

# Topcroft Parish Council

## PARISH COUNCIL MEETING

*Topcroft Pavilion*

**Monday 13<sup>th</sup> March 2023 - 7.30pm**

**Attended:** Peter Rout (Chair), Nicola Eastell, Robin Frampton, Trevor Potter, Ian Skinner & Kathy Thomson

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

**Also present:** District Councillor Michael Edney & one parishioner

## PUBLIC FORUM

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

County Councillor Barry Stone sent apologies and a report:

<https://topcroftpc.norfolkparishes.gov.uk/category/meetings>

District Councillor Michael Edney gave an update of the new SNC premises in Norwich and informed he will not be standing at the May election.

The Chair and Cllrs gave thanks to Cllr Edney for all his support to Topcroft Parish Council in the past.

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

None

## MINUTES

### 1. To consider Apologies for Absence

[Apologies were received and accepted from Cllr Dye.](#)

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

5.a) Cllr Eastell declared a pecuniary interest (husband had submitted an invoice).

### 3. To Approve the Minutes and Decisions from the Meeting held on Monday 9<sup>th</sup> January 2023

[The Minutes from the Meeting held on 9th January 2023 were confirmed unanimously as a true and accurate record and signed by the Chair.](#)

### 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

*Cllr Eastell declared a pecuniary interest (husband had submitted an invoice) and did not comment or vote.*

[Councillors resolved to Approve the following Receipts and Expenditure:](#)

Date	Ref.	Income	Receipts	Payments
28/01/2022	S/O	Clerk's Salary - January (should be £135.42)		124.58
28/02/2022	S/O	Clerk's Salary - February		135.42
13/03/2023	100546	Clerk's Expenses February-March		31.68
13/03/2023	100547	Topcrot Recreation Ground - Meeting Room Hire		51.25
13/03/2023	100548	SNC - Dog Bin Charge		265.44
13/03/2023	100549	Stuart Eastell - Grounds Maintenance		200.00
28/03/2022	S/O	Clerk's Salary - March		135.42
		<b>Total</b>	<b>£ -</b>	<b>£ 943.79</b>

Signed

Date

# Topcroft Parish Council

## b) To Consider Grants & Donation

Councillors resolved to award the following S137 Grants (£34.00 from the current Grants Budget and £366.00 from the Restricted Reserves Grant Budget):

- Topcroft PCC - £200.00 Church Grounds Maintenance Grant
- BACT Community Transport – £ 200.00 Grant

## c) To Consider General Reserves

Councillors resolved to move £335.00 from the General Reserves to the Restricted Reserves.

## d) To Appoint an Internal Auditor for 2022-23

The Clerk advised the previous Internal Auditor has now retired and she had received a quotation from the Suffolk Association of Local Councils (SALC) for the internal audit:

- Turnover up to £5,000 – internal audit fee £115.00 (last year's cost £120.00)

Councillors agreed unanimously to accept the Suffolk Association of Local Councils quotation of £115.00.

## e) SNC King's Coronation Grant Offer of £200 for Village Event

Councillors resolved to apply for the SNC King's Coronation Grant Offer of £200 for Topcroft's Recreation Ground's Coronation Event.

Action: Clerk

## f) To Consider a King's Coronation Village Sign Plaque

Councillors agreed to purchase a King's Coronation Village Sign Plaque for the Recreation Gate.

The Clerk was asked if it could be purchased with CIL Money.

Action: Clerk

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

Cllrs considered the following:

### Applications

#### a) Details of Condition 3 - details of the tennis court fence, paved perimeter to the swimming pool and the timber enclosure for the swimming pool, pumps and filters

Location: Topcroft Hall Topcroft Street Topcroft Norfolk NR35 2BJ

Ref. No: 2023/0472 | Application Type: Approval of details reserved by condition

Councillors Supported the above application – no comments.

#### b) Erection of a Single Storey Structure With Open Frontage and Sloping Roof (Retrospective)

Gardeners Cottage Topcroft Street Topcroft Norfolk NR35 2BL

Ref. No: 2023/0394 | Received: Tue 21 Feb 2023 | Validated: Tue 21 Feb 2023

Councillors Supported the above application – no comments.

#### c) Updated Farm Yard from Hard Core to Concrete

Chimney Farm Yard Denton Road Topcroft Norfolk NR35 2BA

Ref. No: 2023/0396 | Received: Tue 21 Feb 2023 | Validated: Mon 27 Feb 2023

Councillors Supported the above application – no comments.

