

Topcroft Parish Council

To Members of the Council

You are hereby summoned by the Clerk to attend the next

PARISH COUNCIL MEETING

The meeting will be held in the Pavilion

Monday 14th March 2022 at 7.30pm

Everyone attending the meeting is strongly encouraged to take a lateral flow test on the day of the meeting, wear a face covering, keep 2 metres apart and use the hand sanitiser provided. Please do not attend if you are feeling unwell.

PUBLIC FORUM

A. To receive reports from the District and County Councillors

Reports circulated via email and published on website: <https://topcroftpc.norfolkparishes.gov.uk>

B. Public Forum – for Members of the Public

Members of the public are very welcome to join the meeting.

AGENDA

1. To consider Apologies for Absence
2. Declaration of Interests and Consider Requests for Dispensation
3. To Approve the Minutes and Decisions from the meeting held on 10th January & 28th February 2022
4. Matters Arising from the Minutes not on the Agenda
5. Finance
 - a) To Receive the current Financial & Budget Reports and Approve the Income & Expenditure
 - b) To Consider a New Dog Bin for Rookery Lane
 - c) To Consider Grants/Donations
 - d) To Note NALC's 2021/22 Clerk's Pay Award
 - e) To Consider Restricted Reserves
 - f) Bus Shelter Hard Standing Access – *update*
 - g) Internal Audit Date – 20th April 2022
6. Statutory Documents and Policies Annual Review
 - 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

 - 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)

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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

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 – c/f

a) **Village Sign Plaque** – *to be ordered in April*

b) **Village Event**

9. Village Issues

a) Highways

- Drains/Potholes/Gullies/Issues
- Church Road Running Water – *update*
- Blockage at Rookery Lane – *update*

b) Footpaths

- FP3's access – *update*

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

10. To note Correspondence Received

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

a) **Free Trees for Parishioners** - *update*

b) **Website Statistics 2021-2022**

12. To Receive Items for the next Agenda

13. To Note the Next Meeting Dates

- Monday 9th May 2022 - 7.30pm – Annual Parish Meeting & Annual Parish Council Meeting
- Monday 11th July 2022 - 7.30pm
- Monday 12th September 2022 - 7.30pm
- Monday 14th November 2022 - 7.30pm

S. G. Chapman

Sally Chapman

Clerk to Topcroft Parish Council

Date: 8th March 2022