

Topcroft Parish Council

PARISH COUNCIL MEETING

Topcroft Pavilion

Monday 11th July at 7.30pm

Attended: Step Dye (Vice Chair), Nicola Eastell, Trevor Potter & Kathy Thomson

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also present: District Councillor Michael Edney

PUBLIC FORUM

A. To receive reports from the County and District Councillors

County Councillor Barry Stone sent apologies – no report.

District Councillor Michael Edney gave an update on the South Norfolk and Broadland Council merger and new Broadland Business Park office.

B. Public Forum – for Members of the Public

MINUTES

1. To consider Apologies for Absence

Apologies received and accepted from Cllr Rout, Cllr Frampton and Cllr Skinner.

Cllr Dye Chaired the meeting.

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Approve the Minutes and Decisions from the meeting held on Monday 9th May 2022

[The Minutes from the Meeting held on 9th May 2022 were confirmed unanimously as a true and accurate record.](#)

4. Matters Arising from the Minutes not on the Agenda

None

5. Finance

a) To Appoint the Internal Auditor for 2022-23 – c/f

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

[Councillors resolved unanimously to approve the following Receipts and Expenditure.](#)

Date	Ref.	Income	Receipts	Payments
09/05/2022	100539	Topcroft PCC - Church Grounds Grant		250.00
18/05/2022	Credit	SNC Jubilee Grant	200.00	
28/05/2022	S/O	Clerk's Salary - May		124.58
14/06/2022	S/O	ICO - Data Protection		35.00
28/06/2022	S/O	Clerk's Salary - June		124.58
11/07/2022	100540	Topcroft Recreation Ground - Jubilee Grant		200.00
11/07/2022	100541	Clerk's Expenses June & July		10.00
		Total	£ 200.00	£ 744.16

c) Bus Shelter Hard Standing Access – no update c/f

Signed

Date

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

Cllrs noted the following:

Applications

- a) **Construction of New Outdoor Swimming Pool and Repositioning of Tennis Court**
Topcroft Hall Topcroft Street Topcroft Norfolk NR35 2BJ
Ref. No: 2022/0844 | Received: Thu 28 Apr 2022 | Validated: Tue 17 May 2022
Status: Pending Consideration – *TPC no comments*
- b) **Convert Existing Garage with Additional First Floor Extension, Solar Panels on Side Elevation**
Honeywood Cottage Topcroft Street Topcroft Norfolk NR35 2BL
Ref. No: 2022/0793 | Received: Thu 21 Apr 2022 | Validated: Thu 21 Apr 2022
Status: Pending Decision – *TPC no comments*
- c) **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
Ref. No. 2021/2222 | Received Tue 05 Oct 2021,
Status: Pending Decision – *TPC no comments*

Decisions

- d) **Replace and increase the depth of a south facing window frame**
Moat House Church Road Topcroft Norfolk NR35 2BH
Ref. No: 2022/0270 | Received: Mon 07 Feb 2022 | Validated: Thu 31 Mar 2022
Status: Approved with conditions
- e) **Ref. No: 2021/2672**
20m x 60m equestrian arena and change the use of paddocks to equestrian use and erection of lights
Holly House Low Road Topcroft NR35 2BQ
Received: Tue 07 Dec 2021 | Validated: Thu 10 Feb 2022 | Status: Approval with Conditions

7. The Queen's Platinum Jubilee 2022 – *update*

Cllrs informed of the family day held on Topcroft's Sports Field which was attended by many families who brought picnics. There were traditional games, afternoon tea, BBQ, beacon and a Jubilee cake. The grant was spent on the Jubilee cake and the afternoon tea and the day was enjoyed by all who attended.

8. Village Issues

a) Highways

- A drain is sinking near Wood Farm
- A broken branch is hitting cars and hedges need cutting back near Saffron Houses on Church Road.
- The Wildflower Reserve on Wash Lane has been cut, cutting down all the wildflowers. Cllrs to check both posts are in place.
- Oxnead Lane/Mill Road sign is leaning.
- The Hempnall Road sign has been covered with a heap of soil.
Clerk to report the above.

Action: Clerk

b) Footpaths

- FP3's access – *update c/f*

9. To note Correspondence Received

Cllrs noted:

a) Police Beat Manager Summer Tour

Topcroft - 02/08/2022 13:00 - 14:30 The Street, by Village Hall

Signed

Date

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10. AOB (*For discussion only – the Council cannot make decisions on non-agenda items*)
None

11. To Receive Items for the next Agenda
None

12. To Note the Next Meeting Dates

- Monday 12th September 2022 - 7.30pm
- Monday 14th November 2022 - 7.30pm

The meeting ended at 8.25pm

Signed

Date