LUDHAM PARISH COUNCIL

Minutes of THE ANNUAL PARISH COUNCIL meeting of Ludham Parish Council held on Tuesday 8th May 2018

in the Church Room, Ludham at 7.30pm (following the Annual Parish Meeting, starting at 7pm)

**Present:**  Cllr M Flett

Cllr P Wall

Cllr T Gabriel

Cllr C Willoughby

Cllr R Pinning

Cllr A Lumbard

Cllr J Usher

Cllr M Monk

Mr J Youngs

Mrs J Beardshaw, Clerk

1. **Welcome to the public**: the Chairman welcomed 2 members of the public, in addition to County Cllr Price
2. **Election of the Chairman of the Parish Council and Vice-Chairman.** Cllr Flett was unanimously voted as the Chairman, and Cllr Willoughby was unanimously voted as the Vice-Chairman
3. **Apologies for absence:**  Cllrs Farnsworth, Lupson and Tubby had sent their apologies
4. **Allocation of Members to Committees.** All Councillors were agreed on committees as per the previous year. **The Clerk** would email round the list of Committees as a reminder. **Cllr Monk** would join the Planning Committee

**Declarations of interest**: None

1. **Minutes of the meeting held on Tuesday 3rd April 2018 were approved** with the following matters arising:
   1. None
2. **Correspondence:**
   1. NNDC. Formal notification of listing: Ludham War Memorial Cross. The Clerk noted that the final formal documentation had been received for this
   2. PKF Littlejohn. Annual Governance and Accountability Return. Note that Ludham PC has been chosen (randomly) for an intermediate audit. The Chairman explained that the Council had been chosen for a review and that the audit was in place and would be discussed further at the following Parish Council meeting
   3. Liam Harmer (Tree surgeon) – comments regarding tree works to the Playground tree. Mr Harmer had informed the Clerk of the following: ‘The tree appears to be in very good health. It has had quite a large reduction in the past and has responded well with new growth. I would however strongly urge you not to reduce this tree again. All of the energy producing growth is now only on the outer canopy and to remove this would not only bad practice and against ‘British Standard’ it could also add stress to the tree and would look very unsightly. However as there is such an abundance of regrowth I feel the tree would benefit from a crown thin and also the bow growing towards the property could be reduced by 2m without leaving the tree unbalanced. This would also allow more light to the property.In regards to the internet signal, I have checked and the property is able to receive fibre broadband through the phone line so the tree should be of no reason to affect their ability to have a very good internet speed.  The TV aerial does point directly at the tree, however the satellite dish is directed away from the tree and would very likely be able to receive a good Sky or Freesat signal.’The Parish Council **AGREED** to take Mr Harmer up on his quotation of £350 to undertake the crown thin as recommended. **Cllr Monk** would speak with the property owner to explain that the Parish Council would undertake the work as requested
   4. National Joint Council for Local Government Service. Change of pay scales April 2018. Change of working from home allowance – increase of £5 pcm. Noted
   5. Ludham Guides. Request to use Bakers Arms Green for a Wayside Stall 26th May 2018. **AGREED**
   6. Wicksteed Playgrounds. Order acknowledgement for playground. £23647.50 inc £5660 Discount, Plus VAT. Work due to start 25th June 2018 (awaiting confirmation). **AGREED**
   7. Norfolk ALC. The House of Commons has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England from the requirement to appoint a Data Protection Officer. The Parish Council noted this
3. **Reports:** 
   1. Cllr Usher. SNAP report. Cllr Usher noted that there would be a SNAP meeting the following Wednesday
   2. Cllr Wall. Playground inspection report. Cllr Wall noted that he had undertaken the inspection and that there was a problem with litter on the playground, but that there were no additional concerns. The Chairman thanked Cllr Wall for undertaking the inspection
   3. Cllr Willoughby. Confirmation of date for village fete. Cllr Willoughby noted that a parishioner had run a bingo day and had raised £100 towards the playground. In addition, the parishioner would be holding another bingo day on the 10th July. Cllr Willoughby also noted that ‘Tim and Jim’ the butchers had agreed to a donation from the sale of books in the shop, which might amount to around £100. **Cllr Willoughby** would write to the parishioner who had held the bingo day to thank her. She went on to say that the garage sale would not be going ahead as there was not time enough to arrange it, but that there would be a village fete / fundraiser at the Village Hall on Saturday 30th June in the afternoon. She noted that help would be required from all Parish Councillors, including letters written to all village businesses and organisations to request donations, raffle prizes etc. Cllr Willoughby agreed to organise the games. **Cllr Monk** agreed to collect and drop off tables and barriers as required. The Chairman thanked Cllr Willoughby very much for her work so far, and urged all Parish Councillors to become involved
4. **Adjourn meeting**

**The Chairman adjourned the meeting at 8.39pm for the public session:**

The Chairman **reconvened the meeting at 8.49pm**

1. **Agenda items:** 
   1. To review the current CPRE wording added to all planning application responses currently. The Clerk read the current wording included within all application responses. It was **AGREED** that the Parish Council should continue to respond to all applications with the wording
   2. To consider writing a letter of support for a project promoting St Benet’s Abbey – a celebration of 1000 years. A grant bid will be applied for to the Heritage Lottery Fund. **AGREED**
   3. To consider setting up a 3-year long term agreement with Came and Company in order to reduce the premium from £510 to £487. Cllr Gabriel confirmed that a 3-year LTA was advisable. **AGREED**
2. **Planning Applications:** 
   1. BA/2018/0140/HOUSEH. 8 Johnson Street. Covered Way. **Supported**
3. **Planning Decisions:**
4. **Outstanding Highways matters for updates:**
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 £** |
| 15.04.18 | DD | Peakes | Grass cutting | 509.00 |  |
| 30.04.18 | DD | NEST | Pension (paid by PC and Clerk) | 61.68 |  |
| 30.04.18 | DD | URM | Glass | 32.40 | 5.40 |
| 30.04.18 | 1199 | Clerk | Salary and expenses | 452.50 |  |
| 30.04.18 | 200 | Ludham PCC | Grass cutting | 368.50 |  |
| 30.04.18 | 201 | Norfolk ALC | Membership | 274.53 |  |
| 30.04.18 | 202 | Came and Company | Insurance | 487.30 |  |

* 1. **Receipts:**

|  |  |  |
| --- | --- | --- |
| 10.4.18 | Womack Trust | 2250.00 |
|  |  |  |

1. **Playground checks**

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

1. **At the Chairman’s discretion:**
   1. Number 10 bus service had been cancelled, leaving no direct bus to Norwich from Wroxham
2. **Items for the Parish News:**
   1. Planning
   2. Speedwatch in Ludham
   3. Fete and fun day 30th June
3. **Next meeting**

**The Chairman confirmed that the next meeting of the Parish Council would take place on Tuesday 5th June, with no meeting in July**

The meeting closed at 9.05 pm