LUDHAM PARISH COUNCIL

Minutes of THE **ANNUAL** meeting of Ludham Parish Council held on Tuesday 3rd May 2022 in the **Village Hall**, Ludham

at 7.30pm

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

 Cllr C Willoughby

Cllr P Wall

Cllr T Gabriel

Cllr J Wright

Cllr C Routledge

Cllr L Grist

Cllr B Tubby

Cllr A Lumbard

 Clerk and RFO: J Beardshaw

1. **Welcome to the public**: The Chairman welcomed 26 members of the public.
2. **Apologies for absence:**  Cllrs Gabriel, Monk and Tubby 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 5TH April 2022, and matters arising from those minutes. The minutes were **Approved**
2. **Election of Chairman and Vice-Chairman** (acceptance of office to be signed). The Clerk asked for nominations for the position of Chairman. Cllr Lupson was nominated, seconded and duly elected. The Chairman asked for nominations for the position of Vice-Chairman. Cllr Willoughby was nominated, seconded and duly elected. No other nominations were made for either role. Councillors thanked both Cllrs Willoughby and Lupson for agreeing to hold the positions for another year
3. **Confirmation of Council Committees as per the committee spreadsheet.**

Positions were confirmed. Cllr Gilden was confirmed as a member of the playground committee. Cllr Grist was confirmed as police liaison. All other committees remained with no change

1. **Confirmation that all Councillors have read and understood the Code of Conduct, Standing Orders and Financial Regulations**
2. **Correspondence:**
	1. Clerk. Bin store at Ludham Bridge. The Clerk noted that these works had been finished and the payment was on the agenda. Cllr Wright noted that the contractor had undertaken a first class job
	2. NCC Highways. Road closure confirmed. Noted
	3. Clerk. Ownership of the Millenium Wood. The Clerk explained that she had received information from a parishioner that the wood was planted by the Parish Council on what was originally a piece of waste land with saplings obtained from NNDC and the idea was to create a community facility for all to enjoy. The land had many years ago been a waste dump or even earlier a sand hole, and in all probability may have been ‘owned’ by Smallburgh Urban District Council and never transferred to NNDC when the reorganisation of local authorities took place in the 1980s. The Council agreed that this subject may be something which Cllr Routledge might look into but that as she had a number of Parish Council projects at present the issue could remain a little longer
	4. Clerk. Bakers Arms Green Tree works. The Clerk noted that the works to trees on Bakers’ Arms Green had yet to be undertaken
3. **Reports:**
	1. Playground report. Cllr Wall noted that he considered that the grout within the matting under the slide and roundabout was a trip hazard. The **Clerk** would speak to the Peakes. Cllr Wall also noted that the fence needed some fixing and the mole hills were a problem. **The Clerk** would speak to the Peakes about all items
	2. Cllr Routledge – conveyancing work update. Cllr Routledge updated the Council and informed them that she had not heard back on the conveyance for the playground and that there had been little change since the previous meeting. She also noted that the Environment Agency had not replied to her with information regarding the ownership of the How Hill Staithe. She noted that the conveyances for the Village Hall and Playing Field and the conveyance for Womack Staithe were soon to go to the land registry
	3. Cllr Willoughby noted that she had successfully sold 50 mugs to adults and would be donating 40 mugs to children for free. She would therefore be purchasing 90 mugs. She would give the Clerk the cash from the mugs for banking at the next meeting
4. **Adjourn meeting.**

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

Cllr Price updated the Council on County Council matters. District Councillor Varley updated the Council on District Council activity during the month

**The Chairman** **reconvened the meeting at 2022**

1. **Agenda items:**
	1. (Closed session following the PC meeting) – Clerk salary review. The Council met in closed session following the main body of the meeting, and agreed a SCP of 29 for the Clerk, together with an increase in hours to 10 hours per week, from April 1st 2022
2. **Planning Applications:**
	1. **To consider and agree responses to planning application as follows:**
		1. BA/2022/0135/LBC. Crown Cottage, 2 Yarmouth Road. Replace front windows and door. Request for further information regarding fabric requested. The Clerk noted that the windows and doors were proposed to be made of wood. The Council supported this application
		2. PF/22/0897. High Mill Swimming Pool, High Mill Hill, Change of use of domestic swimming pool to allow for commercial use by the public on an advanced booking basis (retrospective). The Council supported this application
		3. PF/22/0278. Mill House, High Mill Hill. Change of use from residential to office use. The Council objected to this application on the basis of highways danger. In addition, the Council wished to make the point to the planning authority that the village could not afford to lose housing stock.
		4. PF/22/0959. Fritton Farm, Fritton Road.
		Conversion of outbuildings and external alterations to form a single storey 1-bedroom dwelling and a 2 bed holiday let. Supported
		5. PF/22/1055. 27 Latchmoor Park. 2-storey side extension. Supported
	2. **To receive decisions on planning applications as follows:**
		1. None
3. **Outstanding Highways matters for updates:**
	1. None
4. **Community Safety Programme** (Norfolk County Council) – list for 2023 works:
	1. Rural route update and consideration
		1. Quiet Lanes
5. **Finance**
	1. The Chairman noted that he had seen and confirmed the bank reconciliations for the month.
	2. The following receipts were noted:
	3. **The following payments were authorised:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VAT Date** | **Format** | **Payee** | **Detail** | **Amount £** | **Inc VAT £** |
|  | DD | Peakes | Grass cutting | 509.00 |  |
|  | BACS | Clerk | Salary and expenses plus road closure expense | 465.73 |  |
|  | BACS | NPF  | Pension (partly paid by Clerk) | 111.71 |  |
|  | BACS | HMRC | Tax (paid by Clerk)  | 7.80 |  |
| 31/03/2022 | DD | URM | Glass | 19.80 | 3.30 |
|  | BACS | PJH Property Maintenance | Bin store – take down, reinstall, replace tiles | 240.00 |  |

* 1. **The following receipts were noted:**
		1. NNDC. Precept. £5441.5
1. **At the Chairman’s discretion:**
2. **Items for the Parish News**
	1. Jubilee
	2. Annual Parish Meeting
3. **To confirm that the next meeting of the Parish Council will take place on Tuesday 7th June 2022 at 7.30pm in the Church Rooms**

The meeting closed at 2042 hrs