LUDHAM PARISH COUNCIL

Minutes of a meeting of Ludham Parish Council held on Tuesday 4th April 2017

in the Church Room, Ludham

**Present:**  Cllr M Flett

Cllr R Pinning

Cllr C Willoughby

Cllr P Wall

Cllr T Gabriel

Cllr S Farnsworth

Cllr J Youngs

Cllr A Lupson

Cllr J Usher

Mrs J Beardshaw, Clerk

1. **Welcome to the public**: the Chairman welcomed 9 members of the public
2. **Apologies for absence:**  Cllrs Lumbard, Monk and Tubby

**Declarations of interest**: None

1. **Minutes of the meeting held on Tuesday 7th March were approved**, with no matters arising. Cllr Wall noted that he had attended the playground meetings. The minutes were amended to include Cllr Wall under item 8b
2. **Correspondence:**
   1. Receipt of the Mazars paperwork for completion of the external audit. The Chairman confirmed that the paperwork had been received and that the **Clerk** would complete the required information and prepare the audit ready for the June meeting
   2. NALC. National salary award information. The Chairman noted that the Clerk’s salary had increased in line with the NALC recommendations
   3. BA. Fen Hollow, Horsefen Road. Fen Hollow. Oak – crown reduction by 2m to remove deadwood. Noted
   4. Womack Staithe Trust. To nominate a new trustee for 4 years. Cllr Youngs’ term of office comes to and end 5th April 2017. The Parish Council **CONFIRMED** Cllr Youngs as a Trustee for another four year term. The Chairman thanked Cllr Youngs for standing again. **The Clerk** would contact the Womack Staithe Trust
3. **Reports:** 
   1. Cllr Flett. Boat Waste update. The Chairman confirmed that the lease had been received from NNDC. The Parish Council **AGREED** to sign the lease documentation. The Chairman noted that he had contacted the EA regarding the Ludham Bridge site. The EA had passed a copy of the draft lease to their property department and they did not anticipate a problem with the lease being granted. The Chairman confirmed that NNDC would continue to collect the waste whilst the EA considered their position.
   2. Cllr Usher. SNAP report. Cllr Usher noted that there was some concern regarding doorstep sellers locally and that there had been some thefts in Taverham associated with doorstep sellers. Cllr Usher also noted that Tom Gibbs was replacing Billy Nesbitt as the Police Officer for the area. He noted that the three priorities were currently i) groups of teenagers in Stalham outside Tesco abusing shoppers, ii) patrols at boatyards, and iii) speeding in Catfield and School Road in Ludham. The Chairman thanked Cllr Usher for attending these SNAP meetings
   3. Cllr Flett. St Benet’s to Ludham Bridge Pathway. The Chairman noted that the pathway was open and that there would be an official opening ceremony in the coming months
   4. Cllrs Gabriel and Pinning. Village directory report. Cllrs Gabriel and Pinning were working to sell the advertising in the directory. The Clerk was struggling with writing the information without Microsoft Publisher or a similar programme. The Clerk would start again on the directory using MS Word, as recommended by Century Printing
   5. Cllr Willoughby. Playground report. Cllr Willoughby confirmed that the Committee had met with NGF, Kompan and HAGS and would be meeting with Wicksteed as well. A maximum budget of £20K had been set. Cllr Willoughby noted that this money would be found from the Womack Trust, the Parish Council, grant funds and fund raising.
   6. Cllr Lupson. Civil Contingencies. Cllrs Lupson and Usher had attended a Civil Contingencies meeting with North Norfolk District Council, and had discussed any potential vulnerabilities within the village. They confirmed that they had now been nominated the ‘Civil Contingencies Managers’ for the village and that they would manage any potential issues with fire, flood etc. Cllr Lupson noted that the village was well placed in terms of high locations where villagers could de-camp to, such as How Hill, the School and the Village Hall. The Clerk would write an item for the Parish News
4. **Adjourn meeting**

The Chairman adjourned the meeting at 8 pm for the public session.

District Cllr Marion Millership noted that there had been a turnout at the last County Elections of 33% and that there was another election coming up. She urged the public to vote in the elections.

The Chairman **reconvened the meeting at 8.45pm**

1. **Agenda items:** 
   1. To identify a date for the village litter pick – Saturday 10th June at 10am outside Throwers. **CONFIRMED.** The **Clerk** would arrange for the delivery of the required items
   2. To consider renewing the grass cutting contract or to consider putting the work out to tender. The Chairman asked the Parish Council if it would like to put the grass cutting out to tender or to renew the current contract with the Peakes at the same rates. The Parish Council confirmed that it was pleased with the job that the Peakes undertake for the village. It was **AGREED** to confirm the current contract
   3. To consider purchasing chains for the cradle swings in the playground, at a cost of £72. The Clerk would pay for this privately and the refund would be on the May agenda because she would buy the chains online. The Chairman also noted that the **Clerk** would need to buy shackles **CONFIRMED**
   4. To consider asking the Peakes to add some soil / grass under the climbing frame in the playground. **AGREED.**
   5. To confirm that the Parish Council will not hold the August meeting (in previous years it has not held a July meeting)**. AGREED**
2. **Planning Applications:** 
   1. BA/2017/0096/COND. Broadlands Caravan Site. Variation of condition 2 of BA/2016/0275/FUL. **Supported**
3. **Planning Decisions:** 
   1. None
4. **Outstanding Highways matters for updates:**
   1. ENQ-0286542. Flooding at Hall Common / Staithe road junction. NCC have put in a request for the gully to be emptied, the verged to be chambered-in, and the pipework jetted ‘over the next few weeks’ (March 2017)
   2. ENQ 541497. Flooding at Whitegates. NCC confirmed that this would be programmed. (March 2017)
   3. Horsefen Road flooding
   4. ENQ 90000. Road markings outside school
   5. Sarah Price, email. Barbed wire beside FP10
5. **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 £** |
|  |  |  |  |  |  |
| 15.03.17 | S/O | Peakes | Grass cutting | 259.00 |  |
|  | DD | URM | Glass |  |  |
| 28.03.17 | DD | NEST | Pension (paid by PC and Clerk) | 57.82 |  |
| 31.03.17 | 1150 | Clerk | Salary and expenses March | 375.14 |  |
| 31.03.17 | 1151 | SLCC | Subscription | £46.33 |  |

* 1. **Receipts:**

|  |  |  |
| --- | --- | --- |
| **From** | **Detail** | **Amount** |
|  |  |  |

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 for March and Cllr Farnsworth would undertake the checks in April

1. **At the Chairman’s discretion:**
2. **Items for the Parish News:**
   1. Police reports on website
   2. Litter pick 10th June
   3. Annual Parish Meeting
   4. No August meeting
   5. Doorstep traders
3. **Next meeting**

**The Chairman confirmed that the next meeting of the Parish Council would take place on Tuesday 2nd May 2017 and would be the Annual Meeting of the Parish Council. It would follow the Annual Parish Meeting at 7pm**

The meeting closed at 8.40pm