LUDHAM PARISH COUNCIL

Minutes of THE ANNUAL meeting of Ludham Parish Council held on Tuesday 2ND May 2017

in the Church Room, Ludham following the Annual Parish Meeting

**Present:**  Cllr M Flett

Cllr R Pinning

Cllr C Willoughby

Cllr P Wall

Cllr J Youngs

Cllr A Lupson

Cllr J Usher

Cllr B Tubby

Mrs J Beardshaw, Clerk

1. **Welcome to the public**: the Chairman welcomed 9 members of the public
2. **Apologies for absence:**  Cllrs Lumbard, Monk, Farnsworth, Gabriel
3. **Election of Chairman and Vice Chairman.** The Clerk asked for nominations for the position of Chairman. Cllr Lupson nominated Cllr Flett. There were no other nominations and Cllr Flett was voted unanimously as the Chairman. The Chairman asked for nominations for the position of Vice Chairman. The Chairman asked if Cllr Willoughby was willing to continue in the role of Vice Chairman. Cllr Willoughby agreed that she would take on the role for a further term. The Council agreed unanimously that Cllr Willoughby should continue in the role of Vice-Chairman
4. **Election of committee members.** No change was made to the existing committees with the exception that Cllr Wall agreed to be the ‘Finance Liaison’ with the Chairman. It was also confirmed the Cllr Pinning was on the Village Hall Management Committee as one of the Parish Council’s representatives (with Cllr Youngs)

**Declarations of interest**: None

1. **Minutes of the meeting held on Tuesday 4th April were approved**, with no matters arising.
2. **Correspondence:**
	1. Village Hall Committee. Confirmation of agreement to have a textile bank at the Village Hall. The Chairman would sign the paperwork accordingly. **The Clerk** would research whether the bank is moved every time it is emptied, or whether it has a door. The LVH Committee had suggested that the bank is straightened up within the car park
	2. Parishioner complaint regarding bus shelter and proximity of dog bin to bench. Cllrs had reviewed this and considered it. They did not feel that the proximity of the bin to the bench was relevant and noted that bins needed to be in nearby areas in order to be used. **The Clerk** was asked to speak with the Peakes to see if they might be willing to sweep out the Bus Shelter if required. Cllr Lupson noted that on occasion he had cleaned out the bus shelter in the past
	3. NCC Highways. Jon Winnett to meet with Clerk 10th May and to discuss the Horsefen Road flooding with Cllrs Lupson and Gabriel. Cllr Tubby would also attend this meeting
	4. Complaints from residents regarding inconsiderate parking on Norwich Road. Residents had been asked to contact the Police on 101 when inconsiderate parking occurs. In particular, the Chairman noted that parking on the footway / pavement is illegal and should be reported to the Police. The Clerk was asked to check on the plans for the property. Cllrs felt that the planning application had been approved approximately 14 years previously
3. **Reports:**
	1. Cllr Usher. SNAP report. Cllr Usher explained that Tom Gibbs would be taking over in the near future. The Chairman asked Cllr Usher if he might be prepared to speak with the Police about the recent vandalism at How Hill
	2. Cllr Flett. St Benet’s to Ludham Bridge Pathway. Cllr Flett noted that the Chairman of the BA had opened the pathway that morning. He noted that all were delighted that after some years of work, the pathway was open. He explained that the agreement was for 25 years. Noted
	3. Cllrs Gabriel and Pinning. Village directory report. Cllr Pinning noted that the Village Directory was nearly finished and that he expected the advertising to cover the cost of printing. The Parish Council **AGREED** that 1000 copies should be printed
4. **Adjourn meeting**

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

A member of the public noted that the grass around the village had grown very long and when it was then cut it was a hazard to pedestrians as the web grass is all over the pavements and road. The **Clerk** would speak with NCC

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

1. **Agenda items:**
	1. To check the draft audit for 2016/17. The Clerk had circulated the figures. There were no questions for auditors. The Chairman explained that the internal auditor would review the figures before the full audit came to the June meeting for approval
	2. To confirm the fixed asset register. The Clerk noted that she had input a value of £2K against the defibrillator which in previous years had been noted as a zero value because it had been given as a donation
	3. To consider making a request to the Womack Staithe Trust for a donation towards the playground upgrades. It was agreed that the Playground Committee would come to a decision as to which company it would like to use to supply the equipment, and then come to the Council with a recommendation. At that point the Parish Council could consider writing to the Womack Trust to ask for a financial commitment
2. **Planning Applications:**

None

1. **Planning Decisions:**

None

1. **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
2. **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 £** |
|  |  |  |  |  |  |
| 15.04.17 | S/O | Peakes | Grass cutting | 259.00 |  |
|  | DD | URM | Glass |  |  |
| 24.04.17 | DD | NEST | Pension (paid by PC and Clerk) | 57.99 |  |
| 30.04.17 | 1152 | Clerk | Salary and expenses March | 369.63 |  |
| 30.04.17 | 1153 | Clerk | Reimbursement of Playground items | 58.32 |  |
| 30.04.17 | 1154 | HMRC | Tax | 7.20 |  |
| 30.04.17 | 1555 | Ludham PCC | Grass cutting | 368.50 |  |
| 30.04.17 | 1556 | Norfolk Age UK | Donation (re-written chq 1136 as cheque not received) | £75 |  |
| 30.04.17 | 1557 | NALC | Subscription | 240.29 |  |
| 30.04.17 | 1558 | Ludham Village Car Scheme | GPC donation | 250.00 |  |
| 30.04.17 | 1559 | Came and Company | Insurance | 442.61 |  |

* 1. **Receipts:**

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

1. **Playground checks**

Cllr Farnsworth had undertaken the checks in April but had not been present at the meeting. Cllr Wall would undertake the checks for May

1. **At the Chairman’s discretion:**
2. **Items for the Parish News:**
	1. Litter pick 10th June
	2. Civil Contingencies Manager
	3. Dog mess reminder
	4. Vandalism on the How Hill Estate
	5. Boat Waste
3. **Next meeting**

**The Chairman confirmed that the next meeting of the Parish Council would take place on Tuesday 6th June 2017**

The meeting closed at 8.50pm