

Topcroft Parish Council

To Members of the Council & Parishioners
ANNUAL PARISH MEETING
to be held at Topcroft Pavilion on
13th May 2019 at **8.15pm**

1. Apologies
 2. To approve the Minutes of the Meeting held 14th May 2018
 3. Matters Arising
 4. The Chair's End of Year Report
 5. Responsible Financial Officer's End of Year Report
 6. District Councillor's End of Year Report
 7. County Councillor's End of Year Report
 8. Public Questions
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To Members of the Council
You are hereby summoned by the Clerk to attend the next
PARISH COUNCIL MEETING
to be held at Topcroft Pavilion on
Monday 13th May 2019

*All newly elected Councillors to complete a **DECLARATION OF ACCEPTANCE OF OFFICE & REGISTER OF INTERESTS FORMS** and signed by a witness before the start of the meeting.*

PUBLIC FORUM

- A. To receive reports from the District and County Councillor
- B. Public Forum – for Members of the Public

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
5. To approve the Minutes of the Meeting held on 11th March 2019 and Matters Arising
6. To Consider Co-option to fill the Casual Vacancies

7. Finance

- a) To receive the Internal Auditor Report for 2018/19
- b) To Agree a Certificate of Exemption from a Limited Assurance Review and the Annual Audit Return Sections 1 & 2
- c) To appoint the Internal Auditor for 2019/20
- d) To receive the current Financial and Budget Report and Approve Cheques (circulated prior to meeting)
- e) To Consider Insurance Renewals

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

Applications

a) Conversion of World War 2 Barracks Into 1 No Dwelling

Breakers Yard Barford Road Topcroft Norfolk NR35 2BB

Ref. No: 2019/0945 | Status: Pending Consideration

b) Replacement of Existing Pig Rearing Building with New

Trees Farm Topcroft Street Topcroft NR35 2BL

Ref. No: 2019/0885 | Status: Pending Consideration

c) Erection of Detached Garage

Freyja Topcroft Street Topcroft Norfolk NR35 2BL

Ref. No: 2019/0873 | Status: Pending Consideration

d) Retention of Roof To Kennel Block Comprising Of Metal Sheeting and Insulation

Low Farm Snakes Lane Topcroft Norfolk NR35 2BU

Ref. No: 2018/2125 | Status: Pending Consideration (*comments closed*)

Decisions

a) Link A Small Junior Fishing Lake to A Small Pond to Create A Single Fishing Area

Applicant: Mr G Tidnam & Mr R Tidnam

Location: Low Farm, Snakes Lane Topcroft NR35 2BU

Ref. No: 2018/2328 | Status: Approval with Conditions

b) Change of Use of Redundant Farm Barn To 3-Bedroom Holiday-Let (Revised)

Barn South West of Low Farm Snakes Lane Topcroft Norfolk

Ref. No: 2019/0559 | Status: Approval with Conditions

C) Change of Use of Redundant Farm Barn To 3/4-Bedroom Dwelling

Barn South West of Low Farm Snakes Lane Topcroft Norfolk

Ref. No: 2018/2415 | Status: Refused

9. Community Litterpick Update

10. Village Issues

- a) Highways and Potholes
 - Speed Awareness/Traffic Monitoring - update
 - Village Sign Gates - update
 - Untidy Properties, Buildings and Grounds in Topcroft - update
- b) Footpaths - update
- c) Tree Warden - update
- d) First Aid Training – update

11. To note Correspondence received

- a) Clerks & Councils Direct Magazine
- b) British Red Cross Letter
- c) Bungay Community First Responders Letter

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

13. To receive items for the next Agenda

14. To confirm the next meeting date:

- Monday 8th July 2019 at 8. 15pm

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

Date: 7th May 2019