

South Lopham Parish Council
Minutes of the 2021 APCM and 18 May 2021 regular meeting held at
The Lophams' Village Hall.

Present:

Council Members: Rob Webb (RW) Chairman

Sarah Martin (SM)

Anne Shipperlee (AM)

Jim Pursehouse(JP)

Simon Puttock (SP)

Clerk C Phillips (CAP)

Member of public Kate Patel

Apologies Steve Reynolds (SR) Marion Chapman

Allen (MCA), Steve Askew (SA).

1. **Election of the Chairman.** R Webb was proposed SP, seconded AS, all 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. Proposed AS, seconded SP, all approved.
3. **Chairman's opening remarks and Annual Report.** The Chairman gave his annual report. The Chair remarked on an unusual year due to Covid & thanked everyone for helping to keep things moving forwards. Special thanks to Clerk and RFO. John Crisp had moved from the village and would be missed after 7 years as Chairman. Along with the usual day to day matters the council had been progressing 2 projects, working to reinstate lost rights of way and obtaining funding to clean and restore the war memorial, both projects would be continuing the coming year. SA and MCA had both sent reports which had been circulated before the meeting, these are also available from the Clerk.
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 2019) and the last Zoom meeting March 2021.** Both sets of meeting notes were unanimously approved, note one typographical error in 2021 notes "trees".
7. **To report on matters arising other than those listed separately on the agenda.** Clerk gave an update on ditch maintenance, the SLEC has written to the land-owner adjacent to Carrs Meadow suggesting a 50/50 split of costs but to date nothing further known, ditch alongside Pooley Street still requires work which is hampered by UK Power Networks needing to remove trees, RW has chased

UK P N several times. Discuss whether SA can obtain a form of legal words for a newsletter to landowners iro responsibility for ditch/hedge maintenance.

8. **Discuss and approve co-option of a new councillor** Kate Patel was unanimously approved, Clerk to arrange paperwork.
9. **Approve annual governance statement.** Unanimously approved and the Chairman & Clerk signed the statement.
10. **Approve audit accounting statement.** Unanimously approved and signed by Chairman and RFO
11. **Approve and sign Certificate of Exemption.** Unanimously approved and signed by Chairman and RFO. Chairman thanked our RFO Gary Phillips.
12. **To receive the Financial Report, the statement of current balances, draft audit and accounts for approval or ratification;**
Opening balance at 25/01/2021 of £5068.91. Payments £593.01 closing balance at year end 31/03/2021£4475.90.
Opening balance at 01/04/2021£4475.90, receipts £2260.00, payments £14.39 current balance as at 18/05/2021 £6721.51 reported and noted.
 - i. NALC subscription 2021/22 £152.62 – approved by email in March
 - ii. Audit expenses for P Hodgson TBC subject to a max spend of £25.00 – unanimously approved.
 - iii. Annual insurance to BHIB Ltd £276.12 – unanimously approved.
13. **To receive reports from Councillors on the following;**
 - i. **Planning Matters SM.** Piggery Barn planning was discussed, SM to provide a form of words for Clerk to respond. Removal of certain conditions for field shelter on Low Common approved, planning enforcement investigation at Folgate for equestrian arena and flood lighting deemed no infringement as in garden but with limits on height of lighting, field on Low Common planning enforcement investigation underway, Reeders Barn change of use – discussion took place SM to provide form of words to Clerk for planning portal. SM advised there would be a church meeting at St Andrew’s on 20/05/2021 1430 to discuss the possibility of closing the church unless more helpers could be found – consensus that the church was important so members would try to attend and make residents aware albeit at very short notice.

- ii. **Highways and War Memorial AS.** Highways have marked up many potholes, road sign on A1066 opposite Pooley Street still not repaired. Bierton & Woods reminded of need to give 2 weeks' notice before starting work on cleaning the war memorial.
 - iii. **Community Matters JP.** Litter pick planned for 6 June 10.00 starting from pub car park, posters advertising had been distributed by KP.
 - iv. **Footpaths RW.** Most paths had been sprayed of on Alston Estates, thank you written. Path 17 RW is trying to meet with the PROW officer but she is too busy. Path 19 will get a new ditch crossing, Paths 16 & 20 will get new way markers, Path 12 partial clearance by landowner of South Cottage, Brick Kiln Lane, the remainder is under separate ownership and the landowner has been asked to clear this. Footpath leaflets will be replenished in the pub, church and 'phone box. Discussion about planting a number of trees to commemorate the Queens 70th jubilee, RW to consider registering interest with Woodland Trust but further consideration needed on whether to plant trees, how many, who should maintain in future and whether funding could be raised?
 - v. **Works SP.** Bench to be treated over summer, do not park sign will be repaired, grateful thanks expressed for the 'phone box library make-over by Lynn Perry and husband, RW to include in Cock Crow.
 - vi. **Parish Website. SR** requires an overhaul. Discussion about future maintenance and help from KP.
 - vii. **SAM2 data, SR.** The unit should be moved every 2 weeks, RW & SP to assist.
14. **To receive suggestions for items for the next agenda.**
15. **Date and time of next Meeting/s.**
- 6 July 2021 -Tuesday
 - 7 September 2021 - Tuesday
 - 2 November 2021 - Tuesday
 - 11 January 2022 – Tuesday
 - 1 March 2022 – Tuesday
 - May 2022 TBC