



Loddon Parish Council

The Library Annexe | Church Plain | Loddon | NR14 6EX

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Minutes of The Meeting of Loddon Parish Council held on Wednesday 13 January 2021 at 7.00pm held remotely via 'GoTo Meeting'

Present: Cllr June Strickland, Chair (JS), Cllr Kay Mason-Billig, Vice-Chair (KB), Cllr Arthur Morris (AM), Cllr Colin Binfield (CB), Cllr David Tarry (DT), Cllr Jane Hale (JH), Cllr Sophie Waggett (SW), Cllr Mervyn Pointer (MP), Cllr Alan Wildman (AW), Cllr Stephen Jones (SJ), Cllr Margaret Wallace (MW).

In Attendance: Emily Curtis (Parish Clerk), Georgina Hirst, (Responsible Finance Officer, RFO), District Councillor Jeremy Rowe, and 3 members of the public.

Absent: None.

1. Welcome

Cllr JS welcomed everyone to the meeting, and the Clerk confirmed that she wished to record the meeting.

2. Remote Meeting Protocol and Etiquette

The Chairman informed the Council and the members of the public that microphones should be muted by all (including Cllrs if they are able) until they wish to contribute to the meeting. All attendees were asked to raise their hands if they wished to speak, and Parishioners were informed that they will be muted after the Public Forum.

3. Apologies for Absence

No apologies were received.

4. Declarations of Interest

Cllr Waggett declared a non-pecuniary interest in item 16 Planning as she lives nearby.

5. To Approve the Minutes of the Meeting Held on the 09 December 2020

Minutes of the meeting held on 09 December 2020 were **APPROVED** as a correct record with no amendments.

6. Matters Arising:

6.1 CCTV Cages at Staithe

TPI Security have informed us that installation has been delayed due to a delay in obtaining the cages.

6.2 Mill Road Footpath

The Footpath known as FP10 has been cleared by South Norfolk Council and added to their regular maintenance schedule. The Clerk has enquired about the Beccles Road to Holy Trinity Church footpath but has yet to receive a reply. **ACTION:** Clerk.

6.3 Council Training

Training has been booked for 03 February 2021 at 7pm-9pm, via Zoom and the cost will be £275. NPTS (Julie King) will carry out the training on Standing Orders, Code of

Conduct, Annual meetings, Co-options and elections, power, duties, and declaring interests.

6.4 Tree Preservation Order (TPO) on Hockey Field Tree

The work on the TPO tree has been approved by South Norfolk Council and South Norfolk Tree Services have been instructed to carry out the work as previously agreed by the Council. **ACTION:** Clerk.

Cllr JH joined the meeting.

6.5 Leaders of Working Parties

In line with the Council's Standing Order and Terms of Reference for Working Parties, the Council **RESOLVED** to decide within each Working Party who the leader would be and to inform the Clerk. **ACTION:** All Cllrs.

7 To receive reports from County and District Councillors in attendance and Public Forum:

7.1 County Councillor Barry Stone

County Cllr Barry Stone sent his apologies and had circulated a report to Councillors prior to the meeting.

7.2 District Councillor Kay Mason-Billig

Cllr KB informed the Council that South Norfolk Council (SNC) has received a funding bonus for successfully delivering homes and these additional funds will help to keep the Rates low.

The Help Hub has extended their opening hours to support people during the lockdown. SNC will continue the £500 payment to those needing to isolate and information relating to all Covid-19 support is able to view on the SNC website; www.south-norfolk.gov.uk/coronavirus-information. Business grants will be available for people that may have been previously overlooked, details on South Norfolk's website; www.south-norfolk.gov.uk/coronavirus-information/support-businesses/business-support-grants.

Bin collections have continued throughout pandemic, despite the increased waste over Christmas.

Covid-19 rates in South Norfolk have decreased by 7% in the last week. Poringland will be the nearest vaccination centre for Loddon residents and SNC have offered to support the local NHS with transport for vaccinations.

Cllr KB will be attending a meeting regarding the George Lane roundabout with NCC and Halsbury Homes on Tuesday 19 January 2021. Anglian Water are due to commence work at the end of January 2021 and it hoped that construction work will start in March 2021.

District Cllr JR arrived at the meeting.

District Councillor Jeremy Rowe

District Cllr Jeremy Rowe had circulated a report to Councillors prior to the meeting that updated Cllrs on the work that ChetChat had carried out over the last month including delivering several hampers to vulnerable residents. Cllr JR confirmed that ChetChat would also be assisting people of any age during lockdown and would receive referrals from the SNC Help Hub for local residents that need help with groceries and prescriptions etc whilst shielding or isolating.

7.4 Public Forum

A Parishioner informed the Council that the replacement Oak trees have yet to be planted at the Halsbury Homes development. **ACTION:** Clerk.

A representative of the B-Line (Carol Webb) requested that a two metre clearance should be given to the hedge surrounding the pond when the grass is cut on the Old Hockey Field. It was **RESOLVED** to discuss this with Andrew Milner. **ACTION:** Clerk.

8 Finance Report - RFO

8.1 Accounts for Payment in Accordance with the Budget

The RFO presented the list of payments and two signatories, Cllr JS and Cllrs MP agreed to sign the BACS and cheque payments. It was **RESOLVED** to approve this list of payments. **ACTION:** RFO, Cllr MP, Cllrs JS.

Date	CHQ / SO / DD	Payee	Item	Amount
21.12.20	DD	Plusnet	Phone / broadband	40.80
26.12.20	DD	Southern Electric	Streetlights	268.74
05.01.21	DD	South Norfolk Council	Toilets Rates	170.00
05.01.21	DD	South Norfolk Council	Library Rates	434.00
06.01.21	DD	Saffron Housing	Garage Rent	52.00
07.01.21	DD	British Gas	Staithe Electricity	126.40
08.01.21	DD	intY Ltd	2 x Office 365	22.56
16.01.21	DD	Apogee	Photocopier	134.18
18.01.21	DD	British Gas	Gas	131.50
19.01.21	DD	Plusnet	Phone / broadband	40.80
22.01.21	DD	Southern Electric	Streetlights	148.61
13.01.21	300001	HM Revenue & Customs	January tax / NI	270.40
13.01.21	300002	Loddon Garden & DIY	Christmas Lights installation and removal	1,336.90
13.01.21	300003	The Church in Loddon	Clock Winding Grant	150.00
13.01.21	BACS	Society of Local Council Clerks	Clerk Membership Fee 2021	166.00
13.01.21	BACS	ESPO	Legionnaires' Disease Thermometer Kit	120.00
13.01.21	BACS	Norfolk Pension Fund	Pensions January	638.10
13.01.21	BACS	January Salaries		2,262.37
13.01.21	BACS	E Curtis	Expenses	26.29
13.01.21	BACS	Cozens (UK) Ltd	Street Lighting Maintenance	36.00
13.01.21	BACS	Norfolk County Council	Rent	500.00
13.01.21	BACS	Chris Knott	Cleaning	832.50
13.01.21	BACS	Adept IT Solutions	Business IT support	28.80
13.01.21	BACS	Amazon Payments UK Limited	Stationery and general office supplies	42.70
2020/21	Income	Received from	Item	Amount
31.12.20		Barclays	Active Saver Interest	2.95
Date	Transfer	From	To	Amount
10.12.20	UTB Internal transfer	UTB Instant Access a/c	UTB Current a/c	30,000.00

Dropbox: Cllr SW requested that the Council reduce the amount of data stored in the Dropbox folder and it was **RESOLVED** to keep only the last three months of meeting papers available online in Dropbox. **ACTION:** Clerk.

8.2 Bank Reconciliation as of the 31 December 2020

The balance of Loddon Parish Council's bank accounts as of the 31 December 2021 were 201,452.51.

8.3 Quarterly Financial Statement and Budget Comparison (Quarter Three)

The quarterly financial statement was circulated prior to the meeting.

8.4 Draft Budget 2021/2022

The Council **RESOLVED** to accept the draft budget. **ACTION:** RFO.

8.5 Precept 2021/2022

Due to the pandemic, the Council **RESOLVED** that the amount charged to each household should not be increased. The 2021-22 Taxbase is slightly lower than 2020-21 due to more households in Loddon requiring Council Tax support, therefore the Precept amount is slightly lower than 2020-21. The Precept amount was agreed; £128,703.00. **ACTION:** RFO.

8.6 Council Emergency Phonenumber

It was **RESOLVED** to keep the emergency telephone number for a further twelve months. **ACTION:** RFO to review contract January 2022. Clerk to add the number to Staithe Public Convenience signs.

8.7 Business Rates for Loddon Parish Council Buildings

The RFO has continued to discuss the Business Rates with SNC. SNC raised a query about the valuation of the Library Annexe and the details that are registered with the Valuations Office. SNC may be able to offer a grant to assist with lost hall hire income due to the pandemic. **ACTION:** RFO.

9 Flooding at Loddon on the 25 and 26 December 2020

Cllr DT summarised the recent flooding and informed the Council that the flooding was caused by a large amount of rain and river water flowing into Loddon. Fortunately, the vast majority of the water collected on the flood plains. The Memorial Garden was flooded, the Mill, the Allotments and an area of Bridge Road.

Thanks were given to Steve Crisp at HTS supplies for supplying sandbags, particularly to the Mill residents.

The Council discussed what assistance can be offered to the parish when flooding reoccurs. The Clerk has contacted the Environment Agency for information and suggested that the Council may wish to consider having flood wardens to direct residents to help. The Clerk has also added flood support information to the LPC website.

Cllr KB informed the Council that SNC are preparing a report on the flooding and suggested that LPC should decide action once that information has been received.

ACTION: Clerk to request SNC report.

10 COVID-19 Lockdown

Many of the Parish facilities may remain open during this latest set of pandemic restrictions, except the Tennis Courts which are temporarily closed. The Parish office has also closed, and the office staff are predominantly working from home. The information office for tourists is closed (as usual for this time of year) and the Litter Picker/Play Area Inspector is happy to continue working outside. It was **RESOLVED** that Working Parties should not meet in person and that site visits should be undertaken individually. **ACTION:** Working Parties.

11 100 Year Anniversary of the War Memorial

Cllr MW reported that May 2021 marks the 100-year anniversary of the War Memorial being installed in Loddon. The War Memorial was funded by donations from villagers and the Cadge family, the land was donated by the Holy Trinity Church and the Parish Council owns, insures and maintains it. Cllr MW suggested that she puts together a display of the

information and history of the War Memorial that she has collected over the years. Holding an event was discussed, but concerns regarding Covid-19 were raised and alternative solutions were discussed. Suggestions included adding the information to the LPC website and gaining permission for a display in Young's windows. Revered David Owen has agreed to hold a small open-air service and dedication on the anniversary date. **ACTION:** Cllr MW to organise.

12 Staithe/Broads Working Party Update

Cllr DT reported that there are four illegally moored vessels at the Staithe. The Broads Authority (BA) Ranger is aware of the boats and it was **RESOLVED** that the Clerk should write to Lucy Birchall at the BA making the Council's concerns known about these vessels so that they can be moved when current lockdown restrictions lift. **ACTION:** Clerk

The Cllrs continue to make regular inspections of the Public Conveniences (SPC) to ensure that the antisocial behaviour has ceased. The winter cleaning schedule has been implemented and the toilets are now cleaned every other day. The Radar lock on the disabled toilet was faulty and has been replaced. The ladies cistern has been replaced and the new replacement D handle will need to be installed in the shower room following further vandalism.

It has been noted that the moss needs removing from the roof of the SPC. **ACTION:** RFO. The SPC signs are in the process of being replaced and the clerk will add the emergency phone number. **ACTION:** Clerk

SNC have informed the Council that repairs to the Pyes Mill footbridge have been delayed due to the wet weather. Cllr DT reported that there is a large pothole in the Pyes Mill car park. **ACTION:** Clerk to report to Helen Sibley.

The work on the Staithe moorings has commenced and it should be completed by March 2021.

SNC are still investigating ownership of the footbridge at the Staithe. SNC have instructed a structural surveyor to assess the Staithe bridge and Helen Sibley will forward the report to LPC; initial views are that it could be repaired subject to funding. **ACTION:** Clerk.

The wooden notice board next to the moorings is in a very bad state of repair and it was **RESOLVED** that the Clerk would ask for a volunteer to help with repairs. **ACTION:** Clerk.

13 Allotment Working Party (WP)

Thanks to the B-Line and Allotment Society volunteers, the new Hawthorn hedging has been planted on the front boundary of the site. It was agreed that the remaining hedging should be planted inside the existing fence on the front boundary of the site. **ACTION:** Clerk to inform B-Line of hedge location and organise the replacement broken fence post.

The WP reported that they have become concerned that the planting of trees, (dwarf or otherwise) could prevent the Council from maintaining the boundaries of the site, especially when clearing the ditch using mechanical means. It was **RESOLVED** that no further trees can be planted on the Allotment site. With respect to existing trees, it was **RESOLVED** that the Allotment holder must remove them when they vacate the plot. Existing tree branches must not overhang paths, neighbours' plots or the Allotment boundary and the Council reserves the right to request the plot holder to cut it back and remove branches that breach the plot. **ACTION:** Allotment WP will undertake a tree survey of the site (when safe to do so) and plot the trees on the Allotment plan. The Clerk will draft additional Allotment terms for 2022 to incorporate the agreed action above. **ACTION:** Clerk.

The ditch work has been postponed due to the saturation of the site, but the work will commence as soon as the site is dry enough. Cllr DT informed the Council that 2/3rds of the ditch can be cleared mechanically; the rest will need to be completed by hand.

It was **RESOLVED** that the RFO should write a renewal letter to allotment holders explaining that the ditch work will be undertaken as soon as possible and plants on the

boundary of the site may be damaged by the digger. Inform allotment holders that no further trees can be planted and that existing trees will need to be removed by the tenant when the plot is vacated. **ACTION:** RFO.

14 Neighbourhood Plan

Richard Squires (Senior Community Planning Officer at SNC) attended the 'GoTo' remote meeting on the 16 December 2020. The group discussed the recommended process and he advised that establishing a wide steering group with community representation to lead the process is the most effective method. The Parish Councils involvement will be officer time and financial administration. A consultant can be contracted to cover large parts of the work, including desk-based research. It was established that there is funding available from the national body (Locality) and from SNC. **ACTION:** it was agreed that LPC and Chedgrave Parish Council (CPC) will advertise for volunteers for the steering group and as such LPC have displayed a poster and have posted it on Facebook. In total, LPC and CPC have received three volunteer offers. The proposed leaflet in 'Contact' will need to be delayed until the magazine is back in print. A meeting date with the volunteers and both Parish Councils needs to be agreed. **ACTION:** RFO to arrange the next meeting.

15 Christmas Lights

Cllr AM reported that he had inspected the lights weekly over the Christmas period and reported faults directly to Andrew Carver. GH had delivered thank you gifts to the power suppliers before Christmas and Andrew Carver and his team have removed the lights. Cllr AM proposed that a Christmas light Working Party (WP) should be formed to start planning the lights for 2021 and it was **RESOLVED** to create a WP. Cllr MP volunteered to join, and it was suggested that CPC members and volunteers should also be invited to join. **ACTION:** Clerk to update the WP membership, and to send invitation to CPC to join the newly formed WP.

The Council noted that there had been a recent discussion on social media regarding an extension to the period in which the lights were displayed and it was **RESOLVED** that the lights should remain displayed for the Christmas period only.

16 Planning

16.1 Planning Applications Received from South Norfolk Council:

2020/2346, Listed Building, Location: 44 High Street Loddon NR14 6AH. Proposal: Replacement windows and door to Loddon Plaice Fish and Chip shop. **Deadline 08 January 2021.** It was **RESOLVED** to object to the application and reply with the following comments; *The Parish Council have considered this application and wishes to object. The suggested windows/doors are inappropriate in a Listed building and in a Conservation Area. The Council would like to see the planning officer refuse this application in favour of wooden replacement windows.*

2020/2331, Householder, Location: 53 High Bungay Road Loddon NR14 6JR. Proposal: Replace existing wooden section of boundary wall with brick and increase height to a maximum of 2.45m, paint to match dwelling (retrospective). **Deadline 04 January 2021.** It was **RESOLVED** to reply with the following comments: *The replacement wooden wall with additional height brick wall on High Bungay Road is visually fine but the Council is aware that NCC Highways consider walls over a metre to be a visibility obstruction and could present a danger to highway users. The Council is concerned that the wall reduces visibility from the property up and down High Bungay Road. The Council does not object to the application but refers to NCC Highways for their guidance on the safety of this wall.*

2019/2431, Full Planning Permission, Proposal: Construction of 35 entry level dwellings with access and associated infrastructure. Location: Land to The East of High Bungay Road Loddon Norfolk. **Deadline 11 January 2021.** It was **RESOLVED** to object to the

planning application and the full report will be sent to the planning officer and be available to view on SNC's website.

2020/2453. Householder, Location: Cowslip Farm Barn Green Road Hales Green Loddon Norfolk. Proposal: Single storey extension to provide a sitting area. **Deadline 29 January 2021.** It was **RESOLVED** to support the application and reply with the following comments: *The Parish Council has considered the application and supports the extension as it visually improves the property.*

16.2 DECISIONS on planning applications by South Norfolk Council:

2020/2105, Works to trees in Conservation Area, Location: 6 High Bungay Road Loddon NR14 6JT. Proposal: Remove a self-sewn Sycamore (T1), Blackthorn stump and small Hawthorns (T2). **Decision: No objections. Delegated Date of decision: 21 December 2020.**

2020/2106, Works to trees in Conservation Area, Location: 8 High Bungay Road Loddon NR14 6JT. Proposal: 1. Limes x 2 - crown lift to 5.5m over road. Reduce over extended limbs from 6m to 2-3m. Remove major dead wood from the upper crown. 2. Common Oak - fell. 3. Limes x 10 - pollard, reduce from approximately 12m to 7-8m. 4. Lawsons Cypress - reduce from approximately 12m to 7-8m. 5. Row of Holly and Lawsons Cypress - reduce from approximately 12m to 5-6m. 6. Beech - reduce large limbs to the south and south west from 10m to approximately 7m (install 7t GEFA flexible bracing system as a precautionary measure). 7. Lime - reduce to a monolith from 10m of 6m. 8. Common Oak - crown lift lowest two limbs over the access road from 4-5m 9. Twin stemmed Black Pine - install 7t GEFA flexible bracing system as a precautionary measure. 10. Black pine - fell. 11. Limes x 4 - reduce height by from 9m to 2m. 12. Yew - pollard from 8m to 5-6m. 13. Willow/Plum/Pear - fell. **Decision: No objections. Delegated Date of decision: 21 December 2020.**

2020/1874, Works to TPO trees, Location: 12 Oakfield's Loddon NR14 6UT, Proposal: T2 Oak - Crown reduction, height from 21m to 18m and spread from 26m to 22m. Tidy up broken limbs. Reduce away from house to give at least 2.5m clearance. T3 Oak - crown reduction, height from 15m to 12m and spread from 21m to 17m. **Decision: Approval with Conditions. Delegated Date of decision: 10 December 2020.**

16.3 PLANNING APPLICATIONS received from Broads Authority: None.

16.4 DECISIONS on planning applications by Broads Authority: None.

17 Highways

17.1 Speed Awareness Message (Sam2)

A report was circulated to the Cllrs prior to the meeting. The Council gave thanks to Bryon Spark for moving the Sam2 to its new location each month. It was **RESOLVED** to circulate the agreed sites to the Council so that suggestions for locations can be made. **ACTION:** Clerk.

17.2 Temporary Road Closure of Lodge Lane, Loddon

Lodge Lane will be closed on 18 January 2021 to 25 January 2021 for highway maintenance.

17.3 Footway Resurfacing of Beccles Road (Loddon to Hales)

Work will begin on, or shortly after Monday 11 January 2021, to carry out essential footway resurfacing works on Beccles Road, Hales. It is anticipated that this work will take approximately three weeks to complete, subject to suitable weather conditions.

17.4 Grit Bins

CLlr CB has inspected the parish grit bins and reported that the ones listed on the Norfolk County Council (NCC) map were full and ready to be used when necessary. Three bins were damaged and would need replacing. He reported that he has since located another bin on Cannell Road that will need filling and adding to the NCC map. **ACTION:** Clerk to inform Peter Thompson at NCC Highways of additional bin. Clerk to order three replacement bins.

18 Report from the Chairman

The Chairman reported that a previous Loddon Parish Councillor, Alan Cook sadly passed away on the 03 December 2020.

19 Significant Correspondence

- Taylor Wimpey has forwarded a Risk Assessment dated 25 June 2018 for the Broadlands Meadow path area, The Clerk has requested an up-to-date RA that also includes the step area. **ACTION:** Clerk.
- Request to use Skate Park for lessons. It was **RESOLVED** to accept this request if the teacher has public liability insurance and adheres to Covid-19 restrictions. **ACTION:** Clerk.
- Suggestion of Broads Network from Thorpe St Andrew Town Council. The Clerk has replied on behalf of the Broads WP registering their interest.
- Use of Car Park at Jubilee Hall for exercise sessions. It was **RESOLVED** to accept this request if the instructor has public liability insurance and adheres to Covid-19 restrictions. Permission should also be gained from the Jubilee Hall Management Committee. **ACTION:** Clerk.

20 Items for Future Agenda:

None.

21 Date of the Next Meeting:

The date of the next meeting was agreed as Wednesday 10 February 2021 (Agenda items to Clerk by 02 February 2021).

The meeting ended at 21.37pm.