

South Lopham Parish Council
Minutes of the 2104 AGM and 8 May 2014 regular meeting held at Valley Farm,
Low Common.

Present:

Council Members: John Crisp (JC)
Tim Frizzell (TF)
Sarah Martin (SM)
Jim Pursehouse (JP)
Rob Webb (RW)

Parish Clerk: Caroline Phillips (CAP)

Responsible Financial Officer; Gary Phillips (GCP) for item 8

Granville Horan and Roy Clark (Lophams' Society (LS))

Member of the public: Mrs S Savereux for item 9i

1. **Election of the Chairman.** J Crisp was unanimously approved.
2. **Chairman's opening remarks and Annual Report.** The Chairman gave a precis of the report he had presented at the recent village meeting. A copy of the report is attached to these notes. The Chair then introduced Roy Clark who is the new Chairman for the Lophams' Society and thanked G Horan for his contribution to the village. There was consensus that the number of attendees at the village meeting was poor. It was suggested a review of the format might be appropriate.
3. **To record attendance and consider the acceptance of apologies for absence.** Apologies were received from D Huggins and S Reynolds.
4. **To record declarations of interests from members in any item to be discussed.** Non declared.
5. **To approve the Minutes of the last Annual General Meeting (May 9th 2013) and the last regular meeting 13 March 2014.** Both sets of meeting notes were unanimously approved.
6. **To report on matters arising other than those listed separately on the agenda.** The contact name/address to enable payment of the wreath is needed.
7. **Election of the Vice Chairman.** SM offered to stand on the same basis as in recent years i.e. there is no compulsion to become the next chair person. Unanimously approved.
8. **To receive the Financial Report, the statement of current balances, to finalise the agreed payment for grass cutting at St Andrews Church and to consider the following accounts for approval or ratification;**

GCP presented the financial report and provided the balances to be included in the audit forms. GCP asked for approval for the audit. Unanimously approved. The audit will now be sent to the internal auditor for review/approval then sent to Mazars. The opening balance of £2209.09, with cheques cleared of £55.99 and a current balance as at 31 March 2014 of £2153.10. Our balance is enhanced by a grant from Breckland and a larger than usual payment of £116.13 from the bottle bank. There was lengthy discussion about the grass cutting at St Andrew's Church. We had managed to get a number of estimates for the cost of grass cutting. Although the Parish Council are not responsible for the upkeep of the churchyard it was unanimously agreed we should make a donation of £250. There was then further discussion about the need for ongoing trimming/felling/maintenance of the churchyard over and above cutting the grass. It was further unanimously agreed to provide a special "one off" donation of £250.00 to help with this maintenance. There

was also a generous offer from TF and his brother Peter to provide assistance for any ground maintenance/cutting if help is required in future. Further discussion was then held over the need to maintain Primrose Lane as this is getting very over grown and increasingly difficult to cut with machinery. RW and TF offered to visit the lane with a view to identifying what work might be required so that discussion about costs/estimates could be had at a future meeting. CAP to discuss with Julie Crossley at NLPC the idea of implementing work to improve access along the lane.

- i. Lophams' News April and May 2014 £44 (2x£22) – unanimously approved.
- ii. Hire of Hall for Village Meeting £10 – unanimously approved.
- iii. Renewal of Annual Insurance with Zurich £451.92 – unanimously approved.
- iv. NALC subscription 2014/15 £108.50 – unanimously approved
- v. Website domain £14.36 – reimbursement to S Reynolds – unanimously approved.

9. To receive reports from Councillors on the following;

- i. Planning Matters SM. Solar farm - SM has spoken to Breckland and they are seeking an extension to the Whitebread Farm planning decision date as the case officer is not ready to take it to a decision meeting. It may be on the 9 June agenda. Breckland advised they would contact the Clerk and anyone who had made comments when a revised date was known. The Parish Council may speak at the meeting and it was agreed CAP would ask A Briggs if their group would like to offer any comments for consideration by the Parish Council. SS then joined the meeting to provide an overview/explanation of the Pansthorpe B&B application and to answer any questions.
- ii. Highways JP. There are a number of items requiring attention from Highways; pot holes on Primrose Lane and Low Common, damaged drain on footpath/kerb on A1066, over flowing drain on A1066, damaged sign-post at the bottom of Brick Kiln Lane. Strimming on Brick Kiln Lane and opposite Pansthorpe.
- iii. Community Matters DH. A meeting had been held with Gressingham Duck factory.
- iv. Footpaths, RW reminded the meeting that footpaths are no longer cut by the local councils so will inevitably become over grown.
- v. Works, TF will assess what cutting back would be beneficial on Primrose Lane.

10. Other Reports

- i. Parish Website. The website is up to date.
- ii. Lophams' Society. RC thanked G Horan for his efforts on behalf of the Society. The Jazz night on 19 July will be tickets in advance. The Society are considering ideas for new events. They are introducing afternoon tea parties for older residents. The Society is on a sound financial footing; special mention and thanks were paid for the very generous donations from Nigel and Tracy Martin at the White Horse pub.

11. To consider other items of correspondence. After discussion it was agreed there were no Community Assets requiring protection on the register. Letter from Breckland confirming our recycling payment of £116.13. Placement of new Bus Stop flag – no new flag required.

12. To transact Any Other Business and receive suggestions for items to be placed on the Agenda for the next Meeting. AOB, please could the hedges by Pierces Farm and Old Rectory be trimmed as they obstruct passing traffic. RW and CAP to deal.

13. Date and time of next Meeting/s. After discussion it was agreed future meetings, starting with September, will be held on the first Thursday of each month to align with publication dates for Cock Crow and Lophams' News.

10 July 2014

4 September 2014

6 November 2014

8 January 2015

5 March 2015.

Signed.

John Crisp. Chairman.

Date