

SOUTH LOPHAM PARISH COUNCIL

Minutes of Annual Parish Meeting, Annual Meeting of the Parish Council and May Parish Council Meeting held on 12 May 2026 at Lophams' Village Hall, Church Road, North Lopham, IP22 2LW.

Present:

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

Clerk: Alison Pena (AP)

Members of the Public (MoPs): nil

Minutes of the Annual Parish Meeting 2025-26

1. Chair's Annual Report:

I am always impressed by the time and effort that all members of the parish council put in each year. Several of you are very busy people with demanding professional responsibilities and yet you find the time each month:

- To chase up unfilled potholes and blocked drains.
- Organise the village litter picks.
- Promote and monitor the village Facebook account.
- Maintain the various village assets.
- 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 very diplomatically tells us what we can and cannot do. Sadly, this year we have had to say goodbye to **Alana Gudge** and to thank her for getting the Farm View/Blo' Norton Road site cleared and fenced.

We are also losing the help and support that has been provided by our county councillor **Stephen Askew**. He has been a great supporter of our community, and we wish him well for the future.

2. Little Ouse Headwater Project Annual Report - noted.

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

Minutes of the Annual Meeting of the Parish Council

1. **Election of Chair for 2026-27** - it was proposed by JP, seconded by SP 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 2026-2027** - to be completed at the July 2026 meeting.
 3. **Appointment of the Vice Chair for 2026-27** - it was proposed by AS, seconded by KP and all in agreement that Jim Pursehouse be appointed as Vice Chair.
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Minutes of the May 2026 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 - BH declared an interest in item 7b as a neighbour to the applicant and SP declared an interest in item 7d, also as a neighbour to the applicant.
3. **Minutes of the Parish Council Meeting on 10 March 2026** - proposed by JP, seconded by AS, all in agreement and signed off by the Chair.
4. **Matters Arising:**
 - (a) **SAM2 data analysis** - Cllr Puttock had downloaded the data for A1066 (towards Thetford) for 2 week period and presented initial findings; 1 vehicle registered at 65mph and 11 at 60mph. The Clerk would liaise with Cllr Puttock to produce data that could be passed to PC Dion Phillips and for PC for review going forward.

ACTION: Clerk to action.

(b) Litter Picking Equipment - Clerk to action costings for purchase of litter picking equipment.

ACTION: Clerk to action and b/f to July meeting.

5. **Public Forum** – none.
6. **Reports from the District and County Councillors** - none.
7. **Planning:**
 - (a) **Planning decisions since last meeting** - it was noted that PL/2026/0517/NMA - 3 Council House, Church Road was withdrawn.

(b) PL/2026/0431/FMIN - 3 Hall Cottage, Church Road - proposed alterations and improvements to 3 substandard farm rental cottages into 2 rental cottages, 2 new semi-detached cottages and 2 new detached cottages – no objections in principle but would like to see the proposed trod extended and linked to the nearby footpath.

(c) PL/2026/0432/FMIN - Grange Farm, Chequers Lane - erection of new replacement detached dwelling – no objections but to note that Public Right of Way was in very close proximity to proposed dwelling.

(d) PL/2026/0651/HOU - Lang Fen Farm, Silver Street - 2 storey rear extension, single storey side extension and replacement front porch – no objections.

ACTION: Clerk to action on planning portal.

8. Internal Audit Report 2025-26 - noted.

9. Annual Governance Statement 2025-26 - this was presented by the Clerk, proposed by AS, seconded by KP, approved by all, and signed off by the Chair and Clerk.

10. Annual Accounting Statement 2025-26 - this was presented by the Clerk, proposed by AS, seconded by KP, approved by all, and signed off by the Chair.

11. Certificate of Exemption 2025-26 - this was presented by the Clerk, proposed by AS, seconded by KP, approved by all, and signed off by the Chair and Clerk.

12. Financial Reports to 30 March 2026 and April 2026 were noted.

13. Payments:

(a) Lophams Village Hall - £25.00 for hire of hall for May 2026 PC meeting.

(b) Remuneration April 2026 - £222.90 net

(c) HMRC April 2026 - £9.20

(d) Remuneration May 2026 - £222.90 net

(e) HMRC May 2026 - £9.20

(f) NPTS Subscription - £102.00

(g) Zurich Insurance for year from 1 June 2026 to 31 May 2027 - £304

(h) Gary Bennett - £105 for spraying and maintenance of Blo' Norton Road site.

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

ACTION: Clerk to action.

14. Reports:

(a) Planning Matters - BH had circulated his report.

(b) **Highways** - AS had circulated her report. It was noted that the concern by a MoP about the verge on Church Road had now been resolved.

(c) **Community Matters** - the Churchyard had been cut. An update was given about the Fuel Allotment Trust, and it was noted that the constitution was being updated by the Trustees.

(d) **Blo Norton Road site** – this has been sprayed and will be seeded in due course. Discussion took place regarding the site.

ACTION: Clerk to contact BTO regarding bird boxes, explore options for bat boxes and cost of benches.

(e) **Footpaths, hedges, and ditches** - RW had circulated his report. RW will notify NCC about the missing walkway over the ditch.

ACTION: RW to action.

(f) **Works** – nothing to report.

(g) **Facebook Page** – KP had circulated her report.

(h) **SNAP meeting update** - KP reported that crime had increased and there had been two burglaries in the parish. Police priorities for the quarter included rural acquisition crime and anti-social behaviour.

(i) **SAM2** – Discussed at 4a.

(j) **Sip n Social Café** - After discussion it was proposed by AS, seconded by KP and all in agreement that the Sip n Social Café should be under the auspices of the Parish Council.

15. Correspondence

(a) **Devolution and Local Government Re-organisation** – noted.

(b) **PC Vacancy** – following Cllr Gudge's resignation, BDC had been notified and the co-option process had commenced.

ACTION: Clerk to action and advertise once notified by BDC.

16. Suggestions for items to be included on the agenda for the next Meeting: nothing discussed.

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

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

Signed:

Chair

Dated: