

South Lopham Parish Council

**Minutes of the meeting held at Valley Farm, Low Common.
Thursday 14 November 2013 7.30pm**

Present:

Council Members: David Huggins (DH)
Tim Frizzell (TF)
John Crisp (JC)
Sarah Martin (SM)

Parish Clerk: Caroline Phillips (CAP)

Responsible Financial Officer Gary Phillips (GCP)
Granville Horan (Lophams' Society (LS)),

1. Resignation of the Temporary the Chairman and election of the Next Temporary Chairman.

RW resigned and was JC was unanimously approved.

2. To record attendance and consider the acceptance of apologies for absence.

Apologies were received from SR, JP and RW.

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 (12 September 2013).

The meeting notes were unanimously approved.

5. To report on matters arising from the Minutes (other than those listed separately on the Agenda).

The Clerk confirmed that the NALC had announced a new set of Standing Orders on 4 October 2013; it was agreed this version would be reviewed/tailored rather than the 2012 version. NALC had published a new book "Local Councils Explained" (£49.99+P&P) the consensus was this would be a useful purchase. Clerk to order and submit invoice at next meeting.

6. To receive and approve the Financial Report, the statement of current balances and to consider the following accounts for approval or ratification;

GCP joined the meeting at this point to provide the financial report. The Current Account stands at £2858.01 as at 31 October 2013 with cheques cashed since the last meeting of £344.00 and receipt of the second half of the precept of £1500.01.

The following payments were unanimously approved/ratified:

- a. Lophams' News October and November, £22 each - ratified.
- b. Clerk's salary end December £300 PAYE £0 - ratified.
- c. Contribution to St Andrew's Church for grass cutting £250 - approved.
- d. Clerk's expenses, computer paper £10.92 – approved.

Online banking update – having asked Lloyd's Bank to move our account to on line banking they have informed us that the existing account is too old. A new account will have to be set up. After discussion it was agreed to set up a new account but this will be done in 2014.

2. Draft budget for 2014-15 precept.

Before GCP presented the budget the Clerk advised the meeting that it was their intention to stand down from their offices following the January meeting. They will provide assistance and support to the new incumbent(s). JC commented on behalf of the Council that they were sorry to hear this and thanked CAP & GCP for their efforts.

GCP presented a draft budget for inspection and discussion. As agreed at the last meeting the draft addressed the Auditor's request to reduce the reserves. Final approval of the budget will be done at the January meeting as the Precept must be requested at the end of January.

3. To receive reports from Councillors

i. Planning SM

Peartree Cottage planning has been approved.

ii. Highways.

JC read a short report provided by JP. The works on the A1066 footpath were complete, a problem with the traffic lights was speedily addressed by the contractors.

Flooding on the B1113 near Chequers Lane has been reported to Highways and works have been ordered to resolve the problem. The road damage on Church Street is outstanding, Highways have apologised over a mix up at their end and promise to undertake the work in the next few weeks.

The meeting noted that the signpost on Low Common was broken – Clerk has raised this with Highways/The Rangers.

iii. Community DH

There is a crafts and art sale on 16 November in the Village Hall

iv. Footpaths RW

Nothing to report.

v. Works TF

Nothing to report.

4. Other Reports.

Parish website, nothing to report.

Lophams' Society. A good display of fireworks on 2 November. The Autumn Quiz on 11 October was well supported. The Christmas drop in is planned for 13 December. The Time capsule has been placed.

5. To consider other items of correspondence.

Norfolk County Council's Parish Partnerships scheme for local highway improvements letter was considered. No action required.

A letter from Elizabeth Truss MP was read to the meeting.

A note received from RW. The meeting gave full support to RW continuing in his role as Councillor even though he had to miss some meetings.

6. To transact any other business and receive items for the next agenda.

Since publishing the agenda a proposal for the construction of 4 solar farms in the local area has been made. A Consultation Meeting is taking place in the Lophams' Village Hall on 29 November 4-7pm and the Parish Council urges all interested parties to attend.

Items for the next agenda – How to fill the vacancies of Chairman, Clerk and Responsible Financial Officer.

7. Date and time of next Meeting

9 January 2014

13 March 2014