

## **South Lopham Parish Council**

**Minutes of the AGM and regular meeting held at Pansthorpe B&B.  
Thursday 9 May 2013 7.30pm**

**Present:**

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

**Parish Clerk:** Caroline Phillips (CAP)  
Granville Horan (GH) (Lophams' Society (LS)), Mike Cox (MC) (North Lopham Parish Council (NLPC)), Gary Phillips (GCP), Responsible Financial Officer.

1. **Election of the Chairman**  
S Martin was unanimously approved.
2. **Chairman's opening remarks and annual report.**  
The chair precised the report given at the recent Village meeting, a copy of which is attached to these notes. Special thanks were given to Robert McCaw for his services.
3. **To record attendance and consider the acceptance of apologies for absence.**  
Apologies were received from R Webb.
4. **To record declarations of interests from members in any item to be discussed.**  
None declared.
5. **To approve the Minutes of the last AGM (10 May 2012) and the last regular meeting (14 March 2013).**  
Both sets of meeting notes were unanimously approved.
6. **To report on matters arising from the Minutes (other than those listed separately on the Agenda).**  
The Bank Account signatories have been processed.
7. **Election of the Vice Chairman.**  
SR offered to stand on the same basis as agreed last year ie no compulsion to become the next Chairman. Unanimously approved.
8. **Resignation of the Chairman and election of the temporary Chairman.**  
SM stood down and JP was unanimously approved
9. **To receive and approve the Financial Report, the statement of current balances and to consider the following accounts for approval or ratification;**

GCP gave a full financial report for the past year and provided the balances that would be included in the audit forms. These were unanimously approved. The audit will now be reviewed by our internal auditor and then sent to Mazars.

The year end closing balances (at 31<sup>st</sup> March) were:

- Current Account: £1549.32 with commitments of £327.25, leaving a closing cash book balance of £1222.07
- Deposit Account £934.55
- Jubilee Account £444.51
- Total bank balance at Year End £2928.38

The Current Account balance as at 9 May 2013 was £2722.07 (Precept £1500 received, cheques £327.25 cashed).

The following payments were discussed:

- a. Lophams' News April and May 2013, £22 each, ratified
- b. Venue Hire Pansthorpe B&B £15, approved. In light of the increase levied by the owner the Council felt it was incumbent on them to investigate alternatives. The following actions were agreed 1. Using the Village Hall 2. the next meeting would be held at GCP's as a trial, free of charge 3. JP would discuss the increase with the owner of Pansthorpe.
- c. Hire of hall for Village meeting £10 approved
- d. Renewal of annual insurance with Zurich £446.62 approved
- e. NALC subscription 2013/14 £105.47 (incorrect figure shown on agenda) approved.

## **10. To receive reports from Councillors**

### **i. Planning SM**

At the Village meeting W Nunn had spoken about the changes to planning policy and the settlement boundary. To date no specific information has been received by the Parish Council but this topic will be monitored.

8 Beech Croft planning has been refused.

Brick Kiln Lodge, no decision currently.

SM to investigate whether there was a current application for Pansthorpe and if so why the Parish Council had not been notified.

Section 106 will be replaced/restructured and become the Community Infrastructure levy.

### **ii. Highways JP**

The Council had been notified about repairs to the pavement on the A1066. Our concerns over time-scale and re-routing traffic will be raised with Highways.

The bend by Beech Tree needs the Rangers to trim.

Primrose Lane – JP is still working to resolve this. It is proving difficult to identify the adjoining land owner. JP will ask if RW has any knowledge. SR will also look at the definitive map. DH suggested JP consider a site meeting.

Church Road, there are 2 large cracks, probably due to a drain dropping. JP to report to Anglian Water.

The Rangers/Highways have been given a list of potholes that require attention.

### **iii. Community DH**

DH raised his concerns about the need to repair the highway along Blo Norton Road. This work has already been raised with Highways by the Clerk.

### **iv. Footpaths RW**

No report.

### **v. Works TF**

Weather permitting the bench will be oiled this coming weekend.

## **11. Other Reports.**

Parish website – SR to add the information on how to obtain your grid reference.

Lophams' Society – the quiz was well received and raised £295.12. A BBQ is planned for 6 July, help would be appreciated. An open evening/meeting for new residents will be held on 20 May at the White Horse Pub.

**12. To consider items of correspondence.**

The Village Games are holding a road show on 19 May at the Village Hall.

NARS had asked for a donation. It was unanimously agreed this was not possible.

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

Is there a need for a Parish/Village plan and should we review our Settlement Boundary?

Should we move to online banking, as new functionality is available to support this.

**14. Date and time of next Meeting.**

11 July 2013

12 September 2013

14 November 2013

9 January 2014

13 March 2014

Signed..... Caroline Phillips (Clerk)

Date: