



Loddon Parish Council

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PUBLIC Minutes of The Meeting of Loddon Parish Council meeting held on Thursday 11 June 2020 at 7.00pm 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 Jane Hale (JH), Cllr Margaret Wallace (MW) and Cllr Sophie Waggett (SW).

In Attendance: Emily Curtis (Parish Clerk), Anne Barnes (Locum RFO), and three members of the public.

1) Welcome: The Chairman welcomed everyone to the remote meeting of the Council. The Clerk informed the Council that she wished to record the meeting.

2) Apologies for absence: Cllr David Tarry (DT), Cllr Gary Knight (GK).

3) Resignation of Parish Councillor: Cllr Margaret Sloper has resigned. The Council are waiting to hear from SNC if they can co-opt at the next meeting.

4) Co-option of the Councillors: Loddon Parish Council has one Councillor vacancy.

5) Declarations of Interest: Cllr MW declared an interest in Item 16 Finance; Loddon On Call Defibrillators.

6) To Approve the Minutes of 14 May 2020: The Minutes of the meeting held on 14 May 2020 were **APPROVED** as a correct record and will be signed by the Chairman. Cllr MW requested that is in the Minutes, that the online banking information she received from Barclays will be safely disposed of by LPC office. Cllr MW will continue to be a signatory, but she will not undertake online banking on behalf of LPC.

7) Matters Arising:

7.1) Parish Council Website: Work is continuing with the new website and the Clerk has received four hours of website training. Content needs to be written and added to the website before it can go live.

7.2) Neighbourhood Plan: Clerk has established there is no upcoming Neighbourhood Plan training available from Norfolk Parish Training and Support. Norfolk Association of Local Council has training available in June at a cost. South Norfolk Council has previously run free workshops for Councils but has no plans this year. SNC have directed Clerk to Richard Squires at Broadland District Council for more information. **ACTION:** Clerk to continue seeking information regarding the preparation of a Neighbourhood Plan.

8) To resolve to suspend the meeting to receive reports from County and District Councillors in attendance and Public Forum: It was **RESOLVED** to suspend the meeting to hear from County and District Councillors in attendance and Public Forum.

8.1) County Councillor: Cllr Stone informed the meeting that Norfolk County Council is facing a 20-million-pound deficit due to the expenditure and loss of income incurred due the Coronavirus. NCC will be attempting to seek additional financial Covid 19 support from the Government. The Boundary Commission is not going ahead in 2021, and there will no changes to boundaries until 2025.

Progress continues to be made on the George Lane roundabout.

Cllr BS is hopeful that that the Wherryman's Way footpath will open for the entire length of the path. The offer of assistance from volunteers has been gratefully received, but due to Health and Safety considerations unfortunately volunteers cannot assist at this time.

Cllr JH enquired as to whether all District and County Councils are struggling financially, and Cllr BS confirmed many have been severely affected financially by the pandemic.

Cllr JH raised concerns that the George Lane roundabout process appears to have been disjointed and that a planning application for the speed camera could cause delays. Cllr KB informed the Council that this application will not delay the roundabout being built and is hopeful that if NCC Highways approval is given, the speed camera will be moved to the A146 Chedgrave junction.

8.2) District Councillor: Cllr Mason-Billig informed the meeting that progress has been made regarding the Wherryman's Way path, although no date for work commencing has been given yet. Cllr KB suggested that the offers of assistance that have been received could be channelled into helping an issue that does not have Health and Safety concerns.

The costs of the George Lane roundabout have increased and has raised concerns over the additional costs that Halsbury Homes will incur. The legal agreement and design approval are imminent, and Cllr KB is still hopeful that work will commence this year.

South Norfolk Council has redistributed 50 million pounds to local businesses affected by the pandemic and helped many households that have contacted the 'Help Hub' seeking assistance. SNC have suffered financial losses because of the Coronavirus and have put in place an interim budget and are drawing on reserves. SNC car parks are still free at present, and adequate warning will be given before they charge again. Mobile hand sanitising stations are being trialled in Diss and Cllr KB informed the Council that SNC will provide one for Loddon. Cllr BS added that NCC are discussing temporary road alignment changes to allow for wider pavement and cycle lanes to assist with social distancing, but any changes will be in consultation with LPC.

8.3) Public Forum

- Parishioner enquired if the bird hide on the Wherryman's Way was being relocated or repaired. Cllr BS informed the Parishioner that the hide is owned by Langley with Hardley PC and no request for assistance has been made. Cllr KB suggested that perhaps the offers of assistance that have been received could be directed towards the hide repairs.

Cllr BS left, and the meeting resumed.

9) Parish Facilities:

9.1) The Staithe Public Conveniences: Elegance Cleaners have given notice with immediate effect, and the RFO has obtained three quotes to be considered later in the meeting.

9.2) Kitten's Lane Play Area: Thanks to Cllr AM for completing an inspection and identifying repairs that need to be completed before re-opening. The Play Area will remain closed in line with Government guidelines. The annual ROSPA inspection has not yet been completed.

9.3) The Skate Park: Cllr CB has inspected the recently completed skate park repairs and is satisfied that the issues are resolved. Freestyle Places have been informed. The annual ROSPA inspection has not yet been completed. The Councillors agreed to re-open the skate park with

guidance that social distancing must be adhered to. **ACTION:** Clerk to update LPC Facebook page and website.

9.4) LPC Office: The Council **RESOLVED** to purchase a wireless doorbell to assist with appointments and re-opening to office to the public. Informal information from the Library indicates it will remain closed for at least another month. **ACTION:** Clerk to purchase doorbell at £23.

9.5) Tourist Information Office: The TIC remains closed.

9.6) Tennis Courts: The new online booking form for the Tennis Courts has proved popular.

9.7) Hockey Field: Tree surgeon Jamie Foster was instructed in March to undertake tree work around the perimeter of the Hockey Field and the Playing Field. This work has been delayed due to the pandemic, but the Clerk and Cllr CB have met with the tree surgeon and the work is planned to start week commencing 15 June 2020.

9.8) Parish Land: A tree with a TPO (T28) is over hanging 11 Meadow Close and the resident has concerns that it will cause damage to his property. **ACTION:** Clerk to obtain quotes before a TPO application can be submitted to SNC.

10) To resolve to suspend the meeting to receive reports from County and District Councillors in attendance and Public Forum: It was **RESOLVED** to suspend the meeting to hear from District Councillor Jeremy Rowe who was unable to attend the meeting earlier.

10.1) District Councillor: Cllr Rowe informed the Council that he is immensely proud of the 80 strong volunteer support group that he formed to help people during the crisis. Volunteers have delivered shopping, prescriptions, and driven patients to hospital. The support group is continuing to help people, but the focus will be to combat loneliness across Loddon, Chedgrave and Hales and Heckingham. Cllr JR is taking part in a virtual bike ride and cycling the length of Britain to raise money to set up the group and has raised £598 to date. Donations can be made here; Just Giving/Jeremy Rowe. Cllr JR's regular surgeries will resume when it is safe to hold them again.

Cllr JR left, and the meeting resumed

11) Working Parties:

11.1) Working Party Terms of Reference Policy: The Council discussed the proposed draft policy and it was **RESOLVED** to defer to the next meeting. **ACTION:** Clerk to make alterations.

11.2) Broads/Staithe Working Party: It was **RESOLVED** to form a new working party for the Staithe/Broads. Members agreed are Cllrs DT, KB and JS. **ACTION:** Clerk to draft Terms of Reference for consideration at the July meeting.

11.3) Public Open Spaces (POS) Working Party: It was **RESOLVED** to form a new working party for the POS within Loddon. Members agreed are Cllrs AM, JH and AM. **ACTION:** Clerk to draft Terms of Reference for consideration at the July meeting.

12) Allotments:

The Council are to continuing to make improvements to the Allotments.

- Mapping of the Allotment site has been instructed. Once completed, proposed plots can be added to the new accurate map and let.
- The Council office met with the Allotment Society in May to discuss administration.

The Allotment Working Party has met and has suggested improvements for the Allotment site:

- It has been agreed previously that Cllr DT will mechanically clear boundary ditch of the allotments and the ditch behind the new build properties at Brown's Garage. **ACTION:** The Council will need to agree where spoil from ditch is placed.
- Allotment holders take water from the river to water their Allotments, and it is suggested that the Council should erect signage making users aware of the danger relating to this.
- The Working Party suggested that the cost of sinking a bore is investigated, together with the provision of a hand water pump. It would also mean no water bills or rates or ongoing costs for the Council. Cllr JH mentioned that a solar pump idea had also been considered.

These proposals were discussed but not agreed.

The Working Party are delighted to hear that that community raised beds proposal by the Allotment Society is back on track and the Council looks forward to hearing the Allotment Society's plans.

The Allotment Society have consulted their members and have suggested improvements to the site, and it was **RESOLVED** to consider these, initially by the Working Party and then recommendations to be considered by the Full Council. **ACTION:** Clerk to add to July Agenda.

Emails were received by the office after an unfortunate incident at the Allotments. The Clerk, Chairman and Cllr DT met those involved and it is not anticipated that incident will happen again.

13) Relocation of Tourist Information Centre: Loddon Library are keen for the TIC to relocate to a suitable space within the Library. The move will take place after the Library reopens and planned redecoration has taken place. Cllr JH commented that she still had reservations and an alternative location at the Staithe was considered. Cllr AM raised the possibility of Loddon Business Association taking over the running of the TIC. **ACTION:** Cllr JS to contact LBA.

14) Street Lighting Transfer from South Norfolk Council:

South Norfolk Council has indicated that it may take up to six months to obtain an MPAN number, which will delay the transfer of the street lighting energy supply. SNC have agreed to continue paying the energy costs and LPC has requested their solicitor to note this formally. Allens Cadge and Gilbert are sending LPC the Transfer Deeds to be signed.

15) Broadland Meadow Public Open Space Transfer from Taylor Wimpey:

Taylor Wimpey have informed the Council solicitor that the transfer of the open space can be completed. Taylor Wimpey were waiting on a neighbouring landowner to grant a Deed of Easement in relation to a consent to discharge into the ditch in the northwest corner of the site. Cllr CB raised concerns that he was notified that by a member of the public that this matter may still be outstanding, and we should ask LPC's solicitor to check. **ACTION:** Clerk to clarify with LPC's solicitor.

LPC's solicitor's Allens Cadge & Gilbert have requested confirmation from Taylor Wimpey that they are continuing to pay their fees. **ACTION:** Clerk to request update from solicitor before the July meeting.

16) Planning:

16.1) Planning applications received were considered:

2020/0939: Householder - Two storey side extension and single storey rear extension. Location: 28 Cannell Road Loddon NR14 6DW. Deadline for comments: 23 June 2020.

No objections. **ACTION:** Clerk to reply to SNC consultation on behalf of LPC.

2020/0900: Non-material amendment to 2018/1329 - Installation of ultratile roof covering (carbon grey). Location: 13 Mill Road Loddon NR14 6DR. Deadline: Not consulted.

No comments.

2020/0895: Full Planning Permission. Change of use from former toilets (disused) to a single dwelling. Location: Former Public Conveniences Church Plain Loddon. Deadline for comments: 17 June 2020. The Council noted that objections had been sent to the Council regarding this application.

Comments: Whilst the Council supports the change of use to residential, it considers that this application is an important opportunity to improve the visual aspect of the property. The design needs to be improved to keep it in-line with conservation area and the Georgian properties that surrounds it. The Council feels that the material choices are poor, particularly the external cladding. The Council also considers that the door and window design need to be reconsidered before consent should be given. **ACTION:** Clerk to reply to SNC consultation on behalf of LPC.

16.2) To note decisions on planning applications received from South Norfolk Council:

020/0648 - Location: Land North of Atrium House Little Money Road Loddon NR14 6JD. Proposal: New two storey office building with basement car parking and access

Decision: Approval with Conditions **Delegated Date of decision: 29 May 2020**

2020/0872 - Works to trees in Conservation Area. Location: 7 Mill Road Loddon Norfolk NR14 6DR. Proposal: Plum - prune to give 50-90cm clearance of wires, Rowen - as before, Larch - prune back to previous pruning by removing approx. 50-100cm, Cherry - prune to give 50-90cm clearance of wires. **LPC Not Consulted**

2020/0509 - Removal/Variation of Condition. Location: Land North of George Lane Loddon. Proposal: Variation of Condition 17 of planning permission 2013/1647 - To alter the occupation trigger in relation to the offsite highway works.

Decision: Approval with Conditions. **Delegated Date of decision: 19 May 2020**

16.3) To note planning application received from Broads Authority: None

16.4) To note decisions on planning applications received from Broads Authority: None

17) Finance Update

17.1) To approve accounts for payment in accordance with the budget: It was **RESOLVED** to approve the following accounts for payment in accordance with the Budget.

Date	CHQ/SO/DD	Payee	Item	Amount
6.5.20	DD	TalkTalk	Phone	46.95
5.6.20	DD	TalkTalk	Phone	46.95
5.6.20	DD	South Norfolk Council	Toilets Rates	170.00
5.6.20	DD	South Norfolk Council	Library Rates	434.00
6.6.20	DD	Saffron Housing	Garage Rent	52.00
8.6.20	DD	Inty Ltd	Office Subscription	365 11.28
10.6.20	DD	Adept IT Solutions	IT Support	24.00
11.6.20	DD	WAVE	Water Rates	96.58
15.6.20	DD	EON	Electricity Pyes Mill	9.47

11.6.20	104332	Came & Co	Insurance Premium	93.58
11.6.20	104333	D. Greeves	Salary	252.50
11.6.20	104334	L. Fish	Salary	273.61
11.6.20	104335	HM Revenue & Customs	Tax & NI	300.46
11.6.20	104336	A Barnes	Salary	569.16
11.6.20	104337	Loddon Community First Response Scheme	Grant - Defibrillator	540.00
11.6.20	104338	Norfolk Pension Fund	Superannuation	318.27
11.6.20	104339	A Barnes	Petty Cash	102.96
11.6.20	104340	JC Surveyors	Survey Services	667.00
11.6.20	104341	Amazon Payments UK	Stationery	28.98
11.6.20	104342	Trinity Church	Grant – Churchyard Grass cutting	1980.00
11.6.20	104343	Loddon Garden & DIY	Grass cutting	1061.88
11.6.20	104344	Norfolk County Council	Library Rent	500.00
11.6.20	104345	Graphix Bank	Play-Area Signs	45.00
11.6.20	104346	Mr P. Whittaker	Allotment Rent Refund – Plot 5A	25.00
11.6.20	104347	E. Curtis	Salary & Expenses	1113.93
11.6.20	104348	Scottish Power	Electricity	33.81
11.6.20	104349	Adept IT Solutions	IT Support	182.40
2020/21	Income	Received from	Item	Amount
May		Adepta	Refund of Internal Audit Fee	228.00
May		Various	Allotment Rents	90.00
June		Office	Sale of Mugs	6.00
May		South Norfolk Council	Refund of Water Rates	255.66

The RFO informed the Council that a credit has been received from Viking. The agreed May cheque of £65.38 cheque will be made void and a new cheque for £57.60 sent.

The RFO informed the Council that the monthly bank reconciliation up to 30 May 2020 shows a balance of £173,500.83.

Cllr JS and CB agreed to attend the office to sign the approved Minutes, cheques, and the monthly bank reconciliation.

17.2) Hockey Field Gates: The replacement of the Hockey Field gates has been delayed until the meeting of the Playing Field Committee has taken place on the 15 June 2020.

17.3) Street Lighting LEB Bulb Replacement Quotes:

- T T Jones £175 or £184 per light
- Cozens £305 per light
- Pearce & Kemp £260-360 per light

It was **RESOLVED** to accept the quote from TT Jones. Once the streetlight transfer from SNC has been completed, the RFO will add this to the Agenda so the Council can decide if they wish to change all the bulbs at once, or by bulb as they need replacing. **ACTION:** RFO to add to July Agenda.

17.4) Staithe, Library Annexe Hall, and Council Office Cleaning Contract:

Quotations for the cleaning contract have been received from:

Top2 Bottom Cleaning	£18.50 per hour (no VAT)
Norse	£19.09 per hour
Clean Complete UK	£25.00 per hour

It was **RESOLVED** to accept the quote from Top2Bottom. **ACTION:** RFO to instruct Top2Bottom to carry out a deep clean of The Staithe Public Conveniences before the reopen.

It was **RESOLVED** to reopen the toilets on the 22 June 2020 once a deep clean has taken place and Dragon Security has serviced the security system. **ACTION:** RFO to reorganise service with Dragon Security.

17.5) Grant Application: Loddon On Call Community First Responder Scheme to replace outdated defibrillators has been received. This grant was previously approved by the Council. **ACTION:** RFO to prepare cheque for signing.

17.6) Grant Application: Age UK Norfolk has requested donation for assistance, this was declined by the Council.

18) Library Annexe Lease: The Schedule of Condition was completed and has been sent to NPS for approval. Whilst completing the report the surveyor highlighted several issues within the proposed Lease. These issues have been sent to solicitor Allens Cadge and Gilbert for consideration. These included:

- Access of disabled ramp at the front of the building.
- The rear disabled access to be excluded from the demise.
- The electricity meter to be relocated into the Library Annexe as it is currently in the Library.
- The fire alarm system and emergency lighting to be maintained by Landlord for the remainder of the term.

19) Highways:

19.1) Sam2 – Speed Awareness Message: The Sam2 sites that were agreed by NCC previously were not suitable and do not include George Lane and the High Street. Cllr CB and Parishioner Bryon Sparkes have compiled a new list of suitable locations and these have been submitted to NCC for approval. The Sam2 will not be installed until these new sites have been agreed. **ACTION:** Clerk to contact highways and report to July meeting.

19.2) High Bungay Road Bus Route: Cllr CB has received an update from NCC Passenger Transport. The delays with this Traffic Regulation Order were due to 'First Bus' delaying their reply. First Bus have now confirmed the route, and will not change it, allowing NCC to apply for the TRO. NCC Community Assets will hopefully finance the TRO. If all goes to plan, it will take approximately 8-12 months for the double yellow lines to be in place. A TRO must be put in place to ensure that the bus route is maintained.

Temporary Traffic Restriction Notices: Mundham STRO3856 Emergency – Anglian Water to repair a burst water main. The use by vehicles of the 1) C203 London Road from 20 metres west of its junction with U76336 Mundham Common Road eastwards for a distance of 40 metres; and 2) U76336 Mundham Common Road from its junction with the C230 London Road for a distance of 20 metres northwards in the PARISH OF MUNDHAM will be temporarily prohibited from 9th June 2020 to 15th June 2020 for the duration of the works, expected to be about 7 days within the period.

20) Report from the Chairman: Cllr JS wanted to formally thank Sophie Garrett and Brian Webb for their time planting and watering the flower towers and tubs on Farthing Green, The Staithe and Church Plain. **ACTION:** Clerk to send thanks.

21) Report from the Councillors: None

22) Significant Correspondence:

- Emails regarding overgrown path from Beccles Road to Warren Hills. **ACTION:** Clerk to contact Broads Ranger.
- Email from new Broads Ranger, Clive Rushworth informing LPC of abandoned vessels. **ACTION:** Clerk to organise meeting with Ranger and Broads/Staithe working Party.
- Email from Robin Taylor, Landscape Architect at SNC confirming that he will be reminding Halsbury Homes about planting the replacement Oak trees in September 2020. **ACTION:** Clerk to note date and contact Halsbury Homes and Robin Taylor in September 2020.

23) Items for Future Agenda: All items to Clerk by 30 June 2020.

24) Exclusion of Public and Press: It was **RESOLVED** to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A ss1) & 2) and the remaining members of the public left the meeting.

25) Freedom of Loddon: Cllr JS informed the Council that the office has received several nominations for the award. The closing date is the 30 June 2020. The Council has one plaque remaining and the Clerk has approached many national and local companies for quotes, so far only receiving two quotes; £95 and £130 each if we buy 10 plaques at a time. Other ideas for the award were discussed including keys and formal framed certificates. Councillors will decide who will receive the award at the July meeting. **ACTION:** Clerk to contact local foundries. Add to July Agenda.

26) Staffing Update:

26.1) Tourist Information Officer: Whilst the TIC remains closed, LF will work at home adding content to the TIC page on the new website.

26.2) Litter Picker and Playing Field Inspector: The Council **RESOLVED** that DG could return to work if he felt it was safe and he was ready. **ACTION:** Clerk to meet with DG to ensure he has the correct safety equipment (gloves etc).

26.3) Clerk Employment Contract: The Council **RESOLVED** to increase the Clerk contract to twenty hours per week, with an additional four hours overtime for meetings. **ACTION:** Clerk to receive new contract and be sent letter advising of change of contract.

26.3) RFO Employment Contract: It was **RESOLVED** to advertise the role at 12 hours per week. **ACTION:** RFO post to be advertised at 12 hours.

26.4) Deborah Sarson, Locum Clerk: DS has confirmed that she will deliver Councillor training later in the year. RFO has completed Financial Regulations for review at the next meeting.

26.5) RFO Recruitment: It was **RESOLVED** to restart the recruitment process with a deadline for applications of the 31 July 2020. **ACTION:** Clerk to re-advertise RFO position at 12 hours per week and advise previous applicants that they will be considered for the role.

27) Councillors Email Addresses: It was **RESOLVED** to adopt the new Council email addresses for each Councillor to protect the Cllrs personal contact details. **ACTION:** Clerk to ask Adept IT to create these additional shared mailboxes and to assist Cllrs with adding these to their devices.

28) Dates of Next Meetings (all at 7.00pm unless otherwise stated, location to be advised):
The date of the next meeting was agreed as 09 July 2020 (agenda items to Clerk by 30 June 2020)

There being no further business the meeting ended at 22.05 pm.