LUDHAM PARISH COUNCIL

Minutes of a meeting of Ludham Parish Council held on Tuesday 6th June 2017

in the Church Room, Ludham at 7.30pm

**Present:**  Cllr M Flett

Cllr R Pinning

Cllr C Willoughby

Cllr P Wall

Cllr A Lupson

Cllr B Tubby

Cllr S Farnsworth

Cllr T Lumbard

Cllr T Gabriel

Mrs J Beardshaw, Clerk

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

**Declarations of interest**: None

1. **Minutes of the meeting held on Tuesday 2nd May were approved**, with no matters arising.
2. **Correspondence:**
   1. Age UK. Thank you letter for donation. The Clerk noted that the donationhad helped support Norfolk Age UK to make thousands of calls every year to older people with the telephone befriending service. Noed
   2. BA/2017/0095/TPOA. Fen Hollow, Horsefen Raod. Oak – crown reduction by 2m. Removal of dead wood. Noted.
   3. EAAA. Confirmation of school CPR training session, and feedback. The Clerk would check with the School that this training had been received
   4. The Old Vicarage. Request to hold event on 15th June on Baker’s Arms Green. **AGREED**
   5. BA. Appeal to Secretary of State. BA/2016/0343/FUL. Shed at, The Workshop, Yarmouth Road. Change of use of outbuilding to residential dwelling. Appeal follows the refusal of planning permission by the BA. Noted
   6. HN/17/0585. The Haven, Norwich Road. Proposal: notification of intention to erect rear extension which would project from the original rear wall by 5.56m. Prior approval not required. Noted
   7. Ludham Methodist Church. Request to use Bakers Arms Green on Saturday July 8th. **AGREED**
   8. Parishioners. Concerns regarding lack of verge cutting at Latchmoor Park. The Clerk explained that many parishioners had contacted her complaining of the lack of visibility at Latchmoor Park, especially when turning right on to the Yarmouth Road. She had forwarded their concerns on to Cty Cllr Richard Price and had asked parishioners to contact NCC Highways / Richard Price. The Chairman invited Cty Cllr Price to speak on the subject. He reassured villagers that NCC Highways had informed him that the verges would be cut during the week (the first week of June)
3. **Reports:** 
   1. Cllr Usher. SNAP report. Cllr Usher had sent his apologies
   2. Cllrs Gabriel and Pinning. Village directory report. Cllr Gabriel and Pinning had finalised the directory and Jon Simpson had put together the directory itself. Cllr Gabriel noted that the directory would not be printed until after the General Election
   3. Cllr Willoughby. Playground report. Cllr Willoughby informed the Council that she had held a playground committee meeting at 7pm prior to the Parish Council meeting and that the decision had been made to reduce the quotations from 5 to 3, and the playground options from 4 to 2. She noted that the two companies now involved are NGF (Norfolk Games and Frames) and Wicksteed, and that the rough estimate on value was around £20K. She explained that she would be asking children’s opinions at the school open day on Thursday 8th June, and would possibly also send out a questionnaire to back this up. She noted that it was important to receive feedback from children both in order to facilitate decision making but also to add credence to bid for grant funding. Cllr Willoughby also noted that the Ludham Wives had kindly offered to have the playground as their charity for the year. In addition, Cllr Farnsworth suggested that she might speak to the Ludham WI to ask if they might consider setting the playground as their charity for the financial year 2017/18
4. **Adjourn meeting**

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

The Chairman **reconvened the meeting at 8.12pm**

1. **Agenda items:** 
   1. To consider the future of the Annual Parish Meeting. The Chairman suggested that rather than reading out many reports at the Annual Parish Meeting, the Clerk would request these reports in advance, and add them to the website so that all villagers and Councillors could look at them throughout the year. **AGREED**. It was also suggested that some paper copies could be available at the Annual Parish Meeting.
   2. To consider approving the Audit to be sent to Mazars:
      1. To approve the annual governance statement 2016/17. The Clerk read out the wording of the annual governance statement. Councillors **AGREED** this
      2. To approve the accounting statement 2016/17. Councillors had reviewed the finances provisionally at the May meeting, and **CONFIRMED** the accounting statement for the previous year
   3. To confirm the Standing Orders, Code of Conduct and Financial Regulations. The Clerk had circulated these prior to the meeting. The policies were **AGREED**
   4. To confirm the Equality and Diversity Policy and the Risk Management Policy. **AGREED**
   5. To consider undertaking additional hedge cutting at the Village Hall (after 31 August). The Chairman explained the location of the hedge and suggested that if it was cut low enough the members of the Bowls Club may be able to keep the hedge trimmed in future years. The Council **AGREED** to add this to the schedule of hedge cutting
2. **Planning Applications:** 
   1. LA/17/0803. Ludham Control Tower, Malthouse Lane. Internal & external alterations for conversion of derelict former control tower to single dwelling. **Supported**
   2. PF/17/0802. Ludham Control Tower. Conversion of derelict former control tower to single dwelling. **Supported**
3. **Planning Decisions:** 
   1. BA/2017/0096/COND. Broadlands Caravan Site, Johnson Street. Variation of condition 2. Permitted. Noted
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. No action. The Clerk had discussed this with Jon Winnett on their tour of the village
   2. ENQ 541497. Flooding at Whitegates. Cllr Pinning noted that action had been taken and that water was currently flowing.
   3. Horsefen Road flooding. Jon Winnett confirmed May 2017 that the grips would be dug out and the ditch lowered. Noted
   4. ENQ900084071. How Hill Signage. The Chairman noted that this was missing and that he had reminded Sarah Price that it needed replacing
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 £** |
|  |  |  |  |  |  |
| 15.05.17 | S/O | Peakes | Grass cutting | 259.00 |  |
| 28.05.17 | DD | URM | Glass | 36.00 | 6.00 |
| 22.05.17 | DD | NEST | Pension (paid by PC and Clerk) | 57.99 |  |
| 31.05.17 | 1160 | Clerk | Salary and expenses | 436.39 |  |
| 31.05.17 | 1161 | Clerk | Reimbursement of Playground items | 65.04 | 10.84 |

* 1. **Receipts:**

|  |  |  |
| --- | --- | --- |
| **From** | **Detail** | **Amount** |
| 3.05.17 | Village Directory advertisements | 210.00 |
| 25.04.17 | NNDC Precept (3983) and grant (319) | 4302.00 |
| 3.05.17 | 7 Walks sales | 40.00 |
| 30.05.17 | Anonymous Donation towards NY Fireworks | 300.00 |

1. **Playground checks**

Cllr Lumbard agreed to undertake the checks in June

1. **At the Chairman’s discretion:**
2. **Items for the Parish News:**
   1. Planning
   2. Broads Authority Peer Review
3. **Next meeting**

**The Chairman confirmed that the next meeting of the Parish Council would take place on Tuesday 4th July 2017 and that there would be no meeting in August**

The meeting closed at 8pm