



Loddon Parish Council

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

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Dear Councillors, you are summoned to attend the annual meeting of Loddon Parish Council, to be held in the Library Annexe Rear Hall on Wednesday 11 May 2022 at 7.00pm.

Members of the public are welcome to attend in person and will be provided an opportunity for public participation under *Public Forum*.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

Signed: *Emily Curtis* (Parish Clerk)

Dated: 04 May 2022

AGENDA

1. **Welcome and Meeting etiquette (note if anyone wishes to record the meeting)**
2. **Election of Chairman and Declaration of Acceptance**
3. **Election of Vice-Chairman and Declaration of Acceptance**
4. **To receive and consider apologies for absence and consider accepting them**
5. **To receive any Declarations of Interest for items on the agenda and to consider any requests for dispensations**
6. **To approve as a correct record, the Minutes of the meeting held on 13 April 2022**
7. **To note the resignation of Cllr Stephen Jones from the Council and Working Party**
8. **To consider the Council's Committees and Working Parties**
 - 8.1: To resolve to establish the Loddon & Chedgrave Playing Field Committee in conjunction with Chedgrave Parish Council, which will replace the existing arrangement
 - 8.2: To resolve to adopt the Terms of Reference for the Loddon & Chedgrave Playing Field Committee
 - 8.3: To resolve to form a Chet Neighbourhood Plan Steering Group in conjunction with Chedgrave Parish Council
 - 8.4: To consider adopting the Terms of Reference for the Chet Neighbourhood Plan Steering Group
 - 8.5: To consider the Committees and their membership
 - 8.6: To consider the Working Parties and their membership
9. **To consider the appointments of Outside Representatives**
10. **To review the policies in accordance with the Policy Schedule**
11. **To review Asset Register**
12. **To confirm the Council's arrangements for insurance**

13. To review the Council's expenditure incurred under s.137 of the Local Government Act 1972

14. To confirm the time and place of the ordinary meetings of the Council

15. To receive an update on matters arising from previous meetings (not on this agenda)

15.1: Staithe Toilet Steel Doors

15.2: Staithe Footbridge

15.3: Big South Norfolk Litter Pick – 26 June 2022

15.4: War Memorial Accessible Ramp

15.5: War Memorial Grant

15.6: Planting Scheme of Platinum Jubilee Trees at Loddon Allotments

15.7: Staithe Toilets Insurance Claim

15.8: Playing Field Insurance Claim

15.9: Bins on George Lane

15.10: Kittens Lane Play Area repairs

16. Public Forum

16.1: County/District Councillor Kay Mason-Billig

16.2: District Councillor Jeremy Rowe

16.3: Public Forum

17. To receive reports from Council (for information only and previously circulated)

17.1: Chairman's Report

17.2: Parish Councillors' Reports (including Outside Representative Roles and Wardens)

17.3: Clerk's Report

17.4: Administration and Allotment Officer's Report

17.5: Parish Warden Report

18. To receive the finance report from the Responsible Finance Officer

18.1: To review and approve the annual accounts 2021-2022

18.2: To approve accounts for payment in accordance with the Budget (list tabled)

18.3: To receive the Bank Reconciliation to 30 April 2022

18.4: To receive an update on the Internal Audit and Annual Governance and Accountability Return

18.5: To receive the 2021-2022 CIL report

18.6: To review and approve the Statement of Internal Control for 2021-2022

18.7: To consider quotes for organisational first aid training

19. To consider the Emergency Plan Update and decide any necessary action

20. To receive an update from the Events Committee

20.1: To receive for information the minutes of the meeting held on the 12 & 26 April 2022

20.2: To receive an update from the Events Committee

21. Jubilee Hall Car Park

21.1: To receive the minutes from the meeting with Chedgrave Parish Council and the Jubilee Hall Management Committee

21.2: To receive the proposal from Jubilee Hall Management Committee for management of the Jubilee Hall Car Park and decide how to proceed

22. Loddon & Chedgrave Playing Field Committee

22.1: To receive a report from the Playing Field Committee Secretary/Representatives

23. Chet Neighbourhood Plan Steering Group

23.1: To receive a report from the Project Officer/Steering Group Chairman

23.2: To receive the minutes from the Steering Group meeting (23/03/22) for information

24. Governance

24.1: To consider adopting a Co-option Policy

24.2: To consider adopting the revised Scheme of Delegation

24.3: To consider adopting the Hockey Field Conditions of Hire

24.4: To consider adopting the revised Complaints Policy

24.5: To consider adopting a Legionnaire's disease: Management and Control Policy

25. Planning

25.1: To consider planning applications received from South Norfolk Council: *Please refer to the Planning Schedule published on the LPC website.*

- **2022/0681:** 25 High Bungay Road Loddon, Internal and external alterations
- **2022/0682:** 25 High Bungay Road Loddon, Internal and external alterations. Listed Building Consent.
- **2022/0731:** 12 Sycamore Close Loddon, Construction of extensions and alterations to existing dwelling (to include replacement roof, solar and PV panels, rooflight, new window, external storage building, shiplap boarding) and associated works.

25.2: To note decisions on planning applications by South Norfolk Council: *Please refer to the Planning Schedule published on the LPC website.*

- **2019/2431:** Land to the East of High Bungay Road, Construction of 35 entry level dwellings with access and associated Infrastructure. **Application withdrawn.**
- **2021/2810:** 21 Beccles Road. Demolition of existing garage and side lobby, erection of front porch, side & rear two storey extensions with Juliet balcony. **Withdrawn.**

25.3: To note planning applications received from Broads Authority: None

25.4: To note decisions on planning applications by Broads Authority: None

26. To receive highways information and agree any necessary action

26.1: To receive a report on the speed awareness message (Sam2)

27. To consider correspondence and determine a response if required

28. To consider any items for a future agenda

29. Exclusion of public and press: To consider excluding members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A ss 1) & 2)

30. To determine the winner of the 2022 Freedom of Loddon Award

31. Date of next meeting: The next meeting of the Parish Council will be Wednesday 08 June 2022 at 7.00pm. (Agenda items to Clerk by the 31 May 2022).