LUDHAM PARISH COUNCIL

Minutes of a meeting of Ludham Parish Council held on Tuesday 4th August 2020

in the Church Room, Ludham at 7.30pm

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

Cllr M Monk

Cllr P Wall

Cllr T Gabriel

Cllr C Willoughby

Cllr L Grist

Cllr R Pinning

Cllr B Tubby

Cllr A Lumbard

Clerk: J Beardshaw

1. **Welcome to the public**: The Chairman welcomed the District Cllr and 3 members of the public.

The Chairman opened the meeting by noting the sad loss of Cllr John Youngs, who had died on 30th April 2020. The Chairman gave the Council some of John’s history within the village and explained that he had been a huge asset to the village and will be sorely missed. Cllrs shared the Chairman’s thoughts and offered their condolences to Mrs Youngs. The Clerk had sent a card and a donation of £50 from the Parish Council at the time of his death. The Chairman also noted that, on a happier note, John would be overlooking the Parish Council during meetings as coincidentally he was buried directly outside the Church Rooms

The Chairman also noted that Ken Grapes had worked tirelessly during the lockdown to help parishioners in need with ‘Looking after Ludham. He, and a team of volunteers had worked incredibly hard to ensure that the villagers were looked after. The Chairman thanked Mr Grapes and the volunteers most sincerely. His thanks were echoed by Councillors.

1. **Apologies for absence:**  Cllr Usher had sent his apologies.

**Declarations of interest**: Cllr Gabriel (item 5a)

1. **To consider and approve** the minutes of the Parish Council Meeting held on Tuesday 2nd March 2020, and matters arising from those minutes: **Approved**
2. **Correspondence:**
   1. BA. Tree Works. Manor Gates (garden), Staithe Road. Ash – fell, Oak – fell (both dead). Noted
   2. Parishioners. Concerns regarding parking on pavements on Yarmouth Road. The Chairman explained that, whilst it was frustrating and dangerous, there was very little that the Parish Council could do to prevent illegal parking in the village, despite frequent reminders
   3. NNDC. Consultation regarding the removal of the payphone outside Throwers. It was agreed that **The Clerk** would object to this on the basis that the phone is used regularly and that the village does not have a good mobile phone signal
   4. Parishioner. Response to the consultation in 5c above objecting. Noted
3. **Reports:** 
   1. Cllr Usher. SNAP report. Cllr Usher had sent his apologies and there had not been a SNAP meeting. Cllr Usher had sent an email to the Clerk explaining that, with the warm weather, crime was still on the increase with criminals taking advantage of open windows and doors. He had urged the Parish Council to encourage parishioners to take care with security
4. **Adjourn meeting.**

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

The Chairman asked all members of the public in turn (as it was a zoom meeting) if they wished to address the Council on village matters

A discussion was held regarding the caravan parks in the village and their licenses

The Chairman **reconvened the meeting at 8.25pm**

1. **Agenda items:** 
   1. To receive the playground inspection report and to receive recommendations for remedial work. Cllr Monk kindly agreed to fill in the area under the swings (which was the highest concern). Other areas related to the new equipment. **The Clerk** would speak with Wicksteed Sales Team about this
   2. To consider and agree a policy for co-option of Parish Councillors. **AGREED**
   3. To review a legal briefing regarding co-option of Parish Councillors (as circulated) This was confirmed as not necessary in addition to the co-option policy above
   4. To confirm receipt of the internal audit report. **NOTED**
   5. To confirm the Annual Governance Statement for the financial year 2019/2020. **CONFIRMED**
   6. To confirm the Annual Accounting Statement for the financial year 2019/2020. **CONFIRMED**
   7. To discuss and agree plans for re-opening the playground (see government regulations and legislation and risk assessment circulated). The Council agreed that the **Clerk** would print appropriate posters and conduct a risk assessment and check with the insurers that the playground could be opened, and then would open the playground as early as possible and put the opening on facebook and share with Cllr Grist so that she could advertise the opening on social media
   8. To nominate a Trustee to the Womack Staithe Trust. The Chairman explained that Mike Flett’s term of office had ended. The Council **AGREED**  to nominate Mike Flett for a further 4 year term. The Chairman also noted that as a result of the death of John Youngs the remainder of John’s term needed to be filled by a new trustee. The Council nominated and confirmed Cllr Lumbard as a PC nominated Trustee

1. **Planning Applications:**

The following planning detail was noted:

* 1. PF/20/0940. Land North of Sunset, Fritton Lane. Demolition of agricultural building and erection of single-storey dwelling. **Supported**
  2. PF/20/1144. Post Office Store, 1 High Street. Change of use of first floor from hairdressing salon (Class A1) to flat (Class C3); reinstate first floor window in front elevation. **Supported**

1. **Outstanding Highways matters for updates:**
   1. ENQ900152048. Missing white lines top of School Road to School Entrance. Noted
   2. ENQ900158476. Blocked drain outside Cat’s Whiskers. It was noted that blocked drains around the village had been jetted during lockdown. This item would be removed from the agenda
2. **Finance**
   1. The Chairman noted that he signed the bank reconciliations for the month
   2. The following receipts were noted:
   3. **The following payments were authorised:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Format** | **Payee** | **Detail** | **Amount £** | **Inc VAT £** |
| 15.8.20 | S/O | Peakes | Grass cutting | 509.00 | - |
| 4.8.20 | 1297 | Clerk | Salary and expenses | 412.51 |  |
| 29.8.20 | DD | NEST | Pension (partly paid by Clerk) | 65.04 |  |
| 4.8.20 | 1298 | Community Heartbeat Trust | Rescue Safety Kit | 12.00 | 2.00 |
| 29.7.20 | DD | URM | Glass recycling | 14.40 | 2.40 |
| 4.8.20 | 1299 | HMRC | Tax (paid by Clerk | 13.00 |  |

1. **Playground checks**

Cllr Wall had offered to undertaken the playground checks for the month of March, and kindly offered to also undertake the checks for August.

1. **At the Chairman’s discretion:**
2. **Items for the Parish News**
   1. Planning
   2. Playground opening
   3. Bench at Stocks Hill
   4. Security
3. **Next meeting**

**To confirm that the next meeting of the Parish Council will take place on Tuesday 1st September 2020 at a location to be agreed. Either on Zoom or in the Village Hall or the Church Rooms**

The meeting closed at 9.25 pm