

South Lopham Parish Council

Minutes of the meeting held at Pansthorne B&B. Thursday 14 March 2013 7.30pm

Present:

Council Members: Sarah Martin (SM Chair)
David Huggins (DH)
Jim Pursehouse (JP)
Tim Frizzell (TF)
Stephen Reynolds (SR)

Parish Clerk: Caroline Phillips (CAP)

Granville Horan (GH) (Lophams' Society (LS)), Mike Cox (MC) (North Lopham Parish Council (NLPC)). John Crisp (member of public).

1. **To approve the appointment of S Martin as temporary Chairman from now until the start of the next meeting.**
Unanimously approved.
2. **To record attendance and consider the acceptance of apologies for absence.**
Apologies were received from R Webb.
3. **To record declarations of interests from members in any item to be discussed.**
None declared.
4. **To approve the Minutes of the last Meeting (10th January 2013).**
Unanimously approved.
5. **To report on matters arising from the Minutes (other than those listed separately on the Agenda).**
It was noted that a number of previous meeting agendas and minutes had incorrectly recorded the Lophams' Link donation as £200. The Clerk has checked the Bank Account and Audited Accounts and confirmed the correct amount was £250.
The formal paperwork adding D Huggins as a Bank signatory was in hand. It was suggested that J Pursehouse also be added as a signatory. This was unanimously approved.
6. **To approve the appointment of John Crisp as a co-opted Councillor.**
Unanimously approved.
7. **To receive and approve the Financial Report, the statement of current balances and to consider the following accounts for approval or ratification;**

Current balance £1615.32 as at last statement dated 01 March 2013 .

- a. Lophams' News February 2013 and March 2013, £22 each, ratified
- b. Venue Hire Pansthorne B&B £10, ratified
- c. Clerk's salary £293.20, PAYE £6.80, approved
- d. Clerk's expenses for printer cartridge £17.25, approved.
- e. Re-issue of a gone astray/missing cheque for Lophams' News October 2012 edition, approved. The Clerk confirmed the original cheque would be cancelled with the Bank at no cost.
- f. Confirmation of the return of our Lophams' Link donation £250.

8. To discuss and approve a change to the next temporary Chairman for the May meeting and AGM.

It was unanimously agreed that JP would be Chairman from the May to July meeting and RW would be Chairman September to November.

9. Village Meeting Plans.

SM will be responsible for the meeting – planning and chairing.

Clerk to confirm the booking of the Village Hall. (Actioned.) Time confirmed as arrival 7pm for 7.30pm start.

SR will provide copies of last years agenda and any other useful paperwork to assist planning.

SR will create posters and place these as appropriate, including advertising the event on the website and noticeboard.

Clerk will create and send out the necessary invites to the various Village Groups.

GH on behalf of the Lophams' Society will provide the light refreshments and drinks; the hire cost of the Village Hall being split between North and South Lopham Councils as agreed in 2012.

MC agreed to write the minutes.

10. To discuss how best to advise Parishioners to make a note of their grid co-ordinates in order to advise the Emergency Services and First responders of their property location.

There is a useful website www.gridreferencefinder.com which we will publicise on the website and noticeboard. This will be raised at the Village Meeting.

If any resident does not have access to a computer or has any difficulties finding their grid reference please contact the Clerk or any of the Parish Councillors for assistance.

11. To receive reports from Councillors.

a. Planning Matters SM.

A new planning application for 8 Beech Croft had been received that afternoon and was brought to the meeting.

b. Highways JP.

Flooding at Primrose Lane. JP confirmed the private landowner (James Alston) had made considerable progress with clearing ditches. After the last heavy rainfall rainwater was not flooding cross the lane. Norfolk County Council had confirmed they had no ditches or pipe-works on that part of Primrose Lane. JP will try to ascertain the landowner of the ditch on the other side of the lane.

The Ranger's are doing a good job filling potholes, if anyone finds any potholes please report these to the Clerk. Various road signs have been repaired.

Water is running along Blo Norton Road near Pearces Farm; SR will investigate and advise JP.

c. Community Matters DH.

Nothing to report.

d. Footpaths RW.

No report.

e. Works TF.

The bench will be maintained in April when it is hoped the weather is suitable.

12. Other Reports

a. Parish Website **SR.**

The website is up to date, any Village events may be advertised on the website.

b. Lophams' Society **GH.**

The Spring Quiz is on 15 March and will raise some funds for Comic Relief Red Nose Day.

Plans are under way for a summer BBQ and band, Captain Kirk's Mandolin, on 6 July.

A new committee member is needed, or even a willing pair of hands.

A "welcome to the Lophams" evening is being planned for new residents.

The Jubilee Time Capsule has not yet been finished.

c. Lophams' Link. This group have disbanded so no further reports required.

13. To consider items of correspondence.

None.

14. To transact Any Other Business and receive suggestions for items to be placed on the Agenda for the next Meeting.

None.

15. Date and time of next Meeting.

12 April 2013 Village Meeting

9 May 2013 AGM

11 July 2013

12 September 2013

14 November 2013

9 January 2014

13 March 2014

Signed..... Caroline Phillips (Clerk)

Date: