

# 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 10th July 2023 - 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**

### **1. To Approve Apologies for Absence**

### **2. Declaration of Interests and Consider Requests for Dispensation**

### **3. To Approve the Minutes and Decisions from the Meeting held on Monday 22<sup>nd</sup> May 2023**

### **4. Matters Arising from the Minutes not on the Agenda**

### **5. To Consider Co-option to fill the Casual Vacancy on the Parish Council**

### **6. Finance**

- a) **To Consider the Internal Auditor's Report 2022/23 Recommendations & Comments**
- b) **Internal Auditor for 2023-24 - update**
- c) **To Receive the Financial & Budget Reports and Approve the Income & Expenditure**
- d) **To Consider a Dog Waste Bin at the Topcroft Street/Barford Road**
- e) **To Consider a Poppy Wreath for Remembrance Sunday**

### **7. Planning Applications and Decisions (circulated as received)**

#### **Applications**

- a) **2023/1719 Erection of dwelling, including landscaping and new access**  
Location: Land North Of Aquarium Topcroft Street Topcroft Norfolk  
Application Type: Full Planning Permission  
Status: Pending Consideration
- b) **Replacement of existing canopy porch to north elevation of property**  
Church Farm Church Road Topcroft Norfolk NR35 2BH  
Ref. No: 2023/1541 | Received: Fri 02 Jun 2023 | Validated: Fri 02 Jun 2023  
Status: Pending Consideration
- 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.](#)

# Topcroft Parish Council

## Decisions

### 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.

Ref. No: 2023/1157 | Received: Thu 27 Apr 2023 | Validated: Thu 27 Apr 2023

Status: Refusal

### b) **Non-Material Amendment to planning permission 2023/0119 - Minor changes to west elevation, retain existing bi-fold doors and substitute proposed bi-fold doors for window same width and head height as approved**

Hill Farm Cottage Rectory Road Topcroft Norfolk NR35 2BT

Ref. No: 2023/1286 | Received: Tue 09 May 2023 | Validated: Tue 09 May 2023 | Status: Decided

### c) **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: Prior Approval not Required

## 8. Village Issues

### a) **Highways**

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

### b) **Footpaths**

### c) **Village Gate – update**

### d) **Village Asset Maintenance - update**

## 9. To Note Correspondence Received

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

### a) **Defibrillator Check & New Pads**

## 11. To Receive Items for the next Agenda

## 12. To Note the Next Meeting Dates

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

*S. G. Chapman*

**Sally Chapman**

**Clerk to Topcroft Parish Council**

**Date:** 4<sup>th</sup> July 2023