LUDHAM PARISH COUNCIL

Minutes of a meeting of Ludham Parish Council held on Tuesday 2nd January 2018

in the Church Room, Ludham at 7.30pm

**Present:**  Cllr M Flett

Cllr T Gabriel

Cllr P Wall

Cllr J Youngs

Cllr A Lumbard

Cllr J Usher

Cllr A Lupson

Cllr T Gabriel

Mrs J Beardshaw, Clerk

1. **Welcome to the public**: the Chairman welcomed 4 members of the public and two District Councillors
2. **Apologies for absence:**  Cllrs Monk, Farnsworth, Willoughby and Pinning had sent their apologies

**Declarations of interest**: No Declarations were made

1. **Minutes of the meeting held on 5th December 2017 were approved,** subject to two minor amendments: firstly that The Clerk would be checking the liability insurance with the Peakes, and secondly that the date of the next meeting was the 2nd January 2018 (not the 3rd), and with the following matters arising:

Cllr Gabriel noted that the December minutes did not record his query at that meeting (during the adjourned part of the meeting) regarding the finances of the Womack Charitable Trust. Cllr Gabriel asked that his comments be recorded at the January meeting instead. Cllr Gabriel had requested information regarding the Womack Charitable Trust, to which the Chairman had responded that the Trust holds private meetings and that it reports voluntarily (not compulsorily) to the Annual Parish Meeting every year. The Chairman had made clear that any further discussion regarding mooring fees etc was not relevant at a Parish Council meeting, and encouraged Cllr Gabriel to attend the Annual Parish Meeting where he expected that the Womack Trust would report its annual figures

1. **Correspondence:**
   1. Womack Staithe Trust. Confirmation of agreement to fund the additional urban grass cutting as required (approx. £1780). The Chairman noted that this was a fairly flexible sum as NCC had yet to confirm the exact figure that it would be covering
   2. Came and Company. Confirmation of insurance cover for the Staithe at How Hill. The Clerk noted that Came and Co had confirmed that they were *‘pleased to confirm that Public Liability Insurance is provided automatically for any land and assets that the council own or are responsible for maintaining. This will therefore apply to the Staithe. However, should there be any assets located on the land which require loss or damage cover, please provide us with their replacement values and we will amend the policy accordingly and advise of any additional premium due. Please be advised that if this area will be used by the public we recommend a risk assessment of the land is completed and regular checks are carried out to ensure it remains in good working order. We recommend these are carried out in writing and kept on Council records as this may assist the insurers in defending a claim should an incident arise.’*
   3. NCC Highways Engineer. Confirmation that he hopes that works will be undertaken on Horsefen Road in January. Noted. Cllr Gabriel asked the Clerk to let the Highways Engineer know that Mrs Gabriel had decided that she did not wish to have the spoil deposited on the ground of the property behind the ditch
   4. BA. Local Plan. Consultation reminder (responses by 5th January). Noted
   5. NNDC. Canvassing interest in Parish Councils taking over grass cutting of areas currently maintained by NNDC (Horsefen Toilets and Ludham Bridge toilets). The Council considered this suggestion and **AGREED** that it would leave the current arrangement in place
   6. BA/2017/0481/TCAA. Hall Common Farm. Works to Trees. Noted
2. **Reports:** 
   1. Cllr Usher. SNAP report. Cllr Usher noted that there had not been a SNAP meeting during the month but there was due to be a meeting the following day. The Chairman thanked Cllr Usher, on behalf of the Council, for representing the Parish Council on the Safer Neighbourhood Panel for a further year.
   2. Cllr Wall. Playground inspection report. Cllr Wall had reported that he was not aware of any previously reported defects had been rectified. He also noted that the chain walk was slightly rotting and that he had needed to fix the litter bin. He also noted that the small slide has water collecting half way down it. It was agreed that as both of these items of equipment will shortly be removed, and as there is no current danger, no action would be taken
   3. Cllr Willoughby. Playground inspection report from Wicksteed. Cllr Willoughby had sent her apologies, but Councillors agreed that the inspection report did not flag up any major problems which needed to be dealt with immediately. It was agreed that no action would be taken prior to the playground improvement
3. **Adjourn meeting**

The Chairman adjourned the meeting at 7.56 pm for the public session.

