

Topcroft Parish Council

PARISH COUNCIL MEETING

Topcroft Pavilion

Monday 21st July 2025 - 7.30 pm

Attended: Peter Rout (Chair), Step Dye (Vice Chair), Daphne Beckett, Nicola Eastell, Trevor Potter & Kathy Thomson

Clerk & Responsible Financial Officer (RFO): Sally Chapman

Also present: one parishioner

PUBLIC FORUM

A. To Receive Reports from the County and District Councillor

County Councillor Barry Stone sent apologies and a report:

<http://topcroftpc.norfolkparishes.gov.uk/category/polices/meetings>

District Councillor Martyn Hooton sent apologies.

B. Public Forum – for Members of the Public

No questions

MINUTES

1. To Approve Apologies for Absence

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

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Approve the Minutes and Decisions from the Meeting held on Monday 19th May 2025

[The Minutes from the Meeting held on Monday 19th May 2025 were confirmed unanimously as a True and Accurate record and were signed by the Chair.](#)

4. Finance

a) To Note the Certificate of Exemption has been Registered with the External Auditors

The Clerk confirmed the Certificate of Exemption has been Registered with the External Auditors.

b) To Appoint the Internal Auditor for 2025-26 – update

The Internal Auditor, Mr Peter Strange has confirmed his appointment for 2025/26.

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

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

Date	Ref.	Income	Receipts	Payments
28/05/2025	S/O	Clerk's Salary - May		153.08
31/05/2025	Fee	Bank Service Charge		6.00
14/06/2025	S/O	ICO - Data Protection		47.00
28/06/2025	S/O	Clerk's Salary - June		153.08
30/06/2025	Fee	Bank Service Charge		6.00
21/07/2025	5	Clerk's Expenses June-July		12.00
21/07/2025	6	NALC - Website Hosting		84.00
		Total	£ -	£ 461.16
			Total Restricted Reserves	£ 1,002.21
			General Reserve	£ 4,653.92
			Total	£ 5,656.13

Signed

Date

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d) Invitation to Bid for Parish Partnership 2026/27

Cllrs discussed the Parish Partnership Scheme and projects that may be eligible. The Clerk was asked to re-send the Parish Partnership email to all Councillors for consideration at the September meeting. Cllrs noted that several road signs in the village were in poor condition and could benefit from replacement. The Clerk requested that Cllrs take photographs of the damaged signs and provide a What3Words location reference and email to her.

Action: Cllrs/Clerk

e) To Consider a Poppy Wreath or Donation for Remembrance Sunday

Councillors Agreed the poppy wreath is still in good condition and can be reused. A £25 donation will be made to the local Royal British Legion branch.

Cllr Becket will forward the branch details to the Clerk.

Action: DB

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) 2025/1845

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 the following comments:

Light Pollution

Topcroft Parish Council is committed to protecting our countryside and night skies while preserving our finite resources. To minimise light pollution, we encourage good practice by including the Campaign for the Protection of Rural England's standard light pollution clause: In order to minimise light pollution, we request that as a condition of approval, if this application is permitted, any outdoor lights associated with the proposed development should:

- Be fully shielded (enclosed in full cut-off flat glass fitments).
- Be directed downwards (mounted horizontally to the ground and not tilted upwards).
- Be switched on only when needed (no dusk to dawn lamps).
- Use white light low-energy lamps (preferably LEDs) and not orange or pink sodium sources.

Action: Clerk

Cllrs noted the following:

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

Status: Pending Consideration (Comments closed)

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 approved planning application 2025/0449, recognising that the existing farm buildings are no longer suitable for modern agricultural machinery. It was considered preferable to repurpose the disused agricultural buildings for residential use rather than allowing them to deteriorate into disrepair.

Decisions

d) 2025/1159

Location: High Ridge Church Road Topcroft Norfolk NR35 2BH

Proposal: Variation of conditions 2, 18 and 19 of planning permission 2023/3026 - Omit

Signed

Date

Topcroft Parish Council

inbound garage and green roof, reduce size of house and revise size of barn, revisions to windows and roof light arrangement, revised. Revise timescale for undertaking an EPS bat mitigation licence. Revised timeframe for demolition of existing dwelling.

Decision: Approval with Conditions (Delegated)

6. Village Issues

a) Highways

- Drains/Potholes/Gullies Issues

A Cllr reported that the drain at Rookery Lane/The Street has been cleared and a grid installed to prevent leaves and debris entering. It will be monitored to ensure it remains clear.

- Blocked Culvert at Long Wood - no update

- Road Weight Restrictions – update

No response from Norfolk County Council Highways to the Clerk's emails.

- 30 mph Limits – update

No response from Norfolk County Council Highways to the Clerk's emails.

- Church Road New Gateway & Filled Ditch – update

Cllrs advised the hedge will be replanted in the autumn, when conditions are more suitable.

b) Footpaths

No issues reported.

c) Litter Picking – c/f

7. To Note Correspondence Received

a) East Pye Solar Farm

Phase Two consultation Meetings - Wednesday 18th June & Wednesday 16th July

Cllrs attended consultation meetings on 18 June and 16 July. It was noted that over 5,000 acres across Norfolk could be affected by panels and cabling from Seething to Hempnall. Concerns were raised that key assessments and requirements have not been completed prior to the proposal being submitted. Hempnall Parish Council has circulated an objection letter, stating that the consultation is incomplete and should not proceed without the necessary background work. They have invited other Parish Councils to support this objection.

Councillors Resolved the Clerk to re-circulate the letter. Councillors are to read it and inform the Clerk whether they support submitting the objection letter or not. The majority view will form the Council's response, which must be submitted before Monday 28 July 2025.

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

a) Local Government Reorganisation in Norfolk

The Clerk confirmed that Local Government Reorganisation has been circulated and details have been placed on the TPC website to inform parishioners.

b) Lighting at Spring Lane Fruit Farm, Hempnall – as point 5.a)

9. To Receive Items for the next Agenda

None

10. To Note the Next Meeting Dates

- Monday 15th September 2025 - 7.30 pm
- Monday 17th November 2025 - 7.30 pm

The meeting ended at 9.00 pm

Signed

Date