LUDHAM PARISH COUNCIL

Minutes of a meeting of Ludham Parish Council held on Tuesday 1st December 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 K Broxton

Cllr J Wright

Cllr M Monk

Clerk and RFO: J Beardshaw

1. **Welcome to the public**: The Chairman welcomed the District Cllr and one member of the public.
2. **Apologies for absence:**  Cllr Tubby and Cllr Usher, had sent their apologies, which were accepted.

**Declarations of interest**: None

1. **To consider and approve** the minutes of the Parish Council Meeting held on Tuesday 3rd November 2020, and matters arising from those minutes: **Approved**
2. **Correspondence:**
   1. BA. BA/2020/0406/TCAA. Holm-mere, Staithe Road. T1 and T2, Oak – Crown raise by up to 4m, crown reduction by up to 4m. T3: Silver Birch – crown reduction by up to 3m. Noted
   2. Internal Auditor. Correspondence regarding finance checks. The internal auditor had agreed to undertake finance checks but advised that a councillor should be responsible for monthly finance checks. The Chairman kindly offered to take on this role
   3. NNDC. Boat waste issues on Horsefen Road. The Clerk informed the Council that there had been issues with parishioners / visitors placing private / domestic waste in the boat waste bins. NNDC had decided to put CCTV in place at the bins. The Council agreed to put this item in the parish news
   4. NNDC. Affordable housing in Ludham. NNDC had contacted the Council to inform them that they would be contacting local landowners with a view to finding land for affordable housing development
   5. BA/2020/0417/TCAA. Crusoes, Staithe Road, Ludham, Norfolk Proposal: T1-5: Beech - Crown raise to 3.5-4m. T6&7: Ash - Crown raise to 3.5-4m. Noted
   6. BA. Response to objection regarding TPO works (objection sent following previous meeting). The Clerk had circulated this response prior to the meeting. The response had disappointed the Council on the basis that the BA had been unable to take any of the Council’s objections into account
3. **Reports:** 
   1. Cllr Usher. SNAP report. Cllr Usher had sent his apologies
   2. Cllr Broxton. Playground report. Cllr Broxton noted that she had been undertaking weekly checks and had found no issues in the playground. Cllr Monk noted that he had bolts for the roundabout and would be fitting them in due course. The Council thanked Cllrs Monk and Broxton for their efforts
   3. Clerk. Update on benches. The Clerk informed the Council that she had received estimates for the fitting of the two new benches at Stocks Hill and at the top of Horsefen Road and that the work was ongoing
   4. Clerk. Charity Commission research regarding the Children’s Playground. The Clerk explained that she had reviewed the Conveyance for the playground with Charlotte Stannard (advisor on Charities to NALC) who had advised her that the Council was the Custodian Trustee for the playground. In this role, the Clerk explained, the Council was simply responsible for holding the relevant governing documents but that the Trustees had taken on the responsibility. The Clerk explained that she had been advised that the PC would be within its rights to step to one side if a problem arose, and the Trustees would need to take the burden of responsibility. She had noted that if the PC sees the playground as a vital asset it may support the charity and chose to support the playground and pay for repairs but the responsibility is not legally the Council’s. The Council asked the Clerk to revert and to work on whether the Council ought to become sole managing trustee rather than custodian trustee. **The Clerk** would research this
   5. Clerk. Allotment income received. Noted
   6. Chairman. Allotments. The Chairman explained that the allotments at Hall Common Road were surrounded by the Millenium wood and some hedging. He explained that he had spent some time considering the Council’s options and did believe that the Council may wish to spend some money (or source grants) to tidy the trees, remove trees that were preventing the flourishing of the trees and plants within allotments, and generally tidy up the area. The Chairman noted that he had undertaken some research and believed the work to be in the region of £3K. **District Cllr Adam Varley** agreed to speak to NNDC to see if this work would be liable for a Sustainable Communities Grant
   7. Cllr Wright. Trees at Ludham Bridge. Cllr Wright noted that she had worked hard to get answers from the Environment Agency but was disappointed to have to inform the Council that the EA had reverted to say that they did not allow the Council to plant trees at Ludham Bridge due to the water level. The Chairman noted that he felt that he could speak to the EA at a forthcoming meeting to try to change their minds
4. **Adjourn meeting.**

**The Chairman had adjourned the meeting at 2020 hrs for the public session**

**The Chairman** **reconvened the meeting at 2043 hrs**

1. **Agenda items:** 
   1. To consider fidelity insurance for the financial year 2021.2022. It is required (LGA 1972) that local councils take such ‘security’ as it considers adequate against loss by reason of the acts of any employee who handles money or property. A Council may decide that no insurance is sufficient to cover this but it must justify the decision. The Council **AGREED** that this was not necessary on the grounds that the Clerk deals with very small amounts of money
   2. To consider (belatedly from the previous PC meeting) a donation to the Royal British Legion and to purchase a wreath from the village every year (currently undertaken privately by a parishioner every year in lieu of any village organisation). This was **AGREED** for future years and to give a donation of £50 to the Royal British Legion. **The Clerk** would write to the parishioner who had purchased the wreath for many years, and given a donation, to thank him for his kindness to the village
   3. To consider the Parish Council budget and the precept request for 2021/2022. The Council considered the budget carefully and **AGREED** that, as the village had suffered, as the Country had, during the pandemic, it did not wish to increase the precept. The Clerk explained that because the tax base had dropped, even thought the Council did not wish to increase the precept, it would have to lower the precept for band D households to show a ‘no change’ on their council tax letters. The Council therefore **AGREED** to reduce the precept by £43 from the previous year, so as to show a ‘no change’. The Council recognised that the tax base could change again but felt that it had attempted to show a no change in precept. The Council **AGREED** to set the precept for the 2021/22 financial year at £9,697
   4. To consider changing the Clerk’s pension provider from NEST to LGPS (Local Government Pension Scheme for local authority staff). The Chairman explained in detail the LGPS pension scheme and its terms and conditions, which he had read and researched. The Council discussed this at length and **AGREED** to change the pension to the LGPS. The Clerk thanked the Council
2. **Planning Applications:** 
   1. BA/2020/0378/HOUSEH. The Mowle, Staithe Road. Replacement quay heading and boat house, installation of half-slip. **Supported** prior to meeting due to timescales
   2. BA/2020/0396/HOUSEH. Limes, Horsefen Road. Construction of timber deck with metal and glass balustrade. **Supported**
3. **Outstanding Highways matters for updates:**
   1. ENQ900152048. White Lines, School Road. The Council had been informed that the white lines would not be forthcoming as the County Councillor had decided not to finance the project. **The Clerk** would write to Cllr Price
4. **Finance**
   1. The Chairman noted that he had seen and confirmed the bank reconciliations for the month
   2. The following receipts were noted:
      1. £831.78. NALC. Recycling credits
   3. **The following payments were authorised:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Format** | **Payee** | **Detail** | **Amount £** | **Inc VAT £** |
| 15.11.20 | DD | Peakes | Grass cutting | 509.00 |  |
| 1.12.20 | 1309 | Clerk | Salary and expenses | 362.53 |  |
| 1.12.20 | DD | NEST | Pension (partly paid by Clerk) | 56.28 |  |
| 24.11.12 | DD | URM | Glass | 67.32 | 11.22 |
| 1.12.20 | 1310 | HMRC | Tax (paid by Clerk | 5.40 |  |
| 1.12.20 | 1311 | Norfolk CAB | Donation | 75.00 |  |
| 1.12.20 | 1312 | Norfolk Age UK | Donation | 75.00 |  |
| 1.12.20 | 1313 | EAAA | Donation | 100.00 |  |
| 1.12.20 | 1314 | Ludham Village Hall | Donation | 1800.00 |  |
| 1.12.20 | 1315 | Ludham Village Car Scheme | Donation | 250.00 |  |
| 1.12.20 | 1316 | St Catherine’s Ludham PCC | Parish News | 180.00 |  |
| 1.12.20 | 1317 | David Ritchie Ltd | Allotment rent | 220.00 |  |

1. **At the Chairman’s discretion:** 
   1. Cllr Willoughby noted that Ludham Primary School had received a virtual Ofsted inspection, at which it had passed successfully
2. **Items for the Parish News**
   1. Planning
   2. Boat Waste CCTV
   3. Playground C-19 reminder
   4. Recycling income – use PC recycling bins
3. **Next meeting**

**To confirm that the next meeting of the Parish Council will take place on Tuesday 5th January 2020 on Zoom**

The meeting closed at 2121 hrs