

LUDHAM PARISH COUNCIL

Minutes of the ANNUAL meeting of Ludham Parish Council held on Tuesday 7th May 2024 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 L Grist
Cllr C Routledge
Cllr J Wright
Cllr M Monk
Cllr B Tubby

Clerk and RFO: J Beardshaw
Public: 9
District Councillor Adam Varley
County Councillor Richard Price

1. Election of the Chairman of the Parish Council. Cllr Lupson was proposed, seconded and **AGREED** as Chairman of the Parish Council
2. Election of the Vice Chairman of the Parish Council. Cllr Willoughby was proposed, seconded and **AGREED** as Vice Chairman of the Parish Council
3. Welcome to the public and apologies for absence. Cllrs Lumbard had sent his apologies, which were accepted.
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 Annual Parish Council Meeting held on Tuesday 2nd April 2024 at 7.30pm. **AGREED**. And to consider outstanding matters
6. Allocation of Councillors to committees. Committees were agreed as per the appendix to the minutes.
7. To confirm that all Councillors have read, reviewed and agree to the following policies. **AGREED**
 - a. Financial Regulations
 - b. The Code of Conduct
 - c. The Standing Orders
8. **Correspondence:**
 - a. Norfolk Police. Suggestion to ask County Cllr Price for match funding for parish partnership bid for posters to be printed as signs for the village. The Clerk would apply for parish partnership funding and would place the item on the following agenda for choices. **AGREED**
 - b. Parishioner. Issue with car on Stocks Hill. The Council was informed that the car would shortly be removed. Council thanked those involved for working on this on behalf of the village

- c. Village Hall. Thank you note for the donation, together with information regarding the Village Hall. The Clerk recorded that the Village Hall would be painted both inside and outside during the financial year. The Chairman thanked the Chairman of the Village Hall
- d. Matthew Philpott, CEO Water Management Alliance. Horsefen Road. **The Chairman** would get in touch with Mr Philpott and arrange a meeting
- e. Parishioner. Concern regarding Fritton Lane crossroads. The Chairman noted that the County Councillor may wish to comment during the public session
- f. Nancy Oldfield Trust. Information regarding the Trust. Noted with thanks

9. Reports:

- a. Cllr Wall. Playground report. Cllr Wall noted that the equipment was in reasonable order. He noted that the bird scarers were starting to disintegrate and should be replaced in the future months. **Cllr Tubby** would research who could be asked to cut the hedges significantly.
- b. Cllr Gabriel. Update on new defibrillator. Noted with thanks to Cllr Gabriel
- c. Cllr Monk. Update on Norwich Road footpath. Council thanked Cllr Monk for his work on the Norwich Road footpath.

10. Adjourn meeting.

The Chairman adjourned the meeting at 1949

The County Councillor reported on matters associated with Norfolk County Council. He noted that the ‘slow’ road sign at Fritton Road was in a good condition but that there is little that can be done at this time regarding reducing the speed limit.

County Councillor noted that the Parish Partnership scheme could potentially be used for funding for the signage made by the school children. County Councillor Price suggested asking local businesses for funding of the signage.

The County Councillor updated the Council on NCC matters by noting that the portfolio for the Coast has been now allocated to James Bensley, who is the County Councillor for Hemsby.

The District Councillor reported on matters from North Norfolk District Council.

The **Clerk** would report the lack of the ‘SCHOOL’ sign on the telegraph pole opposite the school. (note: reference number: ENQ900267534)

The **Clerk** would speak with the speedwatch team to ask them to check the calibration of the SAM2 machine.

The Chairman reconvened the meeting at 2008

11. To discuss agenda items:

- a. To receive the SAM2 information for the month. Noted with thanks.
- b. To consider an amended planning statement to incorporate biodiversity. The Clerk would add a line concerning water neutrality
- c. To consider putting hedge cutting in the village out to tender following receipt of the information that Mr Debbage is retiring. Cllrs Monk and Tubby would discuss this with the Clerk following the meeting

- d. To consider if Council wishes to subscribe to the Norfolk Association of Local Councils. Council agreed not to subscribe to NALC for the year on the basis of saving costs
- e. To confirm the asset register in preparation for the end of year accounts. Noted and **AGREED**

12. Planning Applications:

To consider and agree responses to planning application as follows.

- i. PU/24/0825. Mill House, High Mill Hill, Yarmouth Road. Change of use of agricultural building to dwellinghouse and building operations necessary for the conversion. Withdrawn. Noted

b. To receive decisions regarding applications:

- i. PF/24/0444. The Bays, Staithe Road. Replacement of 2no. timber bay windows on front elevation and 1no. bay window on side elevation. Approved. Noted

13. Finance

- a. To confirm that the Chairman has signed and agreed a bank reconciliation for the previous month's finances.

b. The following payments were authorised:

| <u>VAT date</u> | <u>Format</u> | <u>Payee</u> | <u>Detail</u> | <u>Amount £</u> | <u>Inc VAT £</u> |
|-----------------|---------------|---------------|--------------------------------|-----------------|------------------|
| | DD | Peakes | Grass cutting | 509.00 | |
| | BACS | Clerk | Salary and expenses | 785.67 | |
| | BACS | NPF | Pension (partly paid by Clerk) | 227.24 | |
| | BACS | HMRC | Tax (paid by Clerk) | 104.43 | |
| 26.3.24 | BACS | Keith Debbage | Hedge cutting | 384.00 | 64.00 |
| 31.03.24 | BACS | URM | Glass recycling | 69.36 | 11.56 |
| | BACS | NALC | Website hosting fee | 70.00 | |

c. The following receipt was noted:

- i. None

14. At the Chairman's discretion:

- a. School Road safety scheme options – NCC to be chased by **The Clerk**

15. Items for the Parish News

- a. Thank you to those villagers who have 'please feel free to deposit your dog waste in our bins'. Invite people to get stickers from Tom Gabriel care of The Clerk

- b. Link to the website for the Annual Parish Meeting reports

16. To confirm that the next meeting of the Parish Council will take place on Tuesday 4th June 2024 in the Church Rooms at approximately 7.30pm. There is no meeting in July 2024

The meeting closed at 2039 hrs

Appendix:

| <u>Ludham Parish Council 2024/2025</u> | <u>Committees, Sub Committees and Representatives.</u> |
|--|--|
| - | - |
| <u>Chairman</u> | CLr Lupson |
| <u>Vice Chairman</u> | CLr Willoughby |
| <u>Bank Mandate</u> | CLr Lupson (submit and authorise payments) |
| | CLr Willoughby (authorise payments) |
| | CLr Wall (authorise payments) |
| | The Clerk (submit payments) |
| | Internal Auditor (read only access) |
| <u>Children's playground sub committee</u> | CLr Monk |
| | CLr Wall - monthly inspections |
| | CLr Willoughby (Chairman) |
| | Mr Moffat (non Parish Councillor) |
| | CLr Lane |
| <u>Rights of Way sub committee</u> | CLr Lumbard |
| | CLr Wall |
| <u>Village Hall Management Committee -</u> | |
| <u>Parish Council representatives.</u> | CLr Grist |
| - | CLr Wright |
| <u>Planning sub committee</u> | CLr Lumbard |
| | CLr Gabriel |
| | CLr Monk |
| | CLr Routledge |
| <u>Civil Contingencies Manager</u> | CLr Lupson |
| - | CLr Lumbard |
| <u>Police liaison</u> | CLr Wright |
| <u>Finance liaison</u> | CLr A Lupson, CLr Willoughby |
| <u>Internal auditor</u> | Mr M Flett (non Parish CLr) |
| <u>Defibrillator manager</u> | CLr T Gabriel |
| <u>Allotment Committee</u> | CLr Wright |
| - | CLr Lumbard |
| - | CLr Grist |
| <u>Employment committee</u> | CLr Lupson |
| | CLr Lane |
| | CLr Wright |

Initials.....