

# Topcroft Parish Council

## ANNUAL PARISH COUNCIL MEETING

*Topcroft Pavilion*

**Monday 22nd May 2023 - 7.50pm**

**Attended:** Councillors Peter Rout, Step Dye, Nicola Eastell, Robin Frampton, Trevor Potter & Kathy Thomson

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

**Also present:** District Councillor Martyn Hooton and three parishioners

### 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>

The new Hempnall District Councillor Martyn Hooton introduced himself and spoke about his future work.

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

- A parishioner requested a dog waste bin at the end of Topcroft Street on the Denton Road/Barford Road junction. Councillors agreed to add this to the next agenda. **Action: Clerk**
- A parishioner spoke of the problems he had encountered with South Norfolk Council (SNC) re the Tree Preservation Order (TPO) being listed incorrectly on his land and how SNC are refusing to update his records. The Chair advised him to liaise directly with District Councillor Martyn Hooton to help resolve this issue.

### MINUTES

*All Councillors completed a Declaration Of Acceptance of Office Form before the start of the meeting.*

#### 1. To Appoint a Chair

*Peter Rout was proposed and elected unanimously as Chair.*

#### 2. To Appoint a Vice Chair

*Step Dye was proposed and elected unanimously as Vice Chair.*

#### 3. To Approve Apologies for Absence

None

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

None

#### 5. To Approve the Minutes and Decisions from the Meeting held on Monday 13<sup>th</sup> March 2023

*The Minutes from the Meeting held on 13th March 2023 were confirmed unanimously as a true and accurate record and signed by the Chair.*

#### 6. Matters Arising from the Minutes not on the Agenda

None

#### 7. To Consider Co-option to fill the Casual Vacancy on the Parish Council

None. The Chair requested Cllrs to ask parishioners and a poster will be placed on the website and noticeboards.

Signed

Date

# Topcroft Parish Council

## 8. Finance

### a) To Approve the End of Year Accounts 2022/23

Councillors approved unanimously the End of Year Balance Sheet 2022/23.

### b) To Approve the Internal Auditor's Report for 2022/23

Councillors approved the Internal Auditor's Report for 2022/23 and requested the RFO to draw-up an action plan of the recommendations and comments for consideration at the next meeting.

### c) To Approve the Annual Audit Return Sections 1 & 2

Councillors resolved unanimously the Annual Audit Return Sections 1 & 2 and the Chair and RFO signed the documents.

### d) To Consider a Certificate of Exemption from a Limited Assurance Review

Councillors agreed unanimously to certify themselves as exempt from a Limited Assurance Review and the Chair and RFO signed the Certificate of Exemption.

### e) To Appoint the Internal Auditor for 2023-24

Councillors resolved unanimously to appoint the Suffolk Association of Local Councils (SALC) to complete the Internal Audit for 2023-24.

### f) To Receive the current Financial & Budget Reports and Approve the Income & Expenditure

The Chair signed the bank statement and the Financial & Budget Reports.

Councillors resolved to Approve the following Receipts and Expenditure:

Date	Ref.	Income	Receipts	Payments
14/04/2023	Credit	SNC Coronation Grant	£ 200.00	
24/04/2023	Credit	Vat Reclaim 1/04/2022-31/03/2023	£ 69.89	
28/04/2023	Credit	SNC Precept Payment (first half)	£ 1,550.00	
22/05/2023	S/O	Clerk's Salary - April		£ 135.42
22/05/2023	100552	NALC Subscription 2022/23		£ 190.48
22/05/2023	100553	Topcroft Recreation Ground - Coronation Grant		£ 200.00
22/05/2023	100554	Clerk's Overtime & Expenses April & May		£ 295.00
22/05/2023	100555	CAS Insurance		£ 238.60
		<b>Total</b>	<b>£ 1,819.89</b>	<b>£ 1,059.50</b>
		<b>Total Funds</b>	<b>£ 4,150.07</b>	

### g) To Approve an Insurance Quotation

Councillors considered the insurance quotations and resolved to accept CAS Business Insurance at £238.60 per annum.

### h) To Consider (CIL) Expenditure – c/f

#### i) Village Asset Maintenance

CLRs discussed the maintenance of the village assets and agreed they needed some attention. CLR Potter agreed to maintain the assets and the Clerk will send him a list of items requiring attention.

Action: Clerk

Councillors approved CLR Potter to maintain the assets and to invoice Topcroft Parish Council for his time and maintenance supplies.

Action: TP

#### j) The King's Coronation Village Sign Plaque

CLR Potter has now affixed the plaque to the footpath gate behind the village sign near the Jubilee plaque. The Clerk gave him a new 'No Dogs' sign for the gate and the Chair thanked CLR Potter for his work.

Action: TP

Signed

Date

# Topcroft Parish Council

## 9. Planning Applications and Decisions (*circulated as received*)

Cllrs noted the following:

### Applications

- a) **Low Farm Snakes Lane Topcroft Norfolk NR35 2BU**  
Proposal: Change of use from holiday accommodation (2016/1763) to residential C3 including alterations to curtilage and boundary treatments. Status: Pending Consideration
- b) **Updated Farm Yard from Hard Core to Concrete**  
Chimney Farm Yard Denton Road Topcroft Norfolk NR35 2BA  
Ref. No: 2023/0396 Status: Pending Consideration
- c) **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  
[Councillors agreed to OBJECT \(carried\) to this planning application with comments at the 5<sup>th</sup> December 2022 Meeting.](#)
- d) **Conversion of ex USAAF barrack buildings to single dwelling**  
Breakers Yard Barford Road Topcroft Norfolk NR35 2BB  
Ref. No: 2022/1960 | Status: Pending Consideration  
[Councillors resolved to SUPPORT this planning application with no comments at the 14<sup>th</sup> November 2022 Meeting.](#)  
The applicant spoke of the difficulties he is facing trying to get his application approved. The Chair advised him to contact NCC Planning Officer directly.

### Decisions

- e) **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  
Status: Approved
- f) **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  
Status: Approved
- g) **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  
Status: Approved
- h) **Erection of glasshouses, polytunnels, general purpose agricultural storage/cold store 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 25th October 2022 Meeting.](#)  
Status: Approved
- i) **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  
Status: Approved with conditions

Signed

Date

# Topcroft Parish Council

- j) **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: Approved with conditions

## 10. Village Issues

- a) **Highways - Drains/Potholes/Gullies/Issues**

**- The Ford Potholes**

The Clerk confirmed she had reported the four dangerous potholes at the Ford and Cllrs advised they were getting worse. A parishioner said he had damaged his car wheel and would be putting in a claim to Norfolk County Council. Clerk to report again. Action: Clerk

**- Gullies**

Cllrs spoke of the deep gullies and how dangerous they were when backing a vehicle up on a single track road.

**- Church Road Water Leak**

Anglian Water has been out numerous times and spoken with the Chair. The water in the ditch is higher than the road and water is back tracking into the pipe and manhole and leaking down the road, which is dangerous when the roads are icy. It is possible the water is from either from the houses or sewage plant. The hedge needs cutting back and the ditch clearing. The Chair will obtain a quotation to discuss with SNC, Anglian water and the homeowner. Action: Chair

**- Gateway**

A widened gateway on Church Road was debated and if the ditch had been piped. Clerk to investigate. Action: Clerk

- b) **Footpaths**

**- Footpath 3**

FP3 has been cleared and is partly signed, but some more yellow signs are required at the top. Action: Clerk

- c) **Bus Timetable Service 84 - Passenger Consultation**

Cllr Frampton informed the new September timetable will have no great impact on bus users. He requested a copy of the timetable to be displayed in each noticeboard. Action: SD

## 11. To Note Correspondence Received

- a) **BACT Grant - thank you card**  
b) **Topcroft PCC - thank you letter**

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

- a) **Litter pick – update**

Cllr Potter informed he had picked litter from Church Road to Rectory Road, Oxnead Lane and the surrounding wide area. The Chair thanked him for keeping the village tidy and free of rubbish.

## 13. To Receive Items for the next Agenda

- a) **To Consider a New Dog waste bin at the end of Topcroft Street**

## 14. To Note the Next Meeting Dates

- **Monday 10th July 2023 - 7.30pm**
- **Monday 11th September 2023 - 7.30pm**
- **Monday 13th November 2023 - 7.30pm**

*The meeting ended at 8.58pm*

Signed

Date