

Topcroft Parish Council

**To Members of the Council & Parishioners
ANNUAL PARISH MEETING
to be held at Topcroft Pavilion on
9th May 2016 at 7.30pm**

1. Apologies
 2. To approve the Minutes of the meeting held 11th May 2015
 3. Matters arising
 4. Chairman's yearly report
 5. Finance yearly report
 6. District Councillor's yearly report
 7. County Councillor's yearly report
 8. Public Questions
-

**To Members of the Council
You are hereby summoned by the Clerk to attend the next
PARISH COUNCIL MEETING
to be held at Topcroft Pavilion on
9th May 2016 at 7.30pm**

AGENDA

All Councillors to complete a **DECLARATION OF ACCEPTANCE OF OFFICE** and signed by a witness before the start of the meeting.

1. To appoint a Chairman
2. To appoint a Vice Chairman
3. To consider Apologies for Absence
4. To record Declarations of Interests and to consider Requests for a Dispensation
5. To approve the Minutes of the Meeting held on 14th March 2016 and Matters Arising
6. To receive reports from District and County Councillors
7. Parishioners Forum - Matters of Concern
8. Finance
 - a) To receive a report from the Internal Auditor for 2015/16
 - b) To confirm and sign the Annual Audit return Section 1 and 2
 - c) To receive the Financial Report and Approve Cheques (circulated prior to meeting)

Sally Chapman *S Chapman*
Clerk to Topcroft Parish Council

Date: 3rd May 2016

Topcroft Parish Council

9. Planning Applications and to note Decisions (circulated prior to meeting)

a) App. Number : App Type : 2016/0472

Applicant : Mr Chester Curtis

Location : 2 Apple Tree Cottage Topcroft Street Topcroft Norfolk NR35 2BL

Proposal : Addition of single storey timber clad extension to existing dwelling.

Decision : Approval with Conditions

Delegated Date of decision : 6 April 2016

10. Village Issues

- a) Highways and Potholes
- b) Footpaths
- c) Wash Lane
- d) Conservation Area
- e) TPO Trees

11. Notice Board name plate - update

12. To note Correspondence received

13. AOB

14. To receive items for the next Agenda

15. To confirm next meeting date/time:

Monday 11th July 2016 – 7:30pm