

# North Lopham Parish Council

## Draft minutes of meeting held on Wednesday 11<sup>th</sup> July 2007 in the Methodist Schoolroom, North Lopham

1. **Attendance and Apologies:** Present were Brian Frith (Chair), Janet Tate (Vice-Chair), Valerie Garnham, Graham West, Mick McManus, John Barwick, Robert Carley and Mike Cox (Clerk). One member of the public also attended.
2. **Declaration of Interest:** None.
3. **Minutes of last meeting held 16<sup>th</sup> May 2007:** Proposed they be accepted by Valerie Garnham and seconded by Janet Tate. All agreed.
4. **Matters arising:**
  - The Clerk reports that Pc Archer has been contacted but is currently seconded to Thetford on a temporary promotion. His replacement has recently been injured in a road accident but will be approached for the September meeting.
  - Burial Ground waste bin – this was removed immediately following last meeting. Sign placed requesting that waste be removed.
  - Grass cutting – Clerk has agreed that from now on he will contact contractor and request work to be done.
  - Training – Brian Frith gave a resume of Parish Council training recently attended by him and John Barwick. Members agreed to go ahead with joint training with South Lopham.
5. **Finance Report and Accounts for Payment:**
  - Clerk's salary and expenses – salary £225.00 and £10.00 expenses.
  - Hire of Methodist Schoolroom - £15.00
  - Windmill prints (pond sign) - £226.26
  - Roy Allen (post supports) - £67.69
  - Frank Aldridge (timber for notice board) - £336.65
  - Mike Daley (notice board making) - £50.00
  - Brian Frith – (refreshments) - £31.34
  - RGM Grass cutting (May) - £188.00
  - Brian Frith suggested that £1000.00 be transferred from the National Savings Account to cover expenditure before second part of precept in October.

All items proposed by Mick McManus and seconded by Robert Carley. All in favour.
6. **Annual Accounts 2006/2007 and Audit:** The audit of the Accounts was advertised on 2<sup>nd</sup> July 2007 and will be in place for 20 working days for submission at the end of July.
7. **Planning Applications:** One application received – Meadow House – still being reviewed by Breckland. Some concern was expressed about the size of the plots being offered for auction at 'Meadow Farm', and the apparent 'conversion' of agricultural land to 'garden'. Brian Frith said he would contact Breckland to find out more about the regulations.
8. **Footways, Roads and Footpaths:**
  - Footpath No 1 – David Mills responded to email to say he 'had just not had time to get round to pursuing this'. Promised to progress the matter.
  - Church Road footway – Still problems with 'one of the landowners' but hopeful of resolution soon.
  - No other problems other than a few overhanging trees and debris on the footways in some places.
9. **Work at Letchmere and opening ceremony:** Almost complete. Some work to be done on the underside of the roof of the shelter. Opening ceremony seemingly successful. It was suggested that a 'Pond Maintenance Group' be established: the group who would meet to carry out maintenance and report to the Parish Council if funding required. Chairman hopes to be able to give full and final accounts for the whole project at the September meeting. Another discussion took place regarding the very large number of ducks. Brian Frith sought approval to place 2 signs at the pond dissuading the public from feeding the ducks. All agreed. There is now a green slime across the water. Graham West said that foul water comes from the far pipe, but Jan Tate pointed out that a test of the water proved to be pretty clear.

10. **Adoption of Standing Orders, Notes for Chairmen and Revised Code of Conduct:**  
Unanimously agreed to adopt both documents (which had been circulated prior to the meeting) - including paragraph 12(2) of the Code of Conduct. Clerk agreed to notify Breckland and Standards Board for England that code had been adopted. Copies of each document would be provided for all Councillors.
11. **Parish Councillors 'Areas of Special Interest':** This involved discussion on a document circulated by the Chair regarding specific areas of interest for Parish Councillors (to act as a 'point of contact') which were agreed as –
  - John Barwick – Planning Applications
  - Janet Tate – Highways
  - Brian Frith – Monitor Finance
  - Graham West – Village Hall and community links
  - Robert Carley – Footpaths
12. **Correspondence:** Mains Drainage: Brian Frith reported on a conversation with an Anglian Water representative and Contractor on site: ground surveys are being carried out and the project was said to be on target for completion by November 2009.
13. **South Lopham Parish Council:** Brian Frith attended Annual Meeting and AGM. Peter Coster Chairman, Evelyn Logsdail Vice-Chair.
14. **Agenda for next meeting:** Preliminary discussion of budget 2008/9 (especially re: grass cutting expenses).
15. **Date and time of next meeting:** *Wednesday 12<sup>th</sup> September 2007 at 7.30pm*