

**South Lopham Parish Council**  
**Minutes of the 2014 AGM and 14 May 2015 regular meeting held at Valley Farm, Low Common.**

**Present:**

**Council Members:** John Crisp (JC)

Tim Frizzell (TF)

Sarah Martin (SM)

Jim Pursehouse (JP)

Steve Reynolds (SR)

David Huggins (DH) for part of meeting items 1-6

**Parish Clerk:** Caroline Phillips (CAP)

Part meeting, 9 onwards, Breckland Councillor Marion Chapman-Allen.(MCA)

1. **Election of the Chairman.** J Crisp was unanimously approved.
2. **Confirmation of those Councillors retiring and elected, (uncontested) on 7 May 2015, declarations of acceptance of office.** JC, SM, SR, RW, DH, TF & JP automatically retired, all but RW were re elected unopposed, RW did not nominate himself. We therefore have one vacancy for co option. Paperwork was duly signed and approved.
3. **Co option of a 7<sup>th</sup> Councillor.** RW was unanimously approved. Paperwork required. **RW**
4. **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.
5. **Chairman's opening remarks and Annual Report.** The Chairman gave his annual report comprising of a summary of the report given by him at the Village Meeting held 10th April. (A copy of the report is attached to these notes ) Thanks were given to the Councillors, the Clerk and Financial Officer for their commitment and time, the year's high and lows – disappointing attendance at the Village meeting (**CAP to raise with RC**), speeding traffic through the village, difficulty getting Highways to undertake maintenance in a timely manner despite continually being chased/reminded, lack of communication from Highways about the speed of traffic and poor/broken signs through the village, a number of planning issues and whether our voice was heard by Breckland, the successful campaign against the solar farm planning, the excellent work clearing Primrose Lane, a successful litter pick, whether there was a need for a Neighbourhood/Parish Plan.
6. **To record attendance and consider the acceptance of apologies for absence.** Apologies were received from RW.
7. **To record declarations of interests from members in any item to be discussed.** Non declared. New forms were completed.
8. **To approve the Minutes of the last Annual General Meeting (May 8<sup>th</sup> 2014) and the last regular meeting 5 March 2015.** Both sets of meeting notes were unanimously approved.
9. **To report on matters arising other than those listed separately on the agenda.** JC welcomed MCA to the meeting. Village hub, it seems unlikely this will proceed. Finger posts have been replaced. Parish Plan – after discussion and input from MCA it was agreed this could be deferred until Breckland had issued their Development Plan in the Autumn, in the meantime MCA and SM will investigate and report at a future meeting whether a Parish Plan may be sensible. **SM/MCA**

10. **Discuss the use/maintenance of the Telephone box.** Concern had been expressed that the telephone box was becoming untidy and not all of SLPC were entirely clear who was responsible for its upkeep. Very recently it had been re-organised. **JP** agreed to speak to the person who we believe is care-taking the box to thank them for their efforts and to ensure they are happy with this arrangement.

11. **To receive the Financial Report, the statement of current balances, draft audit and accounts for approval or ratification;**

Opening balance of £2566.67, cheques cleared of £669.00, income received £1528.83 (precept & grant), current balance as at 01 May 2015 £3426.50. The Clerk presented the draft annual audit which was unanimously approved and signed ready for inspection by the internal auditor.

- i. Lophams' News April and May 2015 £44 (2x£22) – unanimously approved.
- ii. Hire of Hall for Village Meeting £10 – unanimously approved.
- iii. Renewal of Annual Insurance with Zurich £451.74 – unanimously approved.
- iv. NALC subscription 2015/16 £110.87 – unanimously approved
- v. Clerk's expenses £12.00 – unanimously approved.

12. **To receive reports from Councillors on the following;**

- i. Planning Matters SM. Noddle Farm, a partial discharge of some conditions has been given, but planning for a 3<sup>rd</sup> barn is refused. Bridge Farm currently undecided; Pooley Street shire horse barns retrospective approval given, SM advised the meeting of correspondence received/responded to from Mr J Wheeler; Low Common holiday conversion refused; White Horse marquee refused, further information on this application was provided by MCA. SM also asked MCA whether any weight was given by Breckland planning to comments made by SLPC. MCA advised that it was preferable if comments could be phrased using planning terminology and SLPC could consider attending planning meetings to add weight to their comments. MCA also advised who to contact if investigation/enforcement of a condition was needed. MCA advised the meeting of a letter requesting the removal of a covenant to allow parking of a motor home at a property, previously a council house, in the village. **JC** to view the drive/house.
- ii. Highways JP. There are a number of large holes still needing attention from Highways which have been promised by 16/5; Tree at Lime Tree Farm done, road signs have been marked up but not completed – the meeting discussed the lack of action and communication from Highways to the proposal to extend the 30mph limits. **SR** to raise this with Highways and register our irritation/concerns; New village signs are being erected; Discussion with Mr Davies at Pantiles over his request for signs to highlight his concealed entrance has taken place; email communication iro dead tree branches along Redgrave Rd was discussed, **JC** to reiterate the need for hedge/tree trimming in the news letters; MCA advised that Graeme Bygrave is the Highways Southern Area Manager. Email from M Blanchet re Primrose Lane was discussed and SLPC agree to support his request on the basis that part of the lane is an adopted highway. **CAP** to advise MB

- iii. Community Matters, no report.
- iv. Footpaths, no report.
- v. Works, a successful litter pick with good support from Breckland providing the equipment. Some repairs may be needed on the bus shelter **TF** to review.

**13. Other Reports**

- i. Parish Website. No report.
- ii. Lophams' Society. No report.

**14. To consider other items of correspondence.** Letter from Breckland confirming our recycling payment of £184.24. MCA confirmed there was no confirmed deadline for recycling payments to cease so residents should be encouraged to continue using the recycling units at the White Horse Pub as the income helped defray the precept charges. **JC** to include in the local newsletters. Letter from LOHP advising of their forthcoming guided walks – 14/6, 30/6 and inviting SLPC to join them. SM/JC/SR/CAP expressed an interest.

**15. To transact Any Other Business and receive suggestions for items to be placed on the Agenda for the next Meeting.**

**16. Date and time of next Meeting/s.**

- 2 July 2015
- 3 September 2015
- 5 November 2015
- 7 January 2016
- 3 March 2016.

Signed. ....  
John Crisp. Chairman.  
Date .....