

South Lopham Parish Council

Minutes of the meeting held at Valley Farm, Low Common.
Tuesday 6 March 2018 7.30pm

- 1 **Chairman's Opening remarks.** The meeting expressed thanks to those people who helped clear snow and assisted residents, special thanks to the Gooderham family for clearing access to Primrose Lane. Thanks also to those who joined the footpath clearance team working on the footpath off Brick Kiln Lane.
- 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)
Anne Shipperlee (AS)
Rob Webb(RW)
Clerk Caroline Phillips (CAP)
RFO G Phillips, for part of meeting.
Apologies from S Reynolds.
- 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 (Jan 2018) and report on matters arising.**
Unanimously approved, date of litter pick amended to 08/04.
- 5 **Matters arising** – We have not heard if LOHP have accepted our nomination, the meeting requested regular updates on the output from SAM2 data, Clerk to add SAM2 as a standing item on Councillor reports.
- 6 **Overview and update on GDPR** – defer to a meeting when SR is present
- 7 **Finalize 2018/19 Budget** RFO ran through the budget spreadsheets which show budgeted expenditure of £5395, budgeted income as £4315 meaning we need to move £1080 from reserves. The budget assumes we will obtain 50% grants towards war memorial cleaning and a footpath leaflet. £20 has been added to the budget since the meeting for the website hosting.
- 8 **To receive and approve the Financial Report, the statement of current balances and to consider the following accounts for approval or ratification.**
The RFO provided the following information - Opening balance of £3772.95 at 04/01/18, income received £569.00, closing balance £3059.61 new account, £211.00 old account giving total of £3270.61 as at 06/03/18. RFO requested permission to make the salary payment a week early to ensure it clears the account before the end of the financial year - unanimously approved. The new bank account is working well but RFO has identified that as he sets up the payments this in effect means one other person is authorising rather than 2. Clerk to check if our Financial Regulations offer any advice.
 - a) Lophams' News February and March 2018 (2x£30.20) £60.40, unanimously approved.
 - b) Clerks salary Jan-Mar £300.00 unanimously approved
 - c) Clerk's transparency payment £144.00, split £115.80 to clerk and £28.20 to HMRC - approved.
 - d) Clerk's expenses for heating £25.00 unanimously approved.
 - e) Tree cutting and strimming K Moore £200.00, unanimously approved.
- 9 **To receive reports from Councillors on the following;**
 1. Planning SM – Lealand approved, Rosebank fence approved, new application from Logsdail at Flint Farm to extend the bungalow, some discussion as this appears to be increasing the size significantly. General discussion took place about moving to online/email reporting for planning applications rather than circulating the envelope. Consensus is everyone is happy to respond by email but reserve the right to use paper if an application is complicated or if paper is preferred. Clerk agreed to collate on-line and

paper responses as required.

2. Highways AS – Church Rd potholes have been completed. AS spoken to Highways iro reinstating the ditch on Church Rd. Large hole in road under flood on Church Rd. Flood signs erected on A1066 near Bressingham. AS provided copy letter sent to Highways regarding speeding traffic on A1066. Damaged manhole cover outside Weavers on A1066. Overhanging tree on Low Common may fall and damage the bridge, Clerk to contact the landowner. The hedge fronting the highway outside The Hall on Church Road needs attention JC to pursue.
3. Community JP – Litter pick planned for 08 April.
4. Footpaths RW –RW thanked the 9 helpers for clearing the path at Oxfootstone Barn and the landowners for their support. The sleeper bridge has been marked as dangerous and Judy Thurston will endeavour to get this repaired. There was a general consensus that future working parties could usefully clear certain overgrown areas. RW presented an overview for the production and costs, c£1k, of producing a footpath leaflet, the meeting supported the idea and proposed quality, RW to try and obtain 2 further estimates to comply with our financial regulation along with investigating sources for funding the cost.
5. Works SP, bus stop tidied, bench removed ready for treatment and repair, salt bins will be scheduled for re-fill in the Autumn. The meeting identified that the parish own the salt- bins so they need adding to our asset list.
6. Parish Website SR, the website is slightly out of date iro transparency for agendas and meeting notes; Clerk advised that SR will update shortly.

10 To consider other items of correspondence. None.

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

12 Date and time of next meeting

17 May 2018 – Thursday

Signed..... John Crisp, Chairman

Date: