



# Loddon Town Council

The Old School | Church Plain | Loddon | NR14 6EX

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## Minutes of the meeting of Loddon Town Council (LTC) held on Wednesday 10 December 2025, 7.00pm in the Hollies Rear Hall.

**Present:** Cllr Mervyn Pointer (MP) – Chairman, Cllr Jane Hale (JH), Cllr Julie Appleby (JA), Cllr Ian Appleby (IA), and Cllr Terry Simmons (TS), Cllr Dawn Martinson, Cllr Andy Woodman (AW).

**In Attendance:** Kerry Sturman (Responsible Finance Officer), Jo Leonard (Admin and Allotment Officer) and six members of the public (MOP).

**Absent:** None.

- 1. Welcome, Meeting Protocol and Etiquette:**  
Chairman Cllr MP welcomed everyone to the meeting. Nobody wished to record the meeting.
- 2. Councillor Co-option:**  
There is currently one vacancy, and no applications have been received.
- 3. Apologies for Absence:**  
The Council received and accepted apologies from Cllr Natalie Henry (NH) and Cllr Steven Kellingray-Williamson (SKW), Kay Mason Billig (KMB). The Clerk had also sent her apologies as she was unable to attend the meeting.
- 4. Declarations of Interest and Requests for Dispensations:**  
Cllr JH declared an interest on any items on the agenda relating to the Jubilee Hall and the Loddon Building Preservation Trust as she is a Trustee of both organisations.  
Cllrs TS, Cllr IA and Cllr JA declared in interest in St George's Park if discussed as they are residents of the development.  
Cllr JA and Cllr JH declared an interest in the payment as list as both have payments to be approved.
- 5. Minutes of the Meeting held on the 12 November 2025:**  
The Minutes of the meeting held on the 12 November 2025 were approved as a correct record.
- 6. To receive reports from County and District Cllrs and Public Forum:**
  - 6.1 Report from District Councillor Jeremy Rowe (written by Jeremy Rowe):** Appendix A.  
District Cllr JR's apologies were noted.
  - 6.2 Report from District/County Councillor Kay Mason Billig:** Appendix A.  
  
*Cllr MP brought agenda item 9.1 forward for the benefit of a member of public (MOP).*
- 9.1 Planning Applications received from South Norfolk Council (SNC)**

A local resident attended the meeting to give an overview of their planning application.

**2025/3353** – Dove Cottage, Ingloss – Demolition of existing dwelling and outbuildings and construction of new self-build dwelling and outbuilding.

The application was considered and due to its compliance with the Chet Neighbourhood Plan, it was **resolved** to support the application. **Action:** Clerk.

*The agenda resumed in its normal order.*

## **6.3 Public Forum**

A member of the public (MOP) gave thanks to LTC for the Christmas lights and how lovely the town looks.

The MOP also raised concerns regarding the additional traffic cause by the Hopkins Homes and Cripps developments on Beccles Road.

The MOP asked if LTC will be attending the next planning next meeting for 2025/3334 for reserved matters. Cllrs MP and AW explained that SNC look at planning in isolation rather than the accumulated effect, and Cllr MP confirmed that he would be happy to attend a future planning meeting. Cllr AW to contact the local MP regarding looking at planning in isolation rather than linking to all development in the area.

LTC has previously submitted an objection requesting a covenant to protect the public open space, omission of promised bungalows and apartments, and housing types not aligning with the Chet Neighbourhood Plan, and a lack of detail on sustainable homes and energy efficiency. **Action:** District Cllrs asked to call this application in to be heard at Committee.

A MOP from Hales & Loddon Cricket club attended as he wished to inform the Council that they have received English Cricket Board temporary funding (25k) for next 2yrs for youth cricket and they are looking to connect with local stakeholders such as the council to build on fundraising opportunities and raise their profile. Cllr MP thanked the MOP for inviting him to attend their meeting and suggested a future event to raise awareness of local sports for youngsters in Loddon. **Action:** Events Working Party. Cllr JA acknowledged the need for more youth provision in Loddon.

A MOP enquired as to why the public were excluded from two agenda items. Cllr MP explained this was due to the commercially sensitive information discussed within these items.

## **7. Council Reports:**

### **7.1 Chairman's Report**

The report is attached to the minutes at Appendix B.

Cllr MP gave overview of Annual Report provided by Clerk. Cllr MP gave thanks to CW and Cllr JA for their work on Blue Plaques and to Cllr JA for her and her volunteers work with Love Loddon. Cllr MP acknowledged work taken to run the Community Larder and the grants raised and gave thanks to Cllr JH, the volunteers and the RFO for its success. Cllr MP also acknowledged that the Staithe Toilets were well-run.

Cllr MP also gave thanks to everyone involved with Loddon Town Council for their work this year.

### **7.2 Town Councillors' Reports**

Cllr JA mentioned that progress has been made with the Blue Plaques and the draft brochure has been completed.

### 7.3 Clerk's Report

The report is attached to the minutes at Appendix C.

### 7.4 Admin and Allotments Officer's Report

The report is attached to the minutes at Appendix D.

### 7.5 Parish Warden's Report

The report is attached to the minutes at Appendix E.

### 7.6 Data Protection Matters

The report is attached to the minutes as Appendix F.

### 7.7 Biodiversity Warden's Report

The report is attached to the minutes as Appendix G.

The Biodiversity Warden raised concerns about the pond hedge on the Old Hockey Field and the necessity for future work on the hedge to be in consultation with the Biodiversity Warden.

## 8. Finance Report:

### 8.1 Bank Reconciliation to 30 November 2025

The balance of Loddon Town Council's accounts, including the Playing Field, as of 30 November was £392,913. This includes £214,571 of ear-marked funds and £178,342 of general funds.

### 8.2 Progress Report on 2025/26 Budget

Income: 115% - £256,454

Expenditure: 62% - £133,777

Remaining budgeted expenditure: £81,318

Additional spending from General Reserves:

Meeting Date	Minute		Reason
	Reference	Amount	
10/09/2025	8.3	£ 1,000.00	Virement to training budget
10/09/2025	8.7	£ 3,944.67	Contribution to library annexe refurb
08/10/2025	8.4	£ 5,729.62	Contribution to Kittens Lane resurfacing
		<b>£ 10,674.29</b>	

### 8.3 Accounts for Payment in Accordance with the Budget

The RFO presented the list of payments (Appendix H). It was **resolved** to approve this list of payments. **Action:** RFO.

Cllrs IA and AW agreed to authorise the monthly payments.

### 8.4 Small Grant Applications

None received.

### 8.5 2026/2027 Draft Budget and Precept

SNC have sent the 2026/27 tax base figures.

2025/26: 1,097

2026/27: 1,109

It was noted that Loddon Community Gym had responded to a possible increase to their sessional hall hire, and due to their lack of alternative funding sources, it was **resolved** to retain the sessional hall hire fees and review annually. **Action:** RFO to review in October 2026 for 2027/28.

The RFO presented two draft budgets, and it was **resolved** to set the 2026/27 budget at £239,969.52, a 4% increase on 2025/26 budget. This increase reflects the 22% increase in parish running costs, however savings of 10% have been achieved by reviewing contracts.

It was **resolved** to set the precept at £203,419.56, an 8% increase on 2025/26. This equates to an annual increase for a band D property of £11.23. **Action:** RFO to submit precept request to SNC by deadline. RFO to prepare budget summary for the LTC website.

Cllrs expressed their thanks to the RFO for the work that has been put into the 2026/27 budget.

#### **8.6 Bus Shelter on A146**

NCC have confirmed that they are unable to 100% fund another bus shelter on A146, however, if LTC wish to apply now, they are still able to receive 80% grant from NCC for an additional bus shelter on the A146.

The approximate cost of the new shelter is £6,588, LTC would need to fund the remaining £1,317.60 It was **resolved** to defer this item until the January 2026 meeting. **Action:** Clerk to add to next agenda.

Cllr JA also requested additional bike racks.

#### **8.7 Replacement Grit Bins**

Two additional grit bins are required. The cost of each Glasdon grit bin is £180.00. It was **resolved** to purchase two bins, one funded from CIL, and one funded from General Reserves. **Action:** RFO.

#### **8.8 Norfolk County Council (NCC) Grass Cutting**

LTC have been discussing with NCC Highways the possibility of taking over the responsibility of highways grass cutting in Loddon. Cllr AW suggested this has potential to work with Chedgrave. Cllr JH expressed concern that unitary changes may impact this. It was resolved to defer this item to the January 2026. **Action:** RFO.

#### **8.9 NCC Pride in Place Grant – Installation quote for hanging basket tree**

The hanging basket tree has been ordered. We will meet with the Christmas Light contractor in the New year to discuss the LED Christmas Trees. **Action:** The RFO will meet with contractors in January 2026 to obtain a quote for the installation of the hanging basket tree.

### **9. Planning:**

#### **9.1 Planning Applications received from South Norfolk: *Please refer to the Planning Report (Appendix I).***

*Item brought forward and discussed earlier in the meeting.*

#### **9.2 Decisions on Planning Applications from South Norfolk Council: *Please refer to the Planning Report (Appendix I).***

#### **9.3 Planning Applications from the Broads Authority: *Please refer to the Planning Report (Appendix I).***

#### **9.4 Decisions on Planning Applications from the Broads Authority: *Please refer to the Planning Report (Appendix I).***

#### **9.5 Amenity Land Garden Court (2025/0254)**

A report had been previously circulated outlining the issues and possible actions the Council could take to ensure that the land is preserved as an amenity space. It was **resolved** for

the Clerk to prepare a report outlining the benefits of making a formal complaint to SNC for their lack of enforcement on the planning condition. **Action:** Clerk.

## **10. Public Open Space, Assets and Highways:**

### **10.1 Warren Hills Woodland - Licence to Cultivate**

LTC noted that NCC have granted a licence to cultivate their land adjacent to LTC's Warren Hill Woodland, so that the tree planting can be extended into their land, therefore increasing the public area of woodland.

### **10.2 Sam2 Volunteer**

The Sam2 is currently located on Beccles Road (outside Farthing Green House) and will be removed on the 28 December 2025 and then stored at the residents' house over the Christmas period.

LTC will need to appoint a new volunteer and ideally a Cllr to support that volunteer to move the Sam2 every four weeks and download the data.

### **10.3 Transfer of Staithe Toilet**

LTC has received the draft agreement, and it was **resolved** to proceed with the amendments proposed. **Action:** Clerk to check if revisions to draft agreement will incur additional costs and to enquire if SNC will meet 50% of these additional costs.

### **10.4 Weekend Use of Hobart High School's Car Park**

To alleviate the car parking issues on George Lane at weekends, LTC has been liaising with Hobart High School regarding the use of the Sports Hall Car Park for mainly Sundays. Hobart have signed the licence and LTC hope to be in receipt of access arrangements in due course. LTC will make a pro-rata payment in January 2026 for the remaining months left on the agreement and monitor the usage. **Action:** RFO.

## **11. Governance**

### **11.1 Revised Standing Orders**

It was **resolved** to approve the proposed Standing Orders to incorporate the new procurement legalisation. **Action:** RFO.

### **11.2 Loddon Traffic Review Working Party Terms of Reference**

It was **resolved** to approve the Terms of Reference for the above Working Party. Cllr MP advised that a meeting will be planned with NCC Highways to discuss the proposal to improve congestion on the High Street. **Action:** Clerk.

## **12. Updates from Committees, Representatives and Working Parties:**

### **12.1 Loddon & Chedgrave Playing Field Committee (and Tennis Subcommittee)**

The report is attached to the minutes Appendix J.

### **12.2 Finance & Governance Committee**

The report is attached to the minutes Appendix K.  
A discussion was had regarding the draft minutes.

### **12.3 Personnel Committee**

The report is attached to the minutes at Appendix L.

### **12.4 Love Loddon Community Group (LLCG)**

The report is attached to the minutes at Appendix M.  
Cllr JA highlighted that next meeting will be held on 7 February 2026 to plan 2026 activities.

## 12.5 Chet Valley Community Larder (CL)

The report is attached to the minutes at Appendix N.

Cllr JH highlighted that in total £220 was raised at Victorian Evening as the Victorian Evening organisers kindly donated £110.

## 12.6 Events Working Party

The report is attached to the minutes at Appendix O.

## 12.7 Jubilee Hall Loddon

The report is attached to the minutes at Appendix P.

Cllr JH advised new heating system is now functional.

Cllr TS agreed to attend a Jubilee Hall meeting and consider becoming the LTC representative. **Action:** Clerk.

## 12.8 South Norfolk Council (SNC) - Pyes Mill and Staithe Update

Staithe Mooring Tap – SNC have ordered a replacement tap and are investigating the leak on the pipe.

Staithe Footbridge – SNC are considering various options and taking legal advice.

Transfer of toilet ownership – discussed earlier in the meeting.

Pyes Mill – Permission has been received from the Environment Agency to dig test pits in the New Year however they wish for a water vole survey to be undertaken.

## 12.9 Sam2 Reports

Discussed earlier in the meeting.

## 12.10 Church Council Liaison

Cllr JA had no comments.

## 12.11 Loddon Traffic Review Working Party

Cllr TS had sent a summary of the meeting held on the 4 December 2025 and future meeting dates will be circulated to all Cllrs. **Action:** Cllr TS.

## 13. Correspondence:

All correspondence had been previously circulated.

It was **resolved** to agree in principle to support British Heart Foundation's request to site a bench in the local area to celebrate the recovery of a local resident. **Action:** Cllr MP asked councillors to provide ideas of places where it could be placed.

## 14. Items for a future agenda:

- Quote for Hanging Basket Installation
- Appoint Sam2 volunteer
- Flags on streetlights on A146
- Siting of British Heart Foundation Bench
- NCC Grass Cutting
- Bus Shelter on A146

## 15. Upcoming Council Meetings: *(Held in Hollies Rear Hall unless otherwise specified)*

The next full Council meeting will be held on Wednesday 14 January 2026 at 7.00pm, held in the Hollies Rear Hall. (Agenda items to Clerk by the 5 January 2026).

## 16. Exclusion of Press and Public:

It was **resolved** to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A SS1 & 2.

**17. Loddon Building Preservation Trust (LBPT) Update**

LTC are awaiting a date from LBPT for the Extra Ordinary meeting.

**18. Former Barclays Bank**

The building is on the market, and it was **resolved** to obtain three quotes for a valuation of the building. **Action:** RFO.

**The meeting closed at 21.05pm.**

## Appendix A - Report from District Councillor's Jeremy Rowe and Kay Mason Billig

### County/District Cllr Kay Mason Billig

No report.

### District Cllr Jeremy Rowe

No report.

## Appendix B – Chairman's Report

Thanks to Councillor Woodman for standing in for me and laying the council wreath at the Remembrance Day Service. Also, thank you to all the council staff and councillors who arranged and marshalled the event. We have received thanks and congratulations from the Royal British Legion and Ben Goldsborough MP.

Thanks to councillor Ian for chairing the Finance and Governance meeting.

I arrived at the leaf clearing at Church Plain on Sunday 30th to find 20 volunteers wearing high vis and working hard. We finished 50 mins later leaving a large heap of leaves in the churchyard. We then headed over to the Swan to enjoy coffee and mince pies. Once again well done to councillor Julie for organising this so well.

A good start to the High Street working party on Thursday 4th.

I attended the December meeting of Chedgrave Parish Council where LTC's RFO Kerry was introduced as the Locum Clerk following the Clerk's resignation. I wish Kerry well and believe this appointment will further her knowledge and experience which she can use in her role with LTC.

Chedgrave Parish Council agreed to the grant request for funds to support the tennis court refurbishment. Special thanks to the office team for the work put into the tennis court refurbishment project.

Finally, the Christmas lights though Loddon and Chedgrave and the welcome addition of the Christmas tree at the Staithe looks wonderful

Cllr Mervyn Pointer

## Appendix C - Clerk's Report

### Meetings attended

12 November 2025	SNC Town and Parish Forum (in person)
12 November 2025	Full Council meeting
26 November 2025	Finance & Governance Committee meeting
25 November 2025	SNC CIL Officer

### Future meetings

10 December 2025	Full Council meeting
14 December 2025	Full Council meeting

### Report

Area	Issue	Notes
Library Annexe		



	Annual gas safety check	The gas safety check was carried out on the 24/7/25. The faulty heater in the hall was repaired. 3/10/25 – gas bonding still outstanding.
	Live Fire Alarm	5/9/25 – NCC are carrying out an audit to see if all their buildings will have a fire alarm monitoring system.
<b>Hollies</b>	Proposed CIO	14/10/25 – CIO objectives sent to LBPT. 22/10/25 - Requested covenants.
<b>Highways</b>		
	Parish Partnership Bid 24/25 – Jubilee Hall Pedestrian Access	27/11/25 – NCC replaced bollards.
	Parish Partnership Bid 25/26	Bid submitted for bollards around Old Hockey Field entrance.
	Speeding on George Lane	Concerns have been raised by a parishioner regarding speeding on George Lane. Residents to set up speed watch group?
	Bus Shelter Scheme replacement scheme on High Bungay Road	19/11/25 - NCC invoiced and contractor instructed.
	Church Plain Trip Hazard	3/9/25 - Chased Highways Engineer. 7/11/25 – reminder to Highways Engineer sent. 21/11/25 – Highways Engineer viewed issue.
	Overflow Car Park at Hobart	LTC has requested use of car park on Sundays. 22/11/25 – signed licence and invoice received.
	NCC A146 streetlights	12/11/25 – Cllr KMB has said that NCC will not turn the lights back on.
	NCC X2 Bus Stops	25/11/25 – LTC to fund additional shelter via 80% grant from NCC?
	NCC George Lane Pedestrian Crossing (raised table to reduce speed)	4/9/25 – requested update from NCC. 5/11/25 – NCC replied to say with Directors.
	NCC George Lane TRO	10/6/25 - We have worked up a design brief which will be sent up to the Network Team later this week. 12 to 18 months for a traffic scheme that involves a TRO. 5/11/25 – still with NCC's Legal Team.
	NCC George Lane roundabout ownership	4/9/25 – requested update from NCC. 5/11/25 - With NCC Directors.
	Road markings on High Street	1/10/25 - AAO reported yellow lines, white lines and curb markings on High Street need refreshing.
	High Bungay Road Drainage Channel	27/1/25 – NCC have programmed the works for Feb/March 2026.
	Beccles Rd Bus Stops	11/11/25 – email from First Bus advising of new locations 21/11/25 - LTC responded to First Bus

		3/12/25 – first Bus responded.
	Sam2	25/11/25 – Sam2 volunteer resigned. Letter sent thanking volunteer.
	Parking Enforcement	4/12/25 - SNC emailed
<b>Planning</b>		
	Land West Garden Court	10/9/25 – extension requested from NCC and added to September agenda. 11/9/25 – objection sent. 11/9/25 – District Cllr KMB called in to SNC Committee. 6/11/25 – District Cllr JR investigating. 27/11/25 – response from SNC. No enforcement action to be taken on outstanding condition for public open space.
<b>Staff</b>		
	Training	14/10/25 – Clerk attended ICO webinars. 22/10/25 – RFO attended procurement training.
	CAN Charity Training for LTC	Waiting for agreement from LBPT before training is booked.
<b>Staithe</b>		
	Transfer of Ownership	SNC have granted 50% of legal costs (£625.50). 3/9/25 - LTC Solicitors reported that SNC Solicitors have not sent draft paperwork. 3/9/25 – SNC confirmed they would chase their solicitor. 8/9/25 – LTC Solicitors have confirmed that they have received draft paperwork. 3/10/25 – LTC instructed a CCTV drainage survey to be carried out at £180. 31/10/25 - LTC received paperwork. 19/11/25 - LTC replied. 3/12/25 – responses received.
	Staithe Toilet Vandalism	14/9/25 – Flooring damaged in men’s toilet by electric scooter. Reported and CCTV sent to Police. 5/11/25 – Parish Warden attempted to repair. Further repairs required. 22/11/25 – winter hours implemented as ASB in toilets. 30/11/25 – soap dispenser pulled off wall in men’s toilet.
	SNC moorings - tap	16/9/25 – reported tap leaking again 24/09/25 – SNC turning tap off and replacing. 27/10/2 - SNC have ordered replacement tap and will be installed in due course. 5/11/25 – Parish Warden informed SNC that he has isolated the connection as there

		is high usage even though tap has been removed indicating a leak.
<b>Public Open Space</b>		
	Warren Hills Woodland	10/7/25 – remote meeting with SNC. 21/7/25 - Informed we had passed first stage 13/8/25 – meeting with Target Trees 20/8/25 - Application submitted 5/9/25 – formal decision notice received approving bid. 8/10/25 – LTC to consider project delivery. 13/11/25 – site meeting with Target Trees. 4/12/25 - Both Hales Fencing and Target Trees booked for January 2026.
	Kittens Lane Play Area	7/11/25 – RFO instructed mulch contractor. 22/10/25 – PW reported other swings require wraparound swing bearings. Quotes being obtained.
	Skate Park	
	Tennis Courts	13/11/25 – New floodlights installed. 27/11/25 – quotes obtained for resurfacing. Crowdfund live. Loddon Players supporting the fundraising efforts.
	Stubbs Green	16/10/25 – meeting held with SNC Common Land Officer. 7/11/25 – sent a reminder on outstanding queries and clarification on LTC/SNC responsibilities.
	Allotments - Removal of conifer	3/10/25 – NCC consented. 7/11/25 – Neighbour informed. 7/11/25 – quote required.
	Pyes Mill – Closed moorings	8/7/25 - Meeting held with stakeholders. 14/10/25 – Follow up meeting requested. SNC informed us that Environment Agency permission would be required to dig trail pits.
	SNC Play Areas – Gunton Road, Cannell Road	30/11/25 - SNC informed us that they would be refurbished 14/10/25 – requested update on delivery date.
<b>Assets</b>		
	Streetlights	21/1/25 – issue reported on 015 – TT Jones investigating as we believed this was replaced with LED in 2020.
	Benches	
	Bins	2/10/25 – LTC’s recycling bin on Church Plain damaged. PW to see if a repair is possible.
	Loddon Town Sign	2/9/25 – RFO sent chase to plaque company. 21/11/25 – agreed wording on plaque.

<b>Events</b>		
	Remembrance Sunday - 9 November 2025	9/9/25 – event completed. Thanks to all.
	Christmas Lights	23/10/25 – Discussed new arrangements with Cozens and Loddon Garden & DIY. 27/1/25 – lightweight LED's and Christmas trees installed. 1/12/25 – Cozens installing tree wraps and motifs on Church Plain and Staithe.
	Volunteer Event (2026)	To be discussed by the Events Working Party in 2026.
<b>Community Engagement</b>		
	Contact magazine	6/11/25 – contact magazine submitted for December / January.
	Social media	Various updates throughout the month.
	Website	Various updates throughout the month.
	Freedom of Loddon	20/11/25 – 6 x plaques arrived.
<b>Other</b>		
	Blue Plaques	Consent gained from residents and NCC. First plaques installed on the 3/9/25. Info added to website. Further plaques installed. 2/10/25 – AAO assisting with draft of booklet. 28/1/25 – brochure drafted and requires proofing.
	NCC Pride in Place	12/11/25 – LTC resolved to proceed. 19/11/25 - RFO ordered.
	Cllr Vacancies	20/11/25 – Induction with Dawn Martinson carried out.
	Jubilee Hall – LTC not receiving minutes from meetings	17/7/25 – email sent requesting them as LTC has no representative. Email sent again as no response.
	Jubilee Hall – fixed wire test – issues on floodlights not resolved	21/3/25 – email sent.
	Jubilee Hall – LTC Representative	16/5/25 – sent email to JH as NH wished to attend a meeting 16/7/25 – sent chase email to NH
	Jubilee Hall – meeting to discuss the results of the consultation	30/4/25 - Email sent to JH with results of consultations and invitation to meet.
	Jubilee Hall – Community payback team deep clean and painting of changing rooms	7/8/25 – Facilitated emails between Community payback and JH.
	LUFC secretary email address failing	21/8/25 - Reported secretary email address failed. 6/11/25 – email address still not working.
	LUFC Adults	21/07/25 – 2024/25 AGM Minutes and Financial Accounts received.

	LUFC Juniors	2023/24 & 2024/25 financial accounts outstanding.
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## Appendix D – Admin and Allotments Officer’s Report

All plots are now tenanted. There are still 2 people on the waiting list. This is obviously a relatively quiet time for the allotments. I continue to regularly inspect & monitor the site to ensure that all plots are well cultivated and kept to a good standard.

The Remembrance Day Parade went well and as usual a few lessons were learned for next year.

Christmas Lights are up and working, an extra tree has been installed this year at the Staithe.

I have been assisting with the Community larder Christmas Bag initiative, contacting users and advertising the service over the Christmas period.

I continue to cover the day-to-day admin in the office, including dealing with planning matters, updating the council’s Facebook page & website, responding to Parishioners enquiries, answering emails and phone calls. During November I responded to 488 emails, dealt with 10 phone calls & 36 visitors, posted 13 times on Facebook/ LTC’s Website, completed paperwork for 1 planning applications, 1 SAM2 report, dealt with 4 Weekly planning lists & placed 10 posters in the new noticeboard.

## Appendix E – Parish Warden’s Report

Main activities since the November Council meeting:

- Contracted works:
  - Contractor support to Christmas lights deployment
  - Facilitated contracted moss control at Tennis court
  - Supported closure of Hedge gaps at Jubilee Hall Carpark
- Response to Councillor/Parishioner concerns/reports:
  - Investigated broken tree on Jubilee field
  - Investigated reports of debris on Beccles Road footpath
  - Reviewed CCTV for damage to roadside bollards at Jubilee Hall
  - Reviewed Staithe CCTV ref. toilets antisocial behaviour
  - Cleaned Graffiti from A146 bus stop
  - Reported abandoned cars at Pyes Mill and George Lane
  - Investigated reason for presence of bollards on High Bungay Rd
- Playground maintenance:
  - Sourcing quotes for repair of failing swing bearing at Kittens Lane.
  - Multiple weekly visits for Litter, broken bottles, and other debris
  - Molehill trip hazards removed at Broadlands play area
  - Implemented local repair to frayed rope/wire on Kittens Lane Trim trail
- Installed last two Blue plaques; Beccles Road and Sale Court
- Recovered ‘Tommies’ on Farthing green, and Church Lane ‘poppies’
- Installed ‘bag it, bin it’ sign on Footpath 11 dog faeces hot spot
- Tested all Christmas lights prior to deployment
- Weekly inspection; Public open spaces, Parish trees, Annex Offices and Staithe
- Tennis courts inspected, leaf vacuumed, and weeded (multiple weekly visits due to leaf fall)
- Routine litter picking; Jubilee field, Hockey field, Pyes Mill

- Ad-Hoc Litter picking across the Parish on opportunity basis (discarded razor blades found; High Street, Church Plain, Sale Court, Old Market Green)
- Regular inspection of Staithe; toilets, car park area and waterfront
- Monthly safety inspection at Pyes Mill
- Operation of Allotment water pumps checked
- Legionella flushing and temperature control readings completed
- Fire Alarm System, Emergency lighting, and CO Monitor checks complete
- Christmas lights made ready for deployment
- CCTV Cameras checked and cleaned
- Annual Emergency lighting check completed
- Functional checks on Staithe Defibrillator completed
- War Memorial inspected, weeded, and swept
- Footpaths; 8, 9,10,11,14,15, 16 & 18 Inspected and pinch points cut back.

## Appendix F – Biodiversity Report

Actions since November:

1. I have continued to be in touch with SNDC Tree Wardens and at the time of writing, my intention is to attend their next meeting on 6th December.

2. I have liaised with The Council regarding available grants from The Woodland Trust and Kerry has managed to secure a number of whips for use as hedging along the roadside edge of the Loddon Woodland Project. These will be delivered around early March, for immediate planting.

3. I have requested that the short line of hedging along the border of what was once a pond, on the Old Hockey Field, could be cut in a sympathetic manner for supporting wildlife. The cut has now taken place and it has now been flayed on the field side, not cut on the pond side and the height left the same as before. It looks to me as if it has just been taken back from the field with not a great deal of thought for wildlife, which was it's purpose when planted. I think this matter needs some consideration in future.

I attach a couple of photos below but would request that others take a look and let me know what they think.



4. After submitting possible actions for 2026, last month, I am hoping to be able to go ahead, under Emily's guidance.

5. I have continued to send various articles during the month that highlight the importance of conserving our wildlife. I hope you have enjoyed reading them. I realise that they are very lengthy and will endeavour to summarise them for you, in the future.

6. I would like to take this opportunity to wish you all a very Happy Christmas and a Happy New Year in which we can all work together to enhance as many areas as possible for the survival of all species of our wildlife in Loddon.

Biodiversity is important!

Carol Webb.

## Appendix G - Data Protection Matters

*Report redacted.*

## Appendix H – Payments for Approval

Date	Payee	Item	Amount / £
10/11/2025	Lloyds	Credit Card	438.74
18/11/2025	E.on Next Energy	Gas - Office	79.04
21/11/2025	SS Energy Solutions	Streetlighting/Electricity	149.22
30/11/2025	BT	Playing field/TC broadband	40.21
31/11/2025	Unity Trust Bank	Bank Fees	13.95
01/12/2025	Norfolk Lawn Tennis Association	Loan repayment	52.00
05/12/2025	Outside Help	IT/Website	61.42
10/12/2025	Adept IT	IT/Website	29.40
10/12/2025	BT	Staithe CCTV/Tourism/Office phone	112.86
10/12/2025	Adept IT	IT/Website	16.80
12/12/2025	Everflow	Staithe water	-8.27
12/12/2025	British Gas	Office electricity	149.56
13/12/2025	EE Limited	Phone	48.89
14/12/2025	Apogee Corporation	Photocopier	194.17
16/12/2025	E.on Next Energy	Gas - Office	141.98
16/12/2025	EDF Energy	Electricity - staithe	104.79
23/12/2025	Information Commissioners Office	Data Protection Fee	52.00
10/12/2025	Anglia Surface Care	TC Moss Treatment	468.00
10/12/2025	Loddon Garden & DIY	Christmas Lights	512.00
10/12/2025	Roberts & Son	Blue Plaque booklet	110.00
10/12/2025	Plantscape	Basket tree	675.60
10/12/2025	Volunteer	Love Loddon Expenditure	45.90
10/12/2025	Volunteer	Larder Expenditure	618.00
10/12/2025	Cozens	Christmas Lights	2,652.00
10/12/2025	Top2Bottom Cleaning	Cleaning office & staithe	840.00
10/12/2025	Staff	Overtime/Mileage/Expenses - November	313.41
15/12/2025	Salaries	November 25	4,980.42
10/12/2025	HMRC	Tax/NI – December 25	836.05
10/12/2025	Norfolk Pension Fund	Pension Contributions - Dec25	1,767.03
10/12/2025	SLCC - Norfolk	SLCC Christmas Lunch (RFO)	30.00
10/12/2025	Norfolk County Council	Office rent	1,687.50
10/12/2025	The Alarm Company	Intruder alarm annual maintenance	90.00
10/12/2025	Ross Wilson	TC Coaching sessions - Oct & Nov	315.00
10/12/2025	Jubilee Hall	Changing Room annual fee	300.00
10/12/2025	Jubilee Hall	Car Park Contribution	500.00

10/12/2025	Volunteer	Love Loddon Expenditure	64.96
10/12/2025	Chet Valley Festival	Small Grant	160.00
10/12/2025	NPTS	Training	43.20
04/12/2025	Loddon Town Council	Cambridge Building Society Savings	79,000.00

## Appendix I – Planning Report

App Number	App Type	Address	Proposal	Application/ Decision	Decision	Date of Decision
2025/3047	Householder	14 Leman Grove Loddon Norfolk NR14 6LH	Proposed single storey flat roof rear extension.	D	Approval with Conditions (Delegated)	12/11/2025
2025/3353	Full Planning Permission	Dove Cottage Ingloss Lane Loddon Norfolk NR14 6ED	Demolition of existing dwelling and outbuildings. Construction of new self build dwelling and outbuilding	A		
2025/3620	Householder	5B Norton Road Loddon Norfolk NR14 6ED	REPLACEMENT WINDOWS AND DOORS AND PVCU CLADDING, GUTTERING AND FASCIA'S	A		
2025/3463	Works to TPO trees	32 Cannell Road Loddon Norfolk NR14 6ED	T1 Oak - Approx 14m high. Approx 10m wide. Reduce canopy away from property by 2-3m keeping a good shape to the canopy	A		
2024/1054 Amended 15/10/25	Full Planning Permission	Bridge Stores 41 Bridge Street Loddon Norfolk NR14 6NA	Division of existing retail shop floor into additional unit and change of use from storage into café	D	Approval with Conditions (Delegated)	26/11/2025
2025/2007	Listed Building Consent	8 High Street Loddon Norfolk NR14 6AH	Re-roofing property	D	Refusal (Delegated)	24/11/2025
2025/2008	Listed Building Consent	6 High Street Loddon Norfolk NR14 6AH	Re-roofing property	D	Refusal (Delegated)	24/11/2025

## Appendix J - Loddon & Chedgrave Playing Field Committee (& Tennis Subcommittee)

Meeting minutes are available to view on LTC's website.

## Appendix K – Finance and Governance Committee

Meeting minutes are available to view on LTC's website

## Appendix L – Personnel Committee

Meeting minutes are available to view on LTC's website

## Appendix M – Love Loddon Community Group

Our last get-together of 2025 was on 30<sup>th</sup> of November to sweep up the remaining leaves around Church Plain, hopefully, to prevent a slip hazard for when freezing temperature occur in Loddon. These were then added to compost on the leaf-mould pile in Holy Trinity's churchyard. An overwhelming turn-out of seventeen volunteers turned out on in glorious Winter sunshine, maybe also due to the incentive of coffee and mince pies enjoyed afterwards in The Swan! Once again, I would like to express our gratitude to all these good folk that generously give of their time for the benefit of our town.

The Blue Plaque booklet has been drafted. Many thanks to Carol Webb for the initial idea and the hours of work she dedicated to this project, to our Parish Warden for putting up the plaques and to



LTC's office team for all their help. Also, last but not least, to the property owners for consenting to take part.

LLCG Dates for your diaries:

- Saturday 7 Feb – planning meeting in The Swan
- Sunday 1 March – working session
- Sunday 22 March – working session

Cllr Julie Appleby

### **Appendix N – Chet Valley Community Larder**

Meeting minutes were circulated.

### **Appendix O – Chet Valley Events Working Party**

Meeting minutes were circulated.

### **Appendix P - Jubilee Hall - Loddon**

*No Cllr Representative at present.*