



Loddon Parish Council

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

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Minutes of The Meeting of Loddon Parish Council meeting held on Wednesday 14 October 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 David Tarry (DT), Cllr Jane Hale (JH), Cllr Sophie Waggett (SW), Cllr Mervyn Pointer (MP), Cllr Stephen Jones (SJ), Cllr Margaret Wallace (MW), Cllr Alan Wildman (AW).

In Attendance: Emily Curtis (Parish Clerk), Georgina Hirst (Responsible Financial Officer) Anne Barnes (Locum Responsible Financial Officer), County Cllr Barry Stone and three members of the public.

1) Welcome: Cllr JS 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: None.

3) Co-Option of Parish Councillors: The Council has advertised Gary Knight's vacancy and have received confirmation from South Norfolk Council that the Council is now able to co-opt. Alan Wildman was then co-opted as a Loddon Parish Councillor, signed his Declaration of Acceptance of office and was welcomed to join the Council.

4) Declarations of Interest: Cllr MW declared an interest in Item 16, Remembrance Parade.

5) To Approve the Minutes of 09 September 2020: The Minutes of the meeting held on 09 September 2020 were **APPROVED** as a correct record and will be signed by the Chairman.

6) Matters Arising:

6.1) Councillor Training: Councillors are requested to send back their feedback to trainer Deborah Sarson. **ACTION:** All Cllrs to send back feedback forms to DS.

7) 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.

7.1) County Councillor: Cllr Stone informed the Council that the Government are delivering large grants to assist organisations through the Covid 19 pandemic, particularly concentrating on the heritage and cultural sector, such as museums and theatres. There is also a £10 million support fund from the Government to help the homeless find secure accommodation. Elderly and ethnic minority communities have been invited to assist with the Covid 19 research, more information is available via Norfolk County Council's website: NHS Vaccine Registry. Fireworks are now available to purchase and Norfolk Fire and Rescue are concerned that there will be more home events this year due to cancelled public events. They urge extra care should be taken and a reminder to follow the Firework code. Wherryman's Way work on the footsteps and path was due to commence on the 14 October 2020.

Cllr Jane Hale asked Cllr Barry Stone to assist the Council with the restoration work that is required on the Wherryman's Way Interpretation Board at the Staithe. Norfolk County Council have informed South Norfolk Council that even though the frame has rotted, the sign is not in a state in which they would normally intervene. Cllr BS agreed to help. **ACTION:** Clerk to send email to Cllr BS.

Cllr MW asked who is responsible for the finger sign on Farthing Green as it requires redecoration. Cllr BS confirmed it was Norfolk County Council Highways responsibility. It was suggested perhaps that a local volunteer might undertake the work. **ACTION:** Clerk to ask on Facebook.

7.2) District Councillor: Cllr Jeremy Rowe submitted his report in advance of the meeting. ChetChat is a permanent local help group for friends and neighbours who are over 60, and the ChetChat phone number is 0787 60 50 110. Cllr Jeremy Rowe has been liaising with Clarke Telecom, who are proposing to put up a 2G/4G Vodafone phone mast on the corner, opposite the Three Rivers vets. Cllr Rowe's regular surgeries will resume when it is safe to hold them again. In the meantime, please ring him anytime on 07733 323 581.

7.3) District Councillor: Cllr Kay Mason-Billig informed the Council that South Norfolk Council is prepared for the 2nd wave of the Covid 19 pandemic, and the Help Hub is available to support vulnerable residents and can be contacted by telephoning 01508 533 933. The District Council have kindly agreed to pay for the CCTV recently installed at the Staithe via Cllr KB's annual Cllr allowance. Cllr KB is concerned about the poor condition of the notice boards at the Staithe and Pyes Mill and is also pursuing the bridge ownership issue over the river Chet. Cllr KB informed the Council that Loddon is lucky to be a Broads village and pride should be taken at the Staithe and it maintained accordingly. At the recent meeting regarding the George Lane roundabout, the start date for construction of January/February 2021 was still on course.

7.4) Public Forum: A member of the public informed the Council that a piece of land at Old Market Green was recently sold. The parishioner also suggested that perhaps householders could place additional Christmas lights on the trees in their gardens this year to light up Loddon throughout the continuing pandemic. **ACTION:** Clerk to put a note on Facebook suggesting additional lights.

8) Finance Update

8.1) To approve recommendation from Personnel Working Party: It was **RESOLVED** to award the Parish Clerk one additional increment following a satisfactory six-month probation period. **ACTION:** Clerk to write a letter to employee confirming increment.

