

South Lopham Parish Council
Minutes of the 11 January 2022 meeting
held at Valley Farm, South Lopham.

Present:

Council Members: Rob Webb (RW) Chairman

Sarah Martin (SM)

Anne Shipperlee (AM)

Jim Pursehouse (JP)

Kate Patel (KP)

Simon Puttock (SP)

Steve Reynolds (SR)

Clerk C Phillips (CAP)

RFO Gary Phillips for part of meeting

1. **Chairman's opening address** – Happy New Year, thanks to councillors for agreeing to provide written reports for item 9 of the agenda to keep the meeting as short as possible due to covid. Consensus to continue with written reports going forwards.
2. **To record attendance and consider the acceptance of apologies for absence.** Apologies were received from Marion Chapman Allen.
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 written by R W in Clerk's absence (November 2021)** Approved AS 2nd SP, unanimously approved.
5. **To report on matters arising other than those listed separately on the agenda.** Small parcel of waste land at Blo Norton belongs to Breckland, SR to progress idea of pocket park or wildlife garden. Last post service on 11/11 not held by church request.
6. **Discuss & approve whether to increase Clerk's salary & by how much** Data had been circulated prior to the meeting by RFO with research undertaken by GCP and RW. Consensus was the Council should aim to keep up to date with salary reviews, as recommended by previous chairman, 3 years ago. Agreed to increase by 10% and to diary an annual review. Proposed SP 2nd SR, unanimously approved.
7. **Approve Precept Request for 2022-23** In order to finalise the precept for next year GCP provided meeting with an overview of spend to date and projects to be completed in current financial year. RW had circulated estimates for new village projects for this financial year. The meeting agreed the Rights of Way spending will be moved to reserves as work cannot be carried out this year

but should hopefully be undertaken in next financial year. Primrose Lane will be treated as a priority. A working party was agreed to clean gravel around War Memorial. Quotes from Frizzell were discussed and RFO reminded meeting that estimates should be obtained from 3 sources to ensure good value to comply with Financial Regulations. RW agreed to pursue 2 further estimates. After discussion meeting agreed to set precept at the same level as current year. Proposed SM, 2nd SP, unanimously approved.

8. **To receive the Financial Report, the statement of current balances,**

Opening balance at 10/01/2022 £7944.80 received £ 1185.00, payments £1390.30, closing balance at £7739.50 Reported and noted.

- i. Invoice for churchyard maintenance £250.00 proposed SR 2nd KP
- ii. War memorial invoice Bierton & Woods £1560.00, proposed SR 2nd SM
- iii. Expenses for parish event refreshments £37.94 RW & £85.45 AS proposed KP 2nd JP
- iv. Approval for costs arising in 7 above for agreed works for village projects £415.00 and £200.00 both plus vat – figures based on estimates provided by Frizzell but subject to obtaining further estimates to ensure good value. Proposed SR 2nd SP

All unanimously agreed.

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

Due to Covid Omicron the meeting agreed to circulate update reports for each of these items prior to the meeting. Reports are available on request from the Clerk.

- i. **Planning Matters SM**
- ii. **Highways and War Memorial AS.** Request to Highways not to cut grass verge alongside Blo Norton Rd until various flowers and orchids had finished flowering
- iii. **Community Matters including churchyard working party JP.** Plan for litter pick 3rd or 10th April.
- iv. **Footpaths, Ditches & Hedges RW.**
- v. **Works SP.** Working party to clear gravel around war memorial SP to arrange when weather suitable. Consider renewing bus shelter roof.
- vi. **Parish Website and FB group. KP** Publicise the Phone Box library.
- vii. **SAM2 data, SR.** Circulate new data.

10. **To receive suggestions for items for the next agenda.** Planning for village Jubilee event
11. **Date and time of next Meeting/s.**
8 March 2022