

# Topcroft Parish Council

## To Members of the Council & Parishioners

*You are invited by the Chair to attend the next*

### ANNUAL PARISH MEETING

*The meeting will be held virtually using the Zoom platform on*

**Thursday 6<sup>th</sup> May 2021 – 7.30pm**

*Members of the public are welcome to join the meeting please contact the Parish Clerk by email [topcroftpc@gmail.com](mailto:topcroftpc@gmail.com) or telephone 01379 855486 for the link.*

1. Apologies
2. To approve the Minutes of the Meeting held 13th May 2019 (*no meeting held in 2020. Doc. 1*)
3. Matters Arising
4. The Chair's End of Year Report
5. Responsible Financial Officer's End of Year Report (*Doc. 2 & 3*)
6. County Councillor's End of Year Report
7. District Councillor's End of Year Report
8. To receive Community Reports
  - a) Topcroft PCC
  - b) Topcroft Social Club
9. Public Questions

Peter Rout *Peter Rout*

Date: 26<sup>th</sup> April 2021

Chair to Topcroft Parish Council

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## To Members of the Council

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

### PARISH COUNCIL MEETING

*The meeting will be held virtually using the Zoom platform on*

**6<sup>th</sup> May 2021**

### PUBLIC FORUM

- A. To receive reports from the District and County Councillors  
*Reports circulated via email and 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, please contact the Clerk by email [topcroftpc@gmail.com](mailto:topcroftpc@gmail.com) or telephone 01379 855486 for the link and password.*

### AGENDA

1. To Appoint a Chair
2. To Appoint a Vice Chair
3. To consider Apologies for Absence
4. Declaration of Interests and Consider Requests for Dispensation
  8. a) Planning Application Ref. 2021/0498 - Cllr Trevor Potter - Pecuniary Interest as property owner.

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## 5. To Approve the Minutes and Decisions from the meeting held on 8<sup>th</sup> March 2021 (Doc. 4)

## 6. Matters Arising from the Minutes not on the Agenda

## 7. Finance

- a) To Approve the End of Year Balance Sheet 2020/21 ((Doc. 3 as above)
- b) To Approve the Internal Auditor's Report for 2020/21 (Doc. 5)  
*Clerk's comment: If the Internal Auditor's report is approved HPC can apply for an exemption to having a (paid for) External Audit.*
- c) To Agree the Annual Audit Return Sections 1 & 2 and a Certificate of Exemption from a Limited Assurance Review (Doc. 6)
- d) To Appoint the Internal Auditor for 2021-22
- e) To Receive the current Financial & Budget Reports and Approve the Income & Expenditure (Doc. 7 & 8)
- f) Bus Shelter Hardstanding Access - update
- g) To Approve the Grant Request to Topcroft PCC for Grounds Maintenance (£250)

## 8. Planning Applications and to note Decisions (circulated as received)

### Applications

- a) 2021/0498 (Cllr Trevor Potter declared a Pecuniary Interest as property owner)  
Location: Moat House Church Road Topcroft Norfolk NR35 2BH  
Proposal: Installation of solar panels on ground level  
Application Type: Full Planning Permission
- b) Addition of a first floor to dwelling, together with engineering operations  
Aquarium Topcroft Street Topcroft Norfolk NR35 2BL  
Ref. No: 2021/0717 | Received: Wed 24 Mar 2021 | Validated: Wed 24 Mar 2021
- c) Erection of polytunnel 5.5m x 10.7m  
Stackyard Barn Barford Road Topcroft NR35 2BB  
Ref. No: 2021/0550 | Received: Wed 10 Mar 2021 | Validated: Fri 19 Mar 2021
- d) Erection of new external entrance porch  
Topcroft Hall Topcroft Street Topcroft NR35 2BJ  
Ref. No: 2021/0541 | Received: Wed 10 Mar 2021 | Validated: Wed 10 Mar 2021

### Decisions

None

## 9. Village Issues

- a) Highways
  - i. Damage to Wash Lane, Kings Road and Rectory Road  
Drains/Potholes/Gullies/Issues
- b) Footpaths
  - i. FP3's access - update  
*Clerk's Comment: permissive path discs received and small bridge to be made.*
  - ii. FP9 Bridge - update  
*Clerk's Comment: NNC informed on 21<sup>st</sup> July 2020 they would:  
Remove and replace ligger bridge with 3 x plank 3.2m bridge. Cover with chicken wire & secure and remove vegetation from around bridge. New status - NCC have advised they are intending to replace.*
- c) Defibrillator Check  
*Clerk's Comment: Waiting for check to be completed.*

## 10. To note Correspondence received

- a) BACT – thank you letter.

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

**12. To receive items for the next Agenda**

**13. To note the next Meeting Dates:**

- Monday 12<sup>th</sup> July 2021 at 7.30pm
- Monday 13<sup>th</sup> September 2021 at 7.30pm
- Monday 8<sup>th</sup> November 2021 at 7.30pm

**Sally Chapman** *S. G. Chapman*  
**Clerk to Topcroft Parish Council**

**Date: 26<sup>th</sup> April 2021**