

Topcroft Parish Council

To Members of the Council

You are hereby summoned by the Clerk to attend the next

PARISH COUNCIL MEETING

The meeting will be held in the Sports Pavilion

Monday 13th March 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 consider 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 9th January 2023
4. Matters Arising from the Minutes not on the Agenda
5. Finance
 - a) To Receive the current Financial & Budget Reports and Approve the Income & Expenditure
 - b) To Consider Grants & Donation
 - c) To Consider General Reserves
 - d) To Appoint an Internal Auditor for 2022-23
 - e) SNC King's Coronation Grant Offer of £200 for Village Event
 - f) To Consider a King's Coronation Village Sign Plaque
6. Planning Applications and Decisions (*circulated as received*)

Applications

 - a) **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 (*comments open*)
 - b) **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: Pending Consideration (*comments open*)
 - 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: Pending Consideration (*comments open*)
 - d) **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: Pending Consideration (*comments open*)
 - e) **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: Pending Consideration (*comments open*)

Topcroft Parish Council

f) 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 5th December 2022 Meeting.](#)

g) 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 14th November 2022 Meeting.](#)

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 25th October 2022 Meeting.](#)

i) 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: Pending Consideration (*comments closed*)

Decisions

None

7. Statutory Documents and Policies Annual Review

- a) Asset Register
- b) Current Code of Conduct Policy – to 4th May 2023
- c) New Local Government Association's Code of Conduct Policy – from 5th May 2023
- d) Financial Regulations Policy
- e) Freedom of Information & Publication Scheme Policy
- f) Data Protection Regulations Policy
- g) Internal Control Statement
- h) Planning Procedure Policy
- i) Parish Council Risk Assessment
- j) Standing Orders Policy

8. Village Issues

- a) Highways
 - Drains/Potholes/Gullies/Issues
 - Church Road Water Leak
- b) Footpaths
- c) Defibrillator Training

9. To Note Correspondence Received

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

- a) Website Statistics 2022-23
- b) The Big South Norfolk Litter Pick - 13th March and run until 30th June 2023
- c) To Note the Parish Election on Thursday 4th May 2023
Nomination Papers must be with South Norfolk Council by Tuesday 4th April 2023

Topcroft Parish Council

11. To Receive Items for the next Agenda

12. To Note the Next Meeting Dates

- Monday 22nd May 2023 – 7.30pm – *Annual Parish Meeting & Annual Parish Council Meeting*
- Monday 10th July 2023 - 7.30pm
- Monday 11th September 2023 - 7.30pm
- Monday 13th November 2023 - 7.30pm

S. G. Chapman

Date: 7th March 2023

Sally Chapman

Clerk to Topcroft Parish Council