8.2) 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
5.10.20	DD	South Norfolk Council	Toilets Rates	170.00
5.10.20	DD	South Norfolk Council	Library Rates	434.00
6.10.20	DD	Saffron Housing	Garage Rent	52.00
8.10.20	DD	Inty Ltd	2 x Office 365 Subscription	26.32
10.10.20	DD	Adept IT Solutions	IT Support	24.00
18.10.20	DD	Apogee	Photocopier Consumables	124.43
19.10.20	DD	Plusnet	Phone	40.80
20.10.20	DD	British Gas	Gas	115.35

22.10.20	DD	PHS Group	Staithe Toilets Sanitary Disposal	2,008.32
14.10.20	104406	Loddon Garden & DIY	Grass cutting and grounds maintenance	709.76
14.10.20	104409	RAW Consortium Ltd	Play Area Repairs	72.00
14.10.20	104410	Adept IT Solutions	RFO laptop / training	612.00
14.10.20	104411	Deborah McNeill	Councillor Training	178.60
14.10.20	104412	TT Jones Electrical Ltd	Streetlight LED replacement	5,880.00
14.10.20	104413	Royal British Legion	Poppy Wreath	18.50
14.10.20	104414	Tas Valley Fire (UK) Ltd	Fire Risk Assessment and emergency lights	703.20
14.10.20	104415	Amazon Payments UK Ltd	RFO Laptop accessories	24.30
14.10.20	104416	P Strickland	Sign installation	35.00
14.10.20	104417	PKF Littlejohn LLP	External Audit	480.00
14.10.20	104418	SLCC	CiLCA fees	350.00
14.10.20	104419	The Church in Loddon	Grant	1,320.00
14.10.20	104420	HM Revenue & Customs	September tax / NI	689.11
14.10.20	104421	HM Revenue & Customs	October tax / NI	825.66
14.10.20	104422	Norfolk Pension Fund	Pensions Sept Oct	1,331.06
14.10.20	104423	TPI Security Ltd	Staithe CCTV	1,169.00
14.10.20	104424	Thomas A Reed	Allotment trees	100.00
14.10.20	104425	B&F Domestic Services Ltd	Staithe toilet repairs	45.00
14.10.20	BACS	Cozens (UK) Ltd	Street Lighting Maintenance	36.00
14.10.20	BACS	E Curtis	Expenses	52.26
14.10.20	BACS	Norfolk County Council	Rent	500.00
14.10.20	BACS	Chris Knott	Cleaning	1,333.30
14.10.20	BACS	Dragon Security Systems	Annual maintenance contract	119.70
14.10.20	BACS	Salaries		3,713.92
2020/21	Income	Received from	Item	Amount
Sept		Bridge Stores	Shower Tokens	130.00
Sept		Kings Head	Shower Tokens	64.00
16.09.20		South Norfolk Council	Streetlight funding	32,300.00
25.09.20		Unity Trust Bank	Bank Interest	51.96
28.09.20		South Norfolk Council	Precept	64,738.00

8.3) To Receive the Bank Reconciliation to the 30 September 2020: The RFO informed the Council that the monthly bank reconciliation up to 30 September 2020 shows a balance of £246,094.47.

Cllr CB and MW agreed to attend the office to sign the cheques, and the monthly Bank Reconciliation.

8.4) To receive a half yearly Financial Statement and Budget comparison. The Council is well within the projected budget halfway through the 2020/2021 financial year.

8.5) Legionella Risk Assessment Quotes: At the last meeting, an error was made and the most expensive quote for water testing was accepted; GES Water was accepted at £550, therefore the Council was advised that lowest quote has been instructed for Infinity at £400.00 + VAT.

GES Water	£275.00 x 2 = £550 + VAT
Infinity	£400.00 + VAT

Taurus

£525.00 + VAT

It was therefore **RESOLVED** to instruct Infinity for the Legionella Risk Assessment at the Staithe Public Convenience and Library Annexe. **ACTION:** RFO to instruct Infinity.

8.6) Play Area Repairs: RFO's AB and GH met with Premier Playgrounds and RAW to discuss improvements required in the RoSPA report and to improve the appearance of the play area.

RAW Consortium Ltd, general re-painting and basic improvements - £1950.00 + VAT

Premier Playgrounds, quotation with improvements to individual equipment and basic improvements.

It was **RESOLVED** to defer this item until after the Public Open Space Working Party has had an opportunity to visit the play area. **ACTION:** Cllrs to attend Public Open Space Working Party Meeting and report back to the Council.

8.7) Suggestions for Budget Items for 2021-22 Budget from Parish Councillors: It was **RESOLVED** that Cllrs should email ideas to RFO. **ACTION:** Cllrs to email RFO with budget suggestions.

- Cllr MW suggested a budget item; 100-year anniversary of the Loddon War Memorial in 2021.
- Cllr AM suggested the Kitten's Lane Play Area should also be considered within the budget.

It was **RESOLVED** that the budget meeting should be held on Tuesday 03 November 2020 at 7pm.

ACTION: RFO to invite all Cllrs, location to be decided on numbers of Cllrs attending.

8.8) Quotations for Tree work at Hockey Field on TPO tree overhanging 6 Longfield Close, Loddon:

Tom Reed: Crown lift, clear the building, leaving an even canopy - £300.

South Norfolk Tree Services – Removal of offending branches - £50 (email South Norfolk Council before commencing work to see if TPO application in required).

Matt Powell: Crown lift, remove dead wood and shorten breach for £375.

It was **RESOLVED** to instruct South Norfolk Tree Services and contact South Norfolk Council Tree Officer before work commences. **ACTION:** RFO to obtain documentation for Authorised Contractor file and instruct South Norfolk Tree Services. **ACTION:** RFO

8.9) To note donation of £100 for Freedom of Loddon Award: Phillip Taylor, Landlord of the King's Head has generously offered to sponsor the award for the next ten years at £100 each year. Loddon Parish Council are grateful for the sponsorship as the Council had been considering an alternative cost-effective solution. **ACTION:** RFO to write and thank Phillip Taylor. **ACTION:** Clerk to order plaque for 2021.

8.10) Quotations for clearing and repairs to rear outside area of Library Annexe: Urgent work needs to be undertaken as the weeds and self-set trees are damaging the tarmac. The Library have requested that the work is carried out as soon as possible as the vegetation is blocking their emergency exit.

Robinson Builders £1,240.00 to clear yard and sheds with skip

K J Williams Builders £795.00 to clear yard and sheds with skip

It was **RESOLVED** to instruct KJ Williams to undertake the work as soon as possible. **ACTION:** RFO to instruct and request relevant documents.

8.11) To Consider a Replacement Bank Signatory: Due to the resignation of Gary Knights, it was **RESOLVED** that Cllr Mervyn Pointer will become a signatory on both the Unity Trust Account and Barclays Bank Accounts. **ACTION:** RFO to obtain forms for Cllr MP to complete as signatory.

8.12) To note the conclusion of the Audit and External Auditor's Report for 2019-20: A copy has been put on the website and Parish notice board.

8.13) To consider the quote for installation and removal of Christmas Lights: Steve Crisp has stored the Loddon Parish Council householder Christmas lights over the course of the year, and has quoted to install and remove the householder lights for 2020.

Steve Crisp Holdings, installation of lights November 2020, and removal of lights January 2021- £876.00

It was **RESOLVED** to instruct Steve Crisp to install and remove the LPC Christmas lights from Farthing Green to Staithe Car Park. **ACTION:** RFO to instruct Steve Crisp and obtain a copy of Public Liability Insurance.

It was noted that at present the Millennium Garden and Staithe do not currently have any Christmas lights, Cllr DT offered an energy supply if required. **ACTION:** Clerk/RFO to obtain quotes for Christmas lights for The Staithe Car Park. **ACTION:** Clerk to contact Chedgrave Parish Council to ask if Christmas lights will be installed in the Millennium Garden.

9) Parish Facilities:

9.1) The Staithe Public Conveniences: A repair to a toilet cistern was required with replacement parts and labour costing £45. It was **RESOLVED** to offer Nick Hurst-Williment from B & F Gas & Plumbing a key to the service cupboard for emergency call outs with an agreed limit of £50. **ACTION:** Clerk.

CCTV has been installed and the Clerk has undertaken training. Further vandalism has taken place and the CCTV footage has been handed to the police for prosecution purposes. The opening hours of 8am until 4.30pm and summer hours of 7am until 7pm have been implemented to reduce vandalism.

9.2) LPC Office: No further updates on the outstanding lease negotiation with NCC. Appointments with the Clerk or RFO can be made during office hours 9am – 12 midday.

9.3) Tourist Information Office: The TIC remains closed and the relocation to the Library is delayed owing to the pandemic. The Personnel Working Party will need to have a meeting to discuss the TIC role before the next budget meeting. **ACTION:** Clerk to organise Personal WP meeting.

9.4) Jubilee Hall: Cllr JH is the Loddon Parish Council representative and attended a meeting to discuss the recent noise complaints regarding the Tap Room and going forward the managers have agreed to reduce the noise levels. The Jubilee Hall has requested support with redecoration of the football changing rooms, and Cllr JH suggested that the disabled toilets should be a priority. She also reported that the Jubilee Hall trustees have yet to hold their AGM. Chedgrave PC have written to Loddon Parish Council voicing concerns that the Jubilee Hall may struggle financially due to the pandemic.

The Adopter Payment from SNC for the mini Recycling Area is currently is currently being paid to the Jubilee Hall, although LPC maintains the hedging and the LPC Litter Picker keeps the area tidy. The Council **RESOLVED** to take back the SNC Adopter payment and to offer the Jubilee Hall an annual grant of £250 for car park maintenance. **ACTION:** Clerk to inform Jubilee Hall.

9.5) Library Annexe Rear Hall: The supplemental Covid 19 Terms and Risk Assessment have been completed and sent to the regular hirers. To date the Council has received no bookings.

10) Public Open Spaces:

10.1) Kitten's Lane Play Area: Recent repairs have been undertaken to the Buddy Swing after it had been vandalised. Cllr AM requested that a history of vandalism would be useful when considering which pieces to repair and restore. **ACTION:** RFO/Clerk.

10.2) The Skate Park: The replacement signs have been installed to replace the ones that were recently vandalised.

10.3) Allotments: Cllr DT has met with the Allotment Society and B-Line to agree how the ditch clearance work will be undertaken, to agree the location of the Hawthorn hedging and the location of water pump. Cllr DT will also remove the water butts when the digger is on site. **ACTION:** Clerk to write to Allotment holders affected by ditch work. Cllr DT mentioned that he was concerned at the cost of the tree work recently undertaken at the Allotments.

10.4) Loddon and Chedgrave Playing Field Committee: The next meeting of the Playing Field Committee will take place on the 26 October 2020 7.30pm, items for the Agenda to Clerk by 19 October 2020.

Item for Agenda: Cllr JH mentioned that the LUFC perimeter netting needs to be checked as a ball from the Football Club has recently damaged a neighbouring property.

10.5) Old Hockey Field: The bolt on the gate is being restored by K J Williams, and one gate will be padlocked to prevent vehicles accessing the field. A key will be given to Andrew Carver for grass cutting and the Junior Football Club for emergency vehicle access.

The Bowling Club are seeking an alternative location for the bowling green and various locations around Loddon are being considered including the lower tier of the Hockey Field.

10.6) Pyes Mill: South Norfolk Council have not taken ownership, but have kindly agreed to repair the footbridge at Pyes Mill. They are also installing additional bollards to prevent vehicles driving on to the picnic area and they are displaying 'No Camping' signs. Cllr DT pointed out that the bollards need to be removable for access by emergency vehicles. **ACTION:** Clerk to inform Helen Sibley at South Norfolk Council.

10.7) Flower Towers and Planters: Thank you to Brian Webb, Larry Dainty and Sophie Garrett for planting up the flower tubs and towers in Loddon with winter pansies and spring bulbs.

11) To receive and update on the BROADLAND MEADOW Public Open Space Transfer:

The outstanding RoSPA report has been received and any minor defects listed will be remedied as confirmed by Taylor Wimpey's solicitors. LPC's solicitors, Allens Cadge and Gilbert have indicated that the delay in this matter related to a Deed with Anglian Water allowing them to operate apparatus on the land in question. When LPC adopts the land, they will also be bound by the terms of the Deed

with Anglian Water. New copies of the transfer Deeds will be sent by the solicitors for when the Council is ready to sign and complete.

12) POLICIES: The Council considered and **RESOLVED** to adopt a CCTV Policy with an amendment to the officer dealing with the complaint as being the Responsible Financial Officer. **ACTION:** Clerk to amend the policy and Council to adopt.

13) PLANNING:

13.1: To consider PLANNING APPLICATIONS received from South Norfolk Council:

- **2020/1787** - 2B Low Bungay Road Loddon NR14 6JW - Householder side extension – no objections.
- **2020/1844** - 9 Mill Road Loddon Norfolk NR14 6DR – Works to trees in conservation area – no objections.
- **2020/1666** - 23 Filbert Road Loddon Norfolk NR14 6LW – TPO T1 Oak – no objections.

