

Topcroft Parish Council

PARISH COUNCIL MEETING

Topcroft Pavilion

Monday 19th January 2026 - 7.30 pm

Attended: Peter Rout (Chair), Daphne Beckett, Nicola Eastell, Robin Frampton, Trevor Potter and Kathy Thomson

Clerk & Responsible Financial Officer (RFO): Sally Chapman

Also present: County Councillor Barry Stone and one parishioner

PUBLIC FORUM

A. Public Forum – for Members of the Public

No questions

B. To Receive Reports from the County and District Councillor

County Councillor Barry Stone sent a report and gave an update on Local Government Reform, including evolution, the forthcoming elections, the Mayoral election and the cost of adult social care. It was noted that the outcome of Local Government Reform is expected in March and that there may also be a boundary review. Norfolk County Council has indicated that it would like to cancel the elections scheduled for May and defer them until 2027.

The Chair raised a question with Cllr Stone regarding the County Council overspending the SEND budget, seeking clarification on the scale of the overspend and the likely implications for service delivery, future financial planning and any potential impact on local authorities.

Full report: [Meetings – Topcroft Parish Council](#)

Potholes - The issue of potholes from the Hempnall roundabout through Hempnall and Woodton was raised. Councillor Stone advised that Norfolk County Council Highways are aware of the issue and that the annual budget for pothole repairs for 2025-26 has already been fully allocated.

MINUTES

1. To Approve Apologies for Absence

[Apologies were Approved and Accepted from Cllr Dye.](#)

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Approve the Minutes and Decisions from the Meeting held on Monday 17th November 2025

[The Minutes from the Meeting held on Monday 17th November 2025 were confirmed unanimously as a True and Accurate record and were signed by the Chair.](#)

4. Finance

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

[Councillors Approved the Financial & Budget Reports and the following Income & Expenditure:](#)

Signed

Date

Topcroft Parish Council

Date	Ref.	Income	Receipts	Payments
17/11/2025	12	London Hearts - Bleed Control Kit		£ 54.49
17/11/2025	13	Bin Bag Holder Rings x 4		£ 18.36
28/11/2025	S/O	Clerk's Salary - November		£ 158.06
30/11/2025	Fee	Bank Service Charge		£ 6.00
28/12/2025	S/O	Clerk's Salary - December		£ 158.06
30/12/2025	Fee	Bank Service Charge		£ 6.00
19/01/2026	14	Clerk's Expenses December-January		£ 12.00
19/01/2026	15	The DefibPad - Replacement Pads - TBC		£ 64.19
19/01/2026	16	Trevor Potter - Cement & Ballast		£ 15.97
		Total	£ -	£ 493.13
			Total Restricted Reserves	£ 744.23
			General Reserve	£ 2,994.65
			Total	£ 3,738.88

b) To Consider Defibrillator Pads Quotations (*pads expire 31/01/2026*)

Councillors considered three quotations for replacement Defibrillator Pads and Resolved to select Safelincs Ltd as the supplier, at a cost of £64.19 including VAT and Delivery.

c) Defibrillator Bleed Control Kit – update

The Clerk confirmed that the bleed control kit has now been received and installed with the defibrillator at the Sports Pavilion. The kit has been registered on the National Circuit of Bleed Control Kits. Notification has been sent to the parish magazine and details have been published on TPC website.

d) Village Sign's Fencing Chains - update

Cllr Potter confirmed that he has now commenced replacement of the posts and chains at the village sign.

e) Budget and Precept 2026/27 – update

The Clerk confirmed that she has submitted the precept request and has received notification from South Norfolk Council.

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) 2026/0019

Erection of steel framed agricultural building
Longwood House Denton Road Topcroft Norfolk NR35 2BA
Status: Pending Consideration

[Councillors Resolved to Approve with no comments.](#)

b) 2025/1845

Details for conditions 13 & 14 of 2022/1803 - (13) - External Lighting & (14)
Proposed Lighting Spring Farm Spring Lane Hempnall Norfolk NR15 2NY

[Councillors Resolved to Submit Light Pollution comments at the July meeting](#)

c) 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
Status: Pending Consideration

[Councillors Resolved to Approve with comments](#)

Decisions

None

Signed

Date

Topcroft Parish Council

6. Village Issues

a) Highways

- Drains/Potholes/Gullies Issues

Flood - Cllrs reported standing water at the Kings Road and Snakes Lane junction.

Flood - Cllrs reported that the small lake at Topcroft Lakes had overflowed onto the road. The water was deep and remained for several weeks. It was considered that the drains may be blocked.

- **Grit Bin** - Cllrs requested that the Clerk investigate the cost and feasibility of installing a grit bin on Denton Road and to consider any potential insurance liability for parishioners spreading the grit.

- Sign

Cllr Potter reported a damaged triangular route sign near the crossroads on Church Road.

The Clerk will report the above issues.

- **Blocked Culvert at Long Wood – update**

No issues

b) Footpaths

The Clerk emailed the Footpath Officer on 12 December regarding Topcroft FP3 and FP5. The Officer advised that previous correspondence will need to be reviewed, and the extent and alignment of sections of both footpaths may need to be confirmed by the Highways Boundaries Team. Research by the team is expected to take at least 15 weeks due to staff training.

c) Litter Picking

The Chair distributed three litter-picking hoops to Councillors for use in litter-picking activities.

7. To Note Correspondence Received

a) Defibrillator Issues

The Clerk raised an issue regarding a member of the public who was unable to obtain the defibrillator cabinet code from the ambulance service. The Clerk has investigated and confirmed that the defibrillator is correctly registered with the National Circuit of Defibrillators.

b) Hempnall Group of Parishes Invitation

Cllr Beckett reported that the licensing of Rev. Canon Susanna Gunner as Associate Priest went well.

c) Free Mental Health Awareness Training for the Community Hempnall - 27th January 2026

Cllrs noted the free training available.

d) Farmyard Oxnead Lane – update

Cllrs noted that a conversation had taken place with Glebeland Rentals regarding this property.

e) East Pye Solar Farm – update

Cllr Thomson gave an update on the East Pye Solar Farm proposals. Meetings were held last week and on 18th November 2025. It was reported that the proposals are expected to be delayed until February due to major changes. Some compulsory property purchases may be involved, but the company has not fully followed the required consultation and survey protocols. Once the proposals are published, there will be six weeks to respond. Concerns were raised that certain areas of infrastructure and survey work have been overlooked.

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

a) Village Gateway Boundary Signs

Cllr Eastell suggested the installation of gateway boundary signs at the village entrances.

Action: Clerk

9. To Receive Items for the next Agenda

a) Policies Review

Signed

Date

Topcroft Parish Council

10. To Note the Next Meeting Dates

- Monday 16th March 2026 - 7.30 pm
- Monday 18th May 2026 - 7.30 pm – *Annual Parish Meeting & Annual Parish Council Meeting*
- Monday 20th July 2026 - 7.30 pm
- Monday 21st September 2026 - 7.30 pm
- Monday 16th November 2026 - 7.30 pm

The meeting ended at 9.00 pm