

North Lopham Parish Council

Draft minutes of AGM held on Wednesday 16th May 2007, at 7.30pm in the Methodist Schoolrooms, North Lopham

The Clerk took the chair for the first part of the meeting.

1. **Attendance and Apologies:** Present were Brian Frith, Jan Tate, Valerie Garnham, Graham West, Mick McManus, Robert Carley and Mike Cox (Clerk). Two members of the public were also present.
2. The Clerk explained the formalities with this being the first meeting since the Election. All Councillors made their Declaration of Acceptance of Office and completed the Register of Interests (if not already done). The procedure to fill the vacancy left by Joan Muncila was also explained.
3. **Election of Officers and Co-option of new Councillor:**
 - Chair – Brian Frith proposed by Mick McManus and seconded by Jan Tate. All in favour. Brian Frith then signed the Declaration of Acceptance of Office as Chairman
 - Vice-Chair – Jan Tate proposed by Graham West and seconded by Mick McManus. All in favour.
 - At this point Brian Frith took over the chair and explained that the position of Responsible Financial Officer always remain with the Clerk, as part of his job description.
 - John Barwick had expressed an interest in joining the Parish Council. All were in favour and John Barwick signed his Declaration.
4. **Declaration of Interests:** None declared.
5. **Minutes of last meeting held 14th March 2007:** Read, approved and signed.
6. **Matters arising:**
 - Service to confirm Rob Mellowship as Rector – Brian Frith attended a joyous occasion.
 - Contact with Pc Archer – Clerk agreed to make contact to try to arrange for Pc Archer to attend the July meeting.
7. **Finance Report & Accounts for Payment:**
 - Grass cutting: One bill for £160 + VAT to pay, Clerk to contact RGM and ask that they do not cut the orchard, also to explore the practicalities of cutting every 3 weeks to reduce the cost so that we are inside the year's budget.
 - Allianz Cornhill - £446.30 (a small increase on last year).
 - Pond Accounts – Payment to Roy Allen Engineering for pond equipment and steelwork £254.89 (inc VAT); and to Brian Frith for fencing, roof materials, tool hire (for fencing), sand, cement, bricks etc. £990.50 inc VAT. If all goes to plan project will be complete in a few weeks when an 'Official Opening' is planned (suggest a Saturday afternoon, maybe mid-June) to which we will invite donors, contractors, volunteers as well as all villagers. Request that up to £100 be allocated for wine/juice/nibbles – proposed by Mick McManus, seconded by Graham West and agreed unanimously.
 - Any other accounts – Methodist Church hire £30.00 (2 meetings).
 - Mick McManus proposed and Robert Carley seconded that all accounts be paid. All agreed.
 - The annual accounts for 2006/07, as presented at the Open Parish Meeting, were approved. Proposed by Robert Carley and seconded by Jan Tate. All agreed
8. **Planning Applications:**

Ferndale House, Old Bakehouse, Richmond Electronics offices, 4 Cherry Tree Close, Diss Windows at Fysons Farm, Willow Farm Cottage and Meadow Farm - all approved. The Clerk explained that while planning permission was given for Meadow Farm, there were 15 conditions to comply with, including the disposal of hazardous materials and site clearance before any building takes place.
9. **Footways, Roads and Footpaths:**
 - Chairman had met with David Mills (footpaths officer): proposed that notice be placed asking about ownership of stretch of footpath linking Primrose Lane with Tanns Lane, with

a view to declaring it a right of way. This would hopefully enable the path adjacent to the school field to be declared redundant in due course. Mr. Mills also looked at paths to the west of The Street (Back Lane, Green Lane etc) and thought attempts should be made to get these established as rights of way. A sign had been put up at Kings Head Lane entrance to Back Lane asking residents to stop dumping garden rubbish at that location.

- Norfolk County Council had done an excellent job kerbing round the pond. Brian Frith had thanked 'Highways'.
- There were already problems with overhanging hedges etc. A reminder will be placed in 'Lophams News'.
- Mick McManus asked that Highways be informed of a dropped drain cover outside Meadow Farm in The Street. Clerk to contact

10. Burial Ground:

Problems with accumulation of dead flowers/discarded wreaths etc. The Parish Council (the Burial Authority) agreed that the existing wire bin be removed and replaced with a notice board asking people to take their rubbish away with them (in accordance with the existing published regulations). Proposed John Barwick, seconded Jan Tate. All were in favour.

11. Correspondence: None.

12. Future dates of meetings agreed: To be held on Wednesday evenings (the second in the month of alternate months) at 7.30pm in the Methodist Schoolrooms.i.e.: 11.07.07; 12.09.07; 14.11.07; 09.01.08; 12.03.08; 07.05.08 Open Meeting; 14.05.08 AGM

13. AOB:

- Revised Code of Conduct and Standing Orders – The Chair suggested that he adapts a model set of orders for consideration next meeting (11th July) and that we adopt the model revised Code of Conduct from National Association of Local Councils. Draft would be circulated before the meeting for comments.
- Peter Coster (Chair of South Lopham P.C.) had investigated the provision of Councillor Training for our joint Councils. Agreed that Brian Frith should seek further information. In addition NCAPTC had organised an introductory session at Attleborough on 5th June. Brian Frith and John Barwick hoped to attend.

14. Date & time of next meeting Wednesday 11th July 2007 at 7.30pm