
Minutes of the meeting of Loddon Town Council (LTC) held on Wednesday 13 December 2023, 7.00pm in the Hollies Rear Hall.

Present: Cllr Andy Woodman (AW) - Chairman, Cllr Colin Binfield (CB) – Vice-chairman, Cllr Liz Marsham (LM), Cllr June Strickland (JS), Cllr Jane Hale (JH), Cllr Mervyn Pointer (MP), Cllr Natalie Henry (NH), Cllr Laura Bolderston (LB) and Cllr Julie Appleby (JA).

In Attendance: Emily Curtis (Town Clerk), Georgina Hirst (RFO), Jo Leonard (AAO), and six members of the public (MOP).

Absent: None

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

Chairman Cllr AW welcomed everyone to the meeting. The Clerk confirmed that she did not wish to record the meeting. A MOP informed the Council that they would be recording item 10.5/10.6 only.

2. **Apologies for Absence:**

The Council received and accepted apologies from Cllr Kay Mason Billig and Cllr Sam Bailey. Cllr Laura Bolderston and Cllr Natalie Henry had previously informed the Chairman that they will be leaving the meeting at 9.00pm.

3. **Declarations of Interest and Requests for Dispensations:**

Cllrs JH, CB and LM declared an interest in any items on the agenda relating to the Jubilee Hall as they are Jubilee Hall Trustees. Cllr JA declared a non-pecuniary interest in any discussion relating to St George's Park. Cllr JH declared an interest in item 8.6 as a member of the Chet Valley Voices.

4. **Minutes of the Meeting Held on the 8 November 2023:**

The Minutes of the meeting held on the 8 November 2023 were approved as a correct record.

5. **Matters Arising:**

5.1 **Refurbishment of the Annexe Kitchen, WCs, lobby and new noticeboard**

The RFO has requested quotes from several construction professionals to prepare a full specification, run a tender exercise and appoint a contract administrator to oversee the works. **Action:** RFO to add to the January finance report.
The noticeboard will be delivered early January 2024.

5.2 **Skate Park Repairs**

The contractor has informed us that the repairs have been delayed due to inclement weather. Despite chasing, no further updates have been received.

5.3 **.gov Website Domain**

The Council has made the transition to www.loddontowncouncil.gov.uk. The Cllrs email addresses have also been updated to the .gov domain.

5.4 Jeep Insurance Claim

A quote had been received from Hags UK for the repairs for the Jeep - £1,666.00 excluding VAT. The RFO will submit an insurance claim and update at the January meeting. **Action:** RFO.

5.5 Parish Partnership Bid – Footpath 10

The Clerk and Parish Warden met with the Norfolk County Council (NCC) Trails Officer on the 30 November 2023. The Parish Partnership Bid was submitted on the 8 December 2023. The bid outlines the Council's plans to cut back the trees and bank.

5.6 Remembrance Parade

The Remembrance Parade took place on the 12 November 2023. Our thanks go to a local parishioner for providing the PA system to ensure that the open-air service could be heard by all that gathered on Church Plain. Also, thanks to the Loddon Royal British Legion (RBL) and all the volunteers that work hard to ensure the event is well executed. The event was well attended, with over 90 adults and children in the parade alone. A meeting was held on the 6 December 2023 with representatives of the Loddon RBL to discuss the logistics of the events and recommendations for future years.

5.7 Volunteer Event

The volunteer event took place at the Hollies on the 14 November 2023, it was an ideal opportunity to thank our volunteers for the work they do for the community and advertise the other volunteer roles available at the Council. Due to its success, it is planned to upscale this event in 2024 and invite other voluntary organisations in Loddon.

5.8 Grit Bin and Planning Issues

Halsbury Homes have paid the invoice for the grit bin and it has been installed on Rowan Way in St George's Park. NCC will not add this bin to their list for refill as it is installed on a private road.

The planning issues at St George's Park were discussed. Cllrs MP and AW met with South Norfolk Council's (SNC) Senior Planning Officers earlier this month and briefly discussed the issues. Cllr AW has also met with St George's Park residents.

The Chairman moved item 10.3 forward for the benefit of the attending MOP's.

10.3 Allotment Land off Lemman Grove

It was resolved at the Council meeting on the 8 November 2023 that a bid for an Asset of Community Value (ACV) should be submitted to SNC to ensure that the allotment land off Lemman Grove is not sold privately. The bid to SNC was submitted on the 22 November 2023.

The Clerk, Chairman and Vice-Chairman met with two Saffron Housing Officers and several MOPs on the 23 November to discuss the allotment land off Lemman Grove. Land at the rear of Lemman Grove had been designed by Tayler and Green to be used as allotments and had been used for that purpose since the properties were built, circa 1960's. SNC sold parcels of the allotment land to neighbouring residents, and in the 2000's the remaining land was passed to Saffron Housing when they acquired SNC's social housing stock. Saffron Housing have been letting the allotment plots to neighbouring properties and have continued to sell the land (without the approval of the Secretary of State) to tenants. Sadly, this has left a very small amount of land available to be used as allotments and Saffron Housing have offered to sell it to the existing tenants.

In light of the new information, it was **resolved** to withdraw the ACV bid as there is a very small parcel of land remaining. **Action:** Inform SNC that ACV bid is withdrawn.

It was **resolved** to write to SNC and ask them to provide alternative land for allotments. Section 8 of the Allotments Act 1925 states – “Where a local authority has purchased or appropriated land for use as allotments the local authority shall not sell, appropriate, use or dispose of the land for any purpose other than use for allotments without the consent of the Secretary of State”, and Section 32 of The Small Holdings and Allotments Act 1908 requires that money from the sale or exchange of statutory allotment land be spent on acquiring new land for use as allotments or on improving the existing stock of allotments. **Action:** Clerk.

It was **resolved** to ask Saffron Housing to place a restrictive covenant on the land to ensure that the land cannot be developed in future. **Action:** Clerk.

A member of the public reported that there was a landowner who had allotment land available for rent off Pig’s Lane (Stubbs Green). **Action:** AAO to investigate.

The agenda resumed in its normal order.

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 Cllr CB expressed his disappointment that District Jeremy Rowe does not attend the meetings. **Action:** Cllr AW to write to Cllr JR and invite him to attend meetings.

6.2 Report from District/County Councillor Kay Mason Billig: County Cllr KB had sent a report through prior to the meeting. The County Deal went through and there will be 600 million pounds coming to Norfolk over the next 30 years. There will also be 7 million pounds available for brown field site development. In addition, there will be an additional 2 million pounds per annum for adult education.

6.3 Public Forum
A MOP commented that LTC presented a comprehensive objection to the Beccles Road application (2021/2437) and wished it to be noted that they were very disappointed about the way the planning application was decided by South Norfolk Council. Cllr AW, MP and the Clerk attended a meeting on the 1 December 2023 at SNC with senior planning officers and feedback the outcome of the meeting.

A MOP enquired as to when the flowers from Bridge Street will be removed. **Action:** Clerk to enquire with PC Josh Ford. Cllr AW offered to liaise with local landowners.

The Chairman moved item 9 forward for the benefit of the attending MOPs.

9.0 Planning

9.1 Planning Applications from South Norfolk Council: *Please refer to the Planning Report (Appendix H).*

- 2023/3506: Outline planning permission for up to 85 dwellings, creation of new vehicle access, public open space, associated infrastructure and landscaping, with all matters reserved except for access. Location: Land North of Beccles Road, Loddon.

It was **resolved** to object to the application based on the GNLP’s assessment of the site’s unsuitability. LTC will make further comments once the consultees comments are available to view. **Action:** AAO.

- 2023/3593: Full Planning Permission for residential development of 4 dwellings and associated details relating to appearance, scale, landscaping and layout. Location: Land North of George Lane, Loddon.

It was **resolved** to reply with no objections, however we ask that the outstanding works are completed as a matter of good faith. **Action:** AAO.

9.2 Decisions on Planning Applications from South Norfolk Council: *Please refer to the Planning Report (Appendix H).*

9.3 Planning Applications from the Broads Authority: *Please refer to the Planning Report (Appendix H).*

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The agenda resumed in its normal order.

7.1 Chairman's Report

The report is attached to the minutes at Appendix B.

7.2 Town Councillors' Reports

Cllr JH reported that reports should be printed for the benefit of the MOPs that attend the meeting.

7.3 Clerk's Report

The report is attached to the minutes at Appendix C.

7.4 Admin and Allotments Officer's Report

The report is attached to the minutes at Appendix D.

7.5 Parish Warden's Report

The report is attached to the minutes at Appendix E.

7.6 Data Protection Matters

The report is attached to the minutes at Appendix F.

8. Finance Report:

8.1 Bank Reconciliation to 30 November 2023

The balance of Loddon Town Council's accounts as of 30 November 2023 was £335,930. This includes £200,572 of ear-marked funds, including CIL receipts, and £135,358 of general funds. The balance of Loddon Town Council's accounts as of 30th November 2023 was £335,930.

8.2 Accounts for Payment in Accordance with the Budget

The RFO presented the list of payments (Appendix G), and after review, it was **resolved** to approve this list of payments. **Action:** RFO

Cllr JH abstained from the vote as she was included in the list of recipients due to reclaiming expenses relating to the Community Larder Christmas Bag event.

8.3 Report on expenditure on professional services on data related matters

The RFO informed the Council that expenditure relating to the data requests from the Complainant and associates to date totals £7,412.27 excl VAT. The amount now also includes professional fees paid to Birketts LLP.

8.4 **Draft 2024-25 Budget**

Draft budget deferred to the January 2024 meeting. The Finance Working Party will meet on Wednesday 3 January 2024 at 7.00pm. Papers will be circulated before the Christmas break. **Action:** RFO to circulate budget asap.

8.5 **2024-25 Precept**

The RFO informed the Council that South Norfolk Council has confirmed that the tax base for Loddon has increased from 1062 in 2023-24, to 1092 in 2024-25: 1092. The precept will be agreed at the January 2024 meeting. **Action:** RFO.

8.6 **To consider small grant application from Chet Valley Voices**

The Council has received a small grant application from the Chet Valley voices to support the purchase of 34 embroidered logo polo shirts at a total cost of £546.04. The Choir have already received a grant of £150 from District Cllr Rowe and the choir members will also be contributing. The choir are also fundraising at their Christmas concert on 16 December 2023. It was **resolved** to grant £150 towards the cost of the polo shirts. **Action:** RFO.

8.7 **SNC's Clean Up and Bloom Grant**

South Norfolk Council have announced a new fund of up to £300 as part of the Pride in Place funding. It was **resolved** to apply for the grant to support the Love Loddon Community Group. **Action:** RFO.

8.8 **SNC's Winter Pressures Grant**

A further grant was announced by South Norfolk Council utilising the Pride in Place funding, offering grants of up to £1,500 to address Winter Pressures. Due to the timescales, an application was submitted for the Chet Valley Community Larder Christmas Bag Event. The RFO successfully obtained a grant of £1,500 and there may be the option to submit a further application for Community Larder funding for the purchase of supplies between January and March 2024.

8.9 **2024/25 Allotment Fees**

The current allotment fees were reviewed, and it was **resolved** to maintain the current fee structure. **Action:** AAO.

9. ***Planning had been discussed earlier in the meeting.***

10. **Highways and Assets:**

10.1 **Purchase of Saffron Land Adjacent to Crossways Terrace**

The Clerk, Cllr AW and CB met with a Saffron Housing Officer to discuss the possibility of purchasing the land adjacent to the Loddon & Chedgrave Playing Field. It was **resolved** to continue to investigate the purchase. It may be possible that to reduce maintenance costs, Saffron Housing would sell the land to LTC for a peppercorn amount. **Action:** Clerk.

10.2 **TRO Beccles Road**

The proposed TRO for Beccles Road was reviewed. The Council supported the replacement of 30mph signs, with 20mph signs, however, they wish to request that the 20mph signs are situated closer to the A146 to ensure that the 20mph zone is extended and covers the first entrance into the Hopkins Homes development. The Council will support this request with Sam2 data, as a large number of vehicles travelling above the speed limit have been recorded via Sam2 on Beccles Road. **Action:** Clerk.

10.3 **Allotment Land off Lemn Grove**

This item was discussed earlier in the meeting.

10.4 Loddon Allotment Gardens Letting Terms

The AAO presented the additional terms to be included in the new terms and it was **resolved** to approve the revised letting terms. **Action:** AAO.

10.5 Biodiversity Policy

It was **resolved** that the Council will adopt a biodiversity policy. **Action:** Clerk and Cllr JA to attend the Norfolk ALC training in February 2024 and meet with a local resident to discuss the draft policy.

10.6 Review of uncut and cut areas of grassland in Loddon

Cllr AW proposed that the Council should meet with Saffron Housing and SNC to understand their biodiversity and land management policy. It may be necessary for LTC to support their efforts with additional grounds maintenance if LTC are unhappy with their level of maintenance. **Action:** Love Loddon Community Group.

10.7 Sam2 reports

The Sam2 reports were previously circulated to Council. The Sam2 is currently positioned on Beccles Road facing out. Thanks to the Council volunteers for relocating the Sam2 on a four-weekly basis.

10.8 NCC for the Gold Standard Bus Stop on Church Plain

It was **resolved** to proceed with the proposal from NCC for the Gold Standard Bus Stop. LTC's preference is for two matching bus stops on Church Plain in a style that is suitable for the Church Plain Conservation Area. **Action:** Clerk.

11. Updates from Committees, Representatives and Working Parties:

11.1 Personnel Committee

The Personnel Committee met on the 15 November 2023. The minutes of the meeting have been published and circulated.

11.2 Events Committee

The Events Committee met on the 22 November 2023. The minutes of the meeting have been published. Cllr NH offered to join the committee: **Action:** Clerk to add to next agenda.

11.3 Loddon & Chedgrave Playing Field Committee

No update as the Loddon & Chedgrave Playing Field Committee have not met since the last TC meeting. The next meeting is due to be held on the 17 January 2024 at 7.00pm.

11.4 Chet Neighbourhood Plan

Cllr JH reported that the Neighbourhood Plan has been submitted to SNC, and the referendum should be held in approximately 6 months.

11.5 Love Loddon Community Group

The report is attached to the minutes at Appendix I.

NCC Highways have given consent for the installation of two additional benches on land adjacent to Farthing Green. **Action:** RFO to add quotes to the next agenda.

The Love Loddon Community Group Cllrs met with the SNC Officer responsible for the planned improvement scheme at the Staithe. **Action:** PW to add to add legionella testing of the moorings water hose to the Health and Safety checklist.

11.6 Community Larder

There was a volunteer meeting held on Tuesday 5 December 2023, and there are currently 21 active volunteers.

£151 was raised through a raffle at a Christmas Fayre at the Hollies and £154 was raised at the Community Larder stall at the Victorian Evening.

A Winter Pressures grant of £1,500 was received from South Norfolk Council for the Christmas Bag Event. This event is being held on Friday 15th December 2.30pm - 4.30pm and Saturday 16th December 10.00am – 12.00 noon at the Hollies. A large amount of Christmas food has been purchased and the donations received from the community has been extremely generous.

The larder will be open over the Christmas and New Year period, with volunteers continuing to check the larder every day.

11.7 Emergency Plan Initiative

The volunteer event increased the awareness of the scheme, and several volunteers were recruited.

11.8 Jubilee Hall Management Committee

The report is attached to the minutes at Appendix J.

12. Correspondence:

- Broads Discover Hubs. **Action:** Clerk to reply to find out more
- Loddon Dragon Book
- Norwich Western Link Update
- SNC Register of Members Interests
- SNC Village Clusters

13. Items for a future agenda:

- S106 discussion with South Norfolk Council
- Alarm System update
- Old Hockey Field Ditch Update
- Youth provision in Loddon
- TRO on George Lane (adjacent to Filbert Rd)
- Bus stops on Church Plain
- Biodiversity Policy
- D Day 6 June 2024
- Quotes for Farthing Green benches
- Staithe Update
- Cllr NH's request to join the Events Committee
- Review of Unreasonably persistent and/or vexatious contact or complaints/complainants policy

14. Upcoming Council Meetings: *(Held in Hollies Rear Hall unless otherwise specified)*

The next full Council meeting will be held on Wednesday 10 January 2024 at 7.00pm, held in the Hollies Rear Hall. (Agenda items to Clerk by the 4 January 2024).

- Finance Working Party - 3 January 2024 at 7.00pm in the LTC office
- Full Council – 10 January 2024
- Loddon & Chedgrave Playing Field Committee – 17 January 2024
- Events Committee – 24 January 2024 at 8.00pm
- Personnel Committee Meeting – 7 February 2024 at 11.00am
- Full Council – 14 February 2024 at 7.00pm

15. Exclusion of Press and Public:

It was **resolved** to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A SS1 & 2.

16. Review the decision to classify the complainant as unreasonably persistent or as behaving unreasonably and review the restrictions applied

The Complainant will be informed that the Council **resolved** to extend the classification for a further six months and the existing communication restrictions will remain in place. Data can be requested via the email address privacy@loddontowncouncil.gov.uk. **Action:** Inform Complainant.

17. Birketts Solicitors

It was **resolved** to proceed with Birketts LLP professional advice. **Action:** Clerk.

The Council will obtain quotes to review the Unreasonably persistent and/or vexatious contact or complaints/complainants Policy. **Action:** Clerk to Contact Birketts LLP and National Association of Local Councils.

The meeting closed at 21.22pm.

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

“1 January is the first blank page of a 365-page book. Write a good one.” Brad Paisley

Many thanks to everyone for their fantastic support for this year’s ChetChat Christmas hampers, which over the years has become a much-loved local tradition.

Having already been delighted to support a range of local groups and causes, I have £300 left from the £1000 Members Grant given annually to each South Norfolk District Councillor; please get in touch if your group needs some financial support.

I’d also like to highlight the Pride of Place Community Grant, which aims to strengthen the social fabric of our communities as well as building resilient, safe and healthy neighbourhoods. The deadline for applications is 31 January 2024.

I’m continuing to enjoy the important role of Chair of Scrutiny at South Norfolk Council, and will continue to ensure that Council decisions, and the work of any group whose work affects South Norfolk residents, is looked at when required.

Finally, I’m looking forward to being part of the cast for January’s production of Treasure Island, which has now sold out. See some of you there!

The next surgery I’ll be holding, in Loddon Library 2-3pm, will take place on **Saturday 20 January** next year. Of course I’ll continue to reply to every communication, as well as regularly attend meetings of every Parish Council when I can.

Finally, our superb ChetChat group volunteers are always on hand, giving help and support to our over-60s friends and neighbours. If you ever need any help give us a ring on **07944 858929**.

Jeremy

Appendix B – Chairman’s Report

As we speedily approach the end of 2023, I would like to take the opportunity to thank the Councillors, Staff and community volunteers who have all contributed to a very successful year for the Town Council. Your dedication and participation are much appreciated.

We were all shocked by the fatal incident outside the Kings Head last month and have met with senior police officers regarding this and the subsequent investigation.

In November I represented LTC at the remembrance parade and ceremony where it was heart-warming to see so many members of the community took part.

With the Clerk and several councillors, I met with Matt Yates from South Norfolk Council at Loddon Staithe to review their plans for 2024. We were pleased to note that the list of issues highlighted by councillors, including the bridge and future slipway appear to all be covered by his plans. Intentions, budgets and complete are, of course, different things.

I note that the incomplete nature of St Georges Park continues to frustrate residents and the community at large. Last month I met with 2 residents where we toured the development and discussed the key issues.

We have had site meetings with officers from South Norfolk to review and discuss potential options for the amenity area near Leman Grove and the land between the Jubilee Hall and Crossways Terrace.

