



Loddon Parish Council

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

www.loddonpc.org.uk | clerk@loddonpc.org.uk | 01508 522 020

Minutes of the Meeting of Loddon Parish Council (LPC) held on Wednesday 12 October 2022, 7.00pm in the Hollies Rear Hall.

Present: Cllr Kay Mason Billig (KB) - Chairman, Cllr June Strickland (JS) - Vice-Chairman, Cllr Margaret Wallace (MW), Cllr Jane Hale (JH), Cllr Daniel Scott (DS), Cllr Colin Binfield (CB), Cllr Jessie Powell (JP), Cllr Liz Marsham (LM), Cllr Alan Wildman (AW) and Cllr Arthur Morris (AM).

In Attendance: Emily Curtis (Parish Clerk), Jo Leonard (Administration and Allotment Officer, AAO), Georgina Hirst (Responsible Financial Officer, RFO) and eight members of the public.

Absent: None

1. **Welcome, Meeting Protocol and Etiquette:**

Cllr KB welcomed everyone to the meeting. The Chairman informed the Council that members of the public will be invited to contribute during the Public Forum. The Clerk confirmed that she wished to record the meeting.

2. **Apologies for Absence:** The Council accepted apologies from Cllr Julie Appleby (JA) as she is away from home.

3. **Declarations of Interest and Requests for Dispensations:** None.

4. **To Approve the Minutes of the Meeting Held on the 27 September 2022:**

Minutes of the meeting held on the 27 September 2022 were approved as a correct record of the meeting.

The Chairman moved agenda item 13.1 forward.

13.1 Planning Applications from South Norfolk Council

• **2021/2522**

Representatives from Lanpro and Hopkins Homes had been invited to the meeting to answer questions related to application **2021/2522**; Hybrid Application: Outline planning permission for a phased development for the erection of 9 self-build dwellings with all matters reserved except access. Full planning permission for the erection of 171 dwellings with access, parking, open space and landscaping, (Duplicate Application of 2021/2437).

The Chairman briefly summarised the Council's response to date to the application and then gave the Council the opportunity to ask questions.

The Council noted that the originally proposed buffer zone on the northern boundary had disappeared in the formal application. Hopkins Homes replied that when it consulted in May 2021 the buffer zone was not detailed. Since then, a full planning application has been submitted with details and it was not designed with a buffer zone due to concerns regarding security and anti-social behaviour. They have however put together a plan of traditional back-to-back arrangement with single storey properties.

Hopkins Homes confirmed the number of houses has remained the same, including self-build properties.

Concerns were raised regarding the topography of the site and the water run off onto Beccles Road. Hopkins Homes replied that a detailed drainage design had been submitted. Run off is designed to feed into the sewage drainage on Little Money Road.

Cllrs enquired as to who would manage the sewers as Loddon has recently experienced flooding. Hopkins Homes replied that the flooding issue in that area would be improved. Their proposals are considered by the lead flood authority. Surface water is controlled on site by flow controls which slowly discharges into the sewer system.

Cllrs enquired if water harvesting been considered. Hopkins Homes replied that the major issue would be the terrible infiltration rates.

Cllrs confirmed that 100% of the properties had air source heat pumps. Hopkins Homes are implementing that throughout all of their schemes. There is no solar provision.

Cllrs enquired about the design and enquired as to whether South Norfolk Council's Place Making Guide had been incorporated into the design to ensure that their designs incorporated local designs. Cllr JH commented that the design appeared to be a standard Hopkins Homes generic design.

Cllrs enquired about the Highway design. Hopkins Homes replied that initially the design had one site entrance and an emergency access. The design had to be revised to include NCC Highways request for two site entrances. The location of the access roads was agreed with NCC Highways quite some time ago to ensure adequate visibility splays.

Cllrs enquired about the parking arrangements. Hopkins Homes replied to say that additional visitor spaces had been added and each dwelling has two car parking spaces. Some properties have additional spaces. NCC Highways do not consider a garage to be a parking space. The width of the roads will be 6 m.

The Cllrs are concerned that there is no direct pedestrian walkway from the development to Beccles Road. Hopkins Homes had originally proposed a path on the South-west corner and would be happy to add it back into the scheme dependant on design advice. A pedestrian crossing at the junction of High Bungay Road with Beccles Road would ensure that people can walk to the town and schools safely. Hopkins Homes suggested that LPC could make a representation to Highways in this regard.

Cllrs enquired if there were plans to add electric car charging points. Hopkins Homes replied that this might be a planning condition from SNC, however they would not be averse to installing them.

Cllrs detailed their concerns about the location of the Play Area. Some felt it should be centralised so it would be utilised more on the walk to the town/schools and would be visible to all properties. The Woodland walk could be an area of anti-social behaviour especially if the area and trees are not properly managed.

In terms of consultation, Cllrs raised concerns that there had not been a public meeting to inform residents of the proposed plans. Hopkins Homes replied that due to the pandemic, they sent leaflets and invited people to reply to their consultation online. Cllr KB asked Hopkins Homes to reconsider having a public meeting now that the Covid restrictions have been lifted.

Cllr KB thanked the Hopkins Homes representatives for attending and said that the Council needed to ensure that the development is the best that it could possibly be for Loddon. The

site is not yet a preferred site in the Local Development Plan, so the Council still has time to give local residents the opportunity to consider the application.

It was **resolved** to hold a public meeting and invite Hopkins Homes to attend. **Action:** Clerk.

The Council **resolved** to hold a private meeting with the Planning Officer at South Norfolk Council and Norfolk County Council Highways Engineer to answer technical questions. **Action:** Clerk.

5. Matters Arising:

5.1 Staithe Toilet Doors

The replacement sleeves for the shower and men's toilet doors are likely to be installed within three weeks. The timer system is working well and the payment system is operational on the men's and women's WC doors with income averaging approx. £10 per day. Snagging and liquidated damages under the contract are being addressed / discussed between the contract administrator and main contractor.

5.2 Staithe Free Public Internet

Adept IT were instructed to create the walled garden and the router has been installed. Adept have visited site and the system appears to be working via Facebook. The router may need to be installed in the loft space to increase the area externally covered. **Action.** Clerk to pass data retention information on to Cllrs DS and JP.

5.3 First Aid Training Date

The first aid training is booked for Monday the 28 November 2022, 9.00am – 3.30pm at the Hollies. There will be a 30-minute lunch break. All twelve places have been filled.

5.4 Jubilee Hall Car Park Proposal

The Clerk has written to both the Jubilee Hall Management Committee and Chedgrave Parish Council to organise a meeting to discuss the quotes that JHMC has received.

5.5 Chet Valley Community Larder

A meeting was held in Holy Trinity Church on the 10 October 2022 and almost 20 people attended. Two of the group offered to take the lead with the communication and several people offered to assist with the larder's daily checks. The electrician has been instructed to install the socket for the proposed fridge. A WhatsApp group has been set up by the volunteers to assist with communication.

5.6 Remembrance Parade

The date for the Remembrance Parade is Sunday the 13 November 2022. The AAO has received confirmation that all necessary permissions are in place for the event. Two marshals have been employed to assist the stewards, but further volunteers will be required. Cllrs AM, LM and JP volunteered to assist. The Parade will start at approx. 10.20am at Cannell's Car Park in Chedgrave and a rolling roadblock will be in place throughout. The Parade will arrive in Church Plain at approx. 10.45am. There will be a service in Holy Trinity Church afterwards. **Action:** AAO.

5.7 Christmas Lights

The Parish Warden has completed the visual checks and assisted the electrician with the PAT tests on the LED Christmas Lights. The households on Loddon's High Street, Church Plain and Bridge Street will be contacted for consent to install them imminently. Cozens (the company which installs the motifs and tree wraps) have been asked to confirm that their installation will be in place for the 01 December 2022. Cllr JP offered to assist Arthur with obtaining consents for Christmas lights.

5.8 War Memorial Name Change Request

Deferred as despite best efforts, communication with the requestor has been unsuccessful.

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

6.1 Report from District Councillor Jeremy Rowe (written by Jeremy Rowe) – Appendix A

6.2 Report from District/County Councillor Kay Mason Billig

Norfolk County Council are offering a household support fund, and South Norfolk Council a fund of £150 on application, which is means tested. This money is available for people that are suffering hardship not just those on benefits. Apply to the South Norfolk Help Hub for more information.

District Cllr KB has offered £407.00 from her District Members funding to assist the Tennis Club with the purchase of windbreaks and a clubhouse.

District Cllr KB met with the planners and Halsbury Homes to discuss the landscaping at St George's Park. The road surfacing cannot be completed until the drains are adopted. Cllr KB was reassured that the landscaping is in hand. The Play Areas have also been considered again, and Halsbury Homes will submit plans for approval to South Norfolk Council shortly.

County Cllr KB has been informed that the landscaping on the roundabout has been handed over to NCC Highways, although this information has not been confirmed.

Anglian Water have installed their liners to their pipes at Loddon Staithe footbridge.

Cllr MW enquired as to why people that do not pay their Council Tax by Direct Debit have not received their Council Tax rebate. Cllr JP replied that the rebate could be applied for online.

6.3 Public Forum

A parishioner, who lives on Norton Road, commented on the Hopkins Homes planning application. They raised concerns that the drainage basin has been included as public open space in the application. There has been no management of the woodland walk. The view of Holy Trinity Church is limited. The northern area needs to be redesigned and the public open space re-sited

A resident also mentioned that the Hopkins Homes application could do more to address the drainage issues.

A resident enquired as to how long planning applications are taking to be determined by SNC.

Loddon Royal British Legion thanked the Council for the grant towards their gazebo. They also thanked the Council for their work and contribution toward the ramp at Loddon War Memorial.

A parishioner commented that planning applications should not be submitted on agricultural land.

7. Reports from Council:

7.1 Chairman's Report

Nothing to add.

7.2 Parish Councillors' Reports

Cllr LM confirmed that the Early Years Team will be starting a group in Loddon.

Cllr JH attended a Jubilee Hall Management Committee meeting, and the Committee are obtaining quotes for re-lining the car park.

Cllr JS confirmed that the Victorian Evening will be held on the 09 December 2022. The Angel have offered their outside space for stalls. Cllrs asked why Church Plain is not being used for

stalls and could this be considered for future events. The Punch and Judy Show will be held at the Hollies.

Cllr DS has expressed an interest in joining the Youth LUFC Committee but has not yet been co-opted on to the Committee.

Cllr MW chaired the recent PFC meeting.

7.3 Clerk's Report - Appendix B.

Further details were requested on the meeting with SNC Officer. Cllr CB requested a Chet WP party meeting to be held with SNC Officer. **Action:** Clerk.

Clerk confirmed that SNC had been informed of the trip hazard on the paths surrounding Church Plain.

7.4 Admin and Allotments Officer's Report - Appendix C.

No comments.

7.5 Parish Warden Report – Appendix D

No comments.

8. Finance Report:

8.1 Accounts for Payment in Accordance with the Budget

The RFO presented the list of payments, and it was **resolved** to approve this list of payments.

Action: RFO.

Date	Payee	Item	Payment Method	Amount / £
19/09/2022	Plusnet	Phone & Broadband	DD	33.40
19/09/2022	SSE Southern Electric	Streetlight electricity	DD	224.91
21/09/2022	BNP Paribas	Photocopier	DD	246.50
28/09/2022	British Gas	Office Electricity	DD	36.02
05/10/2022	South Norfolk Council	Office Rates	DD	434.00
06/10/2022	British Gas	Staithe Electricity	DD	89.32
10/10/2022	intY Ltd	2 x Office 365	DD	22.56
10/10/2022	Lloyds Bank	Credit Card Sept 2022	DD	24.72
10/10/2022	Adept IT Solutions	IT Support	DD	31.20
11/10/2022	Everflow Water	Staithe toilets water	DD	31.74
30/09/2022	Unity Trust Bank	Bank Charges 05/06/22 - 04/09/22	BC	18.00
12/10/2022	HM Revenue & Customs	Tax & NI - Oct 2022	300059	1,016.33
12/10/2022	Royal British Legion Poppy Appeal	Remembrance Sunday wreath	300060	25.00
12/10/2022	Adept IT Solutions	IT support	BACS	97.32
12/10/2022	Cozens	Streetlight maintenance September 2022	BACS	36.00
12/10/2022	Loddon Garden & DIY	Grounds maintenance	BACS	1,013.70
12/10/2022	South Norfolk Council	Contribution to War Memorial ramp works	BACS	1,400.00
12/10/2022	PKF Littlejohn LLP	External Audit	BACS	720.00

12/10/2022	East Anglian Plumbing & Heating Ltd	Annexe new gas heater and two new guards Staithe toilets works to urinal wastes	BACS	4,056.48
12/10/2022	Roberts & Son	Printing and signage	BACS	199.20
12/10/2022	Collective Community Planning	Neighbourhood Plan Consultant's Fee	BACS	240.00
12/10/2022	Loddon Building Preservation Trust	Meeting room hire	BACS	140.00
12/10/2022	GSL Dardan Security	Staithe toilet security 01-26 Sept 2022	BACS	468.00
12/10/2022	First Loddon Brownies	Community Grant	BACS	172.02
12/10/2022	Salaries	Oct 2022	BACS	4,267.33
12/10/2022	E Curtis	Mileage	BACS	44.22
12/10/2022	G Hirst	Expenses and mileage	BACS	42.12
12/10/2022	J Leonard	Mileage	BACS	4.77
12/10/2022	P Leonard	Mileage	BACS	15.93
12/10/2022	Norfolk Pension Fund	Pensions - Oct 2022	BACS	1,555.59
Total Payments				16,706.38

8.2 Bank Reconciliation to 30 September 2022

The balance of Loddon Parish Council's bank accounts as of the 30 September 2022 was £387,614.976.

8.3 Conclusion of Audit and External Auditor's Report for 2021-22

The External Auditor's Report and Certificate for 2021-22 from PKF Littlejohn has been received, completing the audit process for 2021-22. The audit was satisfactory and there were no matters of concern. The Notice of Conclusion of Audit and the External Auditor's Report and Certificate have been displayed on the Parish Council's noticeboards and website; and are also in Dropbox.

8.4 Quarter 2 Budget Monitoring Report

No major concerns. There have been additional security costs due to the delays in replacing the Staithe Toilet doors. The events and tourism budget will be separated in future. The allotment expenditure has been higher than budgeted over the last 18 months, but the report on the allotment expenditure over 10 years showed that expenditure on the allotments was overdue.

8.5 Ear-marked and General Reserves Report – Appendix E

A report was circulated to the Cllrs detailing earmarked and general reserves report.

8.6 Staithe Toilets Cost Breakdown – Appendix F

Two reports were circulated to Council, and a moderately conservative prediction is that the Council will recoup the costs of the Healthmatic doors in four years. It was **resolved** that the report goes on the website. **Action:** Clerk.

8.7 Utilities Contract Update

The RFO presented a report on the existing utilities contracts. The Council will benefit from the price cap, but without it the utilities costs could be uplifted by ten times. Any new contracts will be agreed using Clerk's Delegated Authority. **Action:** Clerk/RFO.

8.8 GDPR Professional Service

It was **resolved** to accept the quote received but monitor the expenditure. **Action:** RFO.

9. Review of Complainant's Classification of 'unreasonably persistent or as behaving unreasonably':

A formal complaint was received but as contact information was redacted from the complaint the Council is unable to reply. In line with the Council's Complaint Policy a Complaint form has been offered to the complainant via the third party that delivered the complaint.

If a completed complaint form is received, a panel of Cllrs (DS, LM, CB and JP) offered to meet with the complainant, as per the procedure in our Complaint Policy.

The Council **resolved** to extend the classification of 'unreasonably persistent or as behaving unreasonably' until the next Parish Council meeting. **Action:** Clerk to advise the complainant and add to the next agenda for review.

10. Byelaw to restrict alcohol at Loddon Staithe:

The Council **resolved** to defer this item, but an example Public Space Protection Order had been added to Dropbox for consideration. **Action:** Clerk to add to next agenda.

11. Broads Authority Consultation:

The Council has been consulted on the Broads Authority Local Plan Issues and Options and the Draft Design Guide. The Council **resolved** to reply with, "we broadly support the plans, but we reserve our right to challenge it when we receive the final details". **Action:** Clerk.

12. Governance:

12.1 The revised (version 9) Loddon & Chedgrave Playing Field Committee Terms of Reference were adopted. **Action:** Clerk.

12.2 Chairman of the Events Committee (Cllr JP) proposed revisions to the Events Committee Terms of Reference. It was **resolved** to reconsider them at a future meeting. **Action:** Cllr JP.

12.3 The Council **resolved** to not sign up to the Civility and Respect Pledge.

12.4 The Council considered the revised Health and Safety policy and **resolved** to adopt it. **Action:** Clerk.

12.5 The Council considered the draft planning procedure and **resolved** to adopt it, but review at the next Parish Council meeting. **Action:** Clerk.

12.6 The Council considered the Major Planning Application Protocol and **resolved** to adopt it. **Action:** Clerk.

13. Planning Report – Appendix G:

13.1 Planning Applications from South Norfolk Council

- **2021/2522**, Full planning permission for the erection of 171 dwellings with access, parking, open space and landscaping, (Duplicate Application of 2021/2437) | Land East of Beccles Road Loddon.

The Council had **resolved** earlier in the meeting to hold a private meeting with the Planning Officer at South Norfolk Council and Norfolk County Council Highways Engineer to answer technical questions. **Action:** Clerk.

Cllr JH informed Council that all Cllrs could not meet without it being a Council meeting. **Action:** Cllr JH to provide legislation and Clerk to clarify with Council support.

- **2022/1791** | Single storey living room extension | Stubbs Farm Stubbs Green Loddon Norfolk NR14 6EA – no objections. **Action:** AAO.
- **2022/0450** | Re-opening historic vehicle access to site with adjusted boundary fence line to create vehicle pull in. | 1 High Bungay Road Loddon Norfolk NR14 6JT. No objections. **Action:** AAO.
- **2022/0292** | Re-open historic vehicle access to site with adjusted boundary fence line to create vehicle pull-in. | 1 High Bungay Road Loddon Norfolk NR14 6JT. No objections. **Action:** AAO.

13.2 Decisions on Planning Applications from South Norfolk Council: Please refer to the Planning Report (Appendix G).

13.3 Planning Applications from the Broads Authority: None.

13.4 Planning Decisions from The Broads Authority: None.

14. Chet Neighbourhood Plan:

14.1 Neighbourhood Plan Project Officer (NPPO) Report

Cllr JH gave a verbal report. The Housing Needs Assessment has been considered and the Design Codes have arrived from AECOM. There have been several walks organised through the area to identify green spaces.

14.2 Minutes from the Chet Neighbourhood Plan Steering Group Meeting

Circulated to Cllrs prior to the meeting.

*Council **resolved** to continue as the meeting had exceeded 2.5 hours.*

15. Highways:

15.1 NCC Highways Parish Partnership Bid

The Clerk has contacted the Highways Engineer but has not received a reply regarding the Council's suggestion for a replacement hardcore surface on the footpath FP15 from Beccles Road, adjacent to Broadland Meadow as the surface was damaged during the building of the Broadland Meadow development. **Action:** Clerk/Cllr KB.

15.2 Speed Awareness Message (Sam2)

The Sam2 reports had been previously circulated to Council. Thanks to the Council volunteer and Cllr Morris for relocating the Sam2 on a four-weekly basis.

16. Events Committee Update:

The Events Committee met on the 11 October 2022. Chedgrave PC Chairman has met with the Jubilee Hall. The Committee reconsidered the date of the fete in light of the information released regarding King Charles' Coronation, but it was agreed to continue with the 10 June 2023.

17. Loddon & Chedgrave Playing Field Committee (L & C PFC):

The L & C PFC met on the 04 October 2022 and Cllr MW updated the Council on the meeting. Representations from Paul Solomon, Tennis Coach for windbreaks, clubhouse, and noticeboard for safeguarding. The LUFCA is separated into both junior and adult organisations. LUFCA accounts requested by Cllr JP.

18. Emergency Plan Working Party

Cllr AM reported that Chedgrave PC have not yet decided if they wish to be involved in the Emergency Plan but suggested that Council proceed with the scheme. Cllr AM has several volunteers that wish to act as Emergency Wardens. It was **resolved** that Cllr AM would convene a meeting of the volunteers. **Action:** AAO advertise meeting.

19. Correspondence:

All correspondence had been previously circulated to Cllrs.

Bus Shelter Roofs – **Action:** Clerk to reply as these could be considered for any replacement bus shelters.

Environment Matters – **Action:** Clerk to inform resident that this had been redirected to the Neighbourhood Plan Steering Group.

ICO – The ICO had suggested that an Internal Review of a FOI Refusal Notice is carried out. The internal review had been carried out by Cllr JS and the RFO, and the original decision upheld. **Action:** Clerk to inform ICO.

Rural Market Towns Group – it was **resolved** to accept the offer of 6 months free membership. **Action:** Clerk.

Stubbs Green – Reports of work carried out on the Public Access Area had been received. It was **resolved** that the Council would investigate. **Action:** Clerk.

20. Items for a future agenda:

- Gifts for Freedom of Loddon recipient
- The Old Hockey Field Terms of Hire
- Byelaw restricting alcohol consumption at Loddon Staithe
- Footpath from Loddon Swan to Old Market Green
- Consultation on the Code of Conduct
- Planning Application Procedure
- Vexatious Complainant review

21. Next meeting date:

The next Parish Council meeting will be on Wednesday 09 November 2022 at 7.00pm. (Agenda items to Clerk by 02 November 2022).

The meeting ended at 21.53pm.

Appendix A - Report from District Councillor Jeremy Rowe (written by Jeremy Rowe)

As mentioned last month, please let me know if you might be interested in becoming one of the team of community wardens, who will have a very important role to play if an emergency does occur; with events like extreme weather conditions happening more often, I think this team will do very important work.

All District Councillors have a members' grant of £1000 for local causes – I still have some of this year's grant left, so please let me know if part of this could help your group.

As always, if you, or someone over-60 that you know, would like some help and maybe just some friendship, please phone ChetChat. Our new number is 07944 858929 if you, or someone you know, might need something.

I'm delighted to confirm that my next surgeries will be 2-3pm Saturday 10 December & 11 February in Loddon library: please drop in if I can help with anything, or just to say hello!

Please ring me anytime on 07733323581 if I can help you, as many people do. Finally, I'd like to say that I know that a lot of people are understandably worried about things at the moment, but please reach out if I, or anyone else across our wonderful community, can help you.

Appendix B – Clerk's Report

A Freedom of Information request was received by the complainant via the 'Whatdotheyknow' website. The Chair and Clerk considered the request and a refusal notice was issued (report in Dropbox). The Complainant has opened a case with the ICO, and the ICO have requested that the Council carry out an internal review of the decision. The Clerk has replied to the ICO and informed that an internal review had been completed and requested guidance for replying to the complainant. The Clerk attended LTA safeguarding training on Saturday 01 October 2022. The Tennis courts were compliant, but opportunities to improve the displays and website have been identified and actioned. The LTA Norfolk Safeguarding Officer is visiting the premises on Saturday the 08 October 2022.

Two males who regularly visit the staithe have been caught on CCTV urinating in public, and the images and number plates of their vehicles have been passed to the police.

Healthmatic have completed the installation of the steel doors. The contactless payment system for the shower did not initially work, but after tweaking their system remotely, the system was fully operational by Saturday 01 October 2022. There is a snagging list which will be addressed when they return in 3 weeks to replace the door sleeves (portholes).

Target Trees returned to complete the work on the pollarded tress of the L & C Playing Field and will also undertake the work to the tennis court conifers shortly.

A parishioner contacted us regarding concerns over the grounds maintenance at Broadland Meadow and the Parish Warden met on site to discuss the issues. It may be necessary to have a meeting with NRM to discuss the boundaries.

The Clerk, Parish Warden and D-Cllr KB met with SNC Officer Matt Yates to discuss the maintenance of the trees and vegetation at Church Plain and the Staithe.

The Clerk reported that the new bin that SNC have recently installed on Church Plain was damaged, and SNC have confirmed it has been replaced.

Also, just a reminder about the Chet Valley Community Larder. There is a meeting on Monday 10 October 9.30am at Holy Trinity Church and volunteers are still needed to help with the daily inspections.

Appendix C – Admin and Allotments Officer's Report

One large plot at the front of the site has been given up and passed on to the next person on the waiting list. All vacant plots have now been allocated, there are currently four people on the waiting list.

I have received and sent on a request from the tenant who is completing a wildlife conservation degree, for information from Allotment users about the wildlife they have seen on the Allotment Gardens.

I continue to monitor the standards at the Allotment Gardens and communicate regularly with the holders

Appendix D – Parish Warden’s Report

Key activities since September Council meeting:

- Hosted contractor visits for;
 - Staithe Toilet Urinal plumbing and replacement waste pipes
 - Staithe Toilet water leak o Replacement of Gas Heater and guards in Annex Hall
 - Second phase of Steel door installation and commissioning
 - PAT Testing
 - Windowsill damage survey at Staithe
 - Follow up visit of Tree surgeon on Jubilee field
- Responded to the following Parishioner concerns/reports:
 - Fallen Willow tree on FP10. AAO contacted Landowners o Bushes creating road crossing hazard outside Surgery. Incorrectly reported as ‘completed’ by SNC. Contacted SNC management to arrange to be re-opened as priority item
 - Poor state of FP10 Bridge- Sent SNC detailed photos and requested formal assessment
 - Hole in Hockey field fence- Local repairs effected
 - Damaged wooden walkway on Permissive path to Pyes Mill
 - Grounds maintenance- Public open space, Brownes Grove o Broken manhole cover in Bridge street- Contacted Highways to arrange priority repair
 - Glass in roadway
 - Damaged bin on Church Plain o Graffiti on Staithe B-line sign- Cleaned
- Functionally tested all Christmas Street lights
- Fitted new ‘no dog fouling’ signs to Permissive pathways
- Completed removal of wooden boards from Tennis courts
- Sprayed weeds at Tennis courts
- Routine inspections of; Kittens Lane and Broadlands Playgrounds, Tennis courts, Broadlands public opens space, War Memorial, and Pyes Mill completed
- Weekly Litter picking of Hockey field, Jubilee field, and Skate Park
- Legionella flushing and temperature control readings completed
- Monthly Fire Safety and Emergency lighting checks complete Inspections of Footpaths 8,9,10,11 & 15 cutting back as necessary

Appendix E - Ear-marked and General Reserves Report

LODDON PARISH COUNCIL - EAR-MARKED FUNDS

EAR-MARKED FUNDS	Details	2019-20	2020-21	2021-22 01/04/2021	Date of payment	2021-22 payments	Date of receipt	2021-22 receipts	2021-22 31/03/2022	2022-23 01/04/2022	Date of payment	2022-23 payments	Date of receipt	2022-23 receipts	2022-23 CURRENT / to 30/09/22
Staithe Toilets	From SNC - revenue funding for toilets	37,891.00	22,673.00	7,455.00					7,455.00	7,455.00					7,455.00
Committed Sum															
Toilets Refurbishment	For maintenance & refurbishment	3,000.00	3,000.00	4,500.00			11/03/2022	1,250.00	5,750.00	7,950.00	13/07/2022	375.00			7,575.00
Toilets CCTV	Renewal reserve														200.00
Section 106 Agreement (Hopkins Homes)	Broadland Meadow and Play Area						10/03/2022	126,397.90	126,397.90	123,397.90					123,397.90
Street Lighting Replacement (2030)	From SNC for 30 streetlights adopted 2020		43,500.00	38,600.00					38,600.00	38,600.00					38,600.00
Christmas Lights	Tree wrap and other replacements			4,500.00	08/12/2021	4,500.00				1,400.00					1,400.00
Christmas Lights	LDBA donation for High St / Bridge St String lights only														-
Allotments	Water Pump budgeted for 2020 or Shed			750.00					750.00	750.00	20/07/2022	750.00			-
War Memorial	Survey and maintenance									1,900.00					1,900.00
Play Area	Refurbishment & long term renewal			8,000.00					8,000.00	12,000.00	08/06/2022	8,000.00			4,000.00
Skate Park	Long-term renewal			500.00					500.00	1,500.00					1,500.00
PFC CCTV	LPC contribution to CCTV			2,200.00	28/07/2021	2,200.00									-
Library Annex	2020 carried fwd improvements budget and 2020 carried fwd legal fee budget			7,320.00	28/07/2021	2,793.00	09/04/2021 24/04/2021	9,907.43	14,434.43	20,600.00	08/06/2022 14/09/2022	908.00 69.50			19,622.50
Neighbourhood Plan	2020 carried fwd budget			5,000.00					5,000.00	10,400.00					10,400.00
Playing Field Committee	LTA gate, Tennis court surface and floodlights, CCTV									11,200.00					11,200.00
Freedom of Loddon	FoL Plaques and ceremonies			600.00	14/04/2021	510.00	16/08/2021	100.00	190.00	190.00			05/09/2022	100.00	290.00
TOTAL EARMARKED FUNDS		40,891.00	69,173.00	79,425.00		10,003.00		137,655.33	207,077.33	237,542.90		9,125.00		100.00	227,540.40
CIL		440.77	1,470.59	1,470.59					1,029.82	1,029.82					1,029.82
GENERAL FUND	For 2021-22, 6 months budgeted running costs ~ £82,718.00	62,857.68	108,225.67	97,973.67					88,430.33	81,631.80					159,044.75
TOTAL		104,189.45	178,869.26	178,869.26		10,003.00		137,655.33	296,537.48	320,204.52		9,125.00		100.00	387,614.97

note re: CIL 2021-22 - £440.77 was spent on Skate Park but not removed from ear-marked accounts. End of 2021-22 amount is adjusted for this.

Appendix F - Staithe Toilets Cost Breakdown

Loddon Parish Council - Staithe Public Toilets and Shower - Details of operational costs and requirement for charging / additional income

Loddon Parish Council took over the running of the Staithe Public Toilets and Shower from South Norfolk Council on 01 November 2016. The provision of public toilets and a shower is a service for local residents but also for visitors to Loddon, which has a positive knock-on effect for local businesses, tourism and jobs.

The agreement with South Norfolk Council included a commuted sum of £76,092 paid to Loddon Parish Council to contribute to the maintenance and operation of the Staithe toilets for the first 5 years of the 35 year lease. After the 5 years of commuted sum support, alternative ways to generate income to support running the toilets was needed, hence 20p entry.

Over 6 years, 2016 - 2022, an average of £3.93 per year (or 33p a month) has been paid by each Council Tax paying household (based on a band D property) in Loddon to provide the Staithe toilets and shower.

Looking ahead to 2023-24, the forecasted costs of providing the Staithe Public Toilet and Shower are £19,650. The moderate projected income from the new 20p toilet entry fee is £5,800, therefore charging an entry fee reduces the cost to each Council Tax paying household (based on a band D property) by £6.00 for 2023-24 (or 50p a month). This cost is part of the Parish Council precept which is collected by South Norfolk Council as part of the Council Tax.

