

Topcroft Parish Council

PARISH COUNCIL MEETING

Topcroft Pavilion

Monday 16th March 2026 - 7.30 pm

Attended: Step Dye (Vice Chair), Daphne Beckett, Nicola Eastell, Robin Frampton and Trevor Potter

Clerk & Responsible Financial Officer (RFO): Sally Chapman

Also present:

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 apologies.

District Councillor Martyn Hooton sent apologies and a report: [Meetings – Topcroft Parish Council](#)

MINUTES

1. To Approve Apologies for Absence

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

Cllr Dye Chaired the meeting.

2. Declaration of Interests and Consider Requests for Dispensation

None

3. To Approve the Minutes and Decisions from the Meeting held on Monday 19th January 2026

[The Minutes from the Meeting held on Monday 19th January 2026 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:](#)

Date	Ref.	Income	Receipts	Payments
28/01/2026	S/O	Clerk's Salary - January		£ 158.06
30/01/2026	Fee	Bank Service Charge		£ 6.00
28/02/2026	S/O	Clerk's Salary - February		£ 158.06
28/02/2026	Fee	Bank Service Charge		£ 6.00
16/03/2026	17	Clerk's Expenses February-March		£ 12.00
16/03/2026	18	Topcroft Pavilion Hire - Meetings		£ 46.25
16/03/2026	19	Trevor Potter - Chains for Village Sign		£ 47.40
16/03/2026	20	Topcroft Recreation Ground - Playground Inspection Fee Grant		£ 150.00
16/03/2026	21	Headway Suffolk - Grant		£ 50.00
28/03/2026	S/O	Clerk's Salary - March		£ 158.06
30/03/2026	Fee	Bank Service Charge		£ 6.00
		Total	£ -	£ 797.83
			Total Restricted Reserves	£ 1,066.05
			General Reserve	£ 1,875.00
			Total	£ 2,941.05

Signed

Date

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b) To Consider Grant Requests

Councillors Resolved to award the following grants:

Headway Suffolk: £50

Topcroft Recreation Ground: £150 towards the Play Area Inspection Fee

c) To Consider a Grit Bin

Cllr Eastell is meeting with Norfolk County Council Highways to determine the location of the new grit bin on Denton Road.

Action: NE

d) To Consider Village Gateway Signs

Cllr Eastell reported that, following discussions with Norfolk County Council Highways regarding village entrance gates, indicative costs are £2,500 to £3,000 for 1 metre gateways and £3,000 to £3,500 for larger 1.5 metre gateways.

Councillors Agreed that this was too expensive for a small village and resolved not to proceed.

e) To Consider General Reserves

Councillors Resolved that any General Reserve exceeding 50% of the precept will be transferred to the Maintenance Reserve.

f) Defibrillator Pads – update

The new defibrillator pads have now been received and Cllr Dye has placed them in the defibrillator cabinet.

g) Village Sign's Fencing Chains - update

Cllr Potter has purchased new chains for the village sign area, as agreed. These will be fitted in the spring.

Action: TP

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

Cllrs noted the following:

Applications

a) 2025/0449 - [Link](#)

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

TPC Decision: Approval with comments

Decisions

b) 2025/1845 - [Link](#)

Details for conditions 13 & 14 of 2022/1803 - (13) - External Lighting & (14)

Proposed Lighting Spring Farm Spring Lane Hempnall Norfolk NR15 2NY

TPC: Resolved to Submit Light Pollution comments at the July meeting

Status: Approved

6. Annual Review of Policies and Statutory Documents

Councillors Approved all of the following policies and statutory documents:

a) Asset Register - *updated*

b) Biodiversity

c) Councillor Code of Conduct

d) Data Retention and Disposal

e) Financial Regulations

f) Freedom Of Information Policy and Publication Scheme

g) General Data Protection Regulations Policy, Privacy Notice & Data Information Audit

h) Health and Safety Code of Practice - *new*

Signed

Date

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- i) Information Technology (IT) - *new*
- j) Internal Control Statement
- k) Online Banking Procedure
- l) Planning Applications Policy and Scheme of Delegation - *updated*
- m) Risk Assessment
- n) Safeguarding
- o) Standing Orders
- p) Subject Access Request and Procedure

7. Village Issues

a) Highways

- Drains/Potholes/Gullies Issues

Numerous potholes were reported along Kings Road and Wash Lane.

b) Footpaths

It was reported that the footpath sign on Low Road was leaning, and Cllr Potter kindly agreed to straighten it.

Action: TP

c) Litter Picking

Councillors said they would carry out litter picking when the weather improves this spring.

8. To Note Correspondence Received

a) East Pye Solar Farm – c/f

- Landscape Susceptibility SPD Adoption Statement – February 2026

- To Consider Registering as a Statutory Party (*under the local Authority*) when the Planning Inspectorate put the plans from East Pye Solar through for examination

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

a) Hedge Planting

Cllrs raised concerns regarding a recently planted hedge in the village, which may be too close to the highway. Cllrs agreed to contact Norfolk County Council Highways to discuss the matter.

b) Church Road Water Leak

Cllrs reported, once again, that there is a water leak on Church Road, heading towards The Street.

Action: Clerk

10. To Receive Items for the next Agenda

None

11. To Note the Next Meeting Dates

- 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 8.20 pm

Signed

Date