District Councillor Millership noted that she had been frustrated by the miscommunication from NCC regarding the road closure of the Yarmouth Road. She noted that the original notice had been for 2 weeks and had been from the Falgate to Latchmoor Lane. She noted that the additional stretch of road that was replaced cost in the region of £250,000. It was noted that NCC (or their contractors) did an excellent job on the road

District Councillor Rice explained a little about County Council allowances, and noted that the role is essentially voluntary and any ‘payment’ is an allowance or an expense rather than a salary

Mr Ames asked for details of the How Hill Staithe. The Chairman noted that he was still working on registering the land

The Chairman **reconvened the meeting at 8.15pm**

1. **Agenda items:**

None

1. **Planning Applications:** 
   1. NNDC. PF/17/2006. 1 The Stores Cottages, Catfield Road. Erection of single storey rear extension. Response sent due to timescales: Supported
   2. NNDC. LA/17/2006. 1 The Stores Cottages, Catfield Road. Erection of single storey rear extension. Response sent due to timescales: Supported
   3. NNDC. NP/17/2075. Walton Hall Farm, Gipsies lane. Prior notification of erection of agricultural building for straw storage. Response sent as urgent response required: supported
   4. BA/2017/0457/FUL & BA/2017/0489/LBC. Hall Common Farm, Hall Common. Conversion of barn to holiday accommodation and new fence to part boundary. Decision to be made at meeting. Following discussion, the Parish Council agreed to **SUPPORT** this application
   5. PF/17/1550. Beeches Farm, Yarmouth Road. Demolition of machinery shed and conversion of agricultural buildings to dwelling. Following discussion, the Parish Council agreed to **SUPPORT** this application
   6. PF/17/2185. Hollymoore Cottage, High Street. Conversion of single dwelling to two dwellings; part single and part 2-storey extension to side; new vehicle access. To be decided at meeting. Following discussion, the Parish Council agreed to **SUPPORT** this application
2. **Planning Decisions:** 
   1. BA/2017/0234/HOUSEH. Holm-mere, Staithe Road. Second floor alteration to include additional windows, dorma windows and Juliet Balcony. Approved. Noted
   2. BA/2017/0362/HOUSEH. Manor Gates, Staithe Road. New garage. Approved. Noted
3. **Outstanding Highways matters for updates:**
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 £** |
|  |  |  |  |  |  |
| 17.12.17 | DD | Peakes | Grass cutting | 509.00 |  |
| 20.12.17 | DD | NEST | Pension (paid by PC and Clerk) | 59.92 |  |
| 29.12.17 | DD | URM | Glass | 34.92 | 5.82 |
| 31.12.17 | 1185 | Clerk | Salary and expenses | 433.71 |  |
| 31.12.17 | 1186 | DL Ritchie Ltd | Allotment rent | 240.00 |  |
| 31.12.17 | 1187 | MJL Flett | Reimburse Christmas lights / mileage | 105.00 | 14.49 |
| 31.12.17 | 1188 | Broads Authority | Tanalised Spruce capping for How Hill Staithe Mooring | 360.00 | 60.00 |
| 31.12.17 | 1189 | HMRC | Tax | 3.00 |  |
| 31.12.17 | 1190 | Wicksteed | Inspection | 54.00 | 9.00 |

* 1. **Receipts:**

|  |  |  |
| --- | --- | --- |
| **From** | **Detail** | **Amount** |
| Allotment tenants | Rent | £340 |
| Anonymous | Fireworks donation | £250 |
|  |  |  |

1. **Playground checks**

Cllr Gabriel agreed to undertake the playground checks in January

1. **At the Chairman’s discretion:**
   1. It was noted that the bin beside the wall by the Church is broken and needs replacing. **The Clerk** would look into costings
2. **Items for the Parish News:**
   1. Thanks to the Fireworks Display organisers
   2. Thanks had been recorded from the Friends of St Catherine’s Church, who had collected £458 on New Year’s Eve
   3. Planning
   4. Refurbish Bakers Arms Green noticeboard
3. **Next meeting**

**The Chairman confirmed that the next meeting of the Parish Council would take place on Tuesday 6th February 2018 at 7.30pm in the Church Rooms**

The meeting closed at 8.29 pm