

# Topcroft Parish Council

## PARISH COUNCIL MEETING

*Topcroft Pavilion*

**Monday 8th January 2024 - 7.30 pm**

**Councillors Attended:** Peter Rout (Chair), Step Dye (Vice Chair), Daphne Beckett, Nicola Eastell, Robin Frampton, Trevor Potter & Kathy Thomson

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

**Also present:** District Councillor Martyn Hooton

## PUBLIC FORUM

### A. To Receive Reports from the County and District Councillors

District Councillor Martyn Hooton gave a verbal report and answered questions. Main points:

- The Long Stratton A140 bypass work to start on 9<sup>th</sup> April 2024
- South Norfolk Council are planning food waste lorries from 2025

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

None present

## MINUTES

### 1. To Approve Apologies for Absence

None

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

None

### 3. To Approve the Minutes and Decisions from the Meeting held on Monday 13<sup>th</sup> November 2023

The Minutes from the Meeting held on Monday 13<sup>th</sup> November 2023 were confirmed unanimously as a true and accurate record and signed by the Chair.

### 4. Finance

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

The Chair signed the current bank statements.

Councillors resolved unanimously the following Receipts and Expenditure:

Date	Ref.	Income	Receipts	Payments
30/11/2023	5	Clerk's Salary - November		135.42
28/12/2023	S/O	Clerk's Salary - December		146.25
31/12/2024	D/D	UTB Service Charge		2.74
08/01/2024	6	Clerk's Expenses December & January		12.00
08/01/2024	30001	East of England Ambulance Service Charitable Trust		50.00
		<b>Total</b>	<b>£ -</b>	<b>£ 346.41</b>
		<b>Total Restricted Reserves</b>		<b>£ 1,529.35</b>
		<b>General Reserve</b>		<b>£ 2,068.01</b>
			<b>Total</b>	<b>£ 3,597.36</b>

Signed

Date

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**b) To Consider a Clean Up & Bloom Grant**

Councillors approved unanimously to apply for the £300 Clean Up & Bloom Grant.

Cllrs asked to Clerk to circulate a list of what the grant could be spent on.

Action: Clerk

**c) Unity Trust Bank Current Account – update**

Councillors (signatories) and the Clerk confirmed the new account was up and running successfully.

**d) To Consider a Unity Trust Bank Instant Access Savings Account**

Councillors agreed unanimously to open a Unity Trust Bank Instant Access Savings Account.

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

**Applications**

**a) 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.

**Decisions**

**b) New Low Energy and Contemporary Replacement Dwelling**

High Ridge Church Road Topcroft Norfolk NR35 2BH

Ref. No: 2023/3026 | Received: Thu 05 Oct 2023 | Validated: Thu 05 Oct 2023

Status: Approval with Conditions

Councillors RESOLVED to Support this planning application with comments at the 16<sup>th</sup> October 2023 Meeting.

**6. To Approve the Biodiversity Policy & Action Plan**

Councillors approved unanimously the Biodiversity Policy & Action Plan

**7. Village Issues**

**a) Highways**

**- Drains/Potholes/Gullies Issues**

Cllrs reported:

Floods in Rookery Lane, Oxnead Lane/Mill Road Bends and Rectory Road.

A large pothole outside Ivy Cottage near Chimneys Farm.

Report: Clerk

Report: Clerk

**- Church Road Water Leak – update**

The pipe that blocks under the gateway in Church Road is being replaced.

**- Hedge Cutting around Bus Shelter – c/f**

**- Low Road Hedge Section – c/f**

**b) Footpaths**

The Chair has straightened the footpath sign on Wash Lane pointing towards Woodton.

**c) Village Asset Maintenance - update**

Cllr Beckett has cleaned the benches and Cllr Dye has cleaned the dog bin on Topcroft Street and the Defibrillator cabinet.

**8. To Note Correspondence Received**

**a) Clerks and Councillor Magazine**

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

**a) Litter picking**

Cllr Potter has litter picked from the Church to Oxnead Lane, Rectory Road to the main road and the

Signed

Date

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Church to Topcroft Lakes collecting three large bags of rubbish.

The Chair and Cllr Dye will litter pick some different routes in the spring.

**b) Bus Timetable**

Cllr Frampton reported the new timetable has missed off the 7.12 (The Street) and 7.15 (Old Forge) off the bus timetable. He will contact Konectbus Customer Services and report.

Action: RF

**c) Village Rector**

Cllr Beckett informed the thirteen local villages will be without a Rector for the next six months as the previous Rector has moved to the Hethersett Benefice.

**d) Mobile Library**

Cllr Frampton agreed to promote the mobile library service in the local villages.

Action: RF

## 10. To Receive Items for the next Agenda

- a) End of Year Finances
- b) Grants
- c) Policies Review

## 11. To Note the Next Meeting Dates

- Monday 11<sup>th</sup> March 2024 - 7.30 pm
- Monday 13<sup>th</sup> May 2024 - 7.30 pm – Annual Parish Meeting & Annual Parish Council Meeting
- Monday 8<sup>th</sup> July 2024 - 7.30 pm
- Monday 9<sup>th</sup> September 2024 - 7.30 pm
- Monday 11<sup>th</sup> November 2024 - 7.30 pm

*The meeting ended at 8.45 pm*