
Minutes of the Meeting of Loddon Parish Council (LPC) held on Wednesday 11 January 2023, 7.00pm in the Hollies Rear Hall.

Present: Cllr Kay Mason Billig (KB) - Chairman, Cllr June Strickland (JS) - Vice-Chairman, Cllr Jane Hale (JH), Cllr Liz Marsham (LM), Cllr Julie Appleby (JA), Cllr Jessie Powell (JP), Cllr Margaret Wallace (MW), Cllr Arthur Morris (AM) and Cllr Alan Wildman (AW).

In Attendance: Emily Curtis (Parish Clerk), Georgina Hirst (Responsible Financial Officer, RFO), Jo Leonard (Administration and Allotment Officer, AAO) and no members of the public.

Absent: None

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

Cllr KB welcomed everyone to the meeting. The Chairman informed the Council that members of the public will be invited to contribute during the Public Forum. The Clerk confirmed that she wished to record the meeting.

2. **Apologies for Absence:** The Council accepted apologies from Cllr Colin Binfield (CB) as he was away from home.

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

4. **To Approve the Minutes of the Meeting Held on the 14 December 2022:**

Minutes of the meeting held on the 14 December 2022 were approved as a correct record.

5. **Matters Arising:**

5.1 **First Aid Training Date**

The first aid training has been re-booked with Border Bus. The revised date is the 27 February 2023 at 9.00am – 4.00pm at the Hollies Rear Hall.

5.2 **Freedom of Information Training**

The Council was reminded that the Freedom of Information training via CJ International Services Ltd has been organised for the 18 January 2023 at 7.00pm in the Hollies Rear Hall.

5.3 **Christmas Lights**

Thanks to Cozens for removing the motifs, and Loddon Garden & DIY for removing the lightweight LED's along the High Street, Bridge Street and Church Plain. It was suggested that timers for the lights could be provided in future years to ensure the display is consistent.

5.4 **Footpath Application**

LPC has completed the submission of the application to NCC for the footpath from the High Street to Mill Road.

The Clerk has asked NCC for an update relating to the footpath application submitted in 2018 relating to Sale Court to Loddon Swan.

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 KB reported that South Norfolk Council (SNC) have cleaned two footpaths; Holy Trinity Church to Mill Road footpath and the Holy Trinity Church to Beccles Road. SNC have added the paths to their maintenance schedule.

Cllr KB attended the Jubilee Hall meeting on the on 9 January 2023 and has offered to liaise with SNC to support both the Community Gym and the Jubilee Hall.

Cllr JH reported that Old Market Green had not had leaf fall swept and cleared. Road sweeping requests can be placed on SNC's website.

Cllr JA reported that the Church Plain car park needs sweeping.

The Clerk enquired whether the Willow Tree at the Staithe would be trimmed via the County Cllrs' Members Budget. No action required at present.

6.3 Public Forum

No members of the public present.

7. Reports from Council:

7.1 Chairman's Report

Nothing further to report.

7.2 Parish Councillors' Reports

Cllr MW enquired about food offered in the Community Larder outside of the 'best before date'. Cllr MW mentioned that a grit bin is required for St George's Park.

Cllr MW informed LPC that she may resign soon due to constraints on her time.

Cllr JS attended a Victorian Evening follow up meeting. The Council, especially Paul Leonard, Parish Warden was thanked for his help. The next Victorian Evening is planned for the 8 December 2023. A discussion was held regarding the temporary closure of Church Plain Car Park to support the event.

Cllr JP reported that two allotment holders enquired as to why Cllrs/Officers do not attend Loddon Community Allotment Society meetings. **Action:** Cllr JP/AAO to discuss.

Cllr LM mentioned that she is aware of a potential Cllr and will pass information on about being a Cllr.

Cllr JH reported that the Jubilee Hall Club room will be under new management in February 2023 and will be open for coffee and also run as a licensed bar.

7.3 Clerk's Report

The report is attached to the minutes as Appendix B.

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 and to note the ICO's decision regarding the complaint

The report is attached to the minutes as Appendix E.

The ICO upheld the Council's decision to refuse the Freedom the Information request from the Complainant and a decision notice has been published on the [ICO website](#).

8. Finance Report:

8.1 Accounts for Payment in Accordance with the Budget

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

Date	Payee	Item	Payment Method	Amount / £
13/12/2022	EE	Parish Warden mobile	DD	20.98
19/12/2022	Plusnet	Phone & Broadband	DD	32.92
19/12/2022	SSE Southern Electric	Streetlight electricity	DD	218.49
20/12/2022	British Gas	Office Gas	DD	178.82
21/12/2022	BNP Paribas	Photocopier	DD	198.50
23/12/2022	ICO	Data protection fee	DD	35.00
05/01/2023	South Norfolk Council	Office Rates	DD	434.00
09/01/2023	intY Ltd	3 x Office 365	DD	33.84
10/01/2023	Adept IT Solutions	IT Support	DD	33.60
11/01/2023	Lloyds Bank	Credit Card Dec 2022	DD	454.77
31/12/2022	Unity Trust Bank	Bank Charges 05/09/22 - 04/12/22	BC	18.00
06/01/2023	Petty Cash	Petty cash	104444	200.00
11/01/2023	HM Revenue & Customs	Tax & NI - Jan 2023	300064	589.65
11/01/2023	Cozens	Streetlight maintenance December 2022	BACS	36.00
11/01/2023	Loddon Garden & DIY	Grounds maintenance	BACS	8.99
11/01/2023	Adept IT Solutions	IT Support	BACS	207.43
11/01/2023	CJ International Services	Professional Service FOI	BACS	468.00
11/01/2023	Collective Community Planning	Neighbourhood Plan Consultant's Fee	BACS	3,120.00
11/01/2023	Loddon Building Preservation Trust	Meeting room hire	BACS	230.00
11/01/2023	JG Electrical	External lighting at Staithe Toilets	BACS	284.57
11/01/2023	Chet Contact Magazine	Community Grant - TBC	BACS	500.00
11/01/2023	Salaries	Jan 2023	BACS	3,808.79
11/01/2023	E Curtis	Expenses and mileage	BACS	30.19
11/01/2023	P Leonard	Expenses	BACS	8.17
11/01/2023	C Petersen	Expenses - IT repair	BACS	66.00
11/01/2023	Norfolk Pension Fund	Pensions - Jan 2023	BACS	1,324.24
Total Payments				12,040.95

8.2 Bank Reconciliation to 31 December 2022

The balance of Loddon Parish Council's bank accounts as of the 31 December 2022 was £319,533.88.

8.3 Bank Signatories

Cllr DS has been removed from Unity Trust as signatory due to his resignation. It was **resolved** that Cllrs JA and LM become signatories. **Action:** RFO.

8.4 Quarter 3 Budget Monitoring Report

The report had been previously circulated to Cllrs and the RFO ran through any significant variances in the income/expenditure.

8.5 CJ International Services Retainer and 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 £1,614.27.

It was **resolved** to retain the services of CJ International Services Ltd to assist with data related matters for an initial period of 6 months. Cllr AW abstained. **Action:** Clerk.

8.6 Small Grant Application from Chet Contact

It was **resolved** to contribute £500 towards the ChetContact's running costs. **Action:** RFO.

8.7 Request from the Jubilee Hall for a contribution towards the Car Park White Lines

The Jubilee Hall has asked LPC to consider contributing towards the cost of the application of thermoplastic lines to the car park. It was **resolved** to defer this request until further information had been received from Cllr JH, the most recent Jubilee Hall accounts, the JHMC Constitution and whether the other landowner (Chedgrave Parish Council) had also received the request. **Action:** Cllr JH to circulate accounts and constitution.

9.0 Council Representatives:

9.1 Representative for Jubilee Hall Management Committee

The Clerk advised the Council that there is a conflict of interest for Cllr JH to be the Council representative for the Jubilee Hall, as she has a pecuniary interest as a Trustee of the Jubilee Hall, and as such it would be improper to represent the best interest of both organisations. The Council had a lengthy discussion, and it was **resolved** to defer this item until the constitution has been received. **Action:** Clerk.

9.2 Representative to the Chet Neighbourhood Plan Steering Group

A discussion was held but no Cllrs appointed. **Action:** Clerk.

10. Loddon Community Allotment Society's Request to remove the Alder Trees from Loddon Allotments:

Loddon Community Allotment Society have contacted the Council to ask them to consider submitting an application to SNC to have the 9 no. Alder trees removed and replaced at the side of the Loddon Allotments. The Loddon Community Allotment Society and several residents have previously mentioned that they consider the trees to be unsuitably placed. **Action:** Clerk to contact SNC Tree Officer.

11. Planning:

11.1 Planning Applications from South Norfolk Council

2021/2437 – 2021/2522 - The submission that was sent to SNC regarding application 2021/2522 had been previously circulated to Cllrs. A copy can be viewed on SNC's website. (Hybrid Application: Outline planning permission for a phased development for the erection of 9 self-build dwellings with all matters reserved except access. Full planning permission for the erection of 171 dwellings with access, parking, open space and landscaping, (Duplicate Application of 2021/2437)).

Cllr JH requested that District Cllr KB informs LPC when a date is set for the application to be discussed at SNC Planning Committee. **Action:** Cllr KB.

A Variation of Condition will be circulated to Council following the SNC Planning Enforcement teams' involvement with the Planning Application at the former Church Plain toilets.

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

11.3 Planning Applications from the Broads Authority: none

11.4 Planning Decisions from The Broads Authority:

BA/2022/0344/CLEUD - 12 Bridge Street, Loddon, NR14 6EZ, Lawful Development Certificate for 10 years use of land as a campsite. Approved.

12. Chet Neighbourhood Plan (NP) Steering Group:

12.1 Steering Group Report

Cllr JH gave a verbal update on the NP's progress. The draft plan has been considered by the Steering Group and will be circulated to the respective Councils for comments.

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

13. Highways:

13.1 TRO High Bungay Road

An update had been received from the Highways Officer. Cllr JH reported on behalf of Cllr CB that double yellow lines should be installed at the top of High Bungay Rd at the pinch point adjacent to Ward's Butchers/6 High Bungay Road. The TRO will be publicised, and comments can be made at this time to the Highways Officer.

13.2 Speed Awareness Message (Sam2)

The Sam2 reports had been previously circulated to Council. The Sam 2 is currently facing South on George Lane. Thanks to the Council volunteer and Cllr Morris for relocating the Sam2 on a four-weekly basis. It was **resolved** to add the Sam2 reports to the Council's website. **Action:** AAO.

14. Events Committee Update:

The Events Committee will meet on the 25 January 2023.

15. Loddon & Chedgrave Playing Field Committee (L & C PFC):

The next meeting of the PFC is planned for the 21 February 2023.

Items for the agenda;

- A mobile coffee business has been operating from the Playing Field/Hockey Field during the football matches without seeking permission from the landowners.
- Forming a Tennis Club sub-committee to allow the members to help share the workload of running the club.
- The Tennis Club's proposal for improvements to the courts.
- Outcomes of the Jubilee Hall meeting (held on the 9 January 2023).

The Tennis Coach and the Clerk had a productive meeting with the local LTA representative and the LTA have offered funding to support tennis opportunities for young people who are entitled to Free School Meals and for people who may be interested in 'Walking Tennis'.

- 16. Emergency Plan Working Party:**
Cllrs LM and JP volunteered to assist Cllr AM prepare the paperwork and designated areas.
Action: Cllrs AM, JP, LM.
- 17. Community Larder:**
There is a meeting on the 17 January 2023 at 2.00pm in Loddon Library. SNC have informally offered a grant to support the purchase of a locker. There are still supplies left over from the Christmas event and the Community Larder group will decide how they are to be distributed. Cllr JP reminded the RFO about the Saffron Housing Grant. **Action:** RFO.
- 18. Correspondence:**
All correspondence had been previously circulated to Cllrs and a general discussion was held.

Cllr JA suggested that members of the public were advised on the agenda that they can request meeting papers in advance. **Action:** AAO to update website and posters.
- 19. May 2023 Election:**
The Clerk attended a NPTS training course and had previously circulated a report on the May 2023 elections. LPC will need 12 nominees for a contested election. The Clerk will provide nomination papers for Cllrs and there will be forms available in the office for members of the public. The Clerk will add a flyer into the March 2023 edition of the ChetContact offering an open session for members of the public to meet the officers and Cllrs. **Action:** Clerk.
- 20. Items for a future agenda:**
- Gifts for Freedom of Loddon recipient
 - The Old Hockey Field Terms of Hire
 - Byelaw restricting alcohol consumption at Loddon Staithe
 - Review of the areas that B – Line/SNC have as wildflower areas
 - Draft Chet Neighbourhood Plan
 - Jubilee Hall car park line painting contribution
 - Alder Trees at the Allotments
 - Jubilee Hall/Playing Field Representative
- 21. Next meeting date:**
The next Parish Council meeting will be on Wednesday 8 February 2023 at 7.00pm. (Agenda items to Clerk by 4 February 2023).
Cllr KB gave her apologies for the February 2023 meeting.

The meeting ended at 20.56pm.

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

Many thanks for everyone who helped and donated money to enable us to deliver 80 Christmas hampers to our over-60s friends and neighbours throughout our community again this year.

