

**South Lopham Parish Council
Minutes of the 8 March 2022 meeting
held at Valley Farm, South Lopham.**

Present:

Council Members: Rob Webb (RW) Chairman
Sarah Martin (SM)
Anne Shipperlee (AM)
Kate Patel (KP)
Clerk C Phillips (CAP)
RFO Gary Phillips for part of meeting

1. **Chairman's opening address.** Welcome.
2. **To record attendance and consider the acceptance of apologies for absence.** Apologies were received from S Puttock, S Reynolds, J Pursehouse, S Askew.
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 (January 2022)**
Approved AS 2nd KP, unanimously approved.
5. **To report on matters arising other than those listed separately on the agenda.** Nothing to report.
6. **Planning for the Village Jubilee Event 4th June** KP outlined the planning taking place & confirmed organisational roles are now allocated to helpers. The event would most likely be 5pm-10pm. There will be a bar, BBQ and various local bands with Mick the Baker headlining. It was currently proving difficult to get any significant support from N Lopham or the School. Further information will be advertised in the Cock Crow and the S Lopham FB page.
7. **Discuss & Approve Budget for 2022-23** GCP joined the meeting & provided figures of the outturn for the current year along with a proposal for the coming year. The budget for restoring lost rights of way was unspent in 2021/22 so will be moved forward into reserves to continue the project in 2022/23 along with an unspent amount on the tree planting project. The proposal is therefore regular budgeted expenditure £4770.00, carry forward into reserves for rights of way £780.00 & tree planting £119.70 along with £250.00 for unexpected items giving a total expected spend of £5919.70. Proposed SM, 2nd AS, unanimously approved.
8. **To receive the Financial Report, the statement of current balances,**

Opening balance at 10/01/2022 £7739.50 received £352.60, payments £1933.39, closing balance at 07/03/2022 £6158.71
Reported and noted.

- i. Clerk's salary Jan-Mar £ 336.00 HMRC £84.00 proposed AS 2nd KP
- ii. Microsoft Office renewal £79.99 proposed AS 2nd KP
- iii. Bullguard renewal £44.99 proposed AS 2nd KP
- iv. Printer paper £7.40 proposed AS 2nd KP
- v. Confirmation of spend approved at the previous meeting, subject to obtaining 2 further estimates to ensure good value. Now confirmed £738.00, Frizzell invoice SI1116 for village projects, Primrose Lane clearance.
All unanimously agreed.

9. **To receive reports from Councillors on the following:**

Update reports for each of these items were circulated to all members prior to the meeting, any matters not included in the reports are noted here. Reports are available on request from the Clerk.

- i. **Planning Matters SM**
- ii. **Highways and War Memorial AS.** Pothole near Bridge Farm. Suggested we cover the war memorial under Works now the cleaning project is complete.
- iii. **Community Matters including churchyard working party JP.** Date for litter pick confirmed as 3rd April.
- iv. **Footpaths, Ditches & Hedges RW.** Bridge across ditch has been re-instated at Brookfield, fingers posts have gone missing on A1066 assumed stolen, hedge planting to continue at Duttle Bridge on 20/3 10.30am.
- v. **Works SP.** Meeting requested SP propose dates for gravel cleaning and bus shelter.
- vi. **Parish Website and FB group KP** FB Group is growing, guidelines for approving advertising posts is needed to ensure the group remains local and useful to S Lopham. NALC had provided some website admin' training & it was now proposed and agreed the website be used for mandatory council related matters and use the FB page for more community focused activity. KP to liaise with SR re further walk through of website.
- vii. **SAM2 data, SR.**

10. **To receive suggestions for items for the next agenda.**

11. **Date and time of next Meeting/s.**

17 May 2022

Thereafter the 2nd Tuesday of the months July, September & November.