

# Topcroft Parish Council

## PARISH COUNCIL MEETING

*Topcroft Pavilion*

**Monday 14th March 2022 at 7.30pm**

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

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

**Also present:** County Councillor Barry Stone and two parishioners

### PUBLIC FORUM

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

County Councillor Barry Stone attended and gave an update on his recent work and answered questions. Full report TPC's website: [topcroftpc.norfolkparishes.gov.uk](http://topcroftpc.norfolkparishes.gov.uk). The bus shelter pavement was discussed and CC Stone asked the Clerk to forward the specification and details. Action: Clerk

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

A parishioner spoke of difficulties he had encountered with South Norfolk Council regarding trees with Tree Protection Orders in his garden. The Chair advised him to contact District Council Michael Edney to discuss the problems.

### MINUTES

1. **To consider Apologies for Absence**  
Cllr Skinner – apologies accepted.
2. **Declaration of Interests and Consider Requests for Dispensation**  
None
3. **To Approve the Minutes and Decisions from the meeting held on 10th January and 28<sup>th</sup> February 2022**  
[The Minutes from the Meetings held on 10th January and 28th February 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 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
15/02/2022	credit	Topcroft Recreation Grounds - gate	£ 175.00
		<b>Total</b>	<b>£ 175.00</b>
Date	Ref.	Expenditure	Amount
28/01/2022	STO	Clerk's Salary - January	£ 115.71
28/02/2022	STO	Clerk's Salary - February	£ 115.71
14/03/2022	100529	Clerk's Expenses February & March	£ 50.04
14/03/2022	100530	PGL Joinery - Gate	£ 420.00
14/03/2022	100531	Topcroft Pavillion Hire	£ 55.00
14/03/2022	100532	South Norfolk Council - 2 x Dog Bin Charge	£ 265.44
14/03/2022	100533	Mr T Potter - wood stain	£ 15.99
14/03/2022	100534	BACT Community Transport - Grant	£ 250.00
28/03/2022	STO	Clerk's Salary - March	£ 115.71
		<b>Total</b>	<b>£ 1,403.60</b>

Signed

Date

# Topcroft Parish Council

**b) To Consider a New Dog Bin for Rookery Lane**

Councillors discussed and agreed unanimously not to purchase an additional dog bin for Rookery Lane.

**c) To Consider Grants/Donations**

Councillors resolved unanimously to:

- Grant BACT Community Transport £250.00
- Transfer £50 to the Grants/Donations Reserve

**d) To Note NALC's 2021/22 Clerk's Pay Award**

Councillors noted NALC's 2021/22 Clerk's Pay Award of 1.75% backdated to 1<sup>st</sup> April 2021.

**e) To Consider Restricted Reserves**

Councillors agreed to transfer from the General Reserves £775.00 to a Maintenance Reserve.

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

The Chair, Cllr Dye and NCC Highways Engineer Gary Overland had met and agreed NCC will install the dropped pavement (as in the specification) at no further cost to Topcroft Parish Council.

**g) Internal Audit Date – 20th April 2022**

Cllrs noted the above date.

**6. Statutory Documents and Policies Annual Review**

Councillors resolved to re-adopted the following Statutory Documents and Policies after adding the new gate to the Asset Register.

- a) Asset Register
- b) Code of Conduct Policy
- c) Financial Regulations Policy
- d) Freedom of Information & Publication Scheme Policy
- e) General Data Protection Regulations Policy
- f) Internal Control Statement
- g) Planning Procedure Policy
- h) Risk Assessment
- i) Standing Orders Policy

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

**Applications**

Cllrs noted the following planning applications and decisions

**a) 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: Pending Consideration

Cllrs resolved to Support this application with comments (see minutes dated 28<sup>th</sup> February 2022)

**b) 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 Decision – TPC no comments

**Decisions**

**c) Reference 2022/0265**

Address Gardiners Cottage Topcroft Street Topcroft Norfolk NR35 2BL

Proposal (Under exemption of TPO) T7 - Fell dead Oak tree

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Application Received Thu 03 Feb 2022 | Application Validated Thu 03 Feb 2022

Status: Approved

**d) Reference 2021/2740**

Location: Manor Farm Rectory Road Topcroft NR35 2BP

Proposal: Demolition of single storey outbuildings, two storey side extension with associated dormer and glazed openings and 3 No. additional openings to existing outriggers.

Status: Approval with Conditions

**8. The Queen's Platinum Jubilee 2022**

**a) Village Sign Plaque**

Councillors agreed to purchase a 7 x 5" Queen's Platinum Jubilee plaque for Topcroft village.

**b) Village Event**

Councillors asked the Clerk to apply for SNC's Queen's Platinum Jubilee grant of £200 for Topcroft's Platinum Jubilee celebration.

**9. Village Issues**

**a) Highways**

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

- Dangerous dip in layby near the fishing lakes on Wash Lane.
- The passing places are in a bad state from Bedingham Church to Bungay.
- Two potholes near Sycamore Farm.
- The verges are crushed down and dangerous near Rectory Road nr Manor Farm.

Action: Clerk to report

**- Church Road Running Water**

This issue is still being investigated by NCC and Anglia Water.

**- Rookery Lane Drain Blockage**

The Chair, Cllr Dye and NCC Highways Engineer Gary Overland met and found drain blockages, which were cleared and further work to be completed.

**b) Footpaths**

- FP3's access – *no update*

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

The new gate is now in place and Cllrs gave thanks to Cllr Potter for ordering and fitting the gate.

**10. To note Correspondence Received**

- Clerks & Councils Magazine

- SNC Litter picking event

Cllrs will continue to pick litter around Topcroft as and when required.

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

**a) Free Trees for Parishioners**

The Clerk advised the application has closed.

**b) Website Statistics 2021-2022**

- Total visits to TPC's website in 2021 - 2,893
- Average visits per day – 8

**c) Village Sign Grass Cutting**

The contractor is unwell and the Chair asked the Clerk to send a card on behalf of TPC. Cllr Eastell volunteered her husband to cut the grass and tidy the area in future.

Action: Clerk & Cllr Eastell

**d) Village Signs**

Cllr Potter informed the signs need cleaning and agreed to do some in the village.

Signed

Date

# Topcroft Parish Council

## 12. To Receive Items for the next Agenda

None

## 13. To Note the Next Meeting Dates

- Monday 9<sup>th</sup> May 2022 - 7.30pm – Annual Parish Meeting & Annual Parish Council Meeting
- 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 9.01pm*

Signed

Date