

South Lopham Parish Council

**Minutes of the meeting held at Valley Farm, Low Common.
Tuesday 7 November 2017 7.30pm**

- 1 **Chairman's Opening remarks** JC was unable to attend the next SNAP meeting and thanked SP for going in his place, SP offered to attend these meetings going forwards which JC gratefully accepted.
- 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)
Clerk Caroline Phillips (CAP)
Apologies from S Reynolds, R Webb, S Reynolds.
G Phillips RFO and S Askew for part of meeting.
- 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 (Sept 2017) and report on matters arising.**
Unanimously approved. All items covered on agenda.
- 5 **LOHP** – We are still in need of a volunteer to represent us on LOHP. Clerk has contacted P Coster and Dr Helen Smith to ask for possible names, JC has spoken to the one suggested person to no avail. AS suggested her husband might be interested, JC will discuss with him.
- 6 **SAM2 funding.** Clerk has received donations from DPD, J Alston Estates and Hogs at Home totalling £450.00. S Askew had approached the Clerk to offer support, initially for village gateways, but after discussion it was agreed he would contribute £500.00. The Parish Council is very thankful for everyone's support and gave full approval to now purchase SAM2. Clerk to liaise with NCC and Westcotec to order the sign and to discuss how best to make payment and deal with the VAT.
- 7 **Risk Management** - unanimously approved.
- 8 **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 £4185.15 at 01/08/17, cleared cheques £852.80, precept income £1467.50 and DPD donation £100, un-banked cheque £250.00 closing balance £4899.85
The RFO is processing the paperwork for a new online bank account. It was agreed to add SR as a signatory. Bank forms were signed by those present, other signatories will be obtained outside the meeting.
 - a) Lophams' News October & November 2017 (2x£30.20) £60.40, unanimously approved.
 - b) Royal British Legion £20.00 unanimously approved.
 - c) Frizell invoice 555, cutting Primrose Lane 50% share with NLPC – cheque to NLPC, unanimously approved.
 - d) Clerks expenses for flowers to MC-A £15.00 unanimously approved.
- 9 **Draft Budget for precept 2017/18** - the RFO talked through the usual assumptions for the first draft of the budget. If we continue to spend at our current rate without any increase to the precept our reserves will soon be depleted. SAM2 purchase is using a significant amount of the reserves. It was agreed we should increase the precept by about 15% to help offset the cost of SAM2. The war memorial will need refurbishment JC to progress estimates if we are to include this in the next budget.
- 10 **To receive reports from Councillors on the following;**
 1. Planning SM – Lealand planning approved, Poplar Farm appeal dismissed, Bridge Farm

approved with conditions after appeal, enforcement at land on Brick Kiln Lane ongoing.

2. Highways AS – Pot hole by Fen marked up but still not filled. Pot hole at junction of Pooley Street with A1066. Clerk wrote to various occupiers iro over grown hedges, some improvements made. Highways also sent letters to some residents.
3. Community JP – Litter pick 19 November 10am, White Horse car park. Priority to be given to the A1066.
4. Footpaths RW – SM spoke to owner of path off Brick Kiln Lane owned by Oxfootstone Barn, they do not wish to progress themselves but are willing to pay for work to be carried out – can RW ask if Judy Thurston can progress and advise cost? RW met JT a plan for installing new finger posts in in place, 7 posts installed to date. RW to note the sleeper over the ditch nr Oxfootstone Barn needs replacing.
5. Works SP, bench is in progress.
6. Parish Website SR up to date.

11 To consider other items of correspondence. Email re lack of pavement on Church Road. JC to go and see person. JC asked Clerk to re send him the various emails from residents about traffic speed/accidents. A recent email from NALC informs us of new regulations due iro data protection, SR has offered to take the lead role on this subject and will brief us as required, the meeting thanked him for this and accepted his offer.

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

4 January 2018 – Thursday

6 March 2018 – Tuesday

17 May 2018 – Thursday

Signed..... John Crisp, Chairman

Date: