**LUDHAM PARISH COUNCIL**

Minutes of the ANNUAL meeting of Ludham Parish Council held on Wednesday 17th May 2023 in the Church Rooms, Ludham

at 7.30pm

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

Cllr P Wall

Cllr J Wright

Cllr T Gabriel

Cllr C Willoughby

Cllr B Tubby

Cllr M Monk

Cllr P Lane

Cllr T Lumbard

 Clerk and RFO: J Beardshaw

 Public: 4

1. Welcome to the public. Apologies for absence. To request dispensation for Cllr Grist and Cllr Routledge to defer their declaration of acceptance of office to the June meeting. **AGREED**
2. To elect a Chairman of the Parish Council, and for that Chairman to sign the declaration of acceptance of office. Cllr Lupson was proposed, seconded and was duly elected Chairman, and signed the relevant acceptance of office
3. To elect a Vice-Chairman of the Parish Council, and for that Vice-Chairman to sign the declaration of acceptance of office. Cllr Willoughby was proposed, seconded and was duly elected Vice Chairman, and signed the relevant acceptance of office
4. Declarations of interest: Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement of the Parish Council’s (Model Code of Conduct) Order 2001 S8 that declarations from a member include the nature of the interest and whether it is personal or prejudicial
5. To consider and approve the minutes of the Parish Council Meeting held on Tuesday 4TH April 2023 at 7.30pm. **AGREED**
6. To confirm that all Councillors have read and agree to the following documents:
	1. Financial Regulations. **CONFIRMED**
	2. The Code of Conduct. **CONFIRMED**
	3. The Standing Orders. **CONFIRMED,** with some amendments to be considered during the year
7. **Correspondence:**
	1. NCC. Highways Deposit. The Council was not required to respond to the information received from NCC Highways. **The Clerk** would circulate the information
8. **Reports:**
	1. Cllr Willoughby. Coronation weekend. Cllr Willoughby summarised the event celebrating the Coronation. The Chairman, on behalf of the Council and the village thanked Cllrs Willoughby and Monk and the organising team for their hard work. The Clerk asked she receive an invoice for the marquee cost.
	2. Clerk. Noticeboard. The Clerk noted that the Council had employed a local contractor to undertake the works on the new noticeboard at a cost of £992 including VAT, which was in line with online figures. The works would be done over the period of the next two months.
	3. Cllr Grist. SNAP report (to defer or written report). Cllr Grist had sent her apologies
	4. Cllr Wright. Safer route to the village (signage). Cllr Wright explained that she had finalised the planned purchase of the signage and had received a lot of feedback from visitors. She noted that the new signage would cost £196 + £39.20 VAT. The Chairman thanked Cllrs Lane and Wright very much for their continued perseverance in this matter
	5. Playground report. Cllr Wall noted that he had removed many brambles from the play area. The Chairman thanked him very much for his work on the playground. Cllr Wall also noted that the playground sign had moved to a more appropriate location
		1. Notice / what three words. The notice payment was on the agenda
		2. Soil under swings. Cllr Tubby had undertaken these works. The Chairman thanked him very much for his work on this
		3. Seat cleaning.
9. **Adjourn meeting.**

**The Chairman had adjourned the meeting at 2010 hrs for the public session**

**The Chairman** **reconvened the meeting at 2012**

1. **To discuss agenda items:**
	1. To consider and if to agree that the Council is eligible and should have the General Power of Competence. The Council **AGREED** to hold the GPoC for the year ahead
	2. To confirm that all Councillors have completed the register of interests form: <https://forms.north-norfolk.gov.uk/outreach/registerinterest.ofml>. Noted
2. **Planning Applications:**
	1. **To consider and agree responses to planning application as follows:**
		1. None
	2. **To receive decisions on planning applications as follows:**
		1. PF/22/0788. Mill House, High Mill Hill. Change of use from residential to office use. Pending consideration by NNDC (31.01.23). Agreed expiry date 17.02.23
3. **Outstanding Highways matters for updates:**
	1. Pillbox / Hall Common Lane. Drain / gully blocked. ENQ ENQ900229432
	2. The **Clerk** would query a non reinstated footpath on FP20 (Whitegates to the corner of How Hill Road)
	3. The **Clerk** would speak with NCC Highways again about the Roundels which are missing from FP 14, 15 and 18

1. **Finance**
	1. The Chairman noted that he had seen and confirmed the bank reconciliations for the month.
	2. The following receipts were noted:
		1. Precept. NNDC. £6987.50
	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  | 728.91 |  |
|  | BACS | NPF  | Pension (partly paid by Clerk) | 231.23 |  |
|  | BACS | HMRC | Tax (paid by Clerk)  | 110.48 |  |
| 10.05.23 | BACS | KPCM | Playground signage | 20.40 | 3.50 |
| 28.04.23 | BACS | NALC | Subscription | 383.23 |  |
|  |  |  |  |  |  |

1. **At the Chairman’s discretion:**
2. **Items for the Parish News**
	1. Planning
	2. Election results
3. **To confirm that the next meeting of the Parish Council will take place on Tuesday 6th June 2023 in the Church Rooms at 7.30pm.**

The meeting closed at 2115 hrs