LUDHAM PARISH COUNCIL

Minutes of a meeting of Ludham Parish Council held on Tuesday 5th November 2019

in the Church Room, Ludham at 7.30pm

**Present:**  Cllr A Lupson (Chairman)

Cllr C Willoughby

Cllr J Youngs

Cllr R Pinning

Cllr A Lumbard

Cllr P Wall

Cllr L Grist

Cllr B Tubby

Cllr T Gabriel

1. **Welcome to the public**: The Clerk welcomed the District Cllr and County Cllr and 5 members of the public.
2. **Apologies for absence:**  Cllr Usher and Cllr Monk had sent their apologies.

**Declarations of interest**: None

1. **To consider and approve** the minutes of the Parish Council Meeting held on Tuesday 1st October 2019, and matters arising from those minutes: **Approved**
2. **Correspondence:**
   1. Internal auditor. Review of accounts complete and confirmed as in order with some issues with dates for direct debits for URM and NEST and clarification on mileage VAT. The Clerk explained these details, which were noted by the Council
   2. Norfolk CAB. Thank you letter for donation. Noted
   3. Ludham VH Treasurer. Thank you letter for donation with details of plans for future renovation work. Cllr Pinning explained that the Village Hall were working on designs for a new kitchen, and focussing on food and hygiene. He also noted that the Village Hall Committee also had other plans which they hoped to implement in coming years
   4. BA. Appraisal of conservation area. The Council discussed this at length and various Councillors had reviewed the draft plan for the updated conservation area, and had comments as a result. Cllrs Willoughby, Gabriel and Lumbard agreed to meet with members of the BA to discuss the appraisal and to review the draft plan. The Chairman thanked those Councillors for offering to undertake this important work
3. **Reports:** 
   1. Cllr Usher. SNAP report (by email). Cllr Usher had been unable to attend the meeting, but had sent his report following the recent SNAP meeting. He had noted that a police officer would be visiting schools at the start and finish times in order to monitor inconsiderate parking, speeding, seat belt use and mobile phone use by motorists. In addition, the other priorities for the month were speeding issues in Sutton and Catfield and assisting local shopkeepers in preventing ASB and shoplifting in the run up to Christmas. The Chairman thanked Cllr Usher (through **The Clerk)** for his update
   2. Cllr Usher. Fraud Avoidance presentation – update. The Chairman had attended this event and informed the Council that the presentation had been excellent. Despite a dreadful night in terms of weather, approximately 14 villagers had attended the event and feedback had been extremely positive. The Chairman suggested that if Cllr Usher was willing to organise another event with Natwest, a date in the spring during the day might be a good idea. **The Clerk** would thank Cllr Usher for his work in organising the event, and also ask him to thank the presenter from Natwest
   3. Clerk. Playground update. Cradle swings and missing bolt from large swings. The Clerk explained that Wicksteed had sent a quotation for the new cradle swing seats, but that the fitting charge was almost as much as the seats. **The Clerk** would ask the Peakes if they would be willing to fit the swings. **The Clerk** would also speak with Cllr Monk regarding the bolts
   4. Clerk. CSW update. The Clerk noted that 11 parishioners would be attending a police training session on the 8th November.
4. **Adjourn meeting.**

**The Chairman had adjourned the meeting at 7.59pm for the public session**

District Cllr Varley had attended the meeting and updated Councillors on the activities of NNDC. He also noted that there was no update on FP3. The Chairman asked the District Councillor to revert to NNDC to voice the Council’s frustration with the short notice received on a recent Prior Notification application

The Chairman **reconvened the meeting at 8.07pm**

1. **Agenda items:** 
   1. To receive an update on the Fireworks on New Year’s Eve. Cllr Gabriel explained that The Clerk was underway with insurance, risk assessments, permissions etc. **The Clerk** would also ask Cllr Monk if his road bollards could be borrowed for the event
   2. To consider a request to place a memorial on the Airfield. The Clerk read a letter from a charity (Airfields of Britain Conservation Trust) which had approached the Council with a view to putting a memorial on the airfield. The Council **AGREED** that it was generally in favour of the idea but that the Council does not own the airfield and the ABCT would need to contact the owners of the land on which they would like to place a memorial
   3. To agree meeting dates for 2020. **AGREED.** The Council also agreed to hold a meeting in January as it was not close to the New Year
2. **Planning Applications:** 
   1. NP/19/1905. Street Record, Goffins Lane. Grain store. The Council was generally in favour of supporting this application, which was a Prior Notification
   2. PF/19/1449. 20 Broadreaches. Single storey extension following demolition of conservatory. Supported by email due to time constraints
   3. PF/19/1708. Hillcrest, Norwich Road. Replacement single storey rear extension Supported by email due to time constraints
3. **Outstanding Highways matters for updates:**
   1. ENQ900143514. Flooding at Hall Common road.
   2. ENQ900150763. Flooding at Gypsies Lane
   3. ENQ900152048. Missing white lines top of School Road to School Entrance
4. **Finance**
   1. The Chairman noted that he signed the bank reconciliations for the month
   2. **The following payments were authorised:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Format** | **Payee** | **Detail** | **Amount £** | **Inc VAT £** |
| 5.11.19 | S/O | Peakes | Grass cutting | 509.00 | - |
| 5.11.19 | 1260 | Clerk | Salary and expenses September | 436.25 | 0.36 |
| 29.10.19 | DD | URM | Glass | 52.20 | 8.70 |
|  | DD | NEST | Pension (partly paid by Clerk) | 65.04 |  |

* 1. **The following receipts were noted:**
     1. NNDC. Precept and Grant. £4980. (Grant £270, Precept £4710)
     2. Womack Trust. Grass cutting grant. £2250.

1. **Playground checks**

Cllr Wall had offered to undertake the playground checks for the month.

1. **At the Chairman’s discretion:**
   1. The Council asked **The Clerk** to check with Cllr Monk on the status of the tree with the round bench. **The Clerk** would also ask for an update on the Stocks Hill bench
   2. Cllr Gabriel asked that the PCC grass cutting payment from the PC should be described as ‘grass cutting machinery maintenance payment’ as the mowing is undertaken voluntarily
   3. Cllr Grist explained that the EAAA were offering to undertake CPR training in the village. The Council agreed that this would be beneficial to the whole village. **Cllr Grist** agreed to speak to them to arrange a time and date
2. **Items for the Parish News**
   1. Planning
   2. Happy Christmas
   3. Fireworks
   4. Dog fouling outside the school – risk of toxiocaris
   5. Hunters Yard defibrillator
3. **Next meeting**

**To confirm that the next meeting of the Parish Council will take place on Tuesday 3rd December 2019 in the Church Rooms**

The meeting closed at 8.42 pm