LUDHAM PARISH COUNCIL

Minutes of a meeting of Ludham Parish Council held on Tuesday 7th December 2021 in the Church Rooms, Ludham

at 7.30pm

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

Cllr B Tubby

Cllr P Wall

Cllr T Gabriel

Cllr J Wright

Cllr C Routledge

Cllr K Gilden

Cllr L Grist

Cllr M Monk

Cllr A Lumbard

Clerk and RFO: J Beardshaw

It was noted that the meeting would be recorded by a member of the public

1. **Welcome to the public**: The Chairman welcomed 10 members of the public.
2. **Apologies for absence:**  Cllr Grist had sent her apologies, which were accepted.

**Declarations of interest**: None

1. **To consider and approve** the minutes of the Parish Council Meeting held on Tuesday 2nd November 2021, and matters arising from those minutes. The minutes were **Approved**
2. **Correspondence:**
   1. Keith Debbage hedge cutting. Update. Mr Debbage would cut the hedges within the next few weeks
   2. Local business. Offer of help with commemorative coins. The Clerk had received no further information regarding the coins / mugs. Cllr Willoughby had kindly researched mugs and had found a company who would manufacture the mugs for approximately £1.98 per mug. She noted that coins would be more expensive. She would revert to them in the New Year. The Council thanked her for her research into the subject.
   3. Insurers. Response regarding increase of playground insurance from £36.4K to £50K (approx. £50 increase in premium). **AGREED** and paid on the agenda for time reasons
   4. NCC Highways. Approval for tree work on Bakers Arms Green. The Council was pleased to receive the news from the Clerk that the Bakers Arms Green trees would be worked on and that NCC Highways had in principle agreed to pay for the works
   5. Charity Commission. Annual return sent. Noted
3. **Reports:** 
   1. Playground report. The report had been received regarding the playground with no current issues due to the lack of usage due to poor weather and the season
   2. Cllr Gilden – village survey. Cllr Gilden noted that there had been 178 surveys completed, 56 of which had been on the paper copies. Cllr Gilden would present her findings at the next meeting
   3. Cllr Routledge – conveyancing work update (see item 8c for a decision on the VH conveyancing work). Cllr Routledge explained the requirements for the Village Hall land to be registered under the PC name with the Land Registry. This was discussed at length and all agreed that this should be done. The Chairman thanked Cllr Routledge very much for her hard work. The Chairman of the Village Hall had kindly attending the meeting and was able to discuss the issue with the Council. He also agreed that the work was important to undertake
   4. **Cllr Routledge** had also undertaken some research into the Staithes. **Cllr Lupson** would find the conveyance for the Womack Staithe. **Cllr Routledge** would also undertake additional work to find out more about the How Hill Staithe and whether or not it was registered with the land registry.
   5. Cllr Gabriel – village sign painting. Cllr Gabriel confirmed that he was not aware of anyone within the village who might be able to undertake the works. **Cllr Routledge** kindly offered to take a look at the potential work involved. The Council thanked her for considering it. **Cllr Lupson** said that if Cllr Routledge was willing to undertake the works he would remove the sign prior to the works
4. **Adjourn meeting.**

**The Chairman had adjourned the meeting at 1952 hrs for the public session**

Neither the District Councillor nor County Councillor had attending the meeting

**The Chairman** **reconvened the meeting at 2008 hrs**

1. **Agenda items:** 
   1. To consider allocating S137 donations according to the budget. The Council **AGREED**  to make donations as follows:
      1. Norfolk Age UK. £75
      2. Norfolk CAB. £75
      3. East Anglian Air Ambulance. £100

These donations were in addition to those already on the agenda

* 1. To review policies for the year. Councillors **AGREED** that they had read and approved the policies as detailed on the agenda
  2. To consider registering title of the village hall on behalf of the trustees of the VH. **AGREED**
  3. To consider a request to place a memorial bench on Baker’s Arms Green. **APPROVED**
  4. To finalise plans for the fireworks display on NYE. The Council discussed the final plans for the fireworks display and **The Clerk** would undertake a few more jobs such as contacting Dr Sale to ask for his assistance with the first aid volunteering
  5. To consider updating the Village Directory. **The Clerk** would undertake some research on this during the month and would email Councillors

1. **Planning Applications:** 
   1. **To consider and agree responses to planning application as follows:**
      1. PF/21/3017. Vale Cottage, High Street. 2-storey extension. **Approved**
      2. PF/21/3016. Luxem Cottage, High Street. 2-storey extension. **Approved**
      3. PF/21/2851. Land North of Magnolia Cottage, Staithe Road. Response required the evening of the meeting as extension granted. The Council objected to this application on the grounds of core strategy H09, conversion and re-use of rural buildings
   2. **To receive decisions on planning applications as follows:**
      1. None
2. **Outstanding Highways matters for updates:**
   1. ENQ900182586 (reported 14/4). Tanglewood repeater sign needs replacing. Landowner letter sent by NCC
   2. ENQ900188814. Verges Ludham Bridge. Cllr Tubby to inform the Clerk when the hedge cutting has been undertaken so that NCC dig away the verge, which is encroaching on the footpath
   3. Community Safety Programme (Norfolk County Council). Rural route update and consideration
      1. Quiet Lanes
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. HMRC. VAT Refund. £1201.52
      2. Allotment income: various
   3. **The following payments were authorised:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Format** | **Payee** | **Detail** | **Amount £** | **Inc VAT £** |
| Dec 21 | DD | Peakes | Grass cutting | 509.00 |  |
|  | 1368 | Clerk | Salary and expenses plus road closure for fireworks (£38.66) | 503.51 |  |
|  | 1369 | NPF | Pension (partly paid by Clerk) | 107.97 |  |
|  | 1370 | HMRC | Tax (paid by Clerk) | 14.20 |  |
|  | 1371 | Came and Company insurance | Insurance (exact amount tbc) | 810.89 |  |
|  | 1372 | Ludham Village Car Scheme | Donation | 250.00 |  |
|  | 1373 | St Catherine’s PCC | Donation | 180.00 |  |
|  | 1374 | Ludham Village Hall | Donation | 1800.00 |  |
|  | 1375 | DL Ritchie | Allotment rent | 240.00 |  |
|  | 1376 | M Peake | Footpath work and TBC | 190.00 |  |
|  | 1378 | C Routledge | Repayment of works for conveyancing | 54.00 |  |

1. **At the Chairman’s discretion:**
2. **Items for the Parish News**
   1. Planning
   2. Happy New Year
3. **Next meeting**

**To confirm that the next meeting of the Parish Council will take place in the Church Rooms (if permitted) at 7.30pm on Tuesday 1st February 2022**

The meeting closed at 2100 hrs