

South Lopham Parish Council

**Minutes of the meeting held at Valley Farm, Low Common.
Thursday 4 January 2018 7.30pm**

- 1 Chairman's Opening remarks** SP covered the information from the recent SNAP meeting, he will provide a set of advisory notes, see attached.
- 2 To record attendance and consider the acceptance of apologies for absence.**
Present:
Council Members: John Crisp (JC) (Chairman)
 Sarah Martin (SM)
 Jim Pursehouse (JP)
 Anne Shipperlee (AS)
 Rob Webb(RW)
 Steve Reynolds(SR)
 Clerk Caroline Phillips (CAP)
 G Phillips RFO for part of meeting.
- 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 (Nov 2017) and report on matters arising.**
 Unanimously approved, typing error remove SR apologies x2
- 5 Matters arising** -LOHP Dr Helen Smith has offered to stand as the nominated representative which has been accepted by SLPC. Clerk has written to LOHP asking them to accept this nomination at the next Trustee meeting. SAM2 was purchased, training given, insurance in place and is up and running, padlock keys given to SR, SP, JC. SR provided an initial review of speeding data – 40% of traffic is exceeding 35mph, max speed through village on A1066 was 90mph, high speeds recorded on Church Rd. Regular analysis of data will be carried out and information disbursed.
- 6 To receive and approve the Financial Report, the statement of current balances and to consider the following accounts for approval or ratification.**
 The RFO provided the following information - Opening balance of £4899.85 at 01/11/17, income donation £250.00, cleared cheques £35.00, un-cleared cheques £1441.90 closing balance £3772.95 balance as at 04/01/18 £3772.95
 The new online bank account is up and running and signatories have been given letters and log on information apart from JC who needs to provide his mobile nos then register. When the current statement arrives w/c 8 Jan' a reconciliation will be done, if all cheques are cleared the RFO will transfer the balance by cheque from the old to the new account. We will then make online payments to the Clerk and SR to ensure everything is working smoothly. We will then continue to use the new account going forwards. The old account will remain open for a few months as a contingency. Breckland will be advised of new account info ready for receipt of precept. (NB now actioned.)
 a) Lophams' News December 2017 & January 2018 (2x£30.20) £60.40, unanimously approved.
 b) Expenses SR for SAM2 padlocks £22.96, unanimously approved
 c) AON for SAM2 insurance £28.00, unanimously approved.
 d) Clerk's salary £300.00, unanimously approved.
- 7 Budget and Precept 2018 -19** The RFO provided a schedule of income and expenditure for the year with closing balances showing the reduction in reserves mainly due to SAM2 purchase and the restoration of the village sign. An application for Transparency funding to purchase a scanner has been submitted.
Precept the RFO recommended an increase in precept from £2816 to £3126 which was unanimously approved. Our precept has not increased for a number of years, we collect one of

the lowest taxes in the area.

Budget - Village projects were discussed in preparation for finalising the budget at the March meeting. Suggestions were a footpath map, RW to identify costs for the budget if we are to include this and removing branches over hanging the pavement on Blo Norton Rd – Clerk to find out if the previous contractor could carry out the work before the end of this budget year.

8 To receive reports from Councillors on the following;

1. Planning SM – application for trimming trees at Old Post House
2. Highways AS – Several potholes have been completed. AS will speak to Highways iro reinstating the ditch on Church Rd. JC will speak to the owners of the hedge belonging to The Hall as it needs cutting back. JC reported on discussions with Kate & Gavin Baker re footpath on Church Rd which although highly desirable is unlikely unless J Alston Estates incorporate a path on their land, JC to write to the Estate: Wayne Lawrence at Pantiles re SAM2 post and requirement to keep branches trimmed in radar sight line and speeding traffic outside the 30mph zone with Steve and Helen Bell of Honeysuckle Cottage, AS to log the request with Highways to consider a 50/40/30 zone along the A1066 prior to entering the village.
3. Community JP – successful litter pick on 19 November. Next one scheduled for 18 April, planning at March meeting.
4. Footpaths RW – RW has reviewed official request for diversion of FP 17 and recommended the PC support this as it regularising incomplete paperwork from c1999, request improved access with pedestrian gateway, Clerk has actioned. FP12 by Oxfootstone Barn has been cleared by the council but the branches and residual debris needs removing. RW to ask the landowners if a working party on 18/2 can collect up the debris and have a bonfire on their land. Both sleeper ditch crossing need replacing and RW will liaise with JT. Rangers are steadily installing new finger posts.
5. Works SP, bench is ready to remove for treatment when the ground is suitable, bus shelter has been tidied.
6. Parish Website SR up to date a FB page has been set up. Data from SAM2 will be communicated.

9 To consider other items of correspondence. Email re lack of pavement on Church Road. JC to go and see person. JC asked Clerk to re send him the various emails from residents about traffic speed/accidents. A recent email from NALC informs us of new regulations due iro data protection, SR has offered to take the lead role on this subject and will brief us as required, the meeting thanked him for this and accepted his offer.

10 To transact Any Other Business and receive suggestions for items to be placed on the Agenda for the next meeting. Overview and information on GDPR for next meeting.
Planning litter pick 18/4/18

11 Date and time of next meeting

6 March 2018 – Tuesday

17 May 2018 – Thursday

Signed..... John Crisp, Chairman

Date: