LUDHAM PARISH COUNCIL

Minutes of a meeting of Ludham Parish Council held on Tuesday 7th February 2017

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 A Lumbard

Cllr A Lupson

Cllr B Tubby

Mrs J Beardshaw, Clerk

1. **Welcome to the public**: the Chairman welcomed 9 members of the public
2. **Apologies for absence:**  Cllr Monk

**Declarations of interest**: None

1. **Minutes of the meeting held on Tuesday 6th December were approved**, with no matters arising

The meeting was suspended at 7.35pm for a presentation from NNDC as per item 6f

The meeting was reconvened at 8.16pm

1. **Correspondence:**
   1. PCSO report. There had been 18 calls from the Ludham area since the previous meeting, which included rowdy/ /nuisance behaviour, road related calls, calls for a concern for safety, reports of animal issues, reports of suspicious circumstances and road traffic collisions. Noted
   2. Confirmation of submission of Charity Commission Annual Return for the Playground. Noted
   3. BA. BA/2016/0002/ENF. Hall Common Farm. Appeal against enforcement notice. Overturned. Enforcement notice quashed. See item 10e
   4. Anglian Water. First Time Sewerage Application Appraisal – Fritton Road. The Chairman noted that this would not take place until AW’s 2020 – 2025 programme of works.
   5. NALC. PKf LittleJohn LLP nominated as external auditors for financial years 2017/18 to 2021/22. Noted
   6. NCC. Staffing update from Justin Le-May. The Clerk noted that sadly Justin Le-May had not been confirmed back in post after the restructuring at NCC so the Parish Council would be (after April) working with a different Highways Engineer by the name of Jon Winnett. Noted
   7. Environmental Protection. Confirmation of dog protection order locations in Ludham. The Clerk noted that there were two current PSPOs in Ludham – one at the School and one at the Playground. Noted
   8. Parishioner. Email regarding new signs on the Norwich Road footpath. A letter of complaint had been sent to the Clerk about the ‘graffiti’ on the Norwich Road Footpath. District Councillor Paul Rice noted that these had been made by NNDC following a complaint about dog mess on the footpath. He noted that the signs were made in paint and would wash away with a few months
   9. Local Government Boundary Commission for England. Draft recommendations. The Chairman explained that the the LGBC were undertaking a review examining and proposing new electoral arrangements for NNDC. He explained that this would be looking at the total number of councillors representing the council’s voters, and the names, number and boundaries of wards or electoral divisions. The LGBC were recommending that NNDC be reduced from 46 District Councillors to 40. This 40 would be made up of 26 single-member wards, and seven two-member wards. The Chairman noted that Ludham was included in the ward of Horning and that the ward would only have one District Councillor. The Council suggested that the ward be called ‘St Benets’ rather than ‘Horning’. **The Clerk** would speak with the LGBC about this
   10. DL Ritchie Trustees. Letter regarding footpath 3. The Landowner of FP3 had written to the Chairman a lengthy letter concerning the footpath and explaining the reasons behind the new fence near to FP3 off Norwich Road. The Chairman had been liaising with the landowner for some weeks in an attempt to resolve the concerns regarding the footpath. He noted that ‘*in 2009 (the landowner) had held a meeting at the request of NCC. The purpose of the meeting was to discuss LFP3. This was a matter of some surprise as none of the farm’s historic or contemporary maps had the footpath marked on them neither was there any recollection of anyone walking the footpath. The Footpath Officer at NCC demonstrated that the path was on the definitive map and requested that an opening be created in the road side hedge on Pound Lane, and the footpath be marked across the field. It was pointed out to the Officer that the footpath passed through a house and the garden of a neighbouring property before reaching Norwich Road and it was therefore technically impossible to walk the footpath. The officer requested a diversion across private land owned by the farm, but after receiving advice and some consideration this request was declined. The officer had considered speaking to the property owners on Norwich Road but decided against doing so. The ultimate agreement was reached that the landowner would cut an access point in the hedge on Pound Lane and mark the footpath. NCC would erect a finger way marker post on Pound Lane but not on Norwich Road as this was deemed to potentially cause conflict.* The landowner had gone on to state that they ‘*have the greatest sympathy for the affected property owners on Norwich Road: land searches and maps available at the time the properties were built were unlikely to have shown a footpath. The landowner also understand the disappointment their decision may cause, however they consider that they must discharge their legal duty in following professional advice in the best interests of the Trust’.* The Chairman explained to those present that there would be no access from Norwich Road to FP3 and that as the decision had been made by the landowner, entirely within the law, that they would not allow access across their private land, FP3 could only be used up to the boundary of the property on Norwich Road at which it stops. Noted
   11. UK Power Networks. Priority Services Register. The Clerk urged Councillors to give the leaflets to vulnerable members of the community so that any vulnerable parishioners could join the register and receive priority communication and assistance in the event of a power cut. Noted
2. **Agenda items:** 
   1. To consider the publication in 2017 of an updated Village Directory. Cllrs Gabriel and Pinning kindly offered to help with the selling of advertising space. The Clerk would put together the directory
   2. To consider how the Parish Council intends to manage future planning applications, as NNDC will only allow 21 days for consideration. The Chairman suggested that Cllr Lupson take on the role of Chairman of the Planning Committee. If an application came in requiring a response before it could ~~not~~ be discussed at a PC meeting, the Clerk would email the whole Council with details of the application, and Cllr Lupson would formulate a response, which the Clerk would confirm with the Council and send on to NNDC
   3. To consider discussing with Highways action regarding flooding on Horsefen Road. Cllr Lupson outlined the problems with Horsefen Road’s drainage, explaining that the the dyke overflows and water runs to the other side of the road and back into another gully. Cllr Lupson had spoken with NCC who claimed that they were not responsible. He confirmed that the reason was the additional drainage required from Latchmoor Park and therefore that Anglian Water could ultimately be considered as responsible. He noted that all that was required was that the dyke should be dug out further. The Parish Council **AGREED** to ask County Councillor Bradnock to speak with NCC and ask them to act before private property is damaged. Cllr Gabriel confirmed that there was some uncertainty as to whether or not the dyke was owned by the Gabriel family but that they would be more than happy to arrange for the dyke to be dug out, if it was confirmed as their property. Cllr Lupson confirmed that the IDB had stated that NCC Highways would be responsible if the dyke floods. The matter was considered by the Parish Council to be urgent. District Councillor Paul Rice would investigate whether the silt trap, which is a factor in the potential flooding, should be removed, and would then pass the response on to County Councillor Allison Bradnock for action
   4. To consider taking on a textile bank within the village. Income would be paid at £100 per tonne with no costs. The Parish Council confirmed that it would be happy to take on a textile bank if the Village Hall agreed to hold it on their land
   5. To consider upgrades to the Children’s Playground. **Cllr Tubby** confirmed that he would put some soil under the swings at the playground, to solve the current problem of the surface. Cllr Willougbhy was working on a complete re-vamp of the children’s playground
   6. To consider proposals by NNDC regarding Boat Waste. Steve Hems and Scott Martin of North Norfolk District Council attended the meeting and spoke in open session between items 4 and 5 above.

The Chairman summarised the boat waste situation from the beginning and detailed the various discussions which had been had over the previous 12 months. Steve and Scott explained the background to the boat waste concern and highlighted that the categorisation of Boat Waste had come via legislation from Europe down to Defra and on to Norfolk County Council, who had passed on the additional charges for boat waste on to North Norfolk District Council. Steve and Scott went on to explain that the Norfolk Waste Partnership had worked out a loophole around the categorisation of boat waste such that if the Parish Council is the owner of the land on the which the waste is thrown away, the waste can be categorised as domestic rather than commercial, thus meaning that the waste could be removed without the surcharge from NCC.

There was a lengthy discussion around the boat waste issue. Steve and Scott were able to answer many Councillors’ questions to their satisfaction, as well as some questions from the public

When the meeting was reconvened, the Parish Council took a vote on whether or not it should agree to take on a rental agreement with NNDC for the boat waste sites (one in Horsefen Road near to Womack Staithe and one at the Ludham Bridge toilet block). It was confirmed that the **Chairman / Clerk** would discuss with the EA if the Parish Council could rent the boat waste site from the EA, but as it was considered unlikely the discussions surrounding the Ludham Bridge toilet block would tentatively continue. Steve and Scott confirmed that the rental would be for £1 per year (if invoiced at all) and that there could be some costs for the provision of a concrete pad at Ludham Bridge site.

