LUDHAM PARISH COUNCIL

Minutes of a meeting of Ludham Parish Council held on Tuesday 4th December 2018

in the Church Room, Ludham at 7.30pm

**Present:**  Cllr M Flett (Chairman)

Cllr T Gabriel

Cllr P Wall

Cllr J Youngs

Cllr C Willoughby

Cllr S Farnsworth

Cllr R Pinning

Cllr A Lupson

Cllr A Lumbard

1. **Welcome to the public**: The Chairman welcomed 10 members of the public, together with one District Councillor and one County Councillor. District Cllr Millership had sent her apologies
2. **Apologies for absence:**  Cllrs Monk, Usher and Tubby had sent their apologies.

**Declarations of interest**: Cllr Pinning noted an interest in items regarding the Village Hall

1. **To consider and approve** the minutes of the Parish Council Meeting held on Tuesday 6th November 2018, and matters arising from those minutes. **Approved.**
2. **Correspondence:**
	1. Norwich Western Link Team. Public consultation. Response requested. The Council had supported the general idea of a Western Link in July 2018. Councillors agreed that they would separately liaise with the Western Link team concerning their preferences for routes.
	2. BA. BA/2018/0469/TCAA. The Manor, Staithe Road. Application for works to trees. One ash felled. Noted
	3. Parishioner. Rats at Ludham Bridge. The Chairman confirmed that the Environment Agency had finished the tree work at Ludham Bridge and would be placing a post and rail fence between the Staithe and the ditch. The Clerk had liaised with NNDC regarding an improvement on the bins, but had not been responded to. **The Clerk** would speak again with NNDC to ask for new bins as there was a significant rat problem in the bins
	4. Ludham Surgery Patient Participation group. Request for Ludham PC to request a ‘Surgery’ directional sign. **AGREED**. The Clerk would liaise with NCC Highways to ensure that the sign is put up. The Clerk warned that the sign request may involve a Parish Partnership bid
	5. BA. Response to request for St Benet’s Walk sign. The Clerk had been reassured on the 9th November by Mr Clarke at the BA that the signs were imminent. **The Clerk** would speak with Mr Clarke again to speed up the process
	6. BA/2018/0483/TCAA. Ludham Surgery. One Walnut felled. Noted
	7. BA/2018/0432/TPOA. The Pines, Horsefen Road. T1: Oak - Crown clean and crown reduction of 2m on both neighbours' sides low over hanging branches to increase light to neighbouring gardens. Crown lift to between 4-5M and crown reduction by 2m to mirror neighbours Alder tree. Noted
3. **Reports:**
	1. Cllr Usher. SNAP report. Cllr Usher had been unable to attend the meeting but had reported to the Clerk that 21 tickets had been issued within the village for speeding and some drug driving offences and insurance avoidance had also been picked up. The new priorities for the police were 3 other speeding locations in Stalham and Hoveton plus seasonal checks supporting local traders (shoplifting). Cllr Usher had also highlighted a concern locally with a BT scam letter demanding payment of outstanding debts
	2. Cllr Tubby. Playground report. Cllr Tubby had not attended the meeting
	3. Cllr Gabriel. Step up and Save a Life update. Session planned for January, date and time to be recommended. The Council agreed that the session should be planned for 11 am on a Wednesday morning in late January or early February
	4. The Chairman. FP3 update. The Chairman adjourned the meeting at 7.52pm for the purposes of having a wider discussion on the subject of FP3, on the basis that he would need information from the residents effected and from the District and County Councillor. The Chairman updated the Council on the current status regarding FP3. Little progress had been made but Cllr Rice reported that he was in the process of organising a meeti**ng between Mark Ashford, Sarah Price (Footpaths Officer), Sarah Ashurst (NNDC).** It was therefore agreed that the Council would write to the above officers, and County and District Councillors, requesting that the issue be resolved with as little stress and complication as possible. **The Chairman** would write the letter, which would be passed on to the relevant parties by the Clerk
4. **Adjourn meeting. The meeting had been adjourned at item 6d**

