

Topcroft Parish Council

PARISH COUNCIL MEETING

Topcroft Pavilion

Monday 12th September 2022 at 7.30pm

Attended: Step Dye (Vice Chair), Robin Frampton, Trevor Potter, Ian Skinner.

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also present: 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/agendas/>

B. Public Forum – for Members of the Public

None

MINUTES

1. To consider Apologies for Absence

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

The Vice Chair Step 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 11th July 2022

[The Minutes from the Meeting held on 11th July 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 – update

The Clerk advised the Internal Auditor will inform before the new year if he will continue as the internal auditor.

b) To Consider Opting Out of the Smaller Authorities' Audit Appointments External Audit Appointment Arrangement – 5-year period

[Councillors agreed to remain in the current External Audit Arrangement and not opt out.](#)

c) Commemorative Poppy Wreath

[Councillors resolved to place a Commemorative Poppy Wreath on Topcroft's village sign on 11th November Armistice Day.](#)

d) 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
28/07/2022	S/O	Clerk's Salary - July		124.58
28/08/2022	S/O	Clerk's Salary - August		124.58
12/09/2022	100542	Clerk's Expenses August & September		26.00
		Total	£ -	£ 275.16

Signed

Date

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e) Bus Shelter Hard Standing Access

Cllrs advised the Bus Shelter Hard Standing Access has now been completed, improved and is now Disability Discrimination Act (DDA) compliant.

The Clerk has placed photographs on the website of the bus shelter site before and after the work.

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

Cllrs noted the following:

Applications

a) 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

b) Summerhouse to Rear

Tylney Mill Road Topcroft Norfolk NR35 2BW

Ref. No: 2022/1334 | Received: Tue 12 Jul 2022

Status: Approval with Conditions

c) 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

Status: Approval with Conditions

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

Status: Approval with Conditions

7. Village Issues

a) Highways

Drains/Potholes/Gullies/Issues

1. Bent sign at the top of Oxnead Lane.
2. Kings Road/Wash Lane overgrown 'Wash Lane' sign.
3. Still a water leak down Church Road (reported several times over the years, never resolved).
4. Missing 7.5-ton weight restriction sign at the junction of Church Road and Low Road - still awaiting a response from Norfolk County Council.
5. The 30mph signs at the bottom of Rookery Lane are very difficult to read as they are so faded.
6. The Beware Children Ahead sign halfway down Church Road is difficult to see because of the hedge.

Action: Clerk to report

b) Footpaths

- FP3's access – *no update*

c) Mobile Library Consultation

The Clerk informed there are 10 regular uses of the Mobile Library Service in Topcroft.

Cllrs agreed to respond to the Mobile Library Consultation with the following comments:

- The mobile library is a very valuable resource for local, rural people, especially with a difficult and limited transport service in the village.
- To cut back or stop this service would be losing another aspect of village life and this service must be retained.

Action: Clerk

d) Wildflowers Wash Lane

Cllrs agreed in the spring they would cut around the Nature Reserve posts so they are more clearly

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seen to prevent the wildflowers being cut down.

8. To note Correspondence Received

a) Clerks & Council Direct Magazine.

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

None

7. To Receive Items for the next Agenda

- Budget 2023/24

10. To Note the Next Meeting Dates

- Monday 14th November 2022 - 7.30pm

The meeting ended at 8.23pm