13.2: To note DECISIONS on planning applications by South Norfolk Council:

- **2020/1368** – Church Plain Public Conveniences. Change of use from former public conveniences to office/retail gallery - Approval with Conditions
- **2020/1491**- 25 Mill Road Loddon NR14 6DR – Works to trees in conservation area – Catalpa fell – No objections
- **2020/1391** - 34 High Bungay Road Loddon Norfolk NR14 6JS - Works to trees in conservation area – No objections

13.3: To note PLANNING APPLICATIONS received from Broads Authority: None

13.4: To note DECISIONS on planning applications by Broads Authority: None

14) HIGHWAYS:

14.1: Sam2 – Speed Awareness Message: The Sam2 will be moved to High Bungay Road on the 23 October 2020. Thanks to Parishioner Bryon Sparkes for moving the Sam2 throughout the village and sending the Council a monthly report on the data.

14.2: NCC Highways Parish Partnership Scheme: The Council has been asked to consider applying to NCC Highways for a 50% grant for a local highway improvement. The deadline for applications is the 04 December 2020. **ACTION:** Clerk to add to November Agenda.

15) NEIGHBOURHOOD PLAN: Chedgrave Parish Council have informed Loddon Parish that they wish to collaborate on a Neighbourhood Plan, and ideally, they wish to engage an external consultancy to lead this project. **ACTION:** RFO to organise a meeting with Chedgrave Neighbourhood Plan representatives to discuss the instruction of an external agency.

16) REMEMBRANCE PARADE: Owing to the Covid 19 pandemic, the Remembrance Parade cannot go ahead this year. Rev'd David Owen will lead an open worship at 10.55, with the bugle playing at 11am on the 08 November 2020 at Loddon War Memorial. A note has been placed on the website, Facebook page and in the 'Contact' magazine.

17) VICTORIAN EVENING/CHRISTMAS LIGHTS: Cllr JS represented Loddon Parish Council at the recent Victorian Evening meeting and informed the Council that the Victorian Evening would not

be going ahead as social distancing guidelines cannot be adhered to. The Christmas lights will be installed on the houses and businesses and Cllr AM has volunteered to assist with obtaining householders and businesses consent. Permission will also need to be gained for the householder's energy supply to be used. Due to the Parish Council having a new insurance policy with Zurich, it will be necessary to contact them to check that adequate insurance is in place. **ACTION:** RFO to contact Zurich. Cllr MP and Howard Keeling have agreed to organise the householder lights for PAT testing. Cozens will install the Christmas Lights on Church Plain for illumination on the 04 December 2020.

18) COMMUNITY EMERGENCY PLAN: It was noted that Loddon Parish Council has a template, but it has yet to be completed. **ACTION:** Clerk to complete Emergency Plan.

19) TO RECEIVE FOR INFORMATION, REPORTS FROM THE CHAIRMAN: Cllr JS reported that she was delighted to meet and award Algar with the Freedom of Loddon Award 2020 for his contribution to the community of Loddon. A small, socially distanced ceremony was held, and Algar was accompanied by his son Phillip Taylor, and his granddaughter Marie. Algar has been invited to judge this year's best Christmas shop display on behalf of the Loddon and Chedgrave Victorian Evening.

20) TO RECEIVE LIST OF SIGNIFICANT CORRESPONDENCE:

- Several emails have been received regarding the replacement of the LED bulbs in the newly adopted streetlights. NCC have also been undertaking work and replacing columns in the same area. **ACTION:** RFO to reply to parishioners.
- Clinks Care Farm have requested a grant. It was **RESOLVED** to reply with a Small Grant application form for the Council to consider at the next meeting. **ACTION:** Clerk.
- Fire Station footpath, a parishioner has raised concerns about the low-level barbed wire. **ACTION:** Clerk to investigate if barbed wire fencing is acceptable along a footpath.

21) ITEMS FOR FUTURE AGENDA: Operation London Bridge was suggested although Clerk confirmed this was in hand. It was suggested that muting parishioners during meetings was necessary once the Public Forum part of the meeting had closed.

22) 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).

23) PERSONNEL UPDATE: The RFO and Clerk have completed budget training. The Clerk has completed her probationary period and the Council have offered the clerk ten hours of study time per month to support her to obtain the CiLCA qualification. If the Clerk is successful in obtaining her CiLCA qualification and the Council have enough elected members at the next whole Council election in 2023, the Council can adopt the General Power of Competence.

Thanks was given to the Locum RFO, Mrs Anne Barnes for delivering a thorough handover to the new RFO and thanks in general was given for all her hard work over the year at Loddon Parish Council despite the difficulties presented by the Covid 19 pandemic. Her final working day was agreed as the 31 October 2020 and Anne will be missed by the Council staff and Councillors.

24) Date of the Next Meeting: The date of the next meeting was agreed as Wednesday 11 November 2020 at 7.00pm (Agenda items to Clerk by 06 November 2020).

There being no further business the meeting ended at 21.51pm.

Signed:

Dated: