**LUDHAM PARISH COUNCIL**

Minutes of a meeting of Ludham Parish Council held on Tuesday 6th June 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 P Lane

Cllr T Lumbard

Cllr L Grist

Cllr C Routledge

Clerk and RFO: J Beardshaw

Public: 4

1. Welcome to the public and apologies for absence. Cllrs Monk and Tubby had sent their apologies, which were accepted.
2. Following the dispensation received at the May meeting, Cllrs Grist and Routledge signed their acceptance of declaration of office
3. 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
4. To consider and approve the minutes of the Annual Parish Council Meeting held on Wednesday 17th May 2023 at 7.30pm. **AGREED**
5. **Correspondence:**
   1. NCC. Catfield Road feasibility study. Cllr Lane explained the plans which had been circulated. Cllrs **AGREED** that option 1 was preferable. **The Clerk** would contact the Highways Engineer to specify option 1 as a preference, and to look towards next steps
   2. Mobile library updates. The Clerk updated the Council with the new mobile library information and noted that one mobile library would be removed from the service.
   3. Parishioner. Concern regarding the Norwich Road footpath. Councillors discussed both footpaths and noted that the Peakes had cut them during the previous week. It was noted that a gentleman with a frame was struggling to use the Norwich Road footpath. **The Clerk** would speak to the Peakes about cutting the Yarmouth Road footpath and would see if it would be possible to receive grant funding for works to the Norwich Road footpath to make it smoother under foot
6. **Reports:** 
   1. Playground report
      1. Notice / what three words. The Clerk had chased the providers and would ask the Peakes to fit the notice when it arrives
      2. Soil under swings. Cllr Tubby had undertaken these works
      3. Seat cleaning. This had no longer become an issue due to the weather
7. **Adjourn meeting.**

**The Chairman had adjourned the meeting at 2001 hrs for the public session**

A member of the public thanked ex-Cllr Gilden for her hard work during her term of office, and especially for her hard work on the village survey, which was well received.

**The Chairman** **reconvened the meeting at 2015**

1. **To discuss agenda items:**
   1. To confirm receipt of the Council’s Internal Audit report. **CONFIRMED**
   2. To consider, approve and sign the Annual Governance Statement for the annual audit. **APPROVED**
   3. To consider, approve and sign the Council’s accounting statement for the financial year 22.23. **APPROVED**
   4. To consider, approve and sign the Exemption Certificate for exemption from a limited assurance review. **APPROVED**
   5. To consider fidelity guarantee insurance. Council discussed this and agreed that there was no purpose or reason to purchase fidelity guarantee insurance
2. **Planning Applications:** 
   1. **To consider and agree responses to planning application as follows:**
      1. PF/22/0788. Mill House, High Mill Hill. Change of use from residential to office use. The District Councillor informed Council that this application had been withdrawn.
      2. PF/23/0861. Malthouse Corner, Malthouse Lane. Change of use of the land to a caravan site for single caravan for Gypsy and Traveller residential use; hard standing, portacabin and installation of cess tank (part retrospective). The Council discussed this application at length, and had received various items of correspondence on the matter. It was agreed that, as Council had not had a chance to receive representation from parishioners, the Planning Working Group would recommend a decision to Council over email. **The Clerk** would scan all the working documents to Cllrs for their consideration
   2. **To receive decisions on planning applications as follows:**
3. **Outstanding Highways matters for updates:**
   1. Roundels on FP 14, 15 18. **The Clerk** would speak with the footpaths officer to discuss these roundels
   2. FP 20 reinstated. **The Clerk** would discuss this footpath with the footpaths officer, as it was generally agreed that the footpath is hard to access.

1. **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:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Voucher no** | **VAT Date** | **Format** | **Payee** | **Detail** | **Amount £** | **Inc VAT £** |
| 1 | June | DD | Peakes | Grass cutting | 509.00 |  |
| 2 | June | BACS | Clerk | Salary and expenses | 725.91 |  |
| 3 | June | BACS | NPF | Pension (partly paid by Clerk) | 231.22 | |  |  | | --- | --- | | 728.91 |  | | 231.23 |  | | 110.48 |  | |
| 4 | June | BACS | HMRC | Tax (paid by Clerk) | 116.83 |  |

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 1st August 2023 in the Church Rooms at 7.30pm.**

The meeting closed at 2115 hrs