
Minutes of the meeting of Loddon Parish Council (LPC) held on Wednesday 14 June 2023, 7.00pm in the Hollies Rear Hall.

Present: Cllr Liz Marsham (LM), Cllr Jane Hale (JH), Cllr Laura Bolderston, (LB), Cllr Colin Binfield (CB), Julie Appleby (JA) and Cllr Natalie Henry (NH) and Cllr June Strickland (JS)

In Attendance: Emily Curtis (Parish Clerk), Georgina Hirst (RFO), Jo Leonard (AAO) and no members of the public

Absent: None

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

Vice Chairman Cllr CB welcomed everyone to the meeting. The Clerk confirmed that she wished to record the meeting.

2. **Apologies for Absence:** The Council received and accepted apologies from Cllr Alex Bostock, Cllr Kay Mason Billig, Cllr Mervyn Pointer as they were away from home and Cllr Andy Woodman as he was unable to attend due to a prior engagement.

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

4. **Minutes of the Meeting Held on the 17 May 2023:**

After review, the Minutes of the meeting held on the 17 May 2023 were approved as a correct record.

5. **Matters Arising:**

5.1 **Planning Permission for the Library Annexe Kitchen, WC's and Lobby Refurbishment**

The planning application for listed building consent was submitted in early May but had not been validated due to a request for additional information. It was also necessary to submit a full planning application to support the listed application. Thanks to JC Surveyors for again completing the additional work free of charge. The Clerk has confirmed with South Norfolk Council's Planning Officer that all the necessary documents have been submitted and the applications can be validated.

5.2 **Byelaw restricting alcohol consumption at Loddon Staithe**

A meeting has been organised with SNC's Community Safety Officer on the 22 June 2023 to discuss the matter further.

5.3 **Parish Partnership Bids**

Both partnership bids were successful; one for footpath FP15 (from Beccles Road, adjacent to Broadland Meadow) and another to replace the surface dressing of the unregistered footpath from Sale Court to Loddon Swan. The paperwork has been signed and the work will take place in due course. **Action:** Parish Warden.

5.4 **Renaming Loddon Parish Council to Loddon Town Council**

The Council has informed SNC of the resolution made at the May 2023 meeting and requested guidance as to how to proceed. The Clerk has created a spreadsheet to prioritise the rebranding but will wait for the formal acceptance from the Secretary of the State (if it is required) before proceeding.

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

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

6.2 Report from District/County Councillor Kay Mason Billig: Cllr Kay Mason Billig has initiated a meeting with the CEO of Anglian Water to plan the relay of the pipe installation on the A146, in the hope of reducing further disruption to Loddon residents.

6.3 Public Forum: None.

7. Reports from Council:

7.1 Chairman's Report

Nothing to report.

7.2 Parish Councillors' Reports

Cllr LM has volunteered to take on a role as the Employer Representative for the Norfolk Pension Oversight Board.

Cllr JA reported that the litter pick went well despite the heat on Sunday and thanked the staff for organising the event. Cllr LB apologised for not being able to attend the event.

Cllr JS mentioned that she had received reports of potholes near Lim's on Bridge Street and potholes on George Lane. **Action:** Parish Warden to investigate and report to Norfolk County Council Highways (NCC).

7.3 Clerk's Report

The report is attached to the minutes as Appendix B.

The Clerk also reported that damage had occurred at some point over the weekend to the tennis court fencing/windbreak and a fire had been ignited on the granite bench adjacent to the Skate Park. CCTV footage will be used to ascertain who carried out the damage.

7.4 Admin and Allotments Officer's Report

The report is attached to the minutes as Appendix C.

7.5 Parish Warden's Report

The report is attached to the minutes as Appendix D.

7.6 Data Protection Matters

The report is attached to the minutes as Appendix E.

8. Finance Report:

8.1 Bank Reconciliation to 31 May 2023

The balance of Loddon Parish Council's bank accounts as of the 31 May 2023 was 341,123.96. The above 31 May 2023 total includes £210,645.35 of ear-marked funds and £130,478.61 of general funds.

8.2 Accounts for Payment in Accordance with the Budget

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

19/05/2023	Plusnet	Phone & broadband	32.92
20/05/2023	SSE Southern Electric	Streetlight electricity	436.72
23/05/2023	British Gas Lite	Office gas	259.94
05/06/2023	South Norfolk Council	Office rates	434.00
08/06/2023	intY Ltd	3 x Office365 monthly	33.84
09/06/2023	Lloyds Bank	Credit Card May 2023	1,399.47
10/06/2023	Adept IT Solutions	IT Support	31.20
12/06/2023	Everflow Water	Staithe toilets water	87.86
13/06/2023	EE	Parish Clerk and Parish Warden mobiles	44.99
13/06/2023	Plusnet	Staithe Wi-Fi	25.60
14/06/2023	Cozens	Streetlight maintenance May 2023	36.00
14/06/2023	Loddon Garden & DIY	Grounds maintenance	1,221.35
14/06/2023	Top2Bottom Cleaners	Cleaning May 2023	1,515.89
14/06/2023	Norfolk County Council	Qtr Office rent - 23/06/23-28/09/23	1,500.00
14/06/2023	Norfolk ALC	2023-24 subscription	380.41
14/06/2023	CJ International Services	Data Protection and FOI services	249.60
14/06/2023	Collective Community Planning	Consultant fees	1,320.00
14/06/2023	Roberts & Son	Chet NPlan printing	523.60
14/06/2023	First Connect	Office Alarm testing	95.40
14/06/2023	St John's Ambulance	Coronation Celebration first aid cover 07/05/23	126.72
14/06/2023	Chedgrave Parochial Church Council	Hire of Church Room for Chet NP event 08/06/23	36.00
14/06/2023	Allens, Cadge and Gilbert solicitors	Licence fee for NCC Annexe alterations	1,000.00
14/06/2023	P J Lee	Tennis Courts - netting	33.00
14/06/2023	SLCC - Norfolk Branch	Annual Conference 07/07/2023	55.00
14/06/2023	David Bracey Play Safety Inspections	Skate Park and Play Area inspections - Kittens Lane and Broadland Meadow	240.00
14/06/2023	Salaries	June 2023	4,236.45
14/06/2023	E Curtis	Expenses and mileage	44.67
14/06/2023	G Hirst	Expenses and mileage	14.01
14/06/2023	J Leonard	Expenses and mileage	15.49
14/06/2023	P Leonard	Mileage	8.46
14/06/2023	HM Revenue & Customs	Tax & NI - June 2023	946.87
14/06/2023	Norfolk Pension Fund	Pensions - June 2023	1,539.45
			17,924.91

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 £3,352.27.

8.4. To consider quotes for scaffolding and redecoration of the Annexe window

The Library Annexe Office and Rear Hall windows are currently being redecorated. The top window in the Library Annexe Office had not been included in the original quote and is in a very bad state of repair. The Council **resolved** to accept the quote to repair and redecorate the window and install scaffolding for access. **Action:** RFO.

9. Planning:

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

2021/2522 (duplicate application of 2021/2437). SNC's Planning Officer has confirmed that the application will be heard at the SNC Planning Committee on the 5 July 2023. The Council **resolved** to combine all previous objections into one document and submit to SNC. **Action:** Clerk.

It was **resolved** that Cllr LM would represent the Council's objections at SNC's Planning Committee, (Cllr JH will prepare the notes). **Action:** Cllr JH and Cllr LM.

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

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

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10. Highways - Sam2:

The Sam2 reports had been previously circulated to Council. The Sam 2 is currently positioned on the High Street facing north. Thanks to the Council volunteers for relocating the Sam2 on a four-weekly basis. That data is showing high levels of vehicle movement, and a minority of people exceeding the speed limit.

11. Old Hockey Field:

11.1 Mobile Coffee business operating on the Old Hockey Field

A business has requested permission to operate on the Old Hockey Field. The Council **resolved** to allow the business to operate on the Old Hockey Field on Saturday and Sunday mornings for an annual fee of £100. The Council discussed the VAT ramifications of charging for a pitch, and the RFO confirmed this activity would be exempt of VAT. **Action:** RFO.

11.2 Request to hire the field

The Council **resolved** to allow the LUFC to hire the Old Hockey Field for their 5 aside event on the 18, 24/25 June 2023.

11.3 Future Hire Requests

The Council **resolved** to delegate future requests to hire the Old Hockey Field to the Clerk. **Action:** Add to Clerk's Delegated Powers.

12. Neighbourhood Plan Regulation 14 Consultation:

The Steering Group is consulting the community and Parish Councils on the draft Neighbourhood Plan. A consultation event took place at Chedgrave on the 8 June 2023

and another consultation event is organised to take place at the Hollies on the 17 June 2023 at 10.00am. It was **resolved** that the Council would prepare a response to the Regulation 14 Consultation at the next PC meeting on the 12 July 2023. **Action:** Clerk to add to next agenda (consultation responses deadline 30 July 2023).

13. 'Visit Loddon' Website:

The proposal for a 'Visit Loddon' website was discussed and it was **resolved** that the Council would gain more information from SNC's Economic Development Officer. If appropriate, consult Chedgrave Parish Council as they might wish to be included. **Action:** Clerk.

A discussion was had regarding the Loddon.org. website and it was determined that it is no longer being run by a local parishioner and that the majority of the information on the website is now out of date or incorrect.

14. Forming a Governance and Finance Committee:

It was **resolved** to not form a Governance and Finance Committee at this time, but the necessity for one should be reviewed annually. No action required.

15. Appointments of Councillors and Parishioners:

15.1 L & C Playing Field Committee Representative

The Clerk had obtained guidance from SLCC's Charity Law Solicitor, and they have advised that the Council should appoint a representative that was not a Jubilee Hall Trustee. It was **resolved** to defer the item, and as agreed at the last LPC meeting, the Clerk to meet with Cllr AB as he had expressed an interest in the role. It was **resolved** that the existing representatives would attend the next L & C PFC meeting on the 21 June 2023. **Action:** Clerk to add to next agenda and meet with Cllr AB.

15.2 Events Committee

It was **resolved** to appoint non-councillors Jessie Powell and Georgina Mitchell to the Events Committee. **Action:** AAO.

16. Updates from Committees, Working Parties and Representatives:

16.1 Neighbourhood Plan Steering Group

The minutes of the Steering Group were circulated to Council for their information and are available to view on the [Chet NP website](#).

16.2 Events Committee Update

Cllr LM informed the Council that the Events Committee wish to hold an annual event on the 1st Saturday of July each year and will alternate the location between the Loddon & Chedgrave Playing Field and the High Street. The Committee is taking a break and will meet again on the 27 September 2023. **Action:** Add event to October 2023 agenda for ratification.

Cllr JA gave an update regarding the flower towers and the containers, and a rota has been set up for the watering. Parishioners have voiced their interest in improving the aesthetics of Loddon, and Cllr JA suggested a 'Make Loddon Lovely' task group. **Action:** add to the next agenda as at least one other Councillor would need to assist to form the group.

16.3 Loddon & Chedgrave Playing Field Committee (L & C PFC)

The next meeting of L & C PFC is planned for the 21 June 2023

16.4 Community Larder

The RFO is organising bi-weekly deliveries from Morrisons and the volunteers have a rota to check and replenish stock. Donations from the community are gratefully received.

16.5 Jubilee Hall Management Committee (JHMC)

Cllr LM reported that the next meeting is in July 2023, date to be confirmed.

16.6 Emergency Plan Working Party

Arthur Morris is still keen to be involved. No further update at present.

16.7 Sam2: *Item already discussed - Item 10.1*

17. Correspondence:

All correspondence had been previously circulated to Cllrs and a general discussion was held.

Hollies Renovation – Cllr JS and JH offered to meet with the Loddon Building Preservation Trust (LBPT). Cllr LM requested that she be informed of any planned meetings as she would like to attend if commitments allow.

Monthly Food Market Proposal on Church Plain Car Park – In principle the Council supported the idea but had concerns over restricting the size of the car park at peak times of the day. It was agreed to speak to SNC about whether they would consider a temporary closure of part of the car park for a monthly food market. Additionally, the Council requested more information regarding the scale of the market and whether it would be seasonal. **Action:** Clerk to contact SNC for initial discussions.

Swimming at Pyes Mill – The dangers of swimming in the tidal river were discussed and it was agreed that LPC would ask SNC to install some ‘no swimming’ signs. The Council will also advise Hobart High School that we have received reports of young people swimming at Pyes Mill and will suggest that Hobart circulates some information on the dangers of wild swimming to parents/carers.

18. Items for a future agenda:

- Update on byelaw restricting alcohol consumption at Loddon Staithe
- Review of the areas that B – Line/SNC have as wildflower areas
- Hollies Renovation
- S106 discussion with South Norfolk Council
- SNC’s offer of a ‘Visit Loddon’ website
- L & C PFC Representative
- Action Plan meeting
- Neighbourhood Plan Regulation 14 Consultation
- ‘Make Loddon lovely’ working group

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

20. Review of Complainant’s Classification of ‘unreasonably persistent or as behaving unreasonably’:

It was **resolved** to extend the classification for a further six months and continue with the existing restrictions. The Complainant will be informed that their statutory rights to submit data requests will continue via CJ International Services Ltd. **Action:** Clerk/Cllr AW to inform Complainant.

21. Next meeting date:

The next Parish Council meeting will be on Wednesday 12 July 2023 at 7.00pm. (Agenda items to Clerk by 5 July 2023). Cllr JH have her apologies as she will be unable to attend.

The meeting ended at 20.53pm.

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

I love living here at all times, but there is something particularly magical about Norfolk in June. It's certainly thought to be the finest month for finding flowers, particularly orchids. As well as flora, look out for marsh harriers and bitterns, the nightjar and, in damp patches on heaths and in woods, adult glow worms shining through the night.

As part of my work as District Councillor, I've been selected by the Full Council to serve as Chair of the Scrutiny Committee at South Norfolk. This is a really important role on behalf of residents; I'll keep you posted about what we do.

Soon I'll be starting to allocate the £1000 each Councillor receives annually to promote local groups and causes; I've been delighted to be able to help dozens of groups over the last four years. Please get in touch if your group would like any help. I'll put the dates of my regular surgeries here next month, & of course will 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.

Appendix B – Clerk's Report

Several members of staff have taken annual leave since the last meeting.

We have experienced intermittent issues with the on/off shower button at the Staithe Toilets. Healthmatic are sending an engineer to resolve the issues.

Concerns regarding an uneven pavement on Dury Lane have been reported by a resident. The Parish Warden investigated and those concerns and photographs have been passed on to Saffron Homes, the landowner.

The alarm system in the Library Annexe has been serviced and they have also agreed to send a quote to connect the Rear Hall into the existing system. Other annual Health and Safety checks are in the process of being organised (annual gas check and fire extinguishers).

A parishioner has expressed their concern about adult cyclists speeding along the footpath joining Cedar Drive to Hobart Road, Loddon. Several elderly residents have access to the path from their property, but they would not be seen in time by speeding cyclists, and consequently there may be an accident. The AAO has reported this to PC James King.

The AAO has escalated the PC's concerns regarding the bushes on George Lane to County Cllr Kay Mason Billig as the NCC Highway do not consider action needs to be taken.

Cllr Marsham has been appointed to the Norfolk Pension Fund Pensions Oversight Board as an Employer Representative. It was confirmed that Council approval did not need to be sought for this role.

The water tap at the moorings at the Staithe has been damaged and does not work. Initially this fault was reported to the Broads Authority, who passed the fault to SNC, as the landowner. LPC have reported the issue to Anglian Water.

The Clerk has received an email from the Community Safety – Neighbourhood Policing Sergeant, and they wish to have a Teams meeting to discuss the parking issues on George Lane/Bridge Street. The Clerk attended and assisted at the SLCC AGM on the 18 May 2023 and benefited from the advice from several excellent speakers.

The Clerk attended the Regulation 14 Consultation Event organised by the Chet NP Steering Group on the 8 June 2023 at Chedgrave Church Parish Rooms.

A Tennis Subcommittee meeting was held on the 6 June 2023.

An Events Committee meeting was held on the 24 May 2023.

Appendix C – Admin and Allotments Officer's Report

Two tenants have given up their plots. 1 was taken over when offered to existing tenants and their plot has now been reallocated to the next person on the waiting list. I have struggled to contact the next person on the waiting list for the 2nd plot but will continue following the allocation procedure. There are five people on the waiting list. The site is starting to come alive with the spring weather. I continue to regularly inspect the site.

I have organised the Big South Norfolk Litter Pick which takes place on 11 June 2023. Litter pickers & Hi vis have been lent by South Norfolk Council and collected from their depot, hopefully the weather will be kind.

I have continued to complete the admin side of new councillor inductions.

I have helped set up a rota for watering the new planting across the town.

I have continued to support the Events Committee by circulating paperwork and attending meetings as required.

I continue to cover the day-to-day admin in the office.

Appendix D – Parish Warden’s Report

Key activities since May Council meeting:

- Contracted works:
 - Facilitated annual ROSPA Playground inspection
 - Overseeing painting of LPC Office and Annex hall (Gym) window
 - Arranged for rotten play log to be cut up and removed from play area
 - Progressing/seeking quotes for:
 - Replacement play log for Broadland Play area
 - Groundworks for repairs to Skatepark and adjacent paths
 - Repairs to Playground Jeep
 - Allotment gates- met prospective Contractor to develop quote
- Response to Councillor/Parishioner concerns/reports:
 - Visited Parishioner at Drury Lane following report of hazardous paving
 - Repaired broken floodlight on Sale court to Swan Inn footpath
 - Access to Male WC; Reboot to recover system
 - Broken RADAR key entry system on DDA Toilet- Microswitch repaired
- Minor playground repairs; Filled rotten balance log, repaired broken chain on baby swings, resecured matting, repaired outdoor Gym post foot/bolt cover, swept Parkour, repaired metal fence, cleared bushes from rear of Skatepark
- Installed replacement dog waste bin on the Hockey field
- Installed new Caution sign at Hockey field pond after 2nd instance of damage
- Sprayed weeds around Staithe toilets and on Broadlands area steps
- Routine weekly inspections of: Kittens Lane and Broadlands Playgrounds, Skate Park, Public open space, Tennis courts, and Parish trees
- Litter picking; Hockey field, Jubilee field, and Skate Park (Currently twice weekly due to high volume of littering)
- Monthly litter pick Pyes Mill. Ad-hoc picking of other roads on opportunity basis
- Legionella flushing and temperature control readings completed
- Monthly Fire Safety, Emergency lighting, and CO Monitor checks complete
- All CCTV Cameras cleaned and Allotment water pump serviced
- Monthly water and electricity meter readings taken
- Inspected Footpaths; 8,9,10,11,14,15 & 16 litter picking and cutting back
- Monthly Inspection Pyes Mill picnic area and War memorial

Appendix E – Data Protection Matters

The primary activity since the previous LPC meeting in May is the handling of an FOI request, made via the What Do They Know website, relating to Loddon’s Coronation celebrations and in particular to events in and around the car park on Church Plain, prior to the formal commencement of the planned activities. A response has been provided based on the queries made, but the applicant has since requested an internal review (IR) be conducted. In effect, LPC is being asked to look again and Phil Brown, the DP specialist, is liaising with the applicant and LPC to resolve the matter. The only other on-going FOI request being processed is for an audio recording of the LPC Meeting for May 2023 made by a local resident, via the What Do They Know website. This will be provided no later than 19 Jun 23. Update on the complaint made against LPC about its handling of a request for

the audio files of LPC’s meetings in Oct 22 and Nov 22, made via the What Do They Know website. LPC provided its justification in Jan 23, and the ICO issued a Decision Notice (DN) on 09 Jun 23 that supported LPC’s case. The DN stated that “the parish council is entitled to rely on section 14(1) – vexatious requests, of FOIA, as its basis for refusing both of the complainants requests”. It follows that LPC is not required to take any further steps in the matter.

Appendix F - Planning Report

App Number	App Type	Address	Proposal	Application/ Decision	Decision
2023/0935	Householder	Tumbleweed Cottage Transport Lane Hales Green Loddon Norfolk	Internal alterations. Proposed porch and sunroom. Partial alterations to existing elevations with additional windows, balconies, changes to cladding	D	Approval with Conditions (Delegated)