LUDHAM PARISH COUNCIL

Minutes of a meeting of Ludham Parish Council held on Tuesday 6th December 2016

in the Church Room, Ludham

**Present:**  Cllr M Flett

Cllr R Pinning

Cllr C Willoughby

Cllr P Wall

Cllr T Gabriel

Cllr J Usher

Cllr S Farnsworth

Cllr J Youngs

Cllr M Monk

Cllr A Lumbard

Cllr A Lupson

Mrs J Beardshaw, Clerk

1. **Welcome to the public**: the Chairman welcomed 10 members of the public
2. **Apologies for absence:**  Cllr Tubby

**Declarations of interest**: None

1. **Minutes of the meeting held on Tuesday 5th November were approved**, with the following matters arising
   1. Response from NCC regarding the Village Gateway Scheme. Paul Donnachie, the Programme Manager at NCC Highways, had responded to the PC to note that there were some plastic gates as per those chosen by NCC, in Edgefield. The Parish Council did not believe that this type of gate would impact on speed within the village and the subject was closed
2. **Correspondence:**
   1. PCSO report. The Police had received 16 calls since the previous meeting including reports of rowdy or nuisance behaviour, calls for a concern for safety, road traffic collisions and suspicious circumstances. There had also been one reported crime, which was the theft of a convex mirror on Yarmouth Road between 12th and 13th November. Noted
   2. EAAA. Letter of thanks for donation. The EAAA had written to say that 15 years ago, they had comprised of a single helicopter operating from 9am to 5pm on a Friday. Today, the charity has two helicopters running 365 days per year and covering four counties in East Anglia and beyond. Noted
   3. NNDC. Precept request letter. NNDC had written to the Parish Council enclosing the required documentation for the precept request. They had also outlined information which Councils were required to be aware of prior to setting precept. Firstly, that the Local Government Finance Act 1992 places restrictions on members voting if they are in arrears with their council tax. This not only applies to the setting of the council tax but also for the setting of precepts by precepting bodies, for example parish councils. In addition, the letter set out the new details of the local council tax support scheme. As in previous years, the Council had decided to offer a grant to all those parish and town councils who accepted a grant in the previous year, but to reduce the grant by 11%. This is in line with the overall changes in external funding anticipated by the District Council. The amount of the grant for Ludham PC in 2017/18 has been set at £638.
   4. NNDC. Transparency code information. Particularly a note that paper applications of planning applications will stop in April 2017. In addition to the above information regarding precept setting, NNDC had written to the Council to outline that there is a greater requirement for transparency with smaller authorities and that this has cost implications which may be mitigated through the national Transparency Fund, which could potentially cover buying laptops, website management and training costs. With the exception of major planning applications, the District Council will no longer be providing parish councils with paper copies of planning applications from 1st April 20-17 and therefore Parish Councils may wish to invest in appropriate technology to assist in the new way of working. Noted
   5. Wicksteed Play. Inspection report. The Play inspection had noted two or three high and high/medium priorities. Cllr Willoughby would research playground equipment and report back to the next meeting. She would also more fully review the inspection report
   6. Bruce Moffat. Response to Play inspection report. Mr Moffat had written to say that he felt that the Parish Council should *‘get quotes for new or additional safety surfacing underneath the high swings and the roundabout very soon and install a new multi-play tower and slide for the younger children next spring. IN the case of the high swings, we shoud remove the seats and chains for the time being as recommended by the inspector.’* Noted
   7. Came and Company. Confirmation of insurance for the Fireworks Display on NYE. Noted
   8. Norfolk CAB. Letter of thanks for donation. Noted
   9. County Cllr Bradnock. Confirmation that NCC have included Catfield Road in the gritting routes for the current financial year. Noted. The Parish Council asked the **Clerk** to contact County Councillor Bradnock to ask why sometimes the gritter stops before it reaches the High Street
3. **Agenda items:** 
   1. To consider setting precept for 2017/2018. The Chairman and the Clerk had reviewed the budget and the financial requirements of the Council for the following financial year. They had provisionally recommended a precept figure of £7965 on the basis that this represented a small increase to cover the ever increasing costs of the Parish Council, but also using some of the savings which the Parish Council had kept in reserve. The Parish Council, after some discussion, **AGREED** by vote that it would set the precept at **£7965.** The relevant documentation was signed by two Councillors, the Chairman and the Clerk as per legislative requirements
4. **Reports:** 
   1. Cllr Flett. 3RW report. The Chairman had undertaken some research into the next phase of the 3RW and noted that there would be a meeting in February in Horning Village Hall to look into the 2nd phase of the cycleway. He noted that presently there is no identified funding for the work
   2. Cllr Usher. SNAP report. Cllr Usher noted that he had attended a meeting of the Safer Neighbourhood team and he reported that the three current priorities for the Police in the area are speeding in Lessingham, antisocial issues at Horning Village Hall and focussing on concerns over shoplifting at Roys of Wroxham. Noted
   3. Cllr Flett. St Benet’s to Ludham Bridge Pathway. The Chairman noted that although the pathway is ready, he had been informed at a Broad Forum meeting that one further gate was required. He assured the Council that he would be making its views known at the upcoming Local Access Forum.
   4. Cllr Flett. Boat Waste update. The Chairman noted that he had received no further communication from NNDC since a telephone conversation with Steve Hems in October. He noted that he would contacting all those who had attended the Boat Waste meeting in June, and inform them that he was disappointed in the lack of action. The Council fully supported this.
5. **Adjourn meeting**