The Parish Council **AGREED** unanimously to take on the sites on a rental basis, whilst also attempting to take on a license arrangement with the Environment Agency for the site at Ludham Bridge

1. **Reports:** 
   1. Cllr Usher. SNAP report. Cllr Usher noted that the current priorities were 1) reducing antisocial behaviour from youths in Stalham, and 2) no lights on bicycles. He also noted that there had been a spate of attempted and actual thefts on vehicles in the area where people had left cars unlocked. He urged parishioners to lock their cars
   2. Cllr Flett. St Benet’s to Ludham Bridge Pathway. Cllr Lombard noted that he expected the ‘footpath open’ signs to go up on Friday
   3. Cllr Flett. How Hill Staithe. Cllr Flett noted that How Hill Staithe had become a clay quagmire and that complaints had been received about it. He reported that the BA would be top dressing it within the next month
2. **Adjourn meeting**

The Chairman adjourned the meeting at 8.55pm for the public session.

The Chairman **reconvened the meeting at 9.20pm**

1. **Planning Applications:** 
   1. None
2. **Planning Decisions:** 
   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. Permitted. Noted
   2. NNDC. PF/16/1391. The Laurels, School Road. Mr R and Ms L Leek and Deacon. Creation of new vehicular access. Permitted. Noted
   3. NNDC. PF/16/1258. The Mill House, How Hill. Conversion of barn to dwelling. Permitted. Noted
   4. BA/2016/0343/FUL. Shed at, The Workshop, Yarmouth Road. Refused. Noted
   5. BA. BA/2016/0002/ENF. Hall Common Farm. Appeal against enforcement notice. Overturned. Enforcement notice quashed. Noted
3. **Outstanding Highways matters for updates:**
   1. ENQ 900004041. Flooding at Hall Common / Staithe road junction. Information requested by Clerk 19/1/17. On the 24th January 2017 Justin Le-May had responded that the local technician Richard Pearson had dealt with this in 2016 and the grips along the section will be cleaned out shortly as part of the ongoing routine cyclic order. Richard had informed Justin that there was no further flooding reports to date. The Council asked the **Clerk**  to reply to Justin to inform him that there had been and continued to be regular flooding at that junction and that the grips being cleared had made no difference
   2. ENQ 541497. Flooding at Whitegates. Reminder sent by Clerk 19/1/17. Justin Le May had replied to this on 24th January 2017 confirming that the first phase of the drainage cleaning / investigations are complete and that an order is with the works team to expose the assets. He had confirmed that he was waiting for a start/ road closure date from the works team. When the assets were exposed the drainage contract would be returning to the site. Noted
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 £** |
| 15.02.17 | S/O | Peakes | Grass cutting | 259.00 |  |
| 15.01.17 | S/O | Peakes | Grass cutting | 259.00 |  |
| 29.12.16 | DD | URM | Glass | 63.00 | 10.50 |
| 20.12.16 | S/O | Barclays | Bank Storage | 1.00 |  |
| 22.12.16 | DD | Clerk (December) | Pension (paid by PC and Clerk) | 60.07 |  |
| 22.01.17 | DD | Clerk (January) | Pension (paid by PC and Clerk | 57.83 |  |
| 31.01.17 | 1143 | Ludham PCC | Church Hall rent | 93.50 |  |
| 31.01.17 | 1144 | Clerk | Sal and Exp Dec | 381.98 |  |
| 31.01.17 | 1145 | Keith Debbage | Hedge cutting | 282.00 | 47.00 |
| 31.01.17 | 1146 | Clerk | Salary and expenses Jan | 359.05 |  |
| 31.01.17 | 1147 | M Peake | Playground work – trees and ivy | 90.00 |  |
| 31.01.17 | 1148 | M Flett | Mileage | 30.05 | 0.58 |

* 1. **Receipts:**

|  |  |  |
| --- | --- | --- |
| **From** | **Detail** | **Amount** |
| Barclays | Bank interest | 1.43 |

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 Pinning had undertaken the checks for January and February, and Cllr Youngs had agreed to undertake the checks for March

1. **At the Chairman’s discretion:**
2. **Items for the Parish News:**
   1. Allotment available for rent at the Catfield road location
   2. Lock cars
   3. Planning
   4. Speeding, in particular in the vicinity of the School
   5. Ludham Bridge / St Benet’s Walk due to open
3. **To consider other items for future agendas**
4. **Next meeting**

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

The meeting closed at 9.48pm