

South Lopham Parish Council

**Minutes of the meeting held at Valley Farm, Low Common.
Tuesday 8 January 2019 7.30pm**

- 1 **Chairman's Opening remarks** The Chairman sent his apologies and provided an update covered under planning on the Crown Milling development.
- 2 **To record attendance and consider the acceptance of apologies for absence.**
Present:
Council Members: Simon Puttock (SP)
 Jim Pursehouse (JP)
 Sarah Martin (SM) Chair for this meeting
 Rob Webb (RW)
 Caroline Phillips (CAP) Clerk
 Apologies from J Crisp, A Shiperlee, S Reynolds.
 GC Phillips RFO part attendance items 6 & 7.
- 3 **To record declarations of interests from members in any item to be discussed.**
 None
- 4 **To approve the Minutes of the last meeting (November 2018).**
 The meeting notes were unanimously approved.
- 5 **To report on matters arising from the Minutes (other than those listed separately on the Agenda).** GDPR is still outstanding. The Clerk offered to investigate whether she can complete the action, Clerk to write to the owner of Pantiles or ask for overhanging branches to be cut to enable SAM2 to function correctly on new post.
- 6 **To receive and approve the Financial Report, the statement of current balances and to consider the following accounts for approval or ratification.**
 RFO requested that the invoice for the footpath leaflet be presented by mid-March if possible. The meeting also discussed the current financial regulations and approved a change to the approval limits for obtaining estimates. It was agreed to update the regulations such that they are based on the most current NALC model regulations and submit these for approval at the next meeting. (New regulations now updated for our use circulated ready for approval at the March meeting.)
 Opening balance of £4826.70 at 06/11/18, payments £219.07, carry forward £4607.63 at 08/01/19
 - a. Lophams' News Dec 2018 & Jan 2019 (2x£30.20) £60.40, unanimously approved.
 - b. Clerk's salary Oct - Dec 2018, unanimously approved.
- 7 **Approve precept for 2019-20.** The RFO presented the budget and the precept was unanimously agreed as £3895.00. RFO to complete paperwork by 31 January 2019. (Now complete.)
- 8 **To receive reports from Councillors on the following;**
 - a. Planning SM – an update from JC was provided on the Crown Milling development, Bidwell's have not yet submitted an application, SLPC will make a representation on the planning application. Fen Farm Barn change of use approved with conditions, Pear tree Cottage tree works, amendments submitted for Poplar Farm Barn, Clerk had made Frizzells aware, SM will make a site visit as the amendment appears significant. SM to write to planning enforcement iro tree house and rubbish pit on Brick Kiln Lane. Field shelter on Low Common amendment for bat holes.
 - b. Highways AS, A large hole on Middle Road towards the Banks needs reporting.
 - c. Community JP – Next litter pick scheduled for 17th March at 10am- noon, meeting at the White Horse, date to be advertised in the news letters. Clerk to contact Highways about the rubbish on the A1066 lay-by.
 - d. Footpaths RW. The village walk with LOHP was very successful with about 35 walkers. The draft footpath leaflet had been circulated prior to the meeting and is progressing.

RW will ask the supplier to send an invoice for the work to date so this can be paid in the current year. J Alston's cross field paths have been sprayed. Path 15 needs spraying RW to write to Gooderham Estate. Fallen trees are blocking the path behind Rosebrook, discussion took place whether the PC should pay for their removal but it was agreed we should endeavour to get the land owner to fulfil their obligations, RW to attempt to contact the owner via the selling agents, 2 ditches also require work RW to contact the footpath team at NCC.

- e. Works & Speed watch SP – the speed watch team have been trained and the sites are ready for action.
- f. Parish Website SR no report.
- g. SAM 2 SR no report.

9 To consider other items of correspondence. None to report.

10 To transact Any Other Business and receive suggestions for items to be placed on the Agenda for the next meeting. Update of new financial regulations

11 Date and time of next meeting
5 March 2019 – Tuesday

Signed..... John Crisp, Chairman
Date: