

Topcroft Parish Council

To Members of the Council

You are hereby summoned by the Clerk to attend the next

PARISH COUNCIL MEETING

Topcroft's Sports Pavilion

Monday 17th March 2025 - 7.30 pm

PUBLIC FORUM

A. To Receive Reports from the District and County Councillors

All reports are published on TPC's website: <https://topcroft-pc.gov.uk>

B. Public Forum – for Members of the Public

Members of the public are very welcome to attend the meeting and raise issues.

AGENDA

1. To Approve Apologies for Absence

2. Declaration of Interests and Consider Requests for Dispensation

3. To Approve the Minutes and Decisions from the Meeting held on Monday 13th January 2025

4. Finance

a) To Receive the Financial & Budget Reports and Approve the Income & Expenditure

b) To Consider General Reserves

c) To Consider a SNC VE Day Community Grant

d) To Consider Grant Requests

e) To Note the Internal Audit Date – 23rd April 2025

f) Norfolk Armed Forces Covenant Commemoration Fund – *update*

g) Litter Pickers - *update*

h) Gov.uk Email Addresses and Website Domain - *update*

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

To review the listed Planning Applications and any additional Applications received after the Agenda is published.

Applications

a) 2025/0449

Location: Low Farm Snakes Lane Topcroft Norfolk NR35 2BU

Proposal: Notification for a prior approval for change of use, partial demolition and cladding of existing agricultural buildings to create 4 x dwelling houses

Application Type: Prior Notification - Agricultural to Residential

b) 2025/0367

Location: Hill Farm Rectory Road Topcroft Norfolk NR35 2BT

Proposal: Conservation works and minor remodelling of the Grade II listed farmhouse with energy efficiency improvements. Demolition of two structures within the curtilage.

Application Type: Listed Building Consent

(Comments closed)

Decisions

None

6. Annual Review of Policies and Statutory Documents

a) Asset Register - *updated*

b) Code of Conduct Policy

c) Data Retention Policy

d) General Data Protection Regulations Policy

e) Financial Regulations Policy – *updated*

f) Financial Reserves Policy

g) Freedom of Information & Publication Scheme Policy

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- h) Internet Banking Policy
- i) Internal Control Statement
- j) Online Banking Policy
- k) Parish Council Risk Assessment
- l) Planning Procedure Policy
- m) Safeguarding Policy - *new*
- n) Standing Orders Policy
- o) Subject Access Request and Procedure Policy

7. Village Issues

a) Highways

- Drains/Potholes/Gullies Issues
- Road Weight Restrictions – *update*
- 30 mph Limits – *update*
- Church Road New Gateway & Filled Ditch – *update*

b) Footpaths

c) Litter Picking

8. To Note Correspondence Received

- a) NALC Devolution Consultation
- b) East Pye Solar Farm - *update*

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

- a) Street Farm Trees - *update*

10. To Receive Items for the next Agenda

11. To Note the Next Meeting Dates

- Monday 19th May 2025 - 7.30 pm – *Annual Parish Meeting & Annual Parish Council Meeting*
- Monday 21st July 2025 - 7.30 pm
- Monday 15th September 2025 - 7.30 pm
- Monday 17th November 2025 - 7.30 pm

S. G. Chapman

Sally Chapman

Clerk to Topcroft Parish Council

Date: 11th March 2025