

South Lopham Parish Council

Minutes of Parish Council Meeting held on 12 September 2023 at Lophams' Village Hall, Church Road, North Lopham, IP22 2LW.

Present:

Councillors: Mr Rob Webb (RW) Chairman
Mr Barry Harber (BH)
Mrs Caroline Phillips (CP)
Mr Jim Pursehouse (JP) Vice Chairman
Mr Simon Puttock (SP)
County Councillor; Steven Askew (SA)
Clerk: Alison Pena (AP)
Members of the Public (MoPs): None

1. Apologies for absence - apologies were received from Councillor Anne Shipperlee (AS), Councillor Kate Patel (KP) and District Cllr Marion Chapman-Allen (MA).
2. Declarations of interest and requests for dispensations - none.
3. Minutes of the Parish Council Meeting on 18 July 2023 — proposed by SP, seconded by JP, all in agreement and signed off by the Chair, CP asked that the agenda and minutes were sent out as a pack in future.

ACTION: Clerk to action from November meeting.

4. Public Forum — N/A. JP reported that he had been approached about the parking on the grass around the war memorial that had occurred twice since the incident reported at the July meeting. RW reported that some of the broken posts were due to be replaced by Highways; SA agreed to contact Highways to determine if the posts could be extended around the war memorial especially as it was noted that the White Horse pub had sufficient parking so should be able to accommodate parking for events, In the meantime, the situation would be monitored.

ACTION: SA to action with Highways.

5. Reports from the District and County Councillors — SA said that he had nothing to report but was always available to support the PC as required.
6. Report on matters arising other than those listed separately on the agenda - n/a.

- a) Phone box library —AS had been approached by MOP that looked after the library to ask if SLPC could donate/pay for a box for book donations. It was agreed that the best place for a fixed donation box would be the bus shelter.

ACTION: Clerk to raise with MOP responsible and then action as appropriate.

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7. Update on Land Transfer on BIO' Norton Road — It was noted that BDC were giving the land to SLPC for no charge but would have to pay legal fees for conveyancing. The Clerk had obtained two quotes which were in region of £1,500 -£2,500 + VAT depending on provider. After discussion, it was agreed that CP would obtain an additional quote for review; she would also consult the Clerk for NLPC for advice on how to reduce costs as it is understood she may be a solicitor, The Clerk would try to obtain a draft of the conveyancing documents to identify any restrictions on land use, etc. RW noted that these costs had been budgeted for in 2023/24 budget. He also thanked MCA for all her help and hard work in liaising on our behalf with BDC.

ACTION: CP to obtain an additional quote and contact the clerk for NLPC, the Clerk to contact BDC for draft documents.

8. Financial Report and the statement of current balances were approved.

Expenditure:

- a) Spraying Hedge at Duttelbridge— Peter Frizzell Ltd - £312.00 invoice and credit note — RW updated SLPC on his exchange with Peter Frizzell. It was unanimously agreed that despite receiving a credit note, that the work had been completed, the credit note would not be actioned and payment for the invoice made. Proposed by SP, seconded by JP and all in agreement. RW would advise Peter Frizzell accordingly. It was noted that it had previously agreed that the work would be put out to tender for 2024 and the current contractor would be asked to tender.
- b) Defibrillator purchase and installation —AED Donate - £1,699 —the Clerk advised the cost included the defibrillator, cabinet, installation, support, and training. Proposed by SP, seconded by JP and all in agreement to payment.
- c) Clerk's Quarterly Salary July — September 2023 - £666 —the Clerk advised that a tax refund was due hence the additional cost this quarter. A discussion ensued about the accuracy of the calculation and amount as previously this was £444. It was agreed the Clerk would contact HMRC PAYE employer's helpline for clarification. It was agreed to pay £444 as in previous quarter until matter resolved; proposed by SP, seconded by JP and all in agreement to payment.
- d) HMRC quarterly payment July— September 2023 - -£111. As at 7c the Clerk would clarify with HMRC.

- e) Recycling Payment from BDC - E378.45 — noted.
- f) Lophams' Village Hall Hire - €25 - proposed by JP, seconded by SP and all in agreement to payment.

ACTION: Clerk to action payments as appropriate. RW to contact contractors regards payment, Clerk to query PAYE with HMRC and advise SLPC accordingly.

9. Reports:

- a) Planning Matters - BH had circulated his report prior to the meeting.
- b) Highways - AS had circulated her report in advance. It was noted that the police mobile speed awareness team had visited and set up at the junction to BIO' Norton Road, BH reported that the broken chevrons on Church Road had been replaced.
- c) Community Matters including churchyard maintenance —JP reported the churchyard had been tidied. It was noted that the Harvest Festival was being held on 17 September and the Lophams' Bonfire on 4 November. The recent Craft Fayre had been well attended. It was agreed a litter pick would take place on 19 November from 10.30 — 12.00 and JP would order the equipment.
- d) Footpaths, hedges, and ditches — RW had circulated his report,
- e) Works - SP noted the noticeboard had been repaired. The ground round the war memorial would be weeded and sprayed. Contractors would be contacted to cut the tree. It was noted that the temporary diversion sign could be removed AS to contact Highways, It was noted that the house wall near the war memorial was in a dangerous state.

ACTION: Clerk to write to owners.

- f) FB Page —KP had suggested a parish social e.g., meet and greet the PC. RW felt it was a good idea in principle but was concerned about attendance. A discussion ensued about possible options and deferred to the November meeting.

ACTION: All to consider options.

- g) SAM2 — Nothing to report.

10. Correspondence:

- a) Parish Partnership Bid Scheme — bring forward to November 2023 meeting. CP suggested village gateways.

- b) Deal Farm AD Plant —the Clerk advised that the developers had appealed to the Planning Inspectorate against SNDC's refusal of retrospective planning permission and the enforcement notice. The inspectors were due to visit the site during December.
- c) Breckland Validation List consultation — noted in BH's report on Planning.
- d) Town and PC Preview session on the Breckland Local Plan — BH to attend session at Thetford shortly.
- e) Coronation Living Heritage Fund —noted.

11. Suggestions for items to be included on the agenda for the next Meeting:

12. Date of next meeting — Tuesday 14 November 2023 at 7pm in Lophams' Village Hall

13. Future Dates:

16 January 2024

12 March 2024.

14 May 2024

9 July 2024

10September 2024

12 November 2024

Signed:  Chairman

Dated: 