**The Chairman had adjourned the meeting at 7.52pm for the public session (as above)**

District Cllr Rice asked that all Councillors try to send a response to the National Parks as part of the Glover Review. The Council agreed that the Glover Review included a recommendation to consider changes made to the BA executive area. Councillors agreed that it made little sense for all parishes which touched the executive area to be completely within the BA. Cllr Lupson explained that he felt that Councillors should make their own separate comments in response to the Glover Review, and that the Parish Council should do so as well. Councillors agreed that the idea of the BA having no democratically elected members was extremely concerning

The Chairman **reconvened the meeting at 8.11pm**

1. **Agenda items:**
	1. To consider a response to a NNDC proposal to move the Ludham polling place from the Methodist Church to the Village Hall. Following discussion, it was **AGREED** that the Clerk would revert to NNDC to confirm that the Parish Council wished to retain the polling place as the Methodist Church for various reasons including the centrality to the village, the easier walking access for the majority, and the lack of necessity for change
	2. To consider the budget and precept request for 2019/2020. The Council considered the budget, which had been put together by the Chairman and Clerk.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **2018-2019** | **2,018.19** | **2018.19 end** | **2019.20** |
|  | **budget** | **actual so far** | **antipated** | **budget** |
| **PRECEPT FIGURE PER BAND D HSHOLD** | **18.58** |  |  | **18.58** |
|  |  |  |  |  |
| **Tax base** | **492.45** |  |  | **506.96** |
| precept | 9,152.00 | 9,152.00 | 9,152.00 | 9,420.00 |
| grant from NNDC | 593.00 | 593.00 | 593.00 | 540.00 |
| bank interest | 7.00 | 23.05 | 25.00 | 7.00 |
| sales of 7 walks | 40.00 | 40.00 | 40.00 | 40.00 |
| grant - grass/hedge cutting  | 6,280.00 | 2,250.00 | 6,321.00 | 5,840.00 |
| NCC grant for urban verges | 1,220.00 | 1,178.49 | 1,178.49 | 1,180.00 |
| allotments | 300.00 | 0.00 | 300.00 | 300.00 |
| recycling credit | 700.00 | 100.00 | 700.00 | 700.00 |
| village directory adverts | 0.00 | 0.00 | 0.00 | 0.00 |
| donations | 500.00 | 12,231.56 | 12,231.56 | 500.00 |
| vat refunded | 750.00 | 347.32 | 5,667.32 | 750.00 |
| Other | 0.00 | 32.00 | 32.00 | 0.00 |
| transfer from reserves | 0.00 |   |   |   |
| total income | 19,542.00 | 25,947.42 | 36,240.37 | 19,277.00 |
|   |   |   |   |   |
| **expenditure** |   |   |   |   |
| clerk  | 4,300.00 | 0.00 | 4,200.00 | 4,400.00 |
| office expenses | 780.00 | 0.00 | 0.00 | 780.00 |
| mileage | 200.00 | 0.00 | 0.00 | 200.00 |
| stationery & printing | 100.00 | 0.00 | 0.00 | 100.00 |
| postage | 32.00 | 0.00 | 0.00 | 40.00 |
| room hire & electricity | 150.00 | 0.00 | 150.00 | 150.00 |
| training | 250.00 |   | 50.00 | 250.00 |
| upkeep & repairs | 750.00 | 0.00 | 800.00 | 750.00 |
| grass/hedge cutting | 7,500.00 | 0.00 | 2,276.00 | 7,100.00 |
| playground |   | 17,982.76 | 25,232.70 |   |
| insurance | 450.00 | 487.30 | 487.30 | 490.00 |
| inspections | 45.00 |   | 45.00 | 45.00 |
| audit | 200.00 | 200.00 | 200.00 | 200.00 |
| subscriptions/ donations | 500.00 | 500.00 | 500.00 | 775.00 |
| election reserve |   |   |   |   |
| new village directory | 0.00 | 0.00 | 0.00 | 0.00 |
| events | 600.00 | 600.00 | 0.00 | 0.00 |
| bank charges | 3.00 |   | 3.00 | 3.00 |
| allotments | 200.00 |   | 200.00 | 200.00 |
| village hall grant | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 |
| chairman's allowance | 100.00 | 0.00 | 0.00 | 100.00 |
| 7 Walks printing |   | 0.00 | 0.00 | 0.00 |
| Bins | 355.00 | 356.30 | 356.30 | 360.00 |
| parish news | 191.00 | 180.00 | 180.00 | 180.00 |
| road closure - new year | 36.00 |   | 36.00 | 36.00 |
| vat reclaimable | 500.00 | 0.00 | 1,450.00 | 500.00 |
| Bottle bank / URM | 400.00 | 0.00 | 0.00 | 400.00 |
| Misc (computer / manual) | 100.00 | 0.00 |   |   |
| total expenditure | 19,542.00 | 22,106.36 | 37,966.30 | 18,859.00 |
|   |   |   |   |   |
| Transfer to / from reserves | 0.00 |   |   | 418.00 |

The Chairman explained that the precept had increased in line with the tax base so that the cost per household should be approximately the same. The Council therefore **AGREED** that the precept should be set as £9420 as per the recommended budget

The Chairman explained that, as per previous years, the Clerk would ask the Womack Trust to support the fireworks and Christmas celebrations (ie a donation would be requested in early 2019 to cover the Christmas lights, the fireworks, and the road closure)

The Council also **AGREED** that the reserves should be altered, as follows, to account for the investment in the playground:



1. **Planning Applications:**
	1. BA/2018/0441/LBC. Hall Common Farm. Amend plans to exclude south elevation window, 4 rooflights, flue and first floor storage space. Modification of internal layout creating bedroom, amendment to permission BA/2017/0489/LBC. Supported
	2. BA/2018/0438/NONMAT. Hall Common Farm. As above but non-material amendment. Supported
2. **Planning Decisions:**

None

1. **Outstanding Highways matters for updates:**
	1. ENQ-169139-C6N0F9. Catfield Road sign absent. Apology from Highways Department. Noted
2. **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 £** |
| 15.11.18 | S/O | Peakes | Grass cutting | 509.00 | - |
|  | DD | NEST | Pension (paid by PC and Clerk) | 62.91 | - |
| 30.11.18 | 1222 | Clerk | Salary and expenses November | 463.98 | - |
| 30.11.18 | 1223 | Wicksteed Leisure Ltd | TBC |  |  |
| 30.11.18 | DD | URM | Glass | 46.80 | 7.80 |
| 30.11.18 | 1224 | Clerk | Salary and expenses from July | 390.06 |  |
| 30.11.18 | 1225 | Community Heartbeat Trust | Defibrillator pads | 87.60 | 14.60 |
| 30.11.18 | 1126 | NCC | Streetworks Road Closure | 36.00 |  |
| 30.11.18 | 1127 | MJL Flett | Christmas lights £159.54 (£26.59 VAT) + mileage £14.42 (0.28 VAT) | 173.96 | 26.87 |
| 30.11.18 | 1128 | SLCC | Subscription | 52.00 |  |
| 30.11.18 | 1129 | Ludham PCC | Church Rooms rent | 120.00 |  |

1. **Playground checks**

Cllr Lumbard offered to undertake these checks for the month of December and Cllr Pinning would undertake the checks in January

1. **At the Chairman’s discretion:**
2. **Items for the Parish News:**
	1. Planning
	2. Fireworks on NYE
	3. Ongoing discussions regarding FP3
3. **Next meeting**

The Chairman thanked those present for their attendance and wished all Councillors and parishioners a Happy Christmas

**The Chairman confirmed that the next meeting of the Parish Council would take place on Tuesday 5th February at 7.30pm in the Church Rooms. There would be NO meeting in January**

The meeting closed at 8.38 pm