

# Topcroft Parish Council

## PARISH COUNCIL MEETING

*Topcroft Pavilion*

**Monday 10<sup>th</sup> January 2022 at 7.30pm**

**Attended:** Peter Rout, (Chair) Step Dye (Vice Chair), Robin Frampton, Trevor Potter, Kathy Tomson and Ian Skinner

**Clerk/Responsible Financial Officer (RFO):** Sally Chapman

**Also present:** one parishioner

## PUBLIC FORUM

### A. To receive reports from the County and District Councillors

County Councillor Barry Stone and District Councillor Michael Edney sent apologies.

### B. Public Forum – for Members of the Public

None

## MINUTES

### 1. To consider Apologies for Absence

Cllr Eastell – apologies accepted.

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

None

### 3. To Approve the Minutes and Decisions from the meeting held on 8<sup>th</sup> November 2021

[The Minutes from the Meeting held on 8th November 2021](#) were confirmed unanimously as a true and accurate record.

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

None

### 5. Finance

#### a) To Receive the current Financial & Budget Reports and Approve the Income & Expenditure

[Councillors resolved unanimously to approve the Finance Reports and Income and Expenditure.](#)

Date	Ref.	Income	Amount
		None	
		<b>Total</b>	<b>£ -</b>
Date	Ref.	Expenditure	Amount
08/01/2021	100525	Mr S. Dye - Printing Notices 01/05/20-30/09/21	£ 15.00
08/11/2021	100526	Clerk's Expenses October & November	£ 23.44
25/11/2022	100527	P. King - Grass Cutting	£ 33.00
29/11/2022	STO	Clerk's Salary - November	£ 115.71
29/11/2022	STO	Clerk's Salary - December	£ 115.71
10/01/2022	100528	Clerk's Expenses December & January	£ 23.44
		<b>Total</b>	<b>£ 326.30</b>

Signed

Date

# Topcroft Parish Council

**b) Bus Shelter Hard Standing Access – update**

NCC has agreed to complete the work with no further cost to TPC.

**6. To Consider the Following Policy for Adoption**

**a) Scheme of Delegation**

Cllrs discussed and agreed to carry forward to the next meeting. The Chair and Vice Chair to edit.

Action: PR/SD

**7. Planning Applications and Decisions**

Cllrs noted the following:

**Applications**

**a) Reference 2021/2222**

Alternative Reference PP-10065676

Application Received Tue 05 Oct 2021, Application Validated Fri 10 Dec 2021

Address Low Farm Snakes Lane Topcroft Norfolk NR35 2BU

Proposal Retrospective permission for the creation of a new access off the public highway, associated driveway and proposed alterations to curtilage and fencing.

Status Pending Consideration – *TPC no comments*

**Decisions**

**b) Ref. No: 2021/2412**

Proposal: Details of condition 3 of 2017/0094 - (3) materials

Location: Gardiners Cottage Topcroft Street Topcroft Norfolk NR35 2BL

Status: Approved

**c) Ref. No: 2021/1750**

Proposal: Remove and replace five windows and two door and frame sets on the property's elevations.

Location: Street Farm Topcroft Street Topcroft Norfolk NR35 2BL

Status: Approval with Conditions

**8. The Queen's Platinum Jubilee 2022 – c/f**

**a) Village Sign Plaque – to be ordered in April**

**b) Tree Planting**

Cllrs discussed and agreed unanimously not to plant a tree.

**c) Village Event – c/f**

**9. Village Issues**

**a) Highways**

**- Drains/Potholes/Gullies/Issues**

Pothole in Rookery Lane outside Rose Farm in middle of road.

Action: Clerk

Wash Lane in a poor state, broken up and many potholes.

Action: Clerk

**- Church Road Running Water – update**

Cllrs advised there is still running water in Church Road. Clerk to report again.

Action: Clerk

**- Blockage at Rookery Lane – update**

NCC Highways Engineer is going to visit the site.

**b) Footpaths**

**- FP3's access – update**

Landowner happy to divert footpath – c/f

Signed

Date

# Topcroft Parish Council

**c) Kissing Gate Maintenance** (nr Village Sign) – *update*

Cllr Potter agreed to obtain quotes for a replacement gate in metal and wood. Cllr Dye will ask the Topcroft Pavilion Committee if they will pay 50%. Action: TP/SD

**10. To note Correspondence Received**

None

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

**a) Free Trees for Parishioners**

County Councillor Barry Stone has agreed to give two packs of trees (20) for Topcroft Parishioners. The trees will be advertised in the parish magazine, noticeboard and website and a draw undertaken to decide who receives them if oversubscribed. Action: Clerk

**b) Clerk's Training**

Cllrs noted the Clerk has attended NALC and NTPS Clerks Networking Events in December.

**c) Litter Picking**

Cllr Potter advised he had been out litter picking and completed Mill Road to the main road, Church Road, Rookery Lane, Rectory Road to the main road through to the Lakes. Cllrs gave thanks for his work.

**12. To Receive Items for the next Agenda**

**13. To Note the Next Meeting Dates**

- Monday 14<sup>th</sup> March 2022 - 7.30pm
- Monday 9<sup>th</sup> May 2022 - 7.30pm – APM & AGM
- Monday 11<sup>th</sup> July 2022 - 7.30pm
- Monday 12<sup>th</sup> September 2022 - 7.30pm
- Monday 14<sup>th</sup> November 2022 - 7.30pm

*The meeting ended at 8.45pm*

Signed

Date