

SOUTH LOPHAM PARISH COUNCIL

Minutes of Annual Meeting, Annual Parish Council Meeting and May Parish Council Meeting held on 13 May 2025 at Lophams' Village Hall, Church Road, North Lopham, IP22 2LW.

Present:

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

District Councillor: Marion Chapman-Allen (MCA)

Clerk: Alison Pena (AP)

Members of the Public (MoPs): nil

Minutes of the Annual Parish Meeting 2024-25

1. Chair's Annual Report:

I am always in awe of the time and effort that all members of the parish council put in each year. Many of you are very busy people, some of you with demanding professional responsibilities and yet you find the time each month to:

- Chase up unfilled potholes and blocked drains
- Organise village litter picks
- Promote and monitor the village Facebook account
- Maintain the bus shelter and village green
- Monitor all the planning applications

Our work is made immeasurably easier by the diligent and efficient way, Alison as Clerk keeps us on the straight and narrow and tells us what we can and cannot do.

Finally, I would like to say a big thank you to Alana for the time and commitment that she has put into delivering the pocket park on Blo' Norton Road. Getting the grant funding, persuading people that they would like to work for nothing, getting the fencing installed and working to ridiculous deadlines takes some doing and on behalf of the parish council I would like to officially thank her.

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

Minutes of the Annual Meeting of the Parish Council

1. **Election of Chair for 2025-26** - it was proposed by JP, seconded by KP and all in agreement that Rob Webb be re-elected as Chair. He accepted the Chair and was duly re-elected.
2. **Chair's Declaration of Office for 2025-2026** – completed.
3. **Appointment of the Vice Chair for 2025-26** - it was proposed by AS, seconded by KP and all in agreement that Jim Pursehouse be appointed as Vice Chair.

Minutes of the May 2025 Parish Council Meeting

1. **Apologies for absence** – none.
2. **To receive** declarations of interest on items on the agenda and **consider** any requests for dispensations - none.
3. **Minutes of the Parish Council Meeting on 11 March 2025** - proposed by AS, seconded by KP, all in agreement and signed off by the Chair.

4. Matters Arising:

- 4.1. **Gov.uk email addresses** - Cllrs Webb, Pursehouse and Puttock to complete ahead of the July meeting.

ACTION: Cllrs Webb, Pursehouse and Puttock to action.

- 4.2. **Parish Partnership Scheme** - approval was given to matched funding for additional/new SAM2 and paperwork signed by Chair and Clerk. The Chair thanks County Councillor Askew for a contribution from his local member's budget.

ACTION: Clerk to action with NCCH.

- 4.3. **Fuel Allotment Trust** – an update to be received at July meeting.

ACTION: Clerk to add to July meeting agenda.

5. Public Forum - none

6. **Reports from the District and County Councillors** – MCA noted that both NCC and BDC had submitted their comments to government on the local government reorganisation and devolution. Mayoral election would take place in May 2026 covering Norfolk and Suffolk and by May 2027 new unitary authorities would be implemented.

The recent "Call for Sites" under the Local Plan had closed at end of April 2025 and information should be available in the coming weeks. Breckland and all councils were under pressure to provide more houses year on year. S106 funds would be available for parish councils if more than 7 houses were developed.

7. Planning:

7.1. Planning decisions since last meeting – noted in Cllr Harber's report.

7.2. PL/2025/0528/LB – Corner Farm, Pooley Street – proposed rear extension and internal reconfiguration – no objections.

7.3. PL/2025/0606/FMIN – Grange Farm, Chequers Street – erection of new detached dwelling – no objections.

ACTION: Clerk to action on planning portal.

8. Annual Governance Statement 2024-25 – this was presented by the Clerk, approved by all, and signed off by the Chair.

9. Annual Accounting Statement 2024-25 – this was presented by the Clerk, approved by all, and signed off by the Chair and Clerk.

10. Internal Audit Report 2024-25 – noted.

11. Certificate of Exemption 2024-25 – this was presented by the Clerk, approved by all, and signed off by the Chair and Clerk.

12. Financial Report to 30 April 2025 was noted.

13. Payments:

13.1. Lophams Village Hall - £25 for hire of hall for SANP Meeting April 2025 and May 2024 PC meeting

13.2. Remuneration April 2025 - £217.27 net

13.3. HMRC April 2025 - £7.80

13.4. Remuneration May 2025 - £217.27 net

13.5. HMRC May 2025 - £7.80

13.6. NALC Subscription - £154.70

13.7. Insurance via Clear Council - after discussion it was agreed to move the policy to Zurich Insurance.

13.8. Donation to PCC - £250 – after discussion it was agreed to continue donations on receipt of invoice from PCC; to pay 2024 donation immediately and 2025 later in the year.

All payments were proposed by KP, seconded by AS and all in agreement to be paid.

ACTION: Clerk to action, and RW to contact PCC regards invoice.

14. Reports:

14.1. Planning Matters – BH had circulated his report.

14.2. Highways - AS had circulated her report. A blocked drain to be reported.

14.3. Community Matters – The litter pick had been well attended and there had been 2 sessions tidying up the churchyard.

14.4. Blo Norton Road site – AG had circulated her report. It was agreed to obtain prices for signage. KP and AG to work on community fundraising and AG will continue to pursue any grant options. Clerk to speak to BTO regards nesting boxes.

ACTION: AG/SP to action signage, AG/KP to consider options for fund raising and Clerk to contact BTO for advice.

14.5. Footpaths, hedges, and ditches – RW had circulated his report.

14.6. Works – SP had obtained costs for no parking signs c£180 + VAT **ACTION: SP to action.**

14.7. Facebook Page – Now approximately 1000 members.

14.8. SAM2 – the Clerk advised that matched funding had been agreed under the NCC Parish Partnership Scheme and SA would contribute from his local member's budget. RW signed the paperwork, and Clerk would advise next steps. AG offered to be responsible for downloading and analysing data going forward.

ACTION: Clerk to action

15. Correspondence

15.1. Devolution and Local Government Re-organisation – noted and discussed at 6 above.

15.2. Norfolk Nature Recovery Consultation – noted.

15.3. Little Ouse Headwater Project Annual Report – noted.

16. Suggestions for items to be included on the agenda for the next Meeting:

16.1. Code of Conduct.

17. Date of next meeting: The next meeting would take place on **Tuesday 8 July 2025** at Lophams' Village Hall at 7pm.

17.1. Future Dates – noted as: **9 September 2025 and 11 November 2025**

Signed:

Chair

Dated:

DRAFT