

South Lopham Parish Council
Minutes of the 2017 APM and 25 April 2017 regular meeting held at Valley Farm, Low Common.

Present:

Council Members: John Crisp (JC)
Sarah Martin (SM)
Anne Shipperlee (AM)
Jim Pursehouse(JP)
Rob Webb (RW)

Parish Clerk: Caroline Phillips (CAP) Marion Chapman-Allen Simon Puttock

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 and Stephen Askew for their attendance and input to our meetings. Special mention was made of David Huggins for his commitment and time supporting the council for many years, even while ill, right up to his death. The main focus of the year had been on planning issues, traffic speed and Highways repairs/drainage, litter pick and the website.
4. **To record attendance and consider the acceptance of apologies for absence.** Apologies were received from SR.
5. **To record declarations of interests from members in any item to be discussed.** None declared.
6. **To approve the Minutes of the last Annual Parish Meeting (May 2016) and the last regular meeting March 2017.** Both sets of meeting notes were unanimously approved.
7. **To report on matters arising other than those listed separately on the agenda.** War memorial maintenance, M-CA suggested applying for another Pride in Breckland award. Hugh Coggles is the tree and countryside officer.
8. **Co-option of Simon Puttock.** The meeting unanimously approved the co-option of SP. Clerk gave SP the forms to complete.
9. **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.
10. **Discuss and approve the opening of a new bank account and making the RFO a signatory.** Lloyds recently changed the current account to a personal account which means no changes can be made to the signatories. As a result a new multi signatory club and society accounts needs opening, this will eventually give us the ability to use online banking. To allow the RFO to set up and manage the account he needs to be a signatory. If the RFO signs any cheques this must be minuted in the relevant meeting. Add SP as a signatory. All unanimously approved.
11. **To receive the Financial Report, the statement of current balances, draft audit and accounts for approval or ratification;**

Opening balance of £3648.48, cheques paid out £119.71, uncleared cheques £720.80, current balance as at 31 Mar 2017 £3528.77.

- i. Lophams' News April & May 2017 £60.40 (2x£30.20) – unanimously approved.
- ii. NALC subscription 2017/18 £117.84 – unanimously approved
- iii. Donation for St Andrew's church £250.00 – unanimously approved
- iv. Audit expenses for P Hodgson £20.00 – unanimously approved
- v. Clerk's expenses printer paper £3.00 - unanimously approved.

12. To receive reports from Councillors on the following;

- i. **Planning Matters SM.** Noddle Farm dutch barn approved, Lime Tree Farm minor amendments applied for, appeals lodged at land on Redgrave Road and Bridge Farm. Poplar Farm PD refused, land at bottom of Brick Kiln Lane planning enforcement in progress. Willow Brae conditions discharged.
- ii. **Highways AS.** JS has handed the responsibility for Highways to AS, JP taking on Community. Pot holes on Brick Kiln Lane have been repaired but are already eroding a further request will be made for a more permanent repair. 30mpg sign still broken on A1066, water running down A1066 reported and will be investigated, water on bend of Church Road target end June. Broken wooden post by war memorial is ordered. Discussion on whether we can request the closure of the layby just past Fersfield turning heading towards Diss, due to the amount of rubbish being left. Suggested AS and S Askew have a meeting with the new Highways contact David Jacklin. Discussion re Redgrave PC's request to support a 7.5t limit on the Redgrave Road from A1066 - meeting in agreement to support providing the limit is applied along the whole length. Clerk to respond by email.
- iii. **Community Matters JP.** Successful litter pick thanks to those involved. It was suggested we litter pick twice a year April and Nov'. Please can people remove expired posters and notices pinned to poles and noticeboards.
- iv. **Footpaths RW** the tree cutting on Blo Norton Road was praised, next time some overhanging branches from the field side need lopping. Clerk has requested a schedule, from Frizzell, of cutting for Primrose Lane. No contact from Rangers re new finger posts so RW will put a working party together.
- v. **Works, SP** asked to handle works – to include maintenance of bus shelter and bench, removing fliers and expired notices.
- vi. **Parish Website. SR** No report.

13. To consider other items of correspondence. CAB asked if we can make a donation, we will consider later in year, request statistics of usage.

14. To transact Any Other Business and receive suggestions for items to be placed on the Agenda for the next Meeting. Litter pick, fingerposts.

15. Date and time of next Meeting/s.

- 6 July 2017 - Thursday
- 5 September 2017 - Tuesday
- 7 November 2017 - Tuesday
- 4 January 2018 – Thursday
- 6 March 2018 – Tuesday
- 17 May 2018 – Thursday

Signed.

Date