

## South Lopham Parish Council

Minutes of the meeting held at Valley Farm, Low Common.  
Thursday 2 November 2016 7.30pm

### 1 Chairman's Opening remarks

JC opened the meeting and paid tribute to David Huggins who has very sadly died. David was a long standing Parish Councillor who rarely missed a meeting and kept himself fully involved despite in recent times being unwell. David will be sorely missed in the village and the meeting showed their appreciation and thanks for the work David has done over the years. Our condolences go to Cynthia, his wife, and his family.

### 2 To record attendance and consider the acceptance of apologies for absence.

**Present:**

**Council Members:** John Crisp (JC) (Chairman)  
Sarah Martin (SM)  
Jim Pursehouse (JP)  
Steve Reynolds (SR)

Clerk Caroline Phillips (CAP)

Apologies were received from Rob Webb

Also in attendance, Marion Chapman-Allen (MCA) & Steven Askew (SA) for part.

### 3 To record declarations of interests from members in any item to be discussed.

JP for expenses claimed in 8e, otherwise none declared.

### 4 To approve the Minutes of the last meeting (Sept 2016).

The notes were unanimously approved.

### 5 To report on matters arising from the Minutes (other than those listed separately on the Agenda).

Clerk has investigated if there is a standard risk management proforma but not found anything useful to date. A member of the public has cleared the fallen branch from beside the War Memorial – thanks were expressed. SM went to Lloyds and obtained the missing account information

### 6 Risk Management

was unanimously approved. Clerk to find out if there is an approved template/format from NALC for the next year.

### 7 Co- option of a new Councillor

JC has spoken to Ann Shipperlee, she has agreed to be co-opted. **JC to invite** her to the January meeting. Clerk spoke to her contact but the person declined for the time being. **JC to raise the profile** of our need for another councillor.

### 8 Parish Partnership Funding

JC summarised the meeting with Gary Overland from Highways. Fundamentally it is not possible to do anything other than implement measures to try to reduce the speed of traffic within the current 30mph zone, there are no projects/funding for any Highway schemes. After discussion it was agreed 1. Pursue the Parish Partnership Funding bid to purchase a SAM2 speed sign, total cost £3417.00. We will need to raise 50% of this cost if our bid is successful. 2. Investigate whether Highways will consider replacing/upgrading the existing flashing signs with SAM2. **Action CAP.** 3. JC to attend the next SNAP meeting and request speed monitoring on the approach to the 30mph zone as traffic appears to exceed the national speed limits on approach. 4. Canvass interest from within the village to setting up a speed watch team, equipment and training can be provided **Action JC.** MCA confirmed how successful projects of this nature have been with her constituency. The meeting also discussed a complaint about speeding traffic on the Redgrave Road. It was agreed to investigate the possibility of using the SAM2, if our purchase is successful, on the Redgrave Road.

### 9 Draft Budget 2017-18

the meeting was given 2 sets of papers one showing the budget to date with variances and the first draft of the 2017/18 budget based on a similar approach to costs as the current year. The budget needs agreeing at the January meeting in order to set our precept. Councillors were requested to give consideration to budget requirements ready for January.

**10 To receive and approve the Financial Report, the statement of current balances and to consider the following accounts for approval or ratification.**

Opening balance @ 01/08/2016 of £3606.10, cleared cheques £360.40, uncleared cheques £300.00, receipts £1961.50. Balance as at 30/09/2016 £5207.20.

- a) Lophams' News Oct & Nov 2016 (2x£30.20) £60.40, unanimously approved.
- b) Village sign repair S Eggleton £531.75 unanimously approved.
- c) Royal British Legion £20. Unanimously approved
- d) Donation to St Andrew's Church discussed and approved at £250.00
- e) Wood stain Expenses J Pursehouse £6.99 approved.

**11 To receive reports from Councillors on the following;**

1. Planning SM – Willow Brae undecided, Poplar Farm approved, Willow Dene gone to committee. Enforcement issue at field on Brick Kiln Lane, we understand papers were sent to the Legal team and BCC are awaiting instructions. Lansdowne House approved., Magdalen House on Redgrave Rd rejected. Nissan Hut at Allotment Farm rejected. New applications at Bridge Farm and the field shelter on Low Common.
2. Highways JP – covered in item 7.
3. Community – Village bonfire and fireworks 5/11
4. Footpaths RW – The Clerk updated the meeting on the current footpath initiatives – letters/maps had been sent to Landowners reminding them of their duties to keep paths clear. The meeting queried whether a letter should be sent to P Reeder to cover the paths on his land? New finger posts have been requested and Highways will deliver these when they are in stock, a working party will then be needed to install them. Highways have been approached to see whether the grass verges alongside the A1066 can be mowed/widened to allow access to our footpaths – Highways strongly recommend we do NOT encourage residents to walk alongside the A1066, it is too busy/unsafe. The meeting concurred with this view. RW circulated 3 estimates prior to the meeting. To trim trees along the Blo Norton Rd, to raise the crowns of the trees alongside the A1066 and clearing Primrose Lane - these were discussed. Clerk reminded the meeting of the need to obtain 3 quotes before proceeding with any work. **RW to obtain further estimates** for discussion at a future meeting.
5. Works – JP has carried out the bus shelter maintenance/wood staining.
6. Parish Website SR – is up to date.

**12 To consider other items of correspondence.** The CAB had written requesting a donation, the meeting could not agree to this as there is no budget. The mobile library timetable was updated.

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

**14 Date and time of next meeting**

5 Jan 2017

2 Mar 2017

Signed..... John Crisp, Chairman