

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 11th March 2024 - 7.30 pm

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 8th January 2024

4. Finance

- a) To Receive the Financial & Budget Reports and Approve the Income & Expenditure
- b) To Consider Grant Requests
- c) To Consider General Reserves
- d) To Consider a Clean Up & Bloom Grant – *update*
- e) Unity Trust Bank Instant Access Savings Account – *update*

5. Internal Audit Report 2022-23 – *update*

6. Planning Applications and Decisions (*circulated as received*)

Applications

a) First Floor Rear Extension

Church Cottage Church Road Topcroft Norfolk NR35 2BH

Ref. No: 2024/0121 | Received: Mon 15 Jan 2024 | Validated: Mon 15 Jan 2024

Status: Pending Consideration

b) 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.](#)

Decisions

c) Proposed Single Storey Front Extension To Replace Existing Garage

Cobweb Cottage Topcroft Street Topcroft Norfolk NR35 2BL

Ref. No: 2024/0138 | Received: Wed 17 Jan 2024 | Validated: Wed 17 Jan 2024

Status: Approval with Conditions

7. Annual Review of Policies and Statutory Documents

- a) Asset Register - *updated*
- b) Code of Conduct Policy
- c) Data Retention Policy

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- d) General Data Protection Regulations Policy – *updated*
- e) Financial Regulations Policy – *updated*
- f) Financial Reserves Policy - *New*
- g) Freedom of Information & Publication Scheme Policy
- h) Internet Banking Policy - *New*
- i) Internal Control Statement
- j) Online Banking Policy - *New*
- k) Parish Council Risk Assessment
- l) Planning Procedure Policy
- m) Standing Orders Policy – *updated*
- n) Subject Access Request and Procedure Policy

8. Village Issues

- a) Highways
 - Drains/Potholes/Gullies Issues
 - Church Road Water Leak - *update*
 - Hedge Cutting around Bus Shelter - *update*
 - Low Road Hedge Section – *update*
- b) Footpaths
- c) Village Asset Maintenance – *update*
- d) Overflow Parking at Topcroft Church

9. To Note Correspondence Received

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

- a) Annual Website Statistics

11. To Receive Items for the next Agenda

12. To Note the Next Meeting Dates

- Monday 13th May 2024 - 7.30 pm – *Annual Parish Meeting & Annual Parish Council Meeting*
- Monday 8th July 2024 - 7.30 pm
- Monday 9th September 2024 - 7.30 pm
- Monday 11th November 2024 - 7.30 pm

S. G. Chapman

Sally Chapman

Clerk to Topcroft Parish Council

Date: 6th March 2024