

North Lopham Parish Council

Draft minutes of meeting held on Wednesday 10th July 2013 at 7.30pm
in 'The Mess', St Andrews School, North Lopham

1. **Attendance and Apologies:** Present were Heather Potter (Chair), Jan Tate (Vice-Chair), Mick McManus, Dawn Eagle, Robert Carley and Mike Cox (Clerk). Apologies received from Lesley Bird and David Hammond. Six members of the public also attended.
2. **Declarations of Interest:** None.
3. **Minutes of last meeting held May 8th 2013:** Minutes of last meeting read, approved and signed.
- 3a. **Co-option of Parish Councillor:** Two applicants were Eileen Birchall and David Hammond. Vote taken and David Hammond was elected by majority vote and will be required to sign declaration on his return from holiday. Clerk to deal.
- 3b. **Vacancy for Parish Clerk:** Mike Cox confirmed that he would be standing down as Parish Clerk as and when a replacement could be found. He has already compiled a job vacancy which will be posted on village notice board, applications to him by Monday 29th July 2013.
4. **Matters arising:**
 - Rights of Way Tribunal – Clerk reported that all documentation had been sent to the Planning Inspectorate ready for 3rd September 2013. He did point out however that Norfolk County Council had totally misrepresented his initial conversation with them and forwarded these to the Planning Inspectorate, resulting in upset caused to two farmers involved, Mr Worby and Mr Gooderham and annoyed himself. He has contacted the Inspectorate by email requesting that the remarks be removed.
 - Affordable Housing – no further update.
 - Neighbourhood Plan – Further conversation with the NALC remains the same, they feel that there will be no benefit for a small council such as us. However, the Clerk is in receipt of a DVD from Judith Farren-Bradley who is well versed in such schemes. Clerk urged members to view the DVD before they make final decisions.
 - 20MPH speed limit – Clerk reported village is still on NCC list. Question from the floor asked where the scheme would exist if successful, Clerk reported this would be from Water Tower to Richmond Electronics (previously known as).
 - Drains in Tanns Lane – Clerk has spoken with Highways on 10th July and confirmed this is on-going. Clerk will pursue this each week.
5. **Financial Report and outstanding accounts for payment:** Current A/C £1322.79 Deposit A/C £2685.50.
 - Clerk's fees - £202.00 (including £10 expenses for postage stamps) *paid*.
 - Hire of The Mess - £10.00.
 - Parish Newsletter – June & July - £51.00 *paid*.
 - PAYE - £48.00 *paid*.
 - RGM grass cutting - £213.60 (cemetery, Jubilee Lane & Primrose Lane). *Invoice £40 to South Lopham PC for Primrose Lane.*
 - RGM grass cutting - £117.60 (cemetery)
 - RGM grass cutting - £165.60 (cemetery & Primrose Lane).
 - *Income – Burial £70.00 Headstone £40.00 Bottle bank £254.72*

The completed Audit should be received from Mazaars in the next few days. Accounts have been advertised on village notice board for inspection. Accounts outstanding approved for payment.

7. **Planning Applications:**
- 3PL/2012/1106/F – Lilac House – approved.
 - 3PL/2013/0418/F – Octavia House – approved.
 - 3PL/2013/0579/F – Land adjacent Chestnut Farm, severance of garden, new dwelling and double garage and shared access – pending.
 - 3PL/2013/0589/LB – Church Cottage – replacement of window and front door.
 - 3PL/2013/0565/F – Utopia, Tanns Lane – porch and bay window extension.
8. **Footpaths, Roads and Footways:**
- Conservation area at the cemetery – Jan Tate suggested that an area at the cemetery be set aside for a wildflower area. The meeting agreed this was a good idea and the Chair will arrange site visit with fellow councillors.
 - Hedges – remain a constant problem in village. Jan Tate and Clerk will assess issue and visit householders concerned.
 - Risk Assessment – Clerk has conducted RA on both cemetery and pond. There are no issues at present.
 - Jan Tate reported that she is in regular contact with Highways. Even though the road has been resurfaced, issues remain with main road through village. She also gave report on recent Ranger’s visit to village – this included matters dealt with on last visit and requests for their next one.
9. **Community matters:**
- Federation Consultation St Andrews School – This is now complete and should come to fruition in the autumn of this year.
 - Speed Watch – David Hammond has spoken with Norfolk Constabulary and other parishes regarding Speed Watch and is prepared to co-ordinate this. He has requested another volunteer to assist with the 5 volunteers.
10. **Correspondence:**
- Clerk reported that two letters had been sent to Jennie Vere by ex-parishioners complaining about the state of the cemetery. One suggested that villagers should volunteer and maintain it free of charge. Jennie Vere has replied to both letters pointing out that this is a cemetery and not a churchyard and the PC already pays for its maintenance at considerable expense. Since their respective visits the cemetery has been cut twice and is neat and tidy. Jennie Vere has included this in her replies.
 - Clerk reported on notice of two planning applications for ‘scoping opinion’ relating to bio-mass facility at Kenninghall. When the hard copies arrive they will be circulated in the usual manner.
 - Jan Tate reported that her son Jon will try to introduce some carp to the pond to solve the problem with algae.
 - The floor identified that North Lopham had won the Breckland heat of the Active Village Games and would be competing at the UEA in the county final on Sunday 14th July 2013
11. **Items for next Agenda:**
- Rights of Way / Affordable Housing / Drains Tanns Lane / Conservation area - cemetery
12. **Date and time of next meeting at The Mess, St Andrews School, North Lopham.
Wednesday 11th September 2013.**

Signed (M. Cox, Clerk)

Date