

South Lopham Parish Council
Minutes of the 2019 APM and 14 May 2019 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)
Simon Puttock (SP)
Apologies Steve Reynolds (SR)

Parish Clerk: Caroline Phillips, part attendance Gary Phillips (RFO), S Askew (SA)
Marion Chapman-Allen (MCA)

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. The Chair thanked the Councillors, the Clerk and Financial Officer for their commitment and time and for regularly attending meetings. Thanks also to SA and MCA for attending meetings whenever possible. This year we have dealt with, among other matters, speeding traffic, planning, maintenance of footpaths, highway repairs/drainage, litter picking and the precept. Councillors and volunteers give their time freely and we welcome all help and support. SA and MCA both presented their annual reports and these are available from the Clerk if anyone wishes to read them.
4. **To record attendance and consider the acceptance of apologies for absence.** Apologies were received from S Reynolds.
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 2018) and the last regular meeting March 2019.** Both sets of meeting notes were unanimously approved.
7. **To report on matters arising other than those listed separately on the agenda.** Clerk has been in discussion with Highways and Breckland about litter bins in the A1066 lay-by. Clerk had written to Pantiles asking for the over-hanging trees to be cut back to allow a clear sight line for the SAM2. GDPR requires action.
8. **Approve annual governance statement.** Unanimously approved and the Chairman & Clerk signed the statement.
9. **Approve audit accounting statement.** Unanimously approved and signed by Chairman and RFO
10. **Approve and sign Certificate of Exemption.** Unanimously approved and signed by Chairman and RFO
11. **To receive the Financial Report, the statement of current balances, draft audit and accounts for approval or ratification;**
Opening balance at 05/03/2019 of £4072.23. Payments £1442.86, income received £1947.50. Current balance as at 14 May 2019 £4576.87 reported and noted.

- i. Lophams' News April & May 2019 £60.40 (2x£30.20) – unanimously approved.
- ii. NALC subscription 2019/20 £153.47 – unanimously approved
- iii. Donation for upkeep of St Andrew's churchyard £250.00 – unanimously approved
- iv. Audit expenses for P Hodgson TBC subject to a max spend of £25.00 – unanimously approved. Post meeting spend of £20.00
- v. Annual insurance to BHIB Ltd £278.15 – unanimously approved
- vi. Uncontested election charge Breckland Council £75.00 - unanimously approved, payment likely to be in September.

12. To receive reports from Councillors on the following;

- i. **Planning Matters SM.** Oxfootstone Barn solar panels approved, large barn at Brookfield approved with conditions for personal use only. The meeting discussed the 2 new houses on the A1066 and AS agreed to make enquiries with SA and Highways about the size of the access. There was some discussion about the use of the agricultural field adjacent to Lansdowne House.
- ii. **Highways AS.** The hedge at The Hall, on Church Rd needs cutting back. Some missing road markings on Church Road had been noticed, road sign on A1066 needs repairing. Soil required at Rectory Corner Redgrave Road and outside the church where lorries are eroding the bank, Clerk to ask the Rangers. Similarly, on bank opposite Brookfield.
- iii. **Community Matters JP.** Successful litter pick thanks to those involved. A further litter pick will be scheduled for the autumn, 27 October 2019, 10am
- iv. **Footpaths RW.** The map is progressing well but 2 photos are needed. One of a family out walking and the other of Bridwell Painting. Suggestion was RW contact the Chapman's as they regularly walk their dog.
- v. **Works SP.** Arthur Walker had emailed SP asking for assistance with the speed-watch, SP to deal with.
- vi. **Parish Website. SR** No comments.
- vii. **SAM2 data, SR.** SAM2 now working correctly.

13. To consider other items of correspondence. Nothing to report.

14. To transact Any Other Business and receive suggestions for items to be placed on the Agenda for the next Meeting. Nothing to report

15. Date and time of next Meeting/s.

- 2 July 2019 – Tuesday,
- 3 September 2019 - Tuesday
- 5 November 2019 - Tuesday
- 14 January 2020 – Tuesday
- 3 March 2020 – Tuesday
- May 2020 TBC