ludham LUDHAM PARISH COUNCIL

Minutes of a meeting of Ludham Parish Council held on Tuesday 3rd November 2020

On ZOOM at 7.30pm

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

Cllr P Wall

Cllr T Gabriel

Cllr C Willoughby

Cllr L Grist

Cllr R Pinning

Cllr A Lumbard

Cllr J Usher

Cllr K Broxton

Cllr J Wright

Cllr B Tubby

Clerk and RFO: J Beardshaw

1. **Welcome to the public**: The Chairman welcomed the District Cllr, the County Cllr, and four members of the public.
2. **Apologies for absence:**  Cllr Monk had sent his apologies, which were accepted.

**Declarations of interest**: Cllr Gabriel noted that he did not have an interest in item 9b. The Chairman confirmed this and thanked him for his transparency

1. **To consider and approve** the minutes of the Parish Council Meeting held on Tuesday 6th October 2020, and matters arising from those minutes: **Approved**
2. **Correspondence:**
   1. Parishioner. Letter regarding Parish Council consideration of planning applications. The Chairman summarised the letter and reported that he had replied during the month
   2. Parishioner. Objection received regarding item 9b. The Chairman noted that the parishioner was in attendance at the meeting and would speak to the Council during the public session
   3. Parishioner. Allotment hedge. **The Clerk** would send **Cllr Pinning** the relevant details, who as the Allotment Councillor would decide if the Peakes could undertake the work. **The Clerk** would then speak to the Peakes as necessary
   4. Parishioner. Mirror on Malthouse Lane. The Clerk explained that Norfolk County Council would not authorise the placement of a mirror on the highway to assist with visibility issues, and that mirrors on the highway can dazzle drivers, affect the ability to judge the distance of oncoming traffic, and can be subject to vandalism. She went on to explain that NCC had informed her that if an unauthorised mirror is found on the public highway it would be treated as an obstruction and removed. **The Clerk** would speak to the parishioner and inform her of the information from NCC
3. **Reports:** 
   1. Cllr Usher. SNAP report. Cllr Usher reported that whilst there had not been a SNAP meeting, he had heard from the Police, who had informed him that there had recently been a lot of scams in the area. The item would be added to the Parish News
   2. Cllr Broxton. Playground report. Cllr Broxton thanked Cllr Pinning very much for his assistance with the handover. She noted that the soil was dipped under the swings and that she had tidied up some rubbish. The Council thanked her for her work inspecting the playground
   3. Clerk. Update on benches. The Clerk explained that she was trying to obtain quotations for the fitting of the benches at Stocks Hill and Horsefen Road, so that she could inform the donors how much the work would cost
   4. Cllr Broxton. Playground inspection regularity. Cllr Broxton noted that she had researched the topic and felt that the playground should be inspected weekly rather than monthly. She kindly offered to undertake these checks.
   5. Clerk. Charity Commission training. The Clerk explained that she had attended training to try to ascertain the details of the Children’s Playground Trust, and would report back at a future meeting
   6. Clerk. Website Accessibility. The Clerk explained that Web Content Accessibility Guidelines (WCAG) 2.0 define how to make web content more accessible to people with disabilities. Accessibility involves a wide range of disabilities, including visual, auditory, physical, speech, cognitive, language, learning, and neurological disabilities. The Clerk had attended a training course on WCAG compliance. The Clerk had added an accessibility disclaimer to the website, and had made various changes to the website to ensure accessibility where possible
   7. Cllr Gabriel. Confirmation that the Council’s insurance policy is fit for purpose. Noted with thanks to Cllr Gabriel
   8. Cllr Wright. Planting at Ludham Bridge. Cllr Wright noted that she had been working with the EA to ascertain whether planting could take place at Ludham Bridge and that the research was ongoing. She would report back at the December meeting. The Chairman thanked her for her tireless work on this
4. **Adjourn meeting.**