In these difficult times, it's more important than ever that we work together to help and support each other.

As always, if you, or someone over-60 that you know, would like some help and maybe just some friendship, please phone ChetChat. Our new number is 07944 858929 if you, or someone you know, might need something. Please get in touch.

I'm delighted to confirm that my next surgery will be 2-3pm Saturday 11 February in Loddon library: please drop in if I can help with anything, or just to say hello!

Please ring me anytime on 07733323581 if I can help you, as many people do.

I'd like to also make sure that everyone knows about the free, and incredibly useful, SNC Bins app, put out by South Norfolk District Council, which you can find wherever you get your apps from if you use them. From now on you'll know when every bin collection is due!

Finally, I'd like to say that I know that a lot of people are understandably worried about things at the moment, but please reach out if I, or anyone else across our wonderful community, can help you.

Thank you. Councillor Jeremy Rowe

Appendix B – Clerk's Report

Staithe

LPC's cleaning contractor has sourced new soap dispensers, and the Parish Warden will be installing them. These new dispensers only allow a small amount of soap to be dispensed and should reduce the occurrences of soap being emptied over the sinks/floors, which causes additional work for the cleaner and is a slip risk for users.

Due to security concerns, the Clerk has used Delegated Powers to instruct an electrician to repair the exterior floodlights at a cost of £237.14 excl VAT. The Parish Warden strived for three quotes but only received two. The work should be completed on the 6 January 2023.

There was no vandalism at the toilets over the Christmas break.

Office/Annexe

Under Clerk's Delegated Powers, a contractor has been instructed to repair a loose roof tile and decayed timber window cill.

All staff took annual leave over the Christmas break and no emergencies were recorded.

Freedom of Information Training – CJ International Services Ltd will be carrying out bespoke Freedom of Information Training for full Council on the 18 January 2023, at 7.00pm at the Hollies.

Emergency First Aid at Work Level 3 course - The training has been re-booked with Border Bus for the 27 February 2023 and will be held at the Hollies, between 9.00am – 4.00pm.

The office will start advertising the Freedom of Loddon award in February 2023, so that it is advertised in the March edition of the ChetContact. The deadline for nominations will be the same as last year, (i.e. 30 April 2023), so that the recipient can receive their award at the June 2023 fete. As the budget had allowed up to £21 pcm for a mobile phone for the Clerk, the Clerk purchased a handset and a monthly data allowance of 6gb, at a reduced price of £13.60pcm.

The Clerk is currently liaising with Safer Norfolk Safeguarding Children Partnership to compile a Safeguarding Policy to be considered by Council.

Recycling Centre adjacent to the Jubilee Hall

South Norfolk Council (SNC) have removed all bar one glass bin from the recycling centre. The JHMC brought this issue to our attention. The AAO contacted SNC and was informed that mixed glass could be placed in this bin and SNC would display a poster to this affect. A poster has not yet been displayed, and the Parish Warden had to clear the vast quantity of glass bottles that were left on the ground over the Christmas period. The AAO has reported the issue to SNC and they have offered to install a sign asap.

Christmas Lights

Cozens removed the motifs/mistletoe from Church Plain and the Staithe Car Park on the 3 January 2023.

Appendix C – Admin and Allotments Officer’s Report

I am continuing to deal with the issue of unworked plots and am monitoring several during my regular inspections. One plot was reassigned just before Christmas to a new tenant.

The process of sending out new Plot Letting Terms and invoicing tenants is under way & will be completed early this month to meet the requirement of two clear months’ notice to tenants.

I have updated the Allotment Management policy on the website to reflect the changes to the Plot Letting Terms approved in December, and I have reviewed the Allotment Risk Assessment.

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

Appendix D – Parish Warden’s Report

Key activities since December Council meeting:

- Hosted contractor visits for;
 - Target Trees- Last two trees scheduled for felling on Jubilee field
 - JG Electrical- Staithe toilets lighting upgrade
- Responded to the following Parishioner concerns/reports:
 - Gritted pavements around elderly people’s homes on Leman Grove
 - Allotments, Willow stump. Expert opinion obtained to establish no fungal hazard. Stump reduced and plugged with Herbicide
 - Missing litter bin on High Street
 - Problems with Lighting cable at Cadge Solicitors office- Window sealed
 - Staithe toilets not responding to cards- System reset
 - FP10 poor condition. Inspected, bushes cleared at pinch points, SNC request submitted by Clerk for mechanical sweep
- Supported Footpath 15 site meeting with NCC team
- Support to Victorian evening
 - Review of electrical supply arrangements, procuring new items required to ensure safety of installation
 - Temporary alteration of Staithe toilet access
 - Deployment and recovery of Floodlights
- Fitted new Key safe, and door latch in LPC Office
- Preventative plumbing maintenance, LPC Office
- Sealed Office Annex Post box against water ingress
- Repaired wind break at Tennis courts
- Progressed quotations for Staithe electrical works and Office window repair
- Routine inspections of:
 - Kittens Lane Playground and Skate Park
 - Broadlands Playgrounds and Public opens space
 - Tennis courts
 - Parish trees

- War Memorial
- Pyes Mill picnic area
- Weekly Litter picking; Hockey field, Jubilee field and car park, and Skate Park
- Litter pick; George lane, Bungay High Road, Pyes Mill, and Mill Road
- Legionella flushing and temperature control readings completed
- Monthly Fire Safety, Emergency lighting, and CO Monitor checks complete
- All CCTV Cameras cleaned
- Recycling bays at Jubilee hall and Lemn Grove inspected and waste cleared
- War Memorial Inspected and litter picked
- Inspected Footpaths; 8,9,10,11,14 & 15 cutting back Hawthorn on FP15 and dead branches and Brambles on FP10
- Walked FP to Roundabout via. Stubbs and back via Hobart litter picking and reporting Fly tipping encountered at Gilbert Road Children's play area
- Tennis courts swept on twice weekly basis due to heavy leaf fall

Appendix E – Data Protection Matters

CJ International Services Ltd (on the Council's behalf) continues to receive requests for data via the [Whatdotheyknow](#) website.

02/12/22 - Dear Loddon Parish Council,

Please can you provide me with the audio recordings of the Full Council Meetings held by Loddon Parish Council in:

September

2022

October

2022

November 2022

Yours faithfully,

15/12/22 - Dear Loddon Parish Council,

Under FOI please can you provide me with an audible copy of the recording taken of the LPC Public Meeting held on 14th December 2022.

Yours faithfully,

19/12/22 - Dear Loddon Parish Council,

Please make available the audio recordings of the December parish Council meeting.

Yours faithfully,

Brief Note on Freedom of Information Act (FOIA) Requests (from CJ International Services Ltd)

Anyone can make an FOIA request to a public authority. In the case of a parish council, the applicant does not have to reside in the parish, county or even country. Once received by the authority, they have an onus of responsibility to be as helpful as possible but they are not required to create information for the purposes of answering a request. For this reason, it's important for an applicant to consider beforehand whether they want to use the formal process to find out information or to make an informal/ casual (non-FOIA) request that might produce the desired information, even if it is not written down anywhere.

The FOIA does not compel an authority to answer all requests and exemptions can be applied where the disclosure of the requested information is unlawful, inappropriate or it would not be in the public interest to do so. In such cases, the authority has to inform the applicant as to why the requested information is not going to be disclosed. The applicant can request an internal review which is, in effect, a request to 'have another go' and if they are still not satisfied, the applicant can complain to

the Information Commissioner’s Office (ICO). If the ICO believes there is merit to the complaint, it will ask the authority to justify its decisions. It should be noted that this does not imply that the authority has acted improperly or unlawfully, it is just a procedural step in the complaint process.

Requests that the public authority deem to be vexatious need no further action other than to inform the applicant of the decision. Repeat requests of this nature can be ignored all together. The ICO provides guidance to authorities as to how they could judge whether a request is vexatious or not and it needs to consider a variety of factors, in particular the context in which a request was made in the first place. Even if this is applied properly, the authority may still be required to justify its decision, with evidence, to the ICO if the applicant makes a complaint.

In each case, it is for the ICO to decide whether the authority has acted properly or whether it is required to take further action to address the original request. Decision notices and/or enforcement notices are issued to the relevant parties and a summary of the outcome is made available on the ICO’s website.

Appendix F - Planning Report

App Number	App Type	Address	Proposal
2022/1782	Householder	5 Elm Close Loddon Norfolk NR14 6LG	First floor extension
2022/2239	Cert. Lawfulness Existing	12 Bridge Street Loddon Norfolk NR14 6EZ	Lawful Development Certificate for 10 years use of land as a campsite - THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY - BA/2022/0344/CLEUD
2022/2380	Works to trees in Conservation Area	21 Mill Road Loddon Norfolk NR14 6DR	T1 - Birch, crown reduction by 2m in height from approx 14m to 12m, 1.5m width reduction from approx 12m to 10.5m