	Total 2016 to 30/09/2022	2016-17 5 months only 01/11/2016 - 31/03/2017	2017-18	2018-19	2019-20	2020-21 Toilets closed during some of the Covid- 19 lockdowns	2021-22	2022-23 Year To Date 6 months 01/04/2022 - 30/09/2022	Forecast for all of 2022-23	Projected budget for 2023-24
Income other than Loddon Parish Council Budget										
South Norfolk Council commuted sum	76,092	7,809	15,174	15,218	15,218	15,218	7,455	-	-	-
Shower token sales	11,806	30	1,756	2,375	2,876	1,555	1,742	1,472	2,000	2,000
Projected income from 20p entry (1)	-	-	-	-	-	-	-	-	1,820	5,800
Other income	2,250	-	-	-	-	1,000	1,250	-	-	-
Total income	90,148	7,839	16,930	17,593	18,094	17,773	10,447	1,472	3,820	7,800
Staithe Toilets & Shower Expenditure										
Maintenance (2)	7,691	147	320	803	1,251	1,097	1,924	2,149	4,000	3,000
Cleaning	60,899	2,688	9,298	11,252	13,532	7,654	11,046	5,429	11,420	12,000
Sanitary	9,662	1,268	1,317	1,386	1,523	1,674	1,838	656	656	750
Security	7,491	2,420	85	90	-	-	3,366	1,530	1,700	200
Electricity	6,001	714	980	773	1,056	969	1,005	504	1,500	1,500
Water	11,704	-	1,289	2,340	3,115	2,328	1,919	713	2,000	2,000
Business Rates (3)	7,353	-	-	3,987	1,669	1,697	-	-	-	-
CCTV	1,095	-	-	-	-	1,095	-	-	100	200
Other (4)	988	349	231	-	408	-	-	-	12,010	-
Total expenditure	112,884	7,586	13,520	20,631	22,554	16,514	21,098	10,981	33,386	19,650
Net cost to Loddon Parish Council	22,736	253	3,410	3,038	4,460	1,259	10,651	9,509	29,566	11,850
Cost per year per Council Tax paying household / £	23.5	0	4	3	5	1	11	9	29	11

Notes

(1) Projected income from 20p entry fee for the ladies and gents toilets, based on approximately: £10.00 per day income for 01 October 2022 to 31 March 2023; £20.00 per day income for 01 April 2023 to 31 October 2023 and £10.00 per day income for 01 November 2023 to 31 March 2024.

(2) A large proportion of the expenditure for maintenance and repairs on the Staithe toilets is repairing ongoing vandalism.

(3) Business Rates on the toilets were not paid in 2016-2018, however the rates in 2018-19 included back charges to 2016. Business rates for public toilets were abolished nationally from 01 April 2020, the returned 2020-21 business rates were added to an ear-marked fund for toilet improvements.

(4) The new steel doors and payment system fitted at the Staithe toilets and shower in 2022 had a total cost of est. £19,960. From the Parish Council reserves £7,950 was spent on the cost of the new doors, therefore the remaining cost of £12,010 is within the 2022-23 costs.

Vandalism that has occurred at the Staithe toilets over the last two years

Forced gents door - smashed wooden frame and broken lock; broken shower token payment meter - now replaced by door locking system; broken gents cubicle door; broken baby change unit - overloaded and pulled off wall; blocked and flooded disabled toilet due to unsuitable items flushed - multiple times; damage to wall panels in disabled toilet.

Appendix G - Planning Report September 2022

App Number	App Type	Address	Proposal
2022/1448	Householder	3 Lemn Close Loddon Norfolk NR14 6LJ	Single storey rear extension with internal alterations
2022/0344	Listed Building	1 High Bungay Road Loddon Norfolk NR14 6JT	Single storey side extension, addition of rooflights, re-roofing of existing boiler room and rebuilding of garden wall.
2022/0492	Householder	1 High Bungay Road Loddon Norfolk NR14 6JT	Erection of single storey side extension, new sky lights and external door.
2022/1658	Householder	22 Chestnut Drive Loddon Norfolk NR14 6GF	Construction of a garden room
2022/1782	Householder	5 Elm Close Loddon Norfolk NR14 6LG	First floor extension
2022/1808	Householder	Bugdon House 5 Bridge Street Loddon Norfolk NR14 6LZ	Erection of garage
2022/1809	Listed Building	Bugdon House 5 Bridge Street Loddon Norfolk NR14 6LZ	Erection of garage
2022/1817	Householder	5 Sycamore Close Loddon Norfolk NR14 6LF	Replace existing conservatory with single storey rear extension
2022/1837	Approval of Condition Details	Westgate Barn 21A Church Plain Loddon Norfolk NR14 6LX	Discharge of condition 7 from 1990/1942 - Treatment of open fireplaces
2022/1276	Full	10 High Bungay Road Loddon Norfolk NR14 6JT	Pool house with associated facilities to rear for family use and private hire
2022/1564	Householder	12 Low Bungay Road Loddon Norfolk NR14 6JW	Single storey rear extension
2022/1791	Householder	Stubbs Farm Stubbs Green Loddon Norfolk NR14 6EA	Single storey living room extension

October 2022

App Number	App Type	Address	Proposal
2022/1097	Householder	13 Bridge Street Loddon Norfolk NR14 6NA	New garden room building
2022/1457	Approval of Condition Details	44 High Street Loddon Norfolk NR14 6AH	Details for condition 4 of 2021/1765 - Details of replacement front door
2022/1837	Approval of Condition Details	Westgate Barn 21A Church Plain Loddon Norfolk NR14 6LX	Discharge of condition 7 from 1990/1942 - Treatment of open fireplaces