We also had a site meeting with the NCC Highways Engineer to review options for pedestrian access to the Jubilee Hall from George Lane and to review the recently completed pathway works.

Along with the Clerk and Cllr Pointer I attended a meeting at Horizon House, the new SNC offices in Norwich, with three senior planning officers to discuss recent, current, and future planning applications and how we might be more influential in those processes.

I also took part in the event to encourage more community involvement with the various Loddon community projects where it was pleasing to get some new volunteers signed up – especially for the community warden scheme.

I am delighted with the continued progress made on the Love Loddon project and the number of volunteers who take part, most recently in Church Plan earlier this month.

Since the last council meeting I have also:

- attended several LTC committee meetings
- had several meetings with both solicitors and data specialists
- met with various councillors and residents on several topics
- met with LTC staff on a regular basis
- attended Chedgrave Parish Council and several related meetings

As always, the Christmas lights in Loddon are fantastic, thanks to those involved in making the arrangements and putting these up.

I enjoyed the Victorian Evening last week and pleased to see it was so well attended – congratulations to all involved.

I wish you a healthy and happy Christmas and New Year break and looking forward to working with you all in 2024

AWW 12th December 2023.

Appendix C - Clerk's Report

Clerk's Report – December 2023

In addition to managing the Council's facilities and staff, and further to the reports on the agenda and matters arising, the Clerk has information on the following matters.

Office

The Clerk met with Loddon's new Police Beat Officer, Josh Ford. His email address is: Joshua.Ford2@Norfolk.police.uk

The clerk attended some training webinars, several at no cost to the Council:

- Martyn's Law
- Democracy in Action
- Planning
- Youth engagement

The Clerk and RFO attended the SNC Summit on the 9 November 2023. It was an excellent opportunity to meet SNC Officers.

The new leased photocopier was received on the 14 November 2023 and a 50% saving has been achieved on this new 5 year contract.

The Chairman and the Clerk met with the inspector leading the Local Neighbourhood Policing Team to discuss the tragic incident that occurred on Bridge Street on the 10 November 2023.

Our thoughts are with the family and friends of Mr McGibbon. LTC's Chairman Cllr Woodman released a statement:

"Like all of us in our community, the Town Council is shocked and saddened by the incident outside the Kings Head last Friday night and the subsequent death of Neil McGibbon.

Our thoughts are with his family and friends at this difficult time.

We have met with senior police officers and are pleased that there is an increased police presence activity and presence over the next period as the investigation progresses.

We are lucky to live in a very safe area and incidents such as this are extremely rare, albeit distressing.

If anyone has information on the incident we encourage you to contact the police team at the Major Incident Unit via the online portal <https://mipp.police.uk/operation/363719P01-PO1> or by calling 101 and quoting crime reference 36/80074/23."

The Chairman and Vice-Chairman met with senior planning officers at South Norfolk Council on the 28 November 2023 to discuss the speculative planning applications that have submitted on land north of Beccles Road.

The changeover to the .gov web domain and Cllr email address took place on the 28 November 2023 and our thanks to Adept IT for their support during this challenging time.

Due to the enforced changeover to fibre, new phone handsets were required. BT Business offered a complimentary fibre phone, so it was only necessary to purchase two additional handsets and after some initial complications, the office phones are now operational again.

Public Open Space and Facilities

The Clerk, Chairman and Vice-Chairman met with two Saffron Homes Officer's and several MOP's on the 23 November to discuss the allotment land off Lemman Grove and land adjacent to Crossways Terrace. Land at the rear of Lemman Grove had been designed by Tayler and Green and used as allotment land since the properties were built circa 1960's. SNC sold parcels of the allotment land to neighbouring residents, and in the 2000's the remaining land was passed to Saffron Homes when they acquired SNC's social housing stock. Saffron Homes have been letting the allotment plots to neighbouring properties and have continued to sell the land (without the approval of the Secretary of State) to tenants. Sadly, this has left a very small amount of land available to be used as allotments.

The Chairman, Vice-Chairman, Clerk and Parish Warden met with the NCC Highways Engineer on the 23 November 2023. Meeting notes have been circulated to Cllrs.

The Parish Warden and the Clerk met with the Norfolk Trails Officer on the 20 November 2023 to discuss the planned work to footpath 10.

A drainage channel on the pavement on Beccles Road had become a trip hazard and once reported, NCC took immediate action to patch and will carry out a full repair in due course.

Cllr Hale reported fly tipping to the Parish Warden and the office reported it to SNC.

The low-level barrier at Pyes Mill was reported broken and SNC have swiftly repaired. SNC have also repaired the damaged fencing adjacent to the DDA toilet at the Staithe.

Target Trees have carried out the requested tree work on trees and hedging surrounding the tennis courts and the Jubilee Hall car park.

The landowner has removed the tree that came down after a storm on the path near the solicitors. The Christmas lights have been installed by Cozens on Church Plain and the Staithe. Again, this year, a motif is missing from the Staithe due to the outstanding repairs required to one of the SNC streetlights.

