**LUDHAM PARISH COUNCIL**

Minutes of a meeting of Ludham Parish Council held on Tuesday 5th September 2023 in the Church Rooms, Ludham

at 7.30pm

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

Cllr P Wall

Cllr T Gabriel

Cllr C Willoughby

Cllr P Lane

Cllr M Monk

Cllr J Wright

 Clerk and RFO: J Beardshaw

 Public: 8

 District Councillor Adam Varley

 County Councillor Richard Price

1. Welcome to the public and apologies for absence. Cllrs Grist, Routledge, Lumbard and Tubby had sent their apologies, which were accepted.
2. 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
3. To consider and approve the minutes of the Annual Parish Council Meeting held on Tuesday 1st August 2023 at 7.30pm. **AGREED**
4. **Correspondence:**
	1. Cty Cllr Price. Response to request regarding the moving of the 30 mph speed limit from before Latchmoor Park to after Latchmoor Park. The Clerk noted that this was a rough quote of over £4,000 which the Parish Council could not justify. **AGREED**
	2. Council. To confirm receipt of the amended Standing Orders. **CONFIRMED**
	3. Clerk. Allotment invoices to be sent during September. Noted
	4. Speedwatch / Clerk. Sam2 site locations. The Clerk noted that the original Sam2 locations are still being used but that the speedwatch team had confirmed that they did not have a lot of brackets for posts.
	5. NNDC. Town and Council engagement forum. 12th September. **The Clerk** would circulate the invitation to Councillors.
	6. Clerk. Update on armed forces pledge. The Clerk noted that she had heard back from the proposed ‘Armed Forces Ambassador’ and would work on what the expectation and ideas would be surrounding armed forces support in the village
	7. Highways. Update on ‘pedestrians in road’ sign. The Chairman noted that this sign was on order from the Highways Engineer. **The Clerk** would follow up on it
	8. NCC. Wayford Bridge works update. The Clerk noted that this was postponed for another year.
5. **Reports:**
	1. Playground report. Cllr Wall reported that he had collected cigarette ends from the playground during his monthly inspections. **The Clerk** would ask the Peakes to knock the matting back into place around the roundabout. Cllr Wall noted that the platform on the Hilary Play item was unstable. **Cllr Monk** would look at the platform the following day
	2. Playground committee. Consideration of options for the roundabout matting – quote received (very) approximately £2,300. Noted. Cllr Willoughby reported that she suspected that Council might recommend that the roundabout be replaced and with it the matting – perhaps with an accessible roundabout
	3. Clerk. Fireworks display update for New Year’s Eve including any additional funding from businesses. The Clerk noted that the vicar had given permission for the fireworks and she would organise the road closure.
6. **Adjourn meeting.**

**The Chairman adjourned the meeting at 1956**

The County Councillor advised Council that he had obtained funding for three roundels in the village: one on Catfield Road, one on Yarmouth Road and one on Norwich Road. Council thanked him for his hard work on this subject

**The Chairman** **reconvened the meeting at 2005**

1. **To discuss agenda items:**
	1. To receive a report from a Parishioner concerning the potential twinning with Teunz in Bavaria. This item postponed.
	2. To nominate an employment committee. The Clerk noted that this committee might not convene regularly but that it would be good practice to have one in place. Cllrs Wright, Lane and Lupson agreed to join the committee
	3. To consider NALC membership and the wordpress website for the following year (subscription £383). The Council discussed the website and whether or not NALC was providing value for money. The Council would consider joining NALC when the annual invoice is sent in April
	4. To consider the allotment agreement. Cllrs asked that the Clerk circulate this agreement again for review
	5. To consider the allotment rental figures (which have not changed since 2011). Council **AGREED** to increase allotment rents by £5 at both locations. **The Clerk** would check the sizing of both allotments.
	6. To consider waiving a condition of the allotment agreement regarding the keeping of animals. This was **NOT** agreed by Council
	7. To receive the SAM2 information for the month. The Clerk explained the highlights of the SAM2 report for the month. Council thanked all those that work on the Sam2 and produce the report, which was very interesting.
	8. To consider if the Council should take on Cyber Insurance. Council **AGREED** that it did not require Cyber insurance, following advice and support from Cllr Gabriel
2. **Planning Applications:**
	1. **To consider and agree responses to planning application as follows:**
		1. RV/23/1631. Land South of School Road. Variation of condition 2 and 3 of planning permission PF/19/0991 to allow variation of the house types and materials. **Support**
	2. **To receive decisions on planning applications as follows:**
		1. App/E9505/W/22/3294205. Broadgate. Horsefen Road Bakery. Enforcement action. Noted
		2. BA/2023/0275/HOUSEH. Rose House, Yarmouth Road. Replace two roof windows with dormer windows. Approved. Noted
3. **Outstanding Highways matters for updates:**
	1. FP 20 reinstated – not completed
	2. Footpath from Hunters Yard to Marsh Cottage (reported: ENQ900241185)
	3. ENQ …268. Kings Arms junction. Road surface issues. Reported 8.08.23. To be undertaken in 2024

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:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VAT Date** | **Format** | **Payee** | **Detail** | **Amount £** | **Inc VAT £** |
| August | DD | Peakes | Grass cutting | 509.00 |  |
| August | 006 | Clerk | Salary and expenses  | 726.47 |  |
| August | BACS | NPF  | Pension (partly paid by Clerk) | 231.22 |  |
| August | BACS | HMRC | Tax (paid by Clerk)  | 112.23 |  |

1. **At the Chairman’s discretion:**
2. **Items for the Parish News**
	1. Planning
	2. Do not leave cars running
3. **To confirm that the next meeting of the Parish Council will take place on Tuesday 3rd October 2023 in the Church Rooms at 7.30pm.**

The meeting closed at 2053 hrs