**The Chairman had adjourned the meeting at 2006 hrs for the public session**

**The Chairman** **reconvened the meeting at 2031 hrs**

1. **Agenda items:** 
   1. To consider an amendment to the Benches Policy (that donors must stay in contact with the Council and maintain up to date contact details). **AGREED**
   2. To the contents of the Barclaysafe Wallet, which the Clerk had removed from the bank on the Council’s behalf. The Clerk would deliver the Wallet to the Chairman who would review the contents and return to the bank for safe keeping
   3. To consider donations for the financial year. The Council **AGREED** donations of:
      1. Norfolk Age UK - £75
      2. Norfolk CAB - £75
      3. EAAA - £100
      4. Ludham Village Hall - £1800
      5. Village Car Scheme £250
   4. To consider and agree members of Committees. The PC Committees were **AGREED** as follows:

|  |  |
| --- | --- |
| Ludham Parish Council 2020/21 | Committees, Sub Committees and Representatives. |
|  |  |
|  |  |
| Bank Mandate | Cllr Lupson |
|  | Cllr Willoughby |
|  | Cllr Wall |
|  | The Clerk |
|  |  |
| Children's playground sub committee | Cllr Monk |
|  | CllrWall |
|  | Cllr Willoughby (Chairman) |
|  | Cllr Broxton |
|  | Mr B Moffat (non Parish Councillor) |
|  |  |
| Rights of Way sub committee | Cllr Pinning |
|  | Cllr Lumbard |
|  |  |
| Village Hall Management Committee - | Cllr R Pinning |
| Parish Council representatives. | Cllr Grist |
|  |  |
| Planning sub committee | Cllr Lumbard |
|  | Cllr Gabriel |
|  | Cllr Monk |
|  | Cllr Pinning |
|  |  |
| Civil Contingencies Manager | Cllr Lupson |
|  | Cllr Usher |
|  |  |
| Police liaison | Cllr Usher |
|  |  |
| Finance liaison | Cllr P Wall |
|  |  |
| Internal auditor | Mr M Flett (non Parish Cllr) |
|  |  |
| Defibrillator manager | Cllr T Gabriel |
|  |  |
| Allotment committee | Cllr Pinning |
|  | Cllr Wright |

1. **Planning Applications:** 
   1. BA/2020/0321/HOUSEH. The Pines, Horsefen Road. Creation of a domestic slipway. **Support**
   2. BA/2020/0332/TCAA. Removal of small trees, marked with yellow paint, to facilitate the clearance required for the proposed footpaths. Removal of potentially dangerous Sycamore (details included in document entitled Photos of trees). Height reduction (to points indicated by yellow paint lines) on trees on riverbank to allow for re-growth. Bungalow Mooring and Manor Woods Staithe Road. Following representations by a parishioner (by email and during the public session) the Council discussed this application at length and agreed to **object** to the application on the basis that the application was not thorough or clear, and whilst the Council recognises the requirement for conservation and tree management, it felt that a footpath through the area would impact on the general wildlife in the area, such as kingfishers, otters and various fish. The Council also believed that the application should have been separated into two. **The Clerk** would write to the planning officer
   3. BA/2020/0338/TCAA. The Manor, Staithe Road. Felling of 1 x Oak, 2 x Sycamore. Approved by the BA 29/10/20. Noted
2. **Outstanding Highways matters for updates:**
   1. ENQ900152048. White Lines, School Road
   2. ENQ900168140. Flooding of pathway to Latchmoor Park. This problem was discussed and it was agreed that **the Clerk** should write to NCC Highways to explain that the drain needed clearing
3. **Finance**
   1. The Chairman noted that he had seen and confirmed the bank reconciliations for the month
   2. The following receipts were noted:
      1. £2250. Womack Staithe. Grass cutting
   3. **The following payments were authorised:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Format** | **Payee** | **Detail** | **Amount £** | **Inc VAT £** |
|  | DD | Peakes | Grass cutting | 509.00 |  |
| 2.11.20 | 1305 | Clerk | Salary and expenses | 552.43 |  |
| 2.11.20 | DD | NEST | Pension (partly paid by Clerk) | 77.31 |  |
| 26.10.20 | DD | URM | Glass | 54.72 | 9.12 |
|  |  | HMRC | Tax (paid by Clerk |  |  |
| 2.11.20 | 1306 | Ludham PCC | Church Rooms hire Jan, Feb, Mar | 30.00 |  |
| 2.11.20 | 1307 | NALC | Cllr training | 144.00 | 24.00 |
| 2.11.20 | 1308 | Came and Company | Insurance | 700.77 |  |

1. **Playground checks**

Cllr Broxton had offered to undertaken the playground checks on an ongoing basis. Councillors thanked her very much for her generous offer

1. **At the Chairman’s discretion:**  None
2. **Items for the Parish News**
   1. Planning
   2. Scams
3. **Next meeting**

**To confirm that the next meeting of the Parish Council will take place on Tuesday 8TH December 2020 on Zoom**

The meeting closed at 2121 hrs