

**South Lopham Parish Council**  
**Minutes of the 2016 AGM and 5 May 2016 regular meeting held at Valley Farm,**  
**Low Common.**

**Present:**

**Council Members:** John Crisp (JC)  
Tim Frizzell (TF)  
Sarah Martin (SM)  
David Huggins (DH)

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

1. **Election of the Chairman.** J Crisp was unanimously approved.
2. **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.
3. **Chairman's opening remarks and Annual Report.** The Chairman gave his annual report. Thanks were given to the Councillors, the Clerk and Financial Officer for their commitment and time and for regularly attending meetings & to Marion Chapman-Allen for her attendance and input to our meetings. The year in summary - speeding traffic through the village remains an issue, difficulty getting Highways to undertake maintenance in a timely manner, a successful litter pick.
4. **To record attendance and consider the acceptance of apologies for absence.** Apologies were received from RW and SR. JP was not present and apologies were received after the meeting.
5. **To record declarations of interests from members in any item to be discussed.** Non declared. TF declared an interest in a new planning application which arose in item 10.
6. **To approve the Minutes of the last Annual General Meeting (May 14<sup>th</sup> 2015) and the last regular meeting March 2016.** Both sets of meeting notes were unanimously approved.
7. **To report on matters arising other than those listed separately on the agenda.** We will continue to lobby Highways to address the issue of speeding on the A1066. Consideration given to other ways of reducing the speed of traffic entering the 30mph zone – flashing sign displaying actual speed, recording incidents requiring the Police, attending SNAP meetings (**action JC**), use of 40mph prior to entering the 30mph zone with local examples if possible.
8. **Approve Audit**

The internal audit has been completed over the last month and the annual governance forms were completed and signed.

- i. Annual Governance Statements – the statements were read by the Clerk - unanimously approved
  - ii. Audit Accounting Statement – the statement was read by the Clerk – unanimously approved.
9. **To receive the Financial Report, the statement of current balances, draft audit and accounts for approval or ratification;**  
Opening balance of £3010.64, cheques paid out £524.74, uncleared cheques £300.00, current balance as at 1 Feb 2016 £2785.90. The Clerk presented the draft annual audit which was unanimously approved and signed ready for inspection by the external auditor.

- i. Lophams' News April and May 2016 £60.40 (2x£30.20) – unanimously approved.
  - ii. Renewal of annual insurance £tbc – Clerk given unanimous approval to re-broke the insurance and place with a new insurer providing the T&C's were similar and if a competitive premium could be secured
  - iii. NALC subscription 2016/17 £113.84 – unanimously approved
  - iv. J Pursehouse expenses £12.00 for L Baker retirement gift - unanimously approved.
  - v. Audit expenses for P Hodgson £17.48 - unanimously approved.
- 10. To receive reports from Councillors on the following;**
- i. Planning Matters SM. Solar panels at Pooley Street barn - planning not required. Trimming an Oak tree at The Court, after trimming an application to fell has been submitted. Willow Brae application to demolish and replace with 3 dwellings had been withdrawn, a new application had just been received, the meeting held an initial discussion and still had grave concerns about access onto the A1066, the number of dwelling, no mains drainage. Poplar farm at Chequers Lane, application to build/convert 3 dwellings. TF declared an interest as he lives next door. Brick Kiln Lane change of use of a field, the enforcement officer has issued an unauthorised change of use notice.
  - ii. Highways JP. Some potholes repaired. Holes on Blo Norton road and Redgrave road still require attention. A pothole near the Village Hall should be reported via North Lopham Clerk. Discussion about the stones on the verge outside Pansthorne, concluded no action would be taken.
  - iii. Community Matters, no report.
  - iv. Footpaths, J Brown had thanked RW for getting ditch dug.
  - v. Works, a successful litter pick with good support from Breckland providing the equipment. Bus shelter will be re-painted/stained when the weather is suitable. Cost TBC.
  - vi. Parish Website. No report.
- 11. To consider other items of correspondence.** Letter of thanks received from the Air Ambulance for our recent donation.
- 12. To transact Any Other Business and receive suggestions for items to be placed on the Agenda for the next Meeting.**
- 13. Date and time of next Meeting/s.**

- 7 July 2016
- 1 September 2016
- 3 November 2016
- 5 January 2017
- 2 March 2017.

Signed. ....  
 John Crisp. Chairman.