LUDHAM PARISH COUNCIL

Minutes of a meeting of Ludham Parish Council held on Tuesday 5th June 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

Mr J Youngs

Cllr B Tubby

Cllr S Farnsworth

Cllr A Lupson

Mrs J Beardshaw, Clerk

1. **Welcome to the public**: the Chairman welcomed 4 members of the public
2. **Apologies for absence:**  Cllrs Usher and Monk had sent their apologies

**Declarations of interest**: Cllr Lumbard noted an interest in item 10b on the basis that he is the applicant

1. **Minutes of the meeting held on Tuesday 8th May 2018 were approved** with the following matters arising:

Cllr Gabriel requested that the APM minutes include his comments at the APM regarding The Womack Trust. **The Clerk** would amend and send round the draft APM minutes

1. **Correspondence:**
	1. Parishioner. Complaint regarding the Johnson’s Street noticeboard, which is now unusable. **Cllr Youngs** kindly agreed to research a company to fix both noticeboards
	2. BA/2018/0175/TCAA. The Manor, Staithe Road. Application for works to trees received. T1: Willow – pollard to overall height of 10m, remove all branches and limbs. Noted
	3. Ludham Wives. Request to use Bakers Arms Green on 28th July for a Wayside Stall. **AGREED**
2. **Reports:**
	1. Cllr Usher. SNAP report. Cllr Usher had sent his apologies
	2. Cllr Lumbard. Playground inspection report. Cllr Lumbard confirmed that the playground inspection had been satisfactory
	3. Cllr Willoughby. Village Fun Day. Cllr Willoughby detailed the plans for the Village Fun Day. She also noted that she had received a cheque from the Ludham Wives for £500 from fundraising, and from Tim and Jim the Butchers for £130. **The Clerk** would write to both. **The Clerk** would also write to a member of the public who held a Bingo night and had raised £100. Cllr Willoughby confirmed that she would be asking the companies within the village for donations. Cllr Willoughby asked that Parish Councillors give prizes to Cllr Youngs or to the parishioner who runs Bingo nights before the next Bingo night. Cllr Willoughby confirmed that she had written to all the organisations in the village, many of whom had already committed to a donation or a raffle prize or partaking in the Fun Day. **Cllr Lumbard** would approach the businesses at Ludham Bridge. The Chairman thanked Cllr Willoughby for her incredible work thus far in the process, and urged all Parish Councillors to get involved and to help in any way that they can.
3. **Adjourn meeting**

**The Chairman adjourned the meeting at 8.10pm for the public session:**

A parishioner noted that he was unaware that the Womack Trust had appointed a new Clerk. The Chairman thanked the parishioner, and noted that the information would be advertised as necessary, following the recent appointment

District Cllr Rice explained that NNDC now had a new Chairman and Vice Chairman and that the BA’s Chairman, Jacquie Burgess, was standing down. District Cllr Rice also confirmed that he would chase the new signs for the St Benet’s footpath.

The Chairman noted that the Broads Local Access forum was due to take place the following day, at which he would also mention the current lack of signs for the St Benet’s footpath

The Chairman **reconvened the meeting at 8.21pm**

1. **Agenda items:**
	1. To consider amending the format of the Annual Parish Meeting. The Chairman explained that it had been felt by those present over the years that the Annual Parish Meeting was tending to be a re-run of previous years, rather than an informative and helpful meeting. He suggested that the 2019 APM should take the form of an open meeting, where parishioners could speak on any matter. He further suggested that village reports should be submitted in advance of the meeting, noted at the APM and published online on the Parish Council website. This was **AGREED**
	2. To consider allocating Councillor responsibilities for the Village Fun Day. This item had been dealt with under item 6c
	3. To review the internal auditor’s report regarding the external audit. The Clerk read the internal auditor’s report, which the Council **NOTED**
	4. To confirm the annual governance audit return and to agree the figures for the f/y 2017/18. The Parish Council **AGREED** that the Chairman and Clerk should sign the audit return. Councillors had reviewed the figures and **AGREED** them
	5. To consider asking The Womack Trust to fund the remaining cost of urban grass cutting within the village. (Payment for £3000 is made annually, with a receipt for the f/y of £1178.49) Total £1821.51. **AGREED**
	6. To sign the delegated grass cutting agreement with nplaw. The Parish Council agreed that the Chairman should sign this document. **The Clerk** would speak with the Peakes to confirm that they have public liability and employers liability
2. **Planning Applications:**
	1. BA/2018/0144/FUL. The Workshop, Yarmouth Road. Change of use to extend the private residential curtilage and erection of timber cart lodge. Response required by 19 June. **Supported**
3. **Planning Decisions:**
	1. BA/2017/0424/FUL. Bridge Cottage, Ludham Bridge. Retention of hardstanding, shed, office and shipping container for 2 years. Refused**. Noted**
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:**

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| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Date | Format | Payee | Detail | Amount £ | Inc VAT £ |
| 15.05.18 | DD | Peakes | Grass cutting | 509.00 |  |
| 31.05.18 | DD | NEST | Pension (paid by PC and Clerk) | 62.91 |  |
| 31.05.18 | 1203 | Clerk | Salary and expenses  | 401.70 |  |
| 31.05.18 | 1204 | Liam Harmer | Oak Tree on Playground | 350.00 |  |

* 1. **Receipts:**

|  |  |  |
| --- | --- | --- |
| 23.04.18 | NNDC Precept (£4576) and Grant (£297) | 4873.00 |
| 30.05.18 | Bingo (earmarked for playground) | 100.00 |
| 19.05.18 | Delegated grass cutting agreement | 1178.49 |

1. **Playground checks**

The Chairman kindly offered to undertake the playground check for the month

1. **At the Chairman’s discretion:**
2. **Items for the Parish News:**
	1. Planning
	2. Speed checks being undertaken by Police, on Norwich Road
	3. Thanks to those who are involved in Fun Day
3. **Next meeting**

**The Chairman confirmed that the next meeting of the Parish Council would take place on Tuesday 7th August at 7.30pm in the Church Rooms, and that there would be no meeting in July.**

The meeting closed at 8.45 pm