LUDHAM PARISH COUNCIL

Minutes of a meeting of Ludham Parish Council held on Tuesday 3rd April 2018

in the Church Room, Ludham at 7.30pm

**Present:**  Cllr M Flett

Cllr P Wall

Cllr T Gabriel

Cllr C Willoughby

Cllr R Pinning

Cllr A Lumbard

Cllr A Lupson

Cllr J Usher

Cllr S Farnsworth

Cllr M Monk

Cllr B Tubby

Mrs J Beardshaw, Clerk

1. **Welcome to the public**: the Chairman welcomed 2 members of the public
2. **Apologies for absence:**  Cllr Youngs had sent his apologies

**Declarations of interest**: Cllr Lumbard noted an interest in item 9a on the basis that he is the applicant

1. **Minutes of the meeting held on 6th March 2018 were approved** with the following matters arising:
   1. Oak Tree on playground. The Chairman postponed this item until item 8d
2. **Correspondence:**
   1. NNDC. New Ward Boundaries confirmed. Ward name: St Benet. One District Cllr to cover Horning and Ludham. NNDC had written to the PC to explain that the periodic review of ward boundaries in North Norfolk had been undertaken to ensure electoral equality in terms of the numbers of electors represented by each elected member serving on North Norfolk District Council, recognising different rates of development across the District since the last review conducted in 2002. NNDC had advised that from the elections in May 2019 residents of Horning and Ludham parishes will be represented by a single councillor on North Norfolk District Council serving both Horning and Ludham. The Ward name had been agreed as ‘St Benet’.
   2. PCC. Listing of the War Memorial. Historic England had informed the PCC, and subsequently the Parish Council, that the War Memorial had been added to the list of buildings of special architectural or historic interest. The memorial had been listed at Grade II, with list entry number 1453781
3. **Reports:** 
   1. Cllr Usher. SNAP report. Cllr Usher noted that the three priorities for the police had been agreed as: 1. Tackling anti social behaviour at Irstead Staithe and Broadwalk, particularly for drug use, criminal damage and littering. 2. Speeding on Stalham road, tunstead road and Brumstead road plus other areas of concern – like Ludham. 3. Crime prevention advice in seasonal business areas ie boatyards, caravan sites etc. Cllr Usher noted that the next public engagement meeting (open to everyone) is at Catfield Village Hall on 16th May from 6pm to 7pm. This would then be followed by the Safer Neighbourhood Meeting. Cllr Usher urged those present to note that there was great concern over a spate of recent burglaries in Ludham, Potter Heigham and Stalham (18 altogether) with many from unsecured properties. Cllr Usher noted that parishioners should make sure that doors and windows are securely locked when vacating homes, and that keys should never be left in a hiding place as thieves know them all. In addition, he added that parishioners should not leave car keys in view from a window
   2. Cllr Usher. Flood Warden Meeting. Cllr Usher had kindly attended two flood warden meetings in Cromer. He noted that he had been given updates on communications to flood wardens. He informed the Council that River Watch now was working with Broads Beat and will showcase itself at events held at Acle Bridge and Horning Boat Show. He noted that the next meeting was to be held on Wednesday 25th July at North Walsham Police Station
   3. Cllr Pinning. Playground inspection report. Cllr Pinning noted that there was some wood rot on the timberline equipment, which is due to be removed by Cllr Monk. The Chairman thanked Cllr Pinning for undertaking the playground check.
   4. Clerk. GDPR update. The Clerk noted that she had attended a webinar on GDPR and had written an action plan and a data privacy notice, and had undertaken an audit of the information kept by the Parish Council. She noted that she felt that the Council was sufficiently prepared for May 25th, but that further clarification was required before a decision was made regarding the role of DPO for the Council
   5. Cllr Lumbard. NNDC site specific proposals. Cllr Lumbard noted that he had attended the NNDC ‘bus trip’ to review sites for allocated housing within the village. He noted that as it was raining on the day in question, two sites were viewed over a period of around ten minutes, from the bus. The Chairman thanked him for attending the trip.
   6. Cllr Willoughby. School report. Cllr Willoughby noted that the school had received an Ofsted inspection on 15th March. She was pleased to confirm that the school continues to be ‘good’.
4. **Adjourn meeting**

**The Chairman adjourned the meeting at 8pm for the public session:**

Cllr Farnsworth noted that the Catfield Road approximately opposite Grange Close was flooded regularly. It was also noted that the Yarmouth Road beside the footpath suffered from large puddles, which splashed pedestrians on the footpath when cars drove through the puddle.

