

**South Lopham Parish Council
Minutes of the 14 March 2023 meeting
held at Valley Farm, South Lopham.**

Present:

Council Members: Rob Webb (RW) Chairman
S Puttock (SP)
J Pursehouse (JP)
Kate Patel (KP)
Barry Harber (BH)
Clerk C Phillips (CAP)
Part of meeting RFO G Phillips (GCP)
Member of public for meeting Alison Pena,
Member of public for part meeting S Martin

1. **Chairman's opening address.** The chair welcomed Alison Pena (AP) who will be replacing the Clerk and RFO from April. Thanks were given from the council for the 12 years of service from the Clerk and RFO.
2. **To record attendance and consider the acceptance of apologies for absence.** Apologies were received from S Reynolds, A Shipperlee and M Chapman-Allen.
3. **To record declarations of interests from members in any item to be discussed.** None.
4. **To approve the Minutes of the last Meeting (January 2023)** Approved BH 2nd JP, unanimously approved.
5. **To report on matters arising other than those listed separately on the agenda.** Clerk reported that it seemed unlikely at the current time that a permissive footpath would be implemented by J Alston Estates as a direct route was not obvious.
6. **Update on defibrillator & whether to site it at the public house.** The meeting discussed the offer from the current landlord to site the defibrillator at the front of the pub and it was agreed this was a sensible solution as it was proving very difficult to connect an electric supply to the telephone box. Clerk to obtain revised quotes for a machine and heated cabinet along with installation costs. Machine would be purchased in the new financial year with monies moved from this year into earmarked reserves.
7. **Progress on the pocket of land at Blo Norton Road** Land has been cleared of fly tipping thanks to efforts from MCA & Breckland. SR had been requested to provide the meeting with a short presentation/paper to justify the expenditure on this project. Disappointingly no report was presented so the meeting was unable to decide if this project should proceed. NB due to this it is not included in next year's budget. Meeting agreed that the Clerk should continue to pursue a legal transfer of the land, from Breckland, in conjunction with MCA at zero cost. Depending on the outcome of this discussion then a decision will be made what to do with the land and how to clear/use it.
8. **Signature of bank account mandates.** RFO presented forms to add AP and BH to the bank account. Removal of SM. GCP will need removing in due course when handover of RFO responsibilities is complete.
9. **Discuss and approve budget.** RFO presented the forthcoming budget. Proposed JP 2nd KP, unanimously approved.

10. **Discuss and approve quotations for work to be conducted next financial year. Frizzell quote 1153 grass cutting round war memorial £40+vat per cut estimate 6 cuts.**
Meeting approved this cost for inclusion in the budget proposed KP 2nd SP, unanimously approved. RFO suggested that in future years the council should consider packaging up the various items of work that Frizzell undertook for the village. The repeating village maintenance cost is now of a scale that it would be sensible to obtain open market quotes to ensure good value and maintain transparency.
11. **To receive the Financial Report, the statement of current balances to consider the following accounts for approval/ratification.**
Opening balance on 5 January 2023 £7611.02, payments £361.63, receipts £428.19 vat reclaim, balance on 7 March 2023 £7677.58. Reported and noted.
Approve Payments:
- a. Expenses, heating £25.00 to Clerk. Proposed JP 2nd AS
 - b. Norton Security, was Bullguard, £44.99 to Clerk, proposed JP 2nd AS
 - c. Clerk's salary £369.60 net HMRC£92.40 proposed RW 2nd BH
 - d. Microsoft subscription £79.99 to Clerk, Proposed KP 2nd RW
 - e. Sandy Lane invoice 8028 tree planting £150.00 inc vat to R Webb. Proposed JP 2nd SP.
 - f. Donation of £250.00 to village hall to support coronation celebration. Proposed RW, 2nd KP.
- All payments unanimously approved.
Please note new payment card details are needed for Norton and Microsoft as the Clerk was paying for this online.
12. **To receive reports from Councillors on the following:**
Update reports for each of these items should be 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. General comment will councillors please advise clerk of a nil report.
- a. **Planning Matters BH** – report circulated. Items raised at the meeting - BH has been reading the recently issued Issues and Options document and reminded the meeting that since South Lopham has no settlement boundary there is no presumption for any planning other than infill, rounding out or conversions. The meeting briefly discussed the Breckland call for sites & that a local landowner has suggested several possible sites. Discussion then turned to a number of sites in the village where there may be inappropriate structures or activities taking place. The meeting agreed these should be raised with Breckland for further investigation as the Parish Council did not have sufficient information to investigate further. Chair to do a walk by to familiarise himself with some of the sites. Clerk to complete the Breckland online reporting portal on BH's behalf.
 - b. **Highways AS**. Report circulated.
 - c. **Community Matters including churchyard working party JP**. Report circulated – coronation leaflets will soon be distributed.
 - d. **Footpaths, Ditches & Hedges RW**. Report circulated.
 - e. **Works SP**. SP to chase up cost of tree work by war memorial, consider approaching an alternative arborist. KP will ask neighbour on Primrose Lane if a Dog poo notice can be placed at the far end of her boundary. Consider moving bench at war memorial further away from A1066.
 - f. **Parish Website and FB group KP** Report circulated.
 - g. **SAM2 data, SR**. No report circulated.

13. **To consider other items of correspondence** – election paperwork has been received since the agenda was issued. Clerk to circulate the forms etc asap. Note the deadline for hand delivering the completed election forms to Dereham is 4 April 1600.
14. **To receive suggestions for items for the next agenda.**
15. **Date & time of next meeting/s.**

16 May 2023

11 July 2023

2nd Tuesday of alternating months thereafter.

Signed:

R. Webb
10/5/23

Chairman