

# Topcroft Parish Council

## PARISH COUNCIL MEETING

*Topcroft Pavilion*

**Monday 13<sup>th</sup> September 2021 at 7.30pm**

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

**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 and a report.

(Full details TPC's website: [topcroftpc.norfolkparishes.gov.uk](http://topcroftpc.norfolkparishes.gov.uk))

District Councillor Michael Edney gave a verbal report on the Broadland & South Norfolk Accommodation consultation re their future office accommodation.

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

None

## MINUTES

### 1. To consider Apologies for Absence

Cllr Eastell and Cllr Skinner – apologies accepted.

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

None

### 3. To Approve the Minutes and Decisions from the Last Meeting

The Minutes from the Meeting held on 12th July 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 following Income and Expenditure.

| Date       | Ref.   | Income                              | Amount   |
|------------|--------|-------------------------------------|----------|
|            |        | None                                |          |
|            |        | Total                               | £ -      |
|            |        |                                     |          |
| Date       | Ref.   | Expenditure                         | Amount   |
| 29/07/2021 | STO    | Clerk's Salary - July               | £ 115.71 |
| 29/08/2021 | STO    | Clerk's Salary - August             | £ 115.71 |
| 13/09/2021 | 100523 | Clerk's Expenses August & September | £ 67.18  |
|            |        | Total                               | £ 298.60 |

Signed

Date

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## b) Bus Shelter Hard Standing Access

The Chair thanked District Councillor Michael Edney for his grant for this project. Cllrs discussed the completed work at the bus shelter and commented there was not a dropped kerb for elderly and wheelchair users. NCC's Disability Discrimination Act (DDA) compliant specification stated:

*TPC's bus stop does not meet the current standards for a DDA compliant bus stop.*

*The new hardstanding area would include full height kerbing where users have to access the bus, but would also include dropped kerbs to enable those who are elderly/less able to use the bus stop.*

Cllrs requested the Clerk to contact NCC Highways for their comments.

Action: Clerk

## 6. Planning Applications and Decisions

### Applications

#### a) 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: Pending Consideration.

Cllrs resolved to **SUPPORT** this application.

Action: Clerk

#### b) Ref. No: 2021/1392

Proposal: Outline planning permission for 4 no. new 4-bedroom dwellings

Location: Land West of Mill Road Topcroft Norfolk

Status: Pending Consideration

Cllrs resolved to **OBJECT** to this application at the July meeting.

### Decisions

Cllrs noted the following:

#### c) Ref. No. 2021/1264

Location: Cherry Tree Cottage, Topcroft Street Topcroft NR35 2BL

Proposal: Demolition of existing garage and erection of new cart lodge and studio.

Status: Approval with Conditions

#### d) Ref. No. 2021/1101

Location: Barford Farm Barford Road Topcroft NR35 2BB Proposal: New general purpose and livestock agricultural building.

Status: Approval with Conditions

#### e) Ref. No. 2021/0498

Location: Moat House Church Road Topcroft Norfolk NR35 2BH Proposal: Installation of solar panels on ground level.

Status: Approval with Conditions

#### f) Ref. No: 2021/0499

Remove and replace windows on south, north and west elevations. Remove door and replace with window and brick up on east elevation

Moat House Church Road Topcroft Norfolk NR35 2BH

Status: Approval with Conditions

## 7. Village Issues

### a) Highways

#### - Highway Rangers

The Clerk informed she had requested the Highway Rangers to attend to:

- Blockage under Rookery Lane near the Reading Room.

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- Pothole near the Ford.
- Water trickling down the bottom of Church Road/The Street near the houses.
- Edges of Wash Lane breaking up and crumbling.

## - Drains/Potholes/Gullies/Issues

No new issues.

## - Farm Traffic

Cllrs spoke of the large, fast farm traffic going throughout the village and possible dangers to other road users.

Cllrs resolved to send a letter to the local farmers expressing their concerns.

Action: PR/SD/Clerk

## b) Footpaths

- FP3's access – c/f

*Permissive path discs received and small bridge to be made.*

## c) The Big South Norfolk Litter Pick 2021 from 1<sup>st</sup> September - 31<sup>st</sup> October 2021

Cllrs discussed and agreed not to hold a formal litter pick this year. Cllr Dye would circulate information via the village mailing list advising the PC 's litterpicking equipment that can be borrowed by parishioners.

Action: SD

## 8. To note Correspondence received

None

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

Cllrs discussed a possible future road hazard on Mill Road and would monitor the area.

## 10. To receive items for the next Agenda

None

## 11. To note the next Meeting Dates:

- Monday 8<sup>th</sup> November 2021 at 7.30pm

*The meeting ended at 8.30pm*