The Chairman **reconvened the meeting at 8.05pm**

1. **Agenda items:** 
   1. To consider arrangements for ‘Battle’s Over’ at 7pm on 11th November 2018. Cllr Monk and Gabriel agreed to light a beacon, and Cllr Monk kindly offered to use his own beacon for this event. The **Clerk** would speak with the PCC to ask permission to use the Churchyard for the Beacon
   2. To consider next steps for the new playground equipment, following receipt of approval of grant bid (and receipt of NNDC Big Society plaque). It was **AGREED** that the Parish Council would commit approximately £23.6K towards the new playground equipment. NNDC Big Society had paid £10K to the PC, and the PC could give up to £3K. It had been agreed by the Trustees of Womack Staithe that any shortfall could be made up by the Trust. The Parish Council **AGREED** to hold a fun fair / fete / event. Cllr Willoughby kindly offered to ‘front’ the event, but ALL Councillors **AGREED** to commit time and energy to the event. It was agreed that the event would take place towards the end of May, or June. Cllrs discussed the possibility that the event might take the form of a garage sale. Other ideas included archery, the donation of a lamb for a bbq, a fayre to coincide with the Royal Wedding on 19th May. It was also noted that the WI and the Ludham Wives might wish to be involved.
   3. To confirm and agree a payment of £250 to the Norfolk County Council Parish Partnership Scheme for which the Parish Council’s grant bid has been approved for 50:50 funding. The cheque is on the agenda due to timescales. This was **AGREED.** The **Clerk** would make the necessary arrangements
   4. To consider action regarding the Oak Tree on the playground. **Cllr Monk** agreed to visit the owner of the property beside the Oak Tree. Following this visit the **Clerk** would speak with a tree surgeon to ask for reduction of the tree canopy to take place
2. **Planning Applications:** 
   1. BA/2017/0424/FUL. Bridge Cottage, Ludham Bridge. Retention of hardstanding, shed, office and shipping container for 2 years. **Supported**
3. **Planning Decisions:** 
   1. None
4. **Outstanding Highways matters for updates:**
   1. ENQ 900129917 (12/3/18) Lovers Lane impassable on foot or by vehicle
   2. ENQ-169139-C6N0F9. Damaged Road sign opposite Grange Road
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 £ |
|  |  |  |  |  |  |
| 15.03.18 | DD | Peakes | Grass cutting | 509.00 |  |
| 31.03.18 | DD | NEST | Pension (paid by PC and Clerk) | 59.92 |  |
| 29.03.18 | DD | URM | Glass | 37.80 | 6.30 |
| 31.03.18 | 1195 | Clerk | Salary and expenses | 390.23 |  |
| 31.03.18 | 1196 | NCC | P.P Scheme. Guardrail | 250.00 |  |
| 31.03.18 | 1197 | HMRC | Tax | 5.20 |  |
| 31.03.18 | 1198 | J Usher | Mileage to Flood warden events | 52.88 |  |

* 1. **Receipts:**

|  |  |  |
| --- | --- | --- |
| 22.03.18 | NNDC. Big Society Fund grant | 10,000.00 |
|  |  |  |

1. **Playground checks**

Cllr Wall kindly offered to undertake the playground check for the month

1. **At the Chairman’s discretion:**
   1. Cllr Gabriel noted that he had started a facebook page: ‘Ludham Community’ page
2. **Items for the Parish News:**
   1. Planning
   2. Ward boundaries
   3. RAF 100 years. Ludham Airfield identified as a focal point for the project. [www.heritageartstrail.co.uk](http://www.heritageartstrail.co.uk)
   4. Sad loss of Vi Bensley
3. **Next meeting**

**The Chairman confirmed that the next meeting of the Parish Council would take place on Tuesday 8th May 2018 at 7.30pm in the Church Rooms. This meeting would be the Annual Meeting of the Parish Council, and would be preceded by the Annual Parish Meeting**

The meeting closed at 8.57 pm