#### d) Erection Of Two-Storey Side And Rear Extension, New Gable Roof Following Removal Of Existing Flat Roof & Erection Of Storm Porch

Hill Farm Cottage Rectory Road Topcroft Norfolk NR35 2BT

Ref. No: 2023/0119 | Received: Tue 24 Jan 2023 | Validated: Tue 24 Jan 2023

Councillors Supported the above application – no comments.

#### e) Replace existing wall, fence and gate with willow fence and smaller gate. (Revision of 2017/2152)

Stackyard Barn Barford Road Topcroft Norfolk NR35 2BB

Ref. No: 2023/0060 | Received: Sat 14 Jan 2023 | Validated: Wed 18 Jan 2023

Councillors Supported the above application – no comments.

#### f) 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

Signed

Date

# Topcroft Parish Council

Councillors agreed to OBJECT (carried) to this planning application with comments at the 5<sup>th</sup> December 2022 Meeting.

**g) Conversion of ex USAAF barrack buildings to single dwelling**

Breakers Yard Barford Road Topcroft Norfolk NR35 2BB

Ref. No: 2022/1960 | Received: Sun 16 Oct 2022 | Validated: Fri 21 Oct 2022

Status: Pending Consideration

Councillors resolved to SUPPORT this planning application with no comments at the 14<sup>th</sup> November 2022 Meeting.

**h) Erection of glasshouses, polytunnels, general purpose agricultural storage/coldstore building, biomass building, water storage tanks, thermal water tanks, drainage and landscaping**

Spring Farm Spring Lane Hempnall Norfolk NR15 2NY

Ref. No: 2022/1803 | Received: Tue 20 Sep 2022 | Validated: Tue 20 Sep 2022

Status: Pending Consideration (*comments closed*)

Councillors resolved to OBJECT to this planning application at the 25<sup>th</sup> October 2022 Meeting.

**i) 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

Reference 2021/2222 | Received Tue 05 Oct 2021

Status: Pending Consideration (*comments closed*)

## Decisions

None

## 7. Statutory Documents and Policies Annual Review

Councillors approved the following Statutory Documents and Policies:

- a) Asset Register
- b) Current Code of Conduct Policy – to 4<sup>th</sup> May 2023
- c) New Local Government Association's Code of Conduct Policy – from 5<sup>th</sup> May 2023
- d) Financial Regulations Policy
- e) Freedom of Information & Publication Scheme Policy
- f) Data Protection Regulations Policy
- g) Internal Control Statement
- h) Planning Procedure Policy
- i) Parish Council Risk Assessment
- j) Standing Orders Policy

## 8. Village Issues

**a) Highways**

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

Cllrs reported various potholes around the village were marked for repair.

2-3 big potholes near Ivy Cottage on the bend.

Flooding in two areas on Mill Road, near Manor Farm/Old Rectory on Rectory Road and in the Dip at the end of Rectory Road.

Action: Clerk to report

**- Church Road Water Leak**

The Clerk has reported numerous times and Anglian Water has stated 'repaired' Clerk to report again the leak from the side of the inspection chamber tap.

Action: Clerk to report

**b) Footpath 3 (near Holme Close)**

Cllrs discussed if a permissive path around Holly House would be allowed.

Action: Clerk to enquire

**c) Defibrillator Training – c/f**

Signed

Date

# Topcroft Parish Council

## 9. To Note Correspondence Received

- Letter from a parishioner re dog mess around the village. Clerk to make notices for the Parish Magazine and Noticeboards. **Action: Clerk**

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

### a) Annual Website Statistics 2022

Cllrs noted the annual website statistics:

- 1,709 users
- Average 5 per day

### b) The Big South Norfolk Litter Pick - 13th March and run until 30th June 2023

Cllrs agreed to do routes around Topcroft.

### c) To Note the Parish Election on Thursday 4th May 2023

Nomination Papers must be with South Norfolk Council by Tuesday 4th April 2023

### d) BT/Openreach Green Box

Cllr Thomson reported the BT/Openreach Green Box on Church Road doors were open. **Action: Chair**

### e) Royal Mail

Cllr Frampton informed there is a sticker on the Post Box stating:

From 13/03/2023, the final collection from this postbox will be made no earlier than 9am Monday to Friday and 7am on Saturday.

## 11. To Receive Items for the next Agenda

None

## 12. To Note the Next Meeting Dates

- **Monday 22nd May 2023 – 7.30pm – Annual Parish Meeting & Annual Parish Council Meeting**
- **Monday 10th July 2023 - 7.30pm**
- **Monday 11th September 2023 - 7.30pm**
- **Monday 13th November 2023 - 7.30pm**

*The meeting ended at 9.05pm*