm Yard Denton Road Topcroft Norfolk NR35 2BA  
Ref. No: 2023/0396 | Received: Tue 21 Feb 2023 | Validated: Mon 27 Feb 2023  
Status: Pending Consideration

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## c) **Outline Planning Permission for a New Dwelling with Separate Garage**

With all matters reserved except for access (revised from 2021/1392)

Location: Land West of Mill Road Topcroft Norfolk

Ref 2022/2230 | Application Type: Outline Planning Permission

Status: Pending Consideration

[Councillors agreed to OBJECT \(carried\) to this planning application with comments at the 5<sup>th</sup> December 2022 Meeting.](#)

## d) **Conversion of ex USAAF barrack buildings to single dwelling**

Breakers Yard Barford Road Topcroft Norfolk NR35 2BB

Ref. No: 2022/1960 | Received: Sun 16 Oct 2022 | Validated: Fri 21 Oct 2022

Status: Pending Consideration

[Councillors resolved to SUPPORT this planning application with no comments at the 14<sup>th</sup> November 2022 Meeting.](#)

## Decisions

### e) **Details of Condition 3 - details of the tennis court fence, paved perimeter to the swimming pool and the timber enclosure for the swimming pool, pumps and filters**

Location: Topcroft Hall Topcroft Street Topcroft Norfolk NR35 2BJ

Ref. No: 2023/0472 | Application Type: Approval of details reserved by condition

Status: Approved

### f) **Replace existing wall, fence and gate with willow fence and smaller gate. (Revision of 2017/2152)**

Stackyard Barn Barford Road Topcroft Norfolk NR35 2BB

Ref. No: 2023/0060 | Received: Sat 14 Jan 2023 | Validated: Wed 18 Jan 2023

Status: Approved

### g) **Erection of a Single Storey Structure With Open Frontage and Sloping Roof (Retrospective)**

Gardiners Cottage Topcroft Street Topcroft Norfolk NR35 2BL

Ref. No: 2023/0394 | Received: Tue 21 Feb 2023 | Validated: Tue 21 Feb 2023

Status: Approved

### h) **Erection of glasshouses, polytunnels, general purpose agricultural storage/coldstore building, biomass building, water storage tanks, thermal water tanks, drainage and landscaping**

Spring Farm Spring Lane Hempnall Norfolk NR15 2NY

Ref. No: 2022/1803 | Received: Tue 20 Sep 2022 | Validated: Tue 20 Sep 2022

Status: Pending Consideration (*comments closed*)

[Councillors resolved to OBJECT to this planning application at the 25<sup>th</sup> October 2022 Meeting.](#)

Status: Approved

### i) **Erection Of Two-Storey Side And Rear Extension, New Gable Roof Following Removal Of Existing Flat Roof & Erection Of Storm Porch**

Hill Farm Cottage Rectory Road Topcroft Norfolk NR35 2BT

Ref. No: 2023/0119 | Received: Tue 24 Jan 2023 | Validated: Tue 24 Jan 2023

Status: Approved with conditions

### j) **Proposal Retrospective permission for the creation of a new access off the public highway, associated driveway and proposed alterations to curtilage and fencing.**

Low Farm Snakes Lane Topcroft Norfolk NR35 2BU

Reference 2021/2222 | Received Tue 05 Oct 2021

Status: Approved with conditions

## 10. Village Issues

### a) **Highways**

- Drains/Potholes/Gullies/Issues
- Church Road Water Leak

### b) **Footpaths**

### c) **Bus Timetable Service 84 - Passenger Consultation**

## 11. To Note Correspondence Received

### a) **BACT Grant - thank you letter**

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**12. AOB** *(For discussion only – the Council cannot make decisions on non-agenda items)*

a) Litter pick update

**13. To Receive Items for the next Agenda**

**14. To Note the Next Meeting Dates**

- Monday 10th July 2023 - 7.30pm
- Monday 11th September 2023 - 7.30pm
- Monday 13th November 2023 - 7.30pm

*S. G. Chapman*

**Sally Chapman**

**Clerk to Topcroft Parish Council**

**Date:** 17<sup>th</sup> May 2023