South Lopham Parish Council

Minutes of the meeting held at Valley Farm, Low Common.
Thursday 12 September 2013 7.30pm

Present:
Council Members: David Huggins (DH)
Tim Frizzell (TF)
John Crisp (JC)
Robert Webb (RW)

Parish Clerk: Caroline Phillips (CAP)
Responsible Financial Officer Gary Phillips (GCP)
Alan Gaynor (Lophams' Society (LS)),

1. **Resignation of the Temporary the Chairman and election of the Next Temporary Chairman.**
   SR resigned and was RW was unanimously approved.
2. **To record attendance and consider the acceptance of apologies for absence.**
   Apologies were received from SM, SR, JP.
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 (11 July 2013)**.
   The meeting notes were unanimously approved subject to one change in item 1 "nest" should read next.
5. **To report on matters arising from the Minutes (other than those listed separately on the Agenda).**
   No matters arising.
6. **Discuss and approve a retrospective amendment to the July 2007 meetings notes to ensure clarity and to fully minute the adoption of the Local Authorities Part two 2007 Model Standing Orders.**
   Unanimously approved.
7. **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 £1702.00 as at 30 August 2013 with cheques cashed since the last meeting of £398.98. Lloyds Bank have confirmed there would be no loss of functionality on moving to on-line banking and a brief outline of the process to implement this was provided. Lloyds have been asked to provide us with this service.
   The following payments were unanimously approved/ratified:
   a. Lophams' News August and September, £22 each.
   b. Clerk's salary £300 PAYE £0.

   The external auditor, Mazars', has raised a number of points: The reporting for next year's audit should be done on a cash book basis and should not include un-cashed cheques. We have been asked to provide details for payments made where the difference in value from the previous financial year was more than £200.00 or 15% – this has been actioned. Mazars' highlighted that our reserves now exceed our annual expenditure which needs addressing in our next budget. A short discussion then took place on how to address this and some suggestions were made. GCP will prepare a draft 2014 budget for the November meeting taking this into account. The auditor requested we keep up to date with our Standing Orders. The Clerk will review the newest set of orders and will circulate tailored copies in preparation for adoption at a future meeting.

8. **To receive reports from Councillors**

i. Planning SM

SM sent a written report which confirmed there were no current planning matters and provided information about the national Planning Policy Framework – see item 10 below.

ii. Highways

There was no formal report but the following comments were made -
Church Road - no repairs have been made as yet. The A1066 Highways maintenance and hence major re routing commences on 14 October. Pot holes on Blo Norton Road have been repaired. In the recent rain flooding had occurred near Chequers Farm on the Redgrave Road.

iii. Community DH

DH reported from a meeting with Gressingham Foods that they had experienced a number of electrical power failures. As a result a significant project and budget to upgrade the supply was being undertaken with EDF Energy. The waste water lagoon was now well established and fish were present. Gressingham Foods were working hard on being an environmentally friendly company.

iv. Footpaths RW

Nothing to report.

v. Works TF

Nothing to report.

9. **Other Reports.**

Parish website, nothing to report.
Lophams' Society. G Horan sent his apologies and A Gaynor attended the meeting to represent the Society. Bonfire night planning is in hand for 2 November. The Autumn Quiz is planned for 11 October and the Christmas drop in 13 December. The Time capsule has not been placed.

10. **Discussion to review/amend the Parish/Village Plan and settlement boundary.**

The Clerk had contacted W Nunn and NALC for further information and had passed this to SM. SM then spoke to Breckland's Planning Department and provided a short written report for this meeting. In summary Breckland are preparing a new Local Plan for which the first consultation is expected in April/May 2014. Target for completion of the Local Plan is 2015. In light of this the Parish Council do not need to take any immediate action so it was agreed to review this again at the May 2014 meeting.

11. **To consider other items of correspondence**

No other correspondence.

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

The next meeting falls after 11 November so RW agreed to arrange for the purchase and laying of the Remembrance wreath.

13. **Date and time of next Meeting**

14 November 2013
9 January 2014
13 March 2014

Signed…….. Caroline Phillips (Clerk)
Date: