



Loddon Parish Council

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

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Minutes of The Meeting of Loddon Parish Council held on Wednesday 11 November 2020 at 7.00pm remotely via 'GoTo Meeting'

Present: Cllr June Strickland, Chair (JS), Cllr Kay Mason-Billig, Vice-Chair (KB), Cllr Arthur Morris (AM), Cllr Colin Binfield (CB), Cllr David Tarry (DT), Cllr Jane Hale (JH), Cllr Sophie Waggett (SW), Cllr Mervyn Pointer (MP), Cllr Alan Wildman (AW).

Absent: Cllr Stephen Jones (SJ).

In Attendance: Emily Curtis (Parish Clerk), Georgina Hirst (Responsible Financial Officer), County Cllr Barry Stone, District Cllr Jeremy Rowe and four members of the public.

1) Welcome: Cllr JS welcomed everyone to the remote meeting of the Council. The Clerk informed the Council that she wished to record the meeting. Cllr JS informed the meeting that a complaint had been made regarding two Cllrs. The Clerk had followed the Council's complaints procedure, and the advice received from South Norfolk's Monitoring Officer was that the complaint was not upheld as it was not a matter of non-compliance with standing orders. The complaint is now closed.

2) Remote Meeting Protocol and Etiquette: Cllr JS informed the Council and Members of the Public that Microphones should be muted by all (including Cllrs if they are able) until they wish to contribute to the meeting. All attendees to raise hands if they wish to speak and Parishioners were informed that they will be muted after Public Forum.

3) Apologies for Absence: Cllr Margaret Wallace (MW).

4) Declarations of Interest: None.

5) To Approve the Minutes of 14 October 2020: The Minutes of the meeting held on 14 October 2020 were **APPROVED** as a correct record and will be signed by the Chairman.

6) Matters Arising

6.1) Wherryman's Way Interpretation Board: After the issue was mentioned at last month's meeting, Cllr BS had been in communication with Norfolk County Council and requested that the Information Board be replaced as it is in a terrible state of repair. The Clerk has since received communication from Martin Caplin (NCC Trails Officer) and replacement of the frame is imminent. The Council thanked Barry Stone for his efforts.

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

7.1) County Councillor: Cllr Stone informed the Council that he is still looking into the Finger Sign restoration at Farthing Green and will report back when he knows more. The steps and bridge on the Wherryman's Way route have been repaired allowing it to re-open as far as the broken ramp at Hardley Bird Hide.

Cllr BS has circulated a document to Cllrs regarding 'Digital Connectivity', which outlines the improvement in broadband for a large percentage of Norfolk residents.

Cllr BS reminded the meeting that if anyone has the Coronavirus symptoms and requires a test, please call 119 or go to www.gov.uk/get-coronavirus-test.

Cllr JH enquired if the start date for construction on the George Lane Roundabout of January/February 2021 was still on course and he confirmed to his knowledge that it was.

7.2) District Councillor: Cllr Jeremy Rowe reminded the Council that ChetChat is a permanent local help group for friends and neighbours who are over 60, and they can be contacted on 0787 60 50 110. They will also be accepting donations (Items of food, or cash donations gratefully received) for Christmas hampers which they plan to distribute locally. They would also be grateful for nominations for people (over 60) to receive a hamper, anyone who needs the help, or from volunteers. ChetChat is a permanent group that is working under the umbrella of Community Action Norfolk so volunteers will have training and DBS checks undertaken.

Cllr JR is also proposing an award like the Freedom for Loddon for people who have contributed to the community.

Cllr JR has promised a grant of £200 in 2021 to assist with the CCTV proposal on the Playing Field. Cllr Rowe's regular surgeries will resume when it is safe to hold them again. In the meantime, please ring him anytime on 07733 323 581.

7.3) District Councillor: Cllr Kay Mason-Billig informed the Council that she has been liaising with Tracey Lincoln at South Norfolk Council regarding the George Lane roundabout, and the start date for construction is still anticipated as January/February 2021. Halsbury Homes are expecting to have tenders back this week and then a contractor will be selected. Cllr KB informed the Council that the Section 278 agreement which secures finance is almost finalised, another important step forward. The Staithe Working Party recently had a successful meeting with Helen Sibley at South Norfolk Council, and various works have been undertaken such as clearing the paths and general improvement of the area. A large area of overgrown vegetation will be cleared and grassed to provide a picnic area with a bench and a fixed barbeque installed.

Cllr KB confirmed that the installation of The Staithe CCTV has been paid for by Cllr KB's Cllr allowance and that Loddon Parish Council should have received the funds reimbursing the cost.

The planning application for the mobile phone mast at the Loddon Exchange (in Chedgrave) has been received and Cllr KB is encouraging people to view the application and comment.

South Norfolk Council Help Hub is available to support vulnerable residents throughout the pandemic and can be contacted by telephoning 01508 533 933.

7.4) Public Forum: A member of the public informed the Council that they were concerned at the speed in which people are driving through the Halsbury Homes estate, well over the 10mph limit. Cllr SW informed the Council that it is unlikely that the roads will have been adopted by NCC as they are still in the construction phase, so at this point Halsbury Homes are still responsible for this issue. Sam2 could not be used in the development as all sites have to be approved by Norfolk County Council Highways prior to installation.

Parishioner offered a Cedar Tree to the Council and they will consider an available location in the Parish.

The Clerk confirmed that the correspondence received from B-line has been circulated to the Council and it will be added to the December's Agenda.

Representatives of District RBL passed on their sincere thanks to the Parish Council, in particular to the Parish Clerk, Emily Curtis for her involvement and organisation of the Remembrance Service on Sunday and the Parish Council were honoured to receive a certificate of appreciation from the RBL. Cllr JS also thanked Colin and Christine Hartley for their help organising the poignant service.

8) Finance Update

8.1) To approve accounts for payment in accordance with the budget: It was **RESOLVED** to approve the following accounts for payment in accordance with the Budget. The following accounts are presented for payment in accordance with the Budget since the last meeting:

Date	CHQ / SO / DD	Payee	Item	Amount
5.11.20	DD	South Norfolk Council	Toilets Rates	170.00
5.11.20	DD	South Norfolk Council	Library Rates	434.00
6.11.20	DD	Saffron Housing	Garage Rent	52.00
9.11.20	DD	Inty Ltd	2 x Office 365 Subscription	22.56
27.10.20	104427	Petty Cash	Stationery / Postage / General supplies	100.00
11.11.20	104428	Loddon Garden & DIY	Grass cutting and grounds maintenance	803.87
11.11.20	104429	B&F Domestic Services Ltd	Staithe toilet repairs	45.00
11.11.20	104430	Wayne Bartram	PAT Testing Christmas Lights	36.75
11.11.20	104431	Anglia Surface Care	Tennis Court Moss Treatment	468.00
11.11.20		Salaries		2,436.26
11.11.20	104433	HM Revenue & Customs	November tax / NI	428.50
11.11.20	104434	Norfolk Pension Fund	Pensions Nov	726.63
11.11.20	BACS	E Curtis	Expenses (GoTo meeting)	13.20
11.11.20	BACS	Cozens (UK) Ltd	Street Lighting Maintenance	36.00
11.11.20	BACS	Norfolk County Council	Rent	500.00
11.11.20	BACS	Chris Knott	Cleaning	1,540.65
11.11.20	BACS	Dragon Security Systems	Annual maintenance contract	144.60
11.11.20	BACS	South Norfolk Council	Dog Bin Emptying	1,837.92
11.11.20	BACS	Adept IT Solutions	Business IT support	45.60
11.11.20	BACS	Amazon Payments UK Limited	Stationery, barrier tape, radar keys	46.95
11.11.20	BACS	Viking	Stationery, printer paper and postage	188.98
11.11.20	BACS	Kevin Williams	Library Annexe Rear yard work	954.00
2020/21	Income	Received from	Item	Amount
26.10.20		South Norfolk Council	CIL 20/21 – 2020/0080	490.43
27.10.20		HM Revenues & Customs	VAT Repayment 2020-21 Qtr 2	1,054.77

8.2) To Receive the Bank Reconciliation to the 31 October 2020: The RFO informed the Council that the monthly bank reconciliation up to 31 October 2020 shows a balance of £224,346.08.

8.3) To Consider Quotes for Christmas Light Installation and Removal: Steve Crisp was unable to install the Christmas lights as he does not have adequate Public Liability Insurance. Alternative quotes have been sought:

- Andrew Carver at Loddon garden and DIY - £1,153.25
- TT Jones (unable to commence installation until mid-December) – £1,800
- Pearce and Kemp (unable to install this year)- £3,448.00
- Cozens – Unable to install this year so no quote received.

It was **RESOLVED** to accept the quote from Andrew Carver at Loddon Garden and DIY. **ACTION:** Clerk.

8.4) To Consider the Draft Budget 2021/2022: Following the Budget Working Party meeting held on 03/11/2020, updated Draft Budget 2021-22 spreadsheet and the Budget Notes documents were added to Dropbox along with notes from the working party meeting. The recommendation from the Budget Working Party is for the Parishioner's contribution to remain the same as 2020-21. Councillors are invited to add any further comments or discuss the draft budget at the November meeting to enable the 2021-22 Budget to be finalised and presented for approval at the December or January Parish Council meeting. Tax Base information from South Norfolk Council is yet to be received. Cllr JH proposed that another meeting be held to discuss the budget as the sound issues from the remote meeting prevented some Cllrs being able to contribute fully. It was **RESOLVED** to organise another meeting on the 02 December 2020 at 7pm via 'GoTo Meeting'. **ACTION:** RFO to circulate invite and budget notes and offer hard copies of the budget to the Cllrs.

8.5) To Consider Unity Trust Current Account: Loddon Parish Council already has a saving account with Unity Trust Bank, as well as a current and savings account with Barclays. The Unity Trust current account is used by many Parish Councils across the country as their main banking account. The Unity Trust current account provides three levels of authorisation for payments so that the RFO can set up BACS payments to then be authorised by two Councillors. The Unity Trust Bank is very familiar with Parish Councils workings and financial regulations. The recent changes made to bank signatories at both Barclays and Unity Trust have highlighted the responsiveness and efficiency of Unity Trust in comparison with Barclays. There is a monthly charge for the Unity Trust Account of £6.00 per month. It was **RESOLVED** for the Council to use Unity Trust as their primary Current Account. **ACTION:** RFO to complete forms.

8.6) To Consider Unity Trust Credit Card: It has been proposed that the office acquire a Unity Trust credit card. Currently online purchases are paid for using staff's personal credit and debit cards and then reclaimed as expenses (e.g 'GoTo Meeting' subscription). A Parish Council credit card would remove the need for staff to be out of pocket for such purchases. In addition, when equipment is purchased using staff's personal credit card the warranty for the item is in the name of the individual who paid for it rather than Loddon Parish Council. Loddon Parish Council's Financial Regulations (6.20) allow for a corporate credit card to be used by the Clerk or RFO, with the appropriate approvals. It was **RESOLVED** to open a Unity Trust Credit Card. **ACTION:** RFO.

8.7) To Consider Quotes Received for the Refurbishment of the Play Area: The RFO has compiled a comparison spreadsheet for the Play Area quotations, which has been previously circulated to Cllrs via Dropbox. The remaining budget available in the current financial year for the

Play Area is £787.50; in addition, there is £6,000 unspent in the TRO budget, which could be transferred into the Play Area budget should Councillors wish. The planned draft budget for 2021-22 is £7,000, to include refurbishment works and any ongoing repairs. It was **RESOLVED** that the Public Open Space Working Party meet at the Play Area to discuss the quotes received. **ACTION:** RFO to organise the meeting.

8.8) To Note the Playing Field Committee’s Decision that their Bank Account will be closed, and the funds therein transferred to Loddon Parish Council’s Bank Account.

8.9) To Consider the Church Grant for 2021-22: The amount for the 2021 grant needs to be agreed by full council. In 2019-20 the payments for grass cutting and clock winding at the Church totalled £9,125. The current 2020-21 budget for the Church Grant is £7,000 for grass cutting and £300 for clock winding, it is anticipated that this will be fully claimed by 31/03/2021. An extract from the April 2020 Parish Council meeting: *“It was RESOLVED that with effect from 01 April 2020 the Parish Council no longer organises the contract for the churchyard grass cutting and reduces the Grant awarded from £9,100 to £7,000, with a view to lowering it further in the future.”* However, in light of the potential hardships and lack of income to the Church as a result of the Covid-19 pandemic, it was suggested that for 2021-22 the grant remains at same level of £7,000. It was **RESOLVED** that the Council would accept this recommendation. **ACTION:** RFO.

8.10) Consider Quotes for The Electricity Supply at Library Annexe: Contract due to expire 04 December 2020.

Supplier	Duration	Standing Charge	Kwh
Currently directly with British Gas	ends 04/12/2020	27.95p/day	15.56p/kwh
Current broker for other utility contracts, Utility Alliance suggest Corona Electricity	36 months	27.66p/day	17.51p/kwh
	60 months	27.66p/day	18.235p/kwh
Direct from British Gas	12 months	32.01p/day	18.03p/kwh
	24 months	34.16p/day	18.27p/kwh
Vibrant Business Energy Consultants, Daniel Scott recommends British Gas Lite (online service)	24 months	26.04p/day	14.19p/kwh

It was **RESOLVED** to accept the quote from Vibrant Business Energy Consultants for 24-month contract with British Gas Lite. **ACTION:** RFO.

9) Parish Facilities:

9.1) The Staithe Public Conveniences: The Public conveniences can stay open during the Covid-19 lockdown.

Recent repairs have been completed to the automatic door locks as they were not engaging. The vandalism in the ladies WC is yet to be completed due to a delay in obtaining parts.

The opening hours were discussed, and it was **RESOLVED** that the new opening hours would be; summer hours 7am – 8pm, winter hours 7am – 5pm. **ACTION:** Clerk.

9.2) LPC Annexe and Office: The office is closed to all appointments and visitors due to Covid-19 lockdown.

No further updates on the outstanding lease negotiation as Loddon Parish Council have been informed that Norfolk County Council's Solicitors have stopped communications with their surveyors. The library has temporarily closed due to Covid-19 lockdown.

9.3) Tourist Information Centre: Closed until Spring 2021.

9.4) Jubilee Hall: Cllr JH is the Loddon Parish Council representative and reported that the Jubilee Hall trustees have yet to hold their AGM.

9.5) Library Annexe Rear Hall: The Rear Hall is closed due to Covid-19 lockdown.

9.6) Tennis Courts: The Loddon and Chedgrave Playing Field Committee have instructed clearance of the moss. The courts are currently closed for bookings due to Covid-19 lockdown.

10) Public Open Spaces:

10.1) Kitten's Lane Play Area: The Play Area can remain open during Covid-19 lockdown.

10.2) The Skate Park: Leaf clearance will need to be included as part of the maintenance contract as it is a health and safety issue. A Parishioner recently informed us that several youths were seen taking drugs at Skate Park and PC Steve Banes has been informed. The proposed CCTV will hopefully reduce anti-social behaviour.

10.3) Allotments – The Clerk has contacted all affected Allotment holders regarding the upcoming ditch work. The works will commence once the weather improves. **ACTION:** Cllr DT.

10.4) Loddon and Chedgrave Playing Field Committee: The encampment on the corner of Old Market Place/George Lane appears to have been removed.

10.5) Hockey Field: A contractor has been instructed to attach a padlock on one of the gates to prevent vehicles damaging the pitch.

10.6) Pyes Mill: Footbridge repairs have been delayed due to bad weather. The Information Board near the sculpture was damaged in the recent storm and unfortunately the graphic content was lost. The Clerk has reported this to Helen Sibley at South Norfolk Council, who maintain Pyes Mill.

10.7) Parish Trees: Appreciation was given to Cllrs Dave Tarry and Alan Wildman for installing the tree brass plaques on to the hardwood boards. **ACTION:** Clerk to organise reinstatement.

11) To receive an update on the BROADLAND MEADOW Public Open Space Transfer: The Cllrs **RESOLVED** that the Public Open Space Working Party will organise a walkover date with Reece Horne (Taylor Wimpey representative), to ensure that all the outstanding work and issues have been completed prior to the transfer. The outstanding Rights of Way issue with a neighbouring landowner have been **RESOLVED** as the Parish Council will not obstruct the landowner from accessing his land. The Public Open Space is being adopted for the residents of Loddon and the area will be accessible for all, including the neighbouring landowner. **ACTION:** Clerk to organise meeting with Taylor Wimpey representative.

12) Policies: The Council considered and **RESOLVED** to adopt a Social Media Policy. **ACTION:** Clerk to prepare policy for the Council to adopt.

13) Loddon Parish Council Working Parties (WP): It was **RESOLVED** to add Cllr AW to The Staithe Working Party and Cllr MP to the Personnel WP. This item will be deferred to the next Agenda to give Cllr SJ the opportunity to be ratified on the planning WP. **ACTION:** Clerk to add to December Agenda and update committee list.

14) Planning:

14.1) To consider PLANNING APPLICATIONS received from South Norfolk Council:

- 2020/1874 Works to TPO trees Parish: Location: 12 Oakfields Loddon NR14 6UT Proposal: T2 Oak - Crown reduction, height from 21m to 18m and spread from 26m to 22m. Tidy up broken limbs. Reduce away from house to give at least 2.5m clearance. T3 Oak - crown reduction, height from 15m to 12m and spread from 21m to 17m.

14.2) To note DECISIONS on planning applications by South Norfolk Council:

- 2020/1014 Change of Use Parish: Loddon Location: Land West of Little Money Road, Loddon Norfolk Proposal: Change of use from agricultural land to class B1, B2 & B8 for commercial/industrial development. Decision: Withdrawn Date of decision: 7 October 2020
- 2020/1493 Householder Parish: Loddon Location: 44 Cannell Road, Loddon NR14 6DW Proposal: Erection of a two-storey side and single storey rear extension. Decision: Approval with Conditions Delegated Date of decision: 9 October 2020
- 2020/1631 Works to trees in Conservation Area Parish: Loddon Location: 18 High Street, Loddon Norfolk NR14 6AH Proposal: T1 Acer - pollard back to original cuts Decision: No objections Delegated Date of decision: 7 October 2020
- 2020/1666 Works to TPO trees Parish: Loddon Location : 23 Filbert Road, Loddon Norfolk NR14 6LW Proposal : T1- Oak - Reduction of height 14m to 11m and spread of 9m to 6.5m Decision : Approval with Conditions Delegated Date of decision : 26 October 2020
- 2020/1787 Householder Parish: Loddon Location: 2B Low Bungay Road, Loddon NR14 6JW Proposal: Proposed side extension Decision: Approval with Conditions Delegated Date of decision: 29 October 2020

14.3) To note PLANNING APPLICATIONS received from Broads Authority: None

14.4) To note DECISIONS on planning applications by Broads Authority: None

15) Highways:

15.1) To Receive Update on Speed Awareness Message (Sam2): The report for High Bungay road has been circulated to the Cllrs. Thanks to Parishioner Bryon Sparkes for moving the Sam2 throughout the village and sending the Council a monthly report on the data from the device.

15.2) NCC Highways Parish Partnership Scheme (Deadline 04 December 2020): The Council has been asked to consider applying to NCC Highways for a 50% grant for a local highway improvement. After discussion, no proposals were suggested.

16) Neighbourhood Plan: The Cllrs **RESOLVED** to attend the proposed date of the 'Getting Started' meeting is the 16 December 2020 at 7pm via 'Go To Meeting'. **ACTION:** Clerk to circulate meeting invite once the Neighbourhood Plan representatives from Chedgrave Parish Council have confirmed the date.

17) Remembrance Sunday Service: The Risk Assessment and plans for the Remembrance Service on Sunday 08 November 2020 were checked by the Safety Advisory Group and permission was given for the service (without the parade) to go ahead despite the lockdown. Thanks to South Norfolk Council for giving the Parish Council permission to close Church Plain Car Park, allowing attendees to safely socially distance. Thanks to Caroline Dwen for providing additional signs and barriers and four volunteers. Thanks to GH and Cllr AM for helping attendees to complete the Track and Trace Register/QR Code, and thanks to Colin and Christine Hartley, and the other members of the District Royal British Legion for their support. Thanks to Revered Owen and his wife Nina for the poignant open worship and PC Steve Banes for attending and overseeing the event. The Clerk has added the photographs to the Facebook page and Parish Council website.

18) Loddon Christmas Lights and Decoration: The Clerk reported that Cozens have been instructed to install the following; 4 large motifs on Church Plain Car Park (two on each central street lamp), 6 small motifs on The Staithe Car Park (two on each street lamp), 5 Tree Wraps on Church Plain, and the lights on the Christmas Tree in front of the Library. Cozens will install and switch these on Friday 04 December 2020.

No string lights are possible at the Staithe as the gaps between the streetlights are too large and the low hanging lights will be a danger. The Clerk has contacted SNC requesting permission/consent for the lights at Church Plain Car Park and The Staithe to be installed. It was **RESOLVED** to add lights to The Staithe frontage and to ask Cozens to quote for a Tree Wrap for The Staithe for 2021.

ACTION: Clerk to add Christmas lights and quotes to March 2021 Agenda.

The Swan have kindly agreed to purchase the 14-foot Xmas tree from Andrew Carver at £75. Andrew will install it in front of the Library.

The Parish Council has agreed to instruct Andrew Carver at Loddon Garden and DIY to install the lightweight LED string bulbs on the resident's homes and businesses on Church Plain, High Street and Bridge Street. The Council office has only received half of the 90 consent forms required for installation of these lights, so thanks in advance to Cllr AM for delivering forms and knocking on doors to obtain consent from these residents who have yet to return the forms. The Council website now has an online consent form that can be emailed which will reduce administration time next year. The Cllrs suggested that during this pandemic, it would be lovely to see additional Christmas lights in Loddon with continuity through to Chedgrave. Suggestions including contacting the Allotment Society to see if battery lights could be added to the trees near the front of the site. **ACTION:** Clerk to contact Allotment Society.

19) Adopted Streetlights: Norfolk County Council (NCC) have confirmed that three of the thirty-three lights that Loddon Parish Council adopted from South Norfolk Council (SNC) are in fact NCC lights. Unfortunately, the LED lanterns were changed in two of these lights before this error became known. NCC have told the Council to budget for up to £1000 for the cost of these two lights being returned to highway specification. NCC are attempting to retrieve the two LED lanterns back from their contractor (Amey) to return to Loddon Parish Council.

Helen Sibley has confirmed that SNC will not be reclaiming the £800 back for each of the three lights. There may be some legal costs involved in an amendment to the deed, so the Council have consulted solicitors, Allens Cadge and Gilbert for advice. **ACTION:** RFO to advise insurance company to remove lights from policy, the energy supply company, and the streetlight maintenance company of the amended streetlight inventory.

All initial complaints received by residents relating to the LED lantern installation have now been resolved by TT Jones, and the parishioners informed.

20) Asset of Community Value: The Council **RESOLVED** to nominate The Swan Bowling Green as an Asset of Community Value. **ACTION:** Clerk to return completed form to South Norfolk Council.

21) To Receive for Information Report from the Chairman: Cllr JS reported that she had met with previous Locum Anne Barnes and she was delighted with the gift from the Cllrs.

22) To Receive List of Significant Correspondence (and agree any necessary action):

- B-Line proposed SNC sites
- B-Line report on Hockey Field
- Carers Matter
- Draft recommendations for new division boundaries for NCC
- NCC Budget Consultation

23) Items for Future Agenda: None suggested.

24) Date of the Next Meeting: The date of the next meeting was agreed as Wednesday 09 December 2020 at 7.00pm (Agenda items to Clerk by 01 December 2020).

25) Meeting Dates For 2021: It was **RESOLVED** to accept the following dates for 2021. Meetings will continue via 'Go TO Meeting' for the foreseeable future and will commence at 7pm on the second Wednesday of the month.

13 January 2021	14 July 2021
10 February 2021	August 2021 - NO MEETING
10 March 2021	08 September 2021
14 April 2021	13 October 2021
12 May 2021	10 November 2021
09 June 2021	08 December 2021

There being no further business the meeting ended at 21.10pm.

Signed:

Dated: