

South Lopham Parish Council

Minutes of Annual Meeting, Annual Parish Council Meeting and May Parish Council Meeting held on 23 May 2024 at Lophams' Village Hall, Church Road, North Lopham, IP22 2LW.

Present:

Councillors: Mr Rob Webb (RW) Chair
Mr Barry Harber (BH)
Mrs Kate Patel (KP)
Mr Jim Pursehouse (JP) Vice Chair
Mrs Anne Shipperlee (AS)
Mr Simon Puttock (SP)
Ms Alana Gudge (AG) Co-opted at 3 below

County Councillor: Steve Askew (MCA)
Clerk: Alison Pena (AP)

Members of the Public (MoPs): nil

Minutes of the Annual Meeting 2023-24

1. Receive the Chair's Annual Report:

The Chair thanked all councillors and Clerk for their support over the past twelve months, he appreciated that councillors spent a lot of their time on work in the parish for which he was grateful.

The bulb planting last autumn was a great success and hopefully will be repeated in September.

The new defibrillator at the White Horse public house was launched recently (thanks go to James for supporting and agreeing to house this on the side of the pub). Twenty-eight people attended the launch afternoon and free training session which was kindly run by Alison Pursehouse.

The PC "purchased" the parcel of land on Blo' Norton Road and thanks go to District Councillor, Marion Chapman-Allen for her support and canvassing with Breckland Council to make this happen plus the recent article in the Diss Express. We will now canvass residents as to what we want to do with the land for the benefit of the community.

2. Public Q&A - no MoPs were present.

Minutes of the Annual Parish Council and May 2024 Parish Meeting

1. Election of Chair for 2024-25 - it was proposed by AS, seconded by BH and all in agreement that Rob Webb be re-elected as Chair. He accepted the Chair and was duly re-elected.

2. Appointment of the Vice Chair for 2024-25 - it was proposed by AS, seconded by KP and all in agreement that Jim Pursehouse be re-elected as Vice Chair.
3. Co-option of Alana Gudge (AG) to the Parish Council - it was proposed by SP, seconded by AS and all in agreement to co-opt Alana Gudge to the vacancy due to resignation of Mrs Caroline Phillips.
4. Apologies for absence - apologies has been received from District Cllr Marion Chapman-Allen (MCA).
5. **To receive** declarations of interest on items on the agenda and **consider** any requests for dispensations - none.
6. Minutes of the Parish Council Meeting on 12 March 2024 – proposed by JP, seconded by KP, all in agreement and signed off by the Chair.
7. Public Forum - none
8. Reports from the District and County Councillors – SA had circulated his report. He noted that the main issue affecting the parish was flooding and that it had been a difficult period for NCC Highways (NCCH) and the flood management team. He had regular contact with AS and the issues on Primrose Lane had now been resolved. It was noted that the blocked drains on Redgrave Road and other locations in the parish still needed rectifying. These had been reported to NCCH.

ACTION: SA to chase NCCH for timescales.

RW said the PC were considering an application for village gateways via NCC Parish Partnership Scheme; SA said he would support this and may be able to assist from his members' budget.

RW asked if there was any funding available for a community amenity on Blo' Norton Road; SA suggested NCF or MCA may know of any funding from BDC.

ACTION: Clerk to follow up with NCF and MCA.

9. Report on matters arising other than those listed separately on the agenda:

- a) Defibrillator Launch – as noted in the Chair's report, this had been highly successful.
- b) Biodiversity Policy and Action Plan – to bring forward to July meeting.

ACTION: To discuss further at July 2024 meeting.

- c) Breckland Council Boundary Review Consultation – noted that an additional two District Councillors proposed and boundaries to be redrawn

- d) Clerk's salary – it was proposed that this be paid monthly from July 2024 - all in agreement.
10. Annual Accounting Statement 2023-24 – this was presented by the Clerk, approved by all, and signed off by the Chair.
11. Annual Governance Statement 2023-24 – this was presented by the Clerk, approved by all, and signed off by the Chair and Clerk.
12. Internal Audit Report 2023-24 – noted.
13. Certificate of Exemption 2023-24 – this was presented by the Clerk, approved by all, and signed off by the Chair and Clerk.
14. Financial Report to 30 April 2024 was noted.
- i. Audit expenses to purchase wine for the internal auditor up to a maximum of £25.00
 - ii. Insurance renewal due 1 June 2023 - £376.71
 - iii. NALC website support - £70
 - iv. NALC annual subscription £153.28
 - v. Clerk salary, April-June 2024, £599 gross, HMRC tbc
 - vi. Lophams Village Hall - £25 for hire of hall for May 2024 PC meeting
 - vii. Kate Patel - £41.94 reimbursement for Litter Pick Bin Bag Holders (x6)

All payments were proposed by JP, seconded by BH and all in agreement to be paid.

ACTION: Clerk to action.

15. Reports:

- a) Planning Matters - BH reported that three parcels of land had been submitted to BDC as part of the Breckland Local Plan call to sites. These were no longer on the preferred list for future consultation. Noted that the application for Piggery Barn had been approved but no further development likely.
- b) Highways - AS had circulated her report. An overgrown hedge had been reported. AG knew some MoPs that would be prepared to be involved with Speedwatch; KP to pass details of North Lopham contacts.

ACTION: RW to action with landowner. KP to pass details to AG.

- c) Community Matters – The litter pick had been well attended. The Steam Rally would be held at Lophams' Village Hall on 30 June 2024. A tree in churchyard had come down in storms and wood stolen.
- d) Footpaths, hedges, and ditches – report sent out.

- e) Works – NCC survey of Grit Bins completed. The phone box librarian was launching a Jigsaw library. The village bench needed repairing and pressure washing.

ACTION: SP to action.

- f) Facebook Page – KP noted there were now 780 members. It was agreed to circulate a poll regards future use of the land at Blo' Norton Road, to encourage more recycling and a reminder about dog poo.

ACTION: KP to action.

- g) SAM2/SNAP Meeting – KP reported that there had been nine visits from the police in parish and sixty-one motor offences over the past 3 months. Matters for next quarter were illegal raves, road safety and the sale of vapes to youngsters. SR had reported that the SAM2 battery needed replacing and servicing; he would obtain a quote from the suppliers. It was noted that the SNAP meetings did use the data to determine road safety monitoring.

ACTION: SR to action.

- h) Blo' Norton Road project – it was agreed that AG would lead this project.

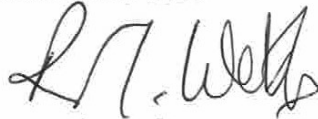
- 16. **Suggestions for items to be included on the agenda for the next Meeting:** Respect and Civility Pledge to be circulated for approval.

- 17. **Date of next meeting:** The next meeting would take place on Tuesday 9 July 2024 at Lophams' Village Hall at 7pm.

- 18. **Future Dates** – noted as:

- a. 10 September 2024
- b. 12 November 2024

Signed:



Chair

Dated:

9/7/24.