The Chairman adjourned the meeting at 7.40pm for the public session.

A parishioner asked for an update on FP3 from Pound Lane to Norwich Road. The Chairman informed the Council and the Public that he was working to resolve some problems with the pathway and that he would report back to the Council if he had an update

The Chairman **reconvened the meeting at 7.50pm**

1. **Planning Applications:** 
   1. NNDC. PF/16/1364. The Old Vicarage, Norwich Road. Single-storey extension to provide 12 additional en-suite rooms and dining area. Demolition of existing conservatory extension. Supported. Two Councillors felt that it was worth noting that the additional numbers of elderly people in the care home could impact on the doctor’s surgery.
2. **Planning Decisions:** 
   1. NNDC. PF/16/0977. Keepers Cottage, Lovers Lane. Change of use of agricultural land to residential garden, erection of garage, canopy, pergola and domestic outbuilding and the erection of first floor side extension to dwelling (retrospective). Permitted
   2. NNDC. PF/16/0962. Manor Gates, Staithe Road. Flat roof porch extension. Permitted
   3. BA/2016/0295/LBC. How Hill Trust, How Hill. Refurbishment of upstairs toilets and shower to include moving one doorway to make room for an additional shower. Permitted
   4. BA/2016/0275/FUL. Broadlands Caravan Site, Johnson Street. To demolish and rebuild the reception and information room and replace existing paving slabs with block paving. Permitted
3. **Outstanding Highways matters for updates:**
   1. ENQ 900004041. Flooding at Hall Common / Staithe road junction. No action
   2. ENQ 541497. Flooding at Whitegates. Reminder sent by Clerk August 10th. NCC confirmed that this would be programmed
4. **Finance**
   1. The Chairman noted that he had signed and agreed a bank reconciliation for the previous month’s finances.
   2. **The following payments were authorised:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Format** | **Payee** | **Detail** | **Amount £** | **Inc VAT £** |
|  |  |  |  |  |  |
| 15.12.16 | S/O | Peakes | Grass cutting | 259.00 |  |
| 30.12.16 | DD | URM | Glass | 34.20 | 5.70 |
| 22.12.16 | DD | Clerk (December) | Pension |  |  |
| 31.11.16 | 1139 | DL Ritchie | Allotment rent | 200.00 |  |
| 31.11.16 | 1140 | Ludham VH | Grant | 900.00 |  |
| 31.11.16 | 1141 | J Simpson | Parish News Calendar Year 2017 | 180.00 |  |
| 31.11.16 | 1142 | Clerk | Salary and expenses | 390.70 |  |

* 1. **Receipts:**

|  |  |  |
| --- | --- | --- |
| **From** | **Detail** | **Amount** |
| NCC | Glass recycling | 770.23 |
| Womack | Grass | 2250.00 |
| Allotments | Rent | 240.00 |
| Allotments | Rent | 60.00 |

1. **Playground checks**

To confirm the person responsible for the visual checks at the Playground for the month (and to take the report from the previous month’s checks). Cllr Youngs had undertaken the checks from the previous month. Cllr Pinning agreed to undertake the checks for January and February

1. **At the Chairman’s discretion:**
   1. January meeting. The Parish Council agreed that it was not necessary to hold a January meeting unless any urgent business came up. The Parish Council would meet in February.
2. **Items for the Parish News:**
   1. Allotment available for rent at the Catfield road location
   2. Fireworks display on New Year’s Eve
   3. Planning
3. **To consider other items for future agendas**
4. **Next meeting**

**The next meeting of the Parish Council will take place on Tuesday 7th February 2017**

The meeting closed at 8.38pm