Loddon Garden & DIY installed the LED lightweight lights on Church Plain, Market Place, Bridge Street and the High Street. The light strings have been PAT tested and labelled to assist with Council inventories in future.

An additional property has requested to be included in the annual Christmas light installation (3-5 Market Place) and have gifted LTC the LED lights to ensure that they can be included in next year's display.

Thanks to Loddon Swan for sponsoring the town's Christmas tree.

A meeting was held on the 1 December 2023 at the Staithe with the SNC Officer and the Cllrs involved in the Love Loddon Community Group. The meeting notes have been circulated to Cllrs.

The Parish Warden and Clerk have reorganised office, with the intention of creating a welcoming space for members of the public that pop in.

Events

The Remembrance Parade took place on the 12 November 2023. Our thanks go to a local parishioner for providing the PA system to ensure that the open-air service could be heard by all that gathered on Church Plain. Also, thanks to the Loddon RBL and all the volunteers that work hard to ensure the event is well executed. The event was well attended, with over 90 adults and children in the parade alone. A meeting was held on the 6 December 2023 with representatives of the Loddon RBL to discuss the logistics of the events and recommendations for future years.

The volunteer event took place at the Hollies on the 14 November 2023 and it was an ideal opportunity to thank our volunteers for the work they do for the community and advertise the other volunteer roles available at the Council. Due to its success, it is planned to upscale this event in 2024 and invite other voluntary organisations in Loddon.

The Parish Warden assisted the Chet Valley Festival group with the Victorian Evening on the 8 December 2023, and the Staithe public toilets were put on free to support the event.

Christmas Office Closure

The office will be closed from Friday 22 December 2023 and will reopen on Tuesday 2 January 2024.

Appendix D – Admin and Allotments Officer's Report

I have recently completed Allotments Management training, provided by the National Allotment Society.

I have had my bimonthly meeting with the Chair of the Loddon Allotment Society, we had previously discussed the possibility of trimming the trees along the northern edge of the site, but after getting a quote from a local contractor it was decided that the cost was too high compared to the benefit.

I have completed the quarterly Health & Safety inspection of the site and included the report for information. There was only one item of note this year which was reported to council at the time. I have purchased two throw bags and weatherproof containers which will be fitted by the pumps shortly.

It was a recommendation from the Internal Auditor that the allotment rents are reviewed annually and this has been included in the finance report, it would be my recommendation that they remain unchanged for the financial year 2024-25.

I have reviewed the Plot Letting Terms 2024-25, there are just a couple of changes, allowing polytunnels to remain was previously agreed at council. The new terms and rent requests will be sent out in early January 2024.

I continue to regularly inspect & monitor the site. There are ten people on the waiting list.

I continue to cover the day-to-day admin in the office, responding to Parishioners enquiries, answering emails etc, and support the Events Committee with taking minutes and providing agendas.

Appendix E – Parish Warden’s Report

Key activities since November Council meeting:

- Contracted works:
 - Instructed Avocet re. Hockey field ditch clearance. Awaiting firm date.
 - Sourced quotes for FP10 Parish Partnership, and Allotment works
 - Oversaw Target Trees work at Tennis Court/Jub/ Old Market Green
- Response to Councillor/Parishioner concerns/reports:
 - Deployed additional ‘No fouling’ signs on Kittens Lane
 - Investigated and reported Fly tipping at Halfpenny court
 - Investigated potential Staithe water leak highlighted by Anglia water, replaced all flush valve seals
 - Provided Salt for new Grit bin on Rowan Drive
 - Repaired Tennis clubhouse lock, and Leaf blowers
 - Made temporary repairs to Kittens Lane fence to make safe
 - Supported Norfolk Highways, and Norfolk Trails meetings
 - Survey of Pyes Mill vehicle barrier damage
- Floodlights and extensions tested and set up for Victorian evening
- Supported deployment of Christmas lights
- Made up electrical extensions to supply Christmas lights power from Car park
- Cleared fallen tree from Footpath 15 (Broadlands)
- Completed Office Carpentry tasks; Larder cupboard/ Viewer etc.
- Cleared blocked gutters at Staithe toilets
- Logistical support and Marshalling for Remembrance Parade
- Completed Annual PAT Testing 222 Items (139 are Christmas lights)
- Routine weekly inspections of: Kittens Lane and Broadlands Playgrounds, Skate Park, Public open space, Parish trees, Annex Offices and Staithe
- Weekly Tennis courts inspection and leaf vacuum
- Routine litter picking; Hockey field, Jubilee field, and Skate Park
- Ad-hoc picking; Pyes Mill road, Mill road, Fire station footpath, George lane, Kittens lane, Leman Grove, Bungay High Road, and Cannel Road
- Monthly inspection and litter pick Pyes Mill
- Legionella flushing and temperature control readings completed
- Fire Safety, Emergency lighting, and CO Monitor checks complete
- All CCTV Cameras checked and cleaned
- Routine monthly War Memorial inspection
- Allotment water pump checked

- Water and electricity meter readings taken
- Footpaths; 8,9,10,11,14,15, 16 & 18 Inspected and litter picked.

Appendix F – Data Protection Matters

This report is provided by Mr Phil Brown, the data protection advisor to LTC. A summary of my activities, since the previous LTC meeting in November, is as follows:

I have provided another updated version of the Access to Information Policy (AIP) which now includes an Annex regarding how complaints are handled. All change bars visible for ease of checking prior to consideration for approval by LTC. It should be noted that guidance on how to complain were always included in response messages to the applicant, but in future, reference only needs to be made to the latest version of the AIP.

I had previously been notified that a repeat DSAR, FOI requests and the report of a data breach had been sent directly to LTC by a local resident despite them being in full knowledge that all such requests/ reports should be sent through myself. As LTC could find no trace of these messages, I asked the resident for copies, but it was made very clear that they would not be sent to me as I was not part of the LTC, despite the fact that the arrangement had been in place all year. Since I cannot process what I do not have access to, I have not been able to make any progress. I have not received anything from the ICO relating to complaints raised against LTC for any related inactivity either, but I remain on standby.

Regarding all the formal FOI requests made since October 2022, all have been made via the *What Do They Know* website, so most of the original content about each request is available for viewing on that website. Separately, I have created an anonymised summary register of all requests (currently totalling 26) and their outcomes. Finally, as all correspondence regarding data protection, FOI and related matters have been directed via me in 2023, I have converted the email messages into pdf and given the filenames a date/ time notification and sorted them by category. These makes for easier transfer and viewing and, when placed in chronological order, easier to track the matters being handled. Copies of the reformatted files and the latest version of the FOI register are held by LTC.

Appendix G – Payments for Approval

Date Paid	Payee Name	Transaction Detail	Amount
13/11/2023	EE Ltd	Nov 2023 mobile charges	£44.99
23/11/2023	British Gas	Office Gas	£218.78
24/11/2023	EDF	Staithe toilets electricity	£174.11
27/11/2032	Stripe	PFC Tennis payment charges	£10.31
05/12/2023	South Norfolk Council	Office business rates Dec2023	£434.00
08/12/2023	intY Ltd	IT support	£42.96
10/12/2023	Adept IT Solutions	IT support	£31.20
11/12/2023	Everflow	Staithe toilets water	£64.67
11/12/2023	Lloyds Bank	Credit Card Nov 2023	£1,383.83
12/12/2023	BT	Office phone/brbnd + staithe + 2 x digital handsets	£191.82
13/12/2023	EE Ltd	Dec 2023 mobile charges	£44.99
15/12/2023	British Gas	Office electricity	£124.88
23/12/2023	Information Commissioner's Office	Data Protection Fee	£35.00
27/12/2023	EDF	Staithe toilets electricity	£154.65

31/12/2023	Unity Trust Bank	LTC Bank Fees	£18.00
31/12/2023	Unity Trust Bank	PFC Bank Fees	£18.00
13/12/2023	Norfolk County Council	Office rent	£1,500.00
13/12/2023	Cozens	Installation and removal of Christmas lights/motifs in car parks	£2,280.00
13/12/2023	Cozens	10 x 10m string lights	£487.32
13/12/2023	Cozens	Streetlight maintenance Nov23	£36.00
13/12/2023	NPTS	Training - Council - March 2024	£295.00
13/12/2023	Discreet Security Ltd	Remembrance Parade marshals	£257.40
13/12/2023	Top2Bottom Commercial Cleaning	Cleaning Nov23	£780.91
13/12/2023	Birketts LLP	Legal services	£1,200.00
13/12/2023	Target Trees Ltd	Tree works at Tennis courts and Playing Field / car park	£1,400.00
13/12/2023	Norfolk ALC	Training - JL - Nov23	£57.60
13/12/2023	CJ International Services Ltd	DP & FOI services Nov 2023	£660.00
13/12/2023	Adept IT Solutions	IT support	£491.40
13/12/2023	Loddon Garden & DIY	Grounds Maintenance and Parish Partnership work on Footpath 15	£3,137.06
13/12/2023	Annie Hutton	Christmas Larder Event Expense	£732.61
13/12/2023	Jane Hale	Christmas Larder Event Expense	£831.93
13/12/2023	Jacqui Richardson	Christmas Larder Event Expense	£22.20
13/12/2023	Norfolk County Council	Safer Programme Annual Membership Fee	£30.00
13/12/2023	Chet Valley Festival	Small grant for Victorian Evening	£150.00
13/12/2023	Chet Valley Voices	Small grant - TBC on 13/12/2023	£150.00
13/12/2023	Emily Curtis	Nov 23 mileage claim	£39.78
13/12/2023	Jo Leonard	Nov 23 mileage claim	£9.36
13/12/2023	Paul Leonard	Nov 23 expenses & mileage claim	£26.56
13/12/2023	Salaries	Dec 23 salary	£4,312.71
13/12/2023	Norfolk Pension Fund	Dec 23 salaries - pension	£1,570.10
13/12/2023	HM Revenue & Customs	Dec 23 salaries - tax & NI	£1,007.23
13/12/2023	Paul Solomon Tennis Coach	PFC LTA Walking Tennis grant	£150.00

Appendix H – Planning Report

App Num	App Type	Address	Proposal	Application/ Decision	Decision	Date of Decision
2023/3506	Outline Planning Permission	Land North Of Beccles Road Loddon Norfolk	Outline planning permission for up to 85 dwellings, creation of new vehicle access, public open space, associated infrastructure and landscaping. with all matters reserved except for access	A		
2023/3593	Full Planning Permission	Land North Of George Lane Loddon Norfolk	Residential Development of 4 dwellings and associated details relating to appearance, scale, landscaping and layout	A		
2023/2726	Works to TPO trees	2 Filbert Road Loddon Norfolk NR14 6LW	(T1) Oak tree - reduce height from 19m to 16m by removal of 3m. Reduce diameter from 18m to 15m by removal of 1.5m from radial spread.	D	Approval with Conditions (Delegated)	22/11/2023
2023/3243	Works to TPO trees	32 Cannell Road Loddon Norfolk NR14 6LW	Crown reduction by reducing height from approx 16m to 12/11m and reduce width from approx 9m to 5/4m	D	Refusal (Delegated)	24/11/2023
2023/3334	Works to trees in Conservation Area	17 Norton Road Loddon Norfolk NR14 6LW	T1 Gladistia - remove 1 limb over garden. T2 Apple - fell. T3 crab apple tree - fell. T4 - Maple - Remove one low limb	D	No objections (Delegated)	24/11/2023
2023/3175	Approval of Condition Details	The Angel Inn 15 High Street Loddon Norfolk	Details of conditions 4 and 12 of 2022/1131 - (4) historic building recording and (12) holiday pod details	D	Approved (Delegated)	29/11/2023
2023/3180	Householder	12 Sycamore Close Loddon Norfolk NR14 6LW	Replacement of 2.4m high conifer hedge with 2m high tongue & groove timber fence	D	Approval with Conditions (Delegated)	28/11/2023
2023/2994	Removal/Variation of Condition (S73 / S19)	Stubbs Farm Stubbs Green Loddon Norfolk	Variation of condition 2 of 2021/1550 - Increase in size of glamping pods and changes to internal layout	D	Approval with Conditions (Delegated)	06/12/2023

Appendix I – Love Loddon Community Group

Volunteer Event – 14th of November

A few volunteers attended, mainly existing people, and they appreciated LTC thanking them for their on-going help. As a result, several are now helping in our other volunteering groups which is very encouraging. Thanks to the office team for arranging the event.

British Legion Bench – Farthing Green

Volunteer James made a fantastic job of restoring the bench. Kevin kindly picked it up and returned it and our Parish Warden Paul, reattached the fixing brackets. Thanks to all involved.

Proposed replacement benches – Farthing Green

Emily met with the Highways Engineer on the 23rd of November, who agreed we could reinstall the two benches. I believe Emily has been in contact regarding a possible contribution from the History Society and June, the Loddon & Chedgrave District Society regarding the other.

I have canvassed opinion and concluded that low-maintenance benches of recycled material would be the best way to go. Glasdon seem to be the market leader. I am looking into these, and other suppliers and I will ask for quotes.

Meeting with SNC – Loddon Staithe, 1st of December

An opportune call between Emily, and myself in the LTC office, initially about the LLCG, resulted in meeting the SNC Officer at the Staithe. Emily, Andy, Colin, Mervyn and myself attended. It was very positive, which *should* see works commencing in 2024, initially with the new streetlights around the 14th of January.2024. We've been here before but the SNC Officer appeared to be aware of all our issues and has a programme in place to address. Emily kindly made thorough notes.

Community Clearing of leaves – Church Plain, Saturday 2nd of December

The weather was set to be fine, so we organised a short notice event in preparation for the Victorian Evening. However, when it came to Saturday morning, we woke up to freezing temperatures and a sprinkling of snow on the ground, which made the turn out of 8 volunteers even more remarkable! Jo had already reported the impacted leaves on the car park surface to the team at SNC responsible for the Car Park, which were cleared on Friday 1st of December. We still, however, managed to fill 45 black sacks of leaves, collected mainly from the perimeters of the car park which SNC picked up the following Monday morning.

Cllr Julie Appleby

Appendix J – Jubilee Hall Management Committee

Following the resignation of the previous chair, a Trustee has been voted in as the new chair, which will be ratified at the AGM, which will be held in early March 2024.

The feasibility study has commenced, with an initial meeting held with trustees. Locality will be visiting the hall on December 20th 2023, and have begun to reach out to relevant stakeholders to conduct interviews.

We will shortly be advertising for two roles - Caretaker and Centre Administrator. Both of these roles will initially be on a short-term basis, as we expect the feasibility study will help to inform the trust on appropriate staffing going forward.

A temporary trustee secretary has been appointed, who has been tasked with ensuring that the Hall has robust processes and policies in place.

Cllr Liz Marsham