LUDHAM PARISH COUNCIL

Minutes of a meeting of Ludham Parish Council held on Tuesday 4th June 2019

in the Church Room, Ludham at 7.30pm

**Present:**  Cllr C Willoughby (Chairman)

Cllr J Youngs

Cllr R Pinning

Cllr A Lumbard

Cllr J Usher

1. **Welcome to the public**: The Clerk welcomed 4 members of the public, together with District Cllr Adam Varley
2. **Apologies for absence:**  Cllrs Lupson, Grist, Monk, Gabriel, Wall and Tubby had sent their apologies.

**Declarations of interest**: None

1. **To consider and approve** the minutes of the Parish Council Meeting held on Tuesday 7th May 2019, and matters arising from those minutes. Cllr Youngs noted that he did not feel that the draft minutes had correctly recorded the conversation (item 7c) regarding FP3. The **Clerk** would review and revert at the August meeting
2. **Correspondence:**
	1. Wicksteed. Confirmation of booked playground inspection. Noted
	2. Bruce Moffat. Confirmation that he would like to remain on the Playground Committee. Noted
	3. CPRE. Correspondence regarding the NNDC Local Plan. Noted
	4. Ludham Wives. Wayside Stall. 20th July 2019. **AGREED**. **Cllr Willoughby** would inform the Ludham Wives of this.
3. **Reports:**
	1. Cllr. Playground report April
		1. Update on roundabout missing bolts (Cllr Monk). Cllr Lumbard had not found any bolts missing and it was assumed that Cllr Monk had replaced the missing bolts. **(Clerk)**
	2. Cllr Usher. SNAP report. No SNAP meeting held during the month. Cllr Usher noted that there were some scamming letters going round from, ostensibly, Royal Mail
	3. Cllr Pinning. Local Access Forum. Cllr Pinning had kindly attended a LAF on behalf of the Council. He explained that some farmers in other parts of the county are allowing permissive paths again, and that various initiatives were going round regarding footpaths. The Chairman thanked Cllr Pinning for attending the Forum.
4. **Adjourn meeting.**

**The Chairman had adjourned the meeting at 7.48pm for the public session**

**The Clerk** would ask the Peakes to cut the Norwich Road footpath back, when hedge cutting / bird nesting regulations allowed

The Chairman **reconvened the meeting at 7.58pm**

1. **Agenda items:**
	1. To confirm the Financial Regulations for 2019/20. **AGREED**
	2. To receive the internal audit report for the F/Y 2018/19. The Clerk read the internal audit report, which was **AGREED**
	3. To confirm the fixed asset register for 18/19 for the external audit. The fixed asset register was **CONFIRMED**
	4. To confirm the Annual Governance Statement for F/Y 2018/19. The Clerk read the annual governance statement out to the Council, who **AGREED** it.
	5. To confirm the Accounting Statements for F/Y 2018/19. These had been sent to the Council prior to the meeting, and were **AGREED**
2. **Planning Applications:**
	1. None
3. **Planning Decisions:**
	1. None
4. **Outstanding Highways matters for updates:**
	1. FP12 signage. Scheduled for repair
	2. ENQ900143514. Flooding at Hall Common road. The drains had been pumped out during May, and had not flooded during the recent heavy rains
	3. White lines – High Street / School Road. **The Clerk** had written to NCC Highways concerning this
	4. Grass verges. NCC Highways were cutting verges around the villages. It was noted that How Hill / Whitegates was particularly bad. **The Clerk** would speak with NCC Highways if the verges were not cut within a week
5. **Finance**
	1. The Chairman noted that he had not signed and agreed a bank reconciliation for the previous month’s finances on the basis that the audit was currently being prepared
	2. **The following payments were authorised:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Format** | **Payee** | **Detail** | **Amount £** | **Inc VAT £** |
| 15.05.19 | S/O | Peakes | Grass cutting | 509.00 | - |
| 1.6.19 | DD | NEST | Pension (paid by PC and Clerk) | 65.04 |  |
| 4.6.19 | 1244 | Clerk | Salary and expenses February | 425.01 |  |
| 29.05.19 | DD | URM | Glass | 52.20 | 8.70 |
|  |  |  |  |  |  |

* 1. **The following receipts were noted:**
		1. None
1. **Playground checks**

Cllr Lumbard offered to undertake a litter pick within the playground. Cllr Youngs offered to undertake the playground checks for the month of June.

1. **At the Chairman’s discretion:**
	1. Cllr Lumbard noted that he had been informed that the St Benet’s Walk was due to be closed for works.
2. **Items for the Parish News (June and July)**
	1. Planning (none)
	2. Royal Mail Scam
	3. Police Connect
3. **Next meeting**

**To confirm that the next meeting of the Parish Council will take place on Tuesday 6th August 2019 in the Church Rooms, and that there would be no meeting in July 2019**

The meeting closed at 8.16 pm