

## South Lopham Parish Council

Minutes of Parish Council Meeting held on 16 January 2024 at Lophams' Village Hall, Church Road, North Lopham, IP22 2LW.

**Present:**

**Councillors:** Mr Rob Webb (RW) Chair  
Mr Barry Harber (BH)  
Mrs Kate Patel (KP)  
Mrs Caroline Phillips (CP)  
Mr Jim Pursehouse (JP) Vice Chair  
Mrs Anne Shipperlee (AS)

**County Councillor:** Mr Steve Askew (SA)

**Clerk:** Alison Pena (AP)

**Members of the Public (MoPs): 0**

1. **Apologies for absence** - apologies were received from Mr Simon Puttock (SP) and District Cllr Marion Chapman-Allen (MCA).
2. **Declarations of interest and requests for dispensations** - none.
3. **Minutes of the Parish Council Meeting on 14 November 2023** – proposed by AS, seconded by BH, all in agreement and signed off by the Chair.
4. **Public Forum** – n/a
5. **Reports from the District and County Councillors** – MCA had advised that small grants were available for D Day 80th Anniversary events.
6. **Report** on matters arising other than those listed separately on the agenda:
  - a) **Defibrillator** – the Clerk advised that additional electrical work would be required to install trunking on the outside of the White Horse pub as required by the landlord. This would be an additional cost of £444 but the overall cost was within budget. It was agreed that this cost was acceptable.

**ACTION: Clerk to action with contractors.**

- b) **Biodiversity Policy and Action Plan** – the Clerk advised that under Section 102 Environment Act 2021 all Parish and Town Councils are required to adopt a Biodiversity Policy and a 5-year action plan.

**ACTION: Clerk to circulate draft for review at the March meeting.**

**7. Update on Land Transfer on Blo' Norton Road** – The Clerk had received the transfer document from Jackamans solicitors for signature.

**ACTION: RW & BH to sign.**

**8. Planning applications: None**

**9. Finance:**

- a) Financial Report to 31 December 2023 was noted.
- b) Peter Frizzell Ltd - £543.00 for cutting of Primrose Lane, Pantshorne Lane and around war memorial from April to September 2023 –payment approved. RW updated the meeting on the decision by Frizzell Ltd not to quote for 2024/25 maintenance work. It was noted that further quotes were being awaited.
- c) Lophams Village Hall - £25 for hall of hall for January 2024 PC meeting – payment approved.

**ACTION: Clerk to action payments.**

**10. Budget 2024/5** – a discussion took place and minor changes agreed. It was proposed by JP, seconded by KP to approve the 2024/25 budget accordingly.

**ACTION: Clerk to action.**

**11. Precept 2024/25** - following agreement to the 2024/25 budget it was agreed that a precept of £6,100 would be appropriate for the financial year 2024/25.

**ACTION: Clerk to action.**

**12. Reports:**

- a) **Planning Matters** - BH noted the recent planning approvals; further consultation on the new Breckland Local Plan would take place in Spring 2024.
- b) **Highways** - AS had circulated her report prior to the meeting but noted that she had been actively working with Highways and residents regards the water on the A1066 especially as being a major road concerns had been raised about the likelihood of accidents in the freezing weather. SA agreed to raise the matter with the Highways Engineer and ensure this was prioritised.

It was noted that works were planned for Redgrave Road and Church Street but as, yet no date had been confirmed. RW thanked AS for her help and discussions with residents on these matters.

**ACTION: SA to action with NCCH.**

- c) **Community Matters** – JP noted that the work party and litter pick had taken place in November 2023. A further litter pick was agreed for Sunday 14 April 2024 from 11am to 12pm. It was agreed to purchase bag openers.

**ACTION: JP to action litter pick.**

- d) **Footpaths, hedges, and ditches** – RW had said that eight people had turned up in December to help replace the hedge plants. As discussed at 9b quotes were being obtained for grounds maintenance work for 2024 season. Further quotes would be obtained, as appropriate. CP had received a quote for works to the Cedar Tree by the war memorial. It was agreed to go ahead with the quote.

**ACTION: RW and CP to action.**

- e) **Works** - SP had advised that the bench would be cleaned.

**ACTION: SP to action.**

- f) **Facebook Page** – KP noted that the Facebook page continued to grow but most were business posts. It was agreed to restrict business posts to the last Friday of each month.

**ACTION: KP to action.**

- g) **SAM2** – Nothing to report. RW would contact Steve Reynolds to ask for an update report and see if he wished to continue with SAM2 or pass it to a parish councillor.

**ACTION: RW to action.**

#### **10. Correspondence:**

- a) **Planting at Duttlebridge** – queries had been raised and RW would respond accordingly.

**ACTION: RW to action.**

- b) **Drains** – It was noted that Highways are going to upgrade the drains to marry up with the upgrade carried out at Bridge Farm and this will require the road to be closed. No date has been given for this work.

#### **11. Suggestions for items to be included on the agenda for the next Meeting: none.**


**12. Date of next meeting:** It was agreed to host a "Meet and Greet" event for parishioners at 6.30pm on Tuesday 12 March 2024 at Lophams' Village Hall ahead of the March Parish Council Meeting starting at 7pm. Refreshments to be provided.

**ACTION: Clerk and All to publicise and action.**

13. Future Dates – noted as:

14 May 2024  
9 July 2024  
10 September 2024  
12 November 2024

Signed:



Chair

Dated:

12/3/24