

South Lopham Parish Council
Minutes of the 2022 APCM and 17 May 2022 regular meeting held at
Valley Farm, Low |Common.

Present:

Council Members: Rob Webb (RW) Chairman
Anne Shipperlee (AM)
Jim Pursehouse(JP)
Simon Puttock (SP)
Kate Patel (KP)
Clerk C Phillips (CAP)
Part attendance Marion Chapman Allen (MCA),
Steve Askew (SA).

Apologies Steve Reynolds (SR)
S Martin (SM)

1. **Election of the Chairman.** R Webb was proposed SP, seconded AS, all approved.
2. **Election of the Vice Chairman** JP offered to stand on the same basis as in recent years i.e., there is no compulsion to become the next chairperson. Proposed AS, seconded SP, all approved.
3. **Chairman's opening remarks and Annual Report.** The Chairman gave his annual report & thanked the Clerk and RFO for their diligence though the year. It's been a busy year for village projects & we are gradually seeing more parishioners join in with projects. Major achievements this year have been cleaning the war memorial, hedge & tree planting and successfully getting ditches along Pooley Street cleared along with various overhanging hedges and trees, setting up the Village Community FB page. Good relationships were forged with Highways and we've had good support from Tom Cox and Jack Griffiths. Thanks were given to each Councillor for their efforts particularly on their area of special responsibility and to Lynn Perry for continuing to maintain the phone box library. SA had sent a which had been circulated before the meeting, this is available from the Clerk. SA was asked if Norfolk would be supporting a further tree planting initiative in 2022, he would investigate and AS was asked to provide SA with details of the damaged bridge on Low Common to see if repair work could be escalated as the bridge continues to deteriorate.
4. **To record attendance and consider the acceptance of apologies for absence.** Apologies were received from S Reynolds, S Martin & G Phillips.
5. **To record declarations of interests from members in any item to be discussed.** None declared.

6. **Resignation of Sarah Martin.** Sarah had resigned WEF from today's meeting. The Chairman and Council are sorry to lose Sarah & thanked her for her valuable service spanning 17 years, she will be sorely missed, particularly her knowledge and advice on planning matters. The Clerk will inform Breckland of the resignation and commence the formal process of finding a new councillor. SP offered to take responsibility for the checking & signing off the account balances/spreadsheets and further discussion on responsibilities will be had when we know who our new councillor will be.
7. **To approve the Minutes of the last Annual Parish Council Meeting (May 2021) and the last regular meeting 8 March 2022.** Both sets of meeting notes were approved. APCM proposed SP, 2nd AS, regular meeting proposed KP, 2nd AS.
8. **To report on matters arising other than those listed separately on the agenda.** None.
9. **Breckland Local Plan** The meeting discussed Breckland's email asking for suggestions for new building sites that meet specific criteria. While there are a small number of possible sites because we have no settlement boundary & the village infrastructure is unable to meet the statutory planning criteria it was felt highly unlikely these would be considered. MCA offered to find out the implications of a settlement boundary & seek advice from Andrew Darcy. The meeting agreed care is required as while there may be support for limited sites this could open the door to indiscriminate building; N Lopham was sited as an example of a village where many houses now had new builds in their gardens. South Lopham does not have the infrastructure to support this.
10. **Approve annual governance statement.** Proposed KP 2nd AS unanimously approved, the Chairman & Clerk signed the statement.
11. **Approve audit accounting statement.** Proposed KP, 2nd JP, unanimously approved and signed by Chairman and RFO.
12. **Approve and sign Certificate of Exemption.** Proposed JP, 2nd SP, unanimously approved and signed by Chairman and RFO. Chairman thanked Peter Hodgson for carrying out the internal audit & our RFO Gary Phillips for his work on this.
13. **Discuss quotes received for work on Primrose Lane & agree what planned projects may be deferred to meet budget constraints.** Since approving our budget it became apparent remedial drainage work was needed on Primrose Lane. RW had invited quotes from 5 contractors, met 3 onsite & had circulated the outcome/quotes received prior to the meeting. The meeting agreed

the work was important & the contract should be awarded to Frizzell. Because this work is not in the budget the meeting discussed how to defer other planned projects to enable this work to take place. It was agreed that the Clerk would find out urgently if Breckland or Norfolk CC could help with any of the expenditure before asking Frizzell to undertake the work.

14. To receive the Financial Report, the statement of current balances, draft audit and accounts for approval or ratification.

Brought forward at 07/03/2022 of £6158.71. Payments £1290.38 closing balance at year end 31/03/2022 £4868.33.

Receipts £2260.06, current balance as at 17/05/2022 £7128.39; reported and noted.

- i. Audit expenses P Hodgson £tbc, an approved spend up to £25.00 unanimously approved.
- ii. Insurance renewal 01/06/2022 £305.73 BHIB Ltd brokers insured with AVIVA, 3-year rate. Unanimously approved
- iii. NALC subscription 22/23 £156.15
- iv. Clerk's salary April-June, £462.00 gross, split for tax to be calculated. Unanimously approved.
- v. Tree spraying £100.00 expenses in budget c/f from 2021/22 unanimously approved

15. To receive reports from Councillors on the following.

Reports for each item were circulated prior to the meeting, copies may be requested from the clerk.

- i. **Planning Matters SM.**
- ii. **Highways AS.** Bridge on Low Common is still damaged, AS to escalate.
- iii. **Community Matters including churchyard maintenance JP.**
- iv. **Footpaths, hedges & ditches RW.**
- v. **Works including War Memorial SP.** Date to paint bus shelter will be circulated, it was not felt the telephone box needed painting this year.
- vi. **Parish Website & FB page. KP** The number of people joining/using the FB page is increasing & the meeting agreed the website would be slimmed down and only used for statutory council information. RW to discuss with SR how to achieve this.
- vii. **SAM2 SR.**

16. To receive suggestions for items for the next agenda.

17. Date and time of next Meeting/s.

The second Tuesday of alternating months.

12 July 2022

12 September 2022
8 November 2022
10 January 2023
14 March 2023
May 2023 TBC