

## South Lopham Parish Council

**Minutes of the meeting held at Valley Farm, Low Common.  
Tuesday 5 September 2017 7.30pm**

- 1 **Chairman's Opening remarks** JC is unable to attend the next SNAP meeting, SP offered to go in his place if he is free that day. Aon have written to confirm they will no longer be offering insurance from the end of this renewal period. We have a 3 year fixed price term so the Clerk had raised this with Aon as an issue. After negotiation the new broker will offer the same term for the final year. MCA is now home from hospital and recovering, Clerk to arrange a bouquet of flowers. A letter has been received from Mrs Young.
- 2 **To record attendance and consider the acceptance of apologies for absence.**  
**Present:**  
**Council Members:** John Crisp (JC) (Chairman)  
 Simon Puttock (SP)  
 Sarah Martin (SM)  
 Jim Pursehouse (JP)  
 Anne Shipperlee (AS)  
 Rob Webb (RW)  
 Clerk Caroline Phillips (CAP)  
 Apologies from S Reynolds & Marion Chapman-Allen.
- 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 (July 2017).**  
 The meeting notes to have the words...land adjoining... added in the planning section and were unanimously approved.
- 5 **To report on matters arising from the Minutes (other than those listed separately on the Agenda).** All items covered on agenda.
- 6 **LOHP** – Clerk has contacted LOHP to check the procedure for nomination in the formal trust documentation. No one on the Council felt able to commit the necessary time to so we need to search more widely for a replacement for Peter Coster who is retiring. Clerk to ask PC if he has any suggestions. It may also be worth asking Dr Helen Smith if she has any suggestions.
- 7 **Funding for SAM2.** Clerk has written letters to a number of local businesses in an effort to obtain donations to help us cover the remaining 50% of the costs. Some further businesses were added.
- 8 **Risk Management,** deferred to next meeting.
- 9 **To receive and approve the Financial Report, the statement of current balances and to consider the following accounts for approval or ratification.**  
 Opening balance of £4485.15 at 30/06/17, cleared cheques £300.00. Uncleared cheques £60.40, carried forward at 01/08/2017 £4185.15  
 a) Lophams' News August & September 2017 (2x£30.20) £60.40, unanimously approved.  
 b) Clerk's salary July-September £300, unanimously approved.
- 10 Clerk's one off payment for transparency work £432.00 split as HMRC £85.80 & Clerk £346.20
- 11 **To receive reports from Councillors on the following;**
  1. Planning SM – Nissan Hut Allotment Farm some conditions discharged. Bridge Farm appeal still on-going. Brick Kiln Lane field the enforcement officer is following up SM will check on the re-inspection, some builders' rubble and other items have been removed.
  2. Highways AS – wooden post by war memorial has been re-instated. Brick Kiln Lane resurfaced. Pot hole by Fen marked up but not filled. Tractors are eroding verge by the church. Clerk to write to occupiers of Rosebank and thatch house on Low Common re over grown hedges. JC to remind residents to keep hedges cut in the next newsletter.

3. Community JP –Litter pick planned for 19 November 10am meet in White Horse car park. Priority to be given to the A1066.
4. Footpaths RW – The cutting of Primrose Lane by Frizzell was remarked on as very good. Other footpaths in the parish are in a poor state, mention was made of the path off Brick Kiln Lane owned by Oxfootstone Barn, this path was cleared last year but is in urgent need of attention, SM will speak to the owners. The EDP had tried to walk our network of paths and had reported their difficulties. Clerk has been trying to get the Rangers to install new finger posts, just prior to the meeting contact had been made with Jody Thurston South Norfolk Countryside Access Officer. RW will be meeting JT to walk our paths and agree a plan for installing the posts and assisting us to keep paths accessible. Landowners need to be reminded of their responsibilities. SP proposed to the meeting that we investigate a permissive footpath joining Primrose Lane to the village hall across J Alston’s field particularly in light of the planning application for the grain store in N Lopham – this would provide a circular walk and link our villages. This idea was well received and RW will pursue.
5. Works SP– the bench on Primrose Lane has been inspected and requires removal for a full clean and treatment Clerk offered to assist SP to pick bench up at a suitable time. The church noticeboard has been oiled. The bus shelter and noticeboard have been tidied.
6. Parish Website SR important items up to date.

**12 To consider other items of correspondence.** The email from Mrs S Lawrence, Pantiles was reviewed along with Clerk’s response – traffic speed will be raised at SNAP meeting..

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

**14 Date and time of next meeting**

7 November 2017 - Tuesday

4 January 2018 – Thursday

6 March 2018 – Tuesday

17 May 2018 – Thursday

Signed..... John Crisp, Chairman

Date: