

## South Lopham Parish Council

### Minutes of Annual Parish Meeting held on 10 May 2023 at Valley Farm, Low Road, South Lopham.

#### Present

<b>Councillors:</b>	Rob Webb (RW) Chairman Barry Harber (BH) Kate Patel (KP) Simon Puttock (SP) Anne Shipperlee (AS)
<b>Clerk:</b>	Alison Pena (AP)
<b>County Councillor:</b>	Steven Askew (SA)

#### **Members of the Public (MoPs): None**

- 1. Welcome and Apologies -** The chair welcomed all to the Annual Parish Meeting and noted apologies received from Cllr Jim Pursehouse (JP) and District Cllr Marion Chapman-Allen (MA).
- 2. Agree the minutes of the Annual Parish Meeting on 17 May 2022 -** agreed and signed off by the Chair.
- 3. Receive the Chairman's Annual Report:**

The resignation of **Caroline** and Gary Phillips after twelve years of magnificent service feels like the end of an era in terms of this parish council. I hope that they will be able to attend the July meeting so that we can say goodbye to them officially for all that they have done on behalf of the local community.

Sadly, we have also received the resignation of Steve Reynolds as a parish councillor. Steve has been extremely helpful in monitoring the speed sign in the village and I am delighted to say that he has indicated that he will continue with this work and report back to the parish council.

Looking forward, I am delighted to welcome Barry Harber to the parish council and that he has agreed to take the lead on planning issues in the parish.

I would like to thank all the parish councillors who have been extremely proactive in carrying out their areas of responsibility and hope they are happy to continue in this role.

I am delighted that the parish council has been able to financially support both the Queen's Jubilee and the King's Coronation over the past year and I would like to think that we can continue to offer support to village initiatives. The Queen's Jubilee hedge planting scheme has enabled us to complete the planting of over five hundred metres of hedging alongside FP12 this winter and it was good to see new volunteers helping with this work.

Can I officially welcome Alison Pena to the parish council as our new parish clerk and I look forward to working with her on parish council matters.

4. **Public Q&A** - no MoPs were present.

### **Minutes of the Annual Parish Council and May 2023 Parish Meeting**

1. To **elect** the Chair - it was proposed by SP, seconded by AS and all in agreement that Rob Webb be re-elected as Chair. He accepted the Chair and was duly re-elected.
2. To **elect** the Vice Chair - it was proposed by KP, seconded by BH and all in agreement that Jim Pursehouse be re-elected as Vice Chair. It was noted in his absence that he was happy to accept and was duly re-elected.
3. To **record** and **consider** the accepting apologies for absence - apologies has been received from Cllr Jim Pursehouse (JP) and District Cllr Marion Chapman-Allen (MA).
4. To **receive** declarations of interest on items on the agenda and **consider** any requests for dispensations - none.
5. To **record** uncontested elections and **consider** the requirement to fill one councillor vacancy arising from the election process by co-option - it was noted that at the March 2023 meeting, Caroline Phillips (CP) had expressed an interest in being co-opted if a vacancy occurred and having resigned from her role as Parish Clerk/RFO. It was proposed by SP, seconded by AS and all in agreement to approach CP to see if she was still happy to be co-opted.

The Clerk noted that the Declaration of Acceptance of Office forms and DPI forms would need to be completed within 28 days following the elections and she would circulate these shortly.

#### **ACTION: Clerk to action with CP and circulate necessary forms to be completed.**

6. To **agree** the minutes of the Parish Council Meeting held on Tuesday 14 March 2023 - the minutes were agreed as an accurate record and proposed by KP and seconded by SP, all in agreement.
7. **Public Forum:** any opportunity for the public to raise matters - n/a.
8. To **receive** reports from the District and County Councillors - SA had circulated his report in advance but noted that:
  - a. A review of public transport had taken place to streamline routes and reduce costs.
  - b. Changes were taking place to the mobile library routes.
  - c. He was happy to support issues experienced with Primrose Lane.
  - d. His case work was increasing with individuals across his area and was happy to support all his parish councils with his members budget where he could.
  - e. If there were any issues regarding Highways to report them to NCCH and copy SA in and he would follow up with NCCH Engineer, Jack Griffiths.

It was noted that MCA had submitted her report which had been circulated by the Clerk.

9. To **report** on matters arising other than those listed separately on the agenda - n/a.
10. To **approve** the annual governance statement. This was approved and signed off by RW and the RFO.

11. To **approve** the annual accounting statement - This was approved and signed off by RW and the RFO.
12. To **approve and sign** the certificate of exemption - This was approved and signed off by RW and the RFO.

**ACTION: Clerk to action AGAR with PKF Littlejohn LLP.**

13. To **receive** the Financial Report, the statement of current balances and **approve** the following expenditure:
  - i. Audit expenses to purchase wine for the internal auditor, A Arnott, up to a maximum of £25.00.
  - ii. Insurance renewal due 1 June 2023 - £343.42 Note: this is part of a 3-year fixed term to 2025, BHIB Ltd brokers, insured with Aviva.
  - iii. NALC subscription and website support - £215.38.
  - iv. Clerk salary, April-June, £555.00 gross, HMRC £111.00.
  - v. Retiring Clerk expenses, mileage to Dereham to deliver election papers £21.60 and purchase of stamps £3.80 total £25.40.

It was proposed by AS, seconded by SP and all in agreement that all expenditure be approved and actioned.

**ACTION: Clerk to action payments.**

14. To **receive** an update on the purchase of a community defibrillator - no further action at present. Clerk will follow up and report at the July meeting. RW to action location with the White Horse public house.

**ACTION: Clerk and RW to action and report at the July meeting.**

15. To **receive** reports from Councillors on the following:
  - i. Planning Matters - BH had circulated his report in advance. It was noted that Planning Enforcement had reported that there had been no breach of conditions at Fen View and Nimbus on Low Common. They had advised that as there had been a field shelter on the land opposite Valley Farm for more than four years then there was no breach or change of condition, so no action required. Increased traffic on Low Common was not of concern. It was noted that the draft Breckland Local Plan proposed houses at the back of Church Road which were of concern; at this stage these were proposed sites only and if progressed would need to go through the formal planning process.
  - ii. Highways - AS had circulated her report in advance. All matters had been reported to NCCH and either resolved or to be completed shortly.
  - iii. Community Matters including churchyard maintenance - nothing to report.
  - iv. Footpaths, hedges, and ditches - RW stated any issues had been reported.

- v. Works - SP had circulated his report in advance; it was noted that the dog poo signs had now been erected. He asked for volunteers to help repaint the roof of the bus shelter and spry around the war memorial. The trees around the memorial were discussed and agreed for SP to contact an arborist.
- vi. Parish Website/FB Page - KP continued to update the Facebook page and agreed the Clerk would manage the parish website.
- vii. SAM2 - nothing to report.

It was agreed that all reports could be circulated to all parish councillors directly each month if the Clerk were copied.

- 17. To **receive** suggestions for items to be included on the agenda for the next Meeting: Defibrillator update.
- 18. To **note** the date, time, and location of the next meeting – **Tuesday 18 July 2023 at 7pm in Lopham Village Hall**. It was agreed to hold future meetings in Lopham Village Hall; the date of the July meeting was moved due to the Chair's availability.

Future Dates:

- 12 September 2023**
- 14 November 2023**
- 9 January 2024**
- 12 March 2024**

Signed:



Chairman

Dated:

21/7/23.