

LODDON PARISH COUNCIL

Minutes of Loddon Parish Council meeting held on Thursday 9th January 2020 at 7.00pm in The Library Annexe, Loddon

Present: June Strickland – Chairman
Colin Binfield
Jane Hale
Kay Mason-Billig
David Tarry
Sophie Waggett

In Attendance: Deborah Sarson, Locum Clerk
Donna Hodds, RFO
Anne Barnes, Locum Clerk
Barry Stone, County Councillor
6 members of the public

232. Welcome

The Chairman welcomed everyone to the meeting and asked if anyone wished to record the meeting, it was confirmed no one did. The locum clerk to be formally appointed later in the meeting was introduced to the council

233. Apologies for absence

An apology was received and accepted from Councillors G Knight, D. Scott and M. Wallace.

234. Councillor Co-option

There were no nominations.

235. Declarations of Interest

Councillor Mason-Billig declared a pecuniary interest in item 242 a) regarding accounts for payment – Procastle payment.

236. Minutes

The minutes of the meeting held on 12th December 2019 were approved as a correct record and signed by the Chairman.

237. Matters Arising

Item 217. Staithe Tide Mill – Broads Authority have responded they are trying their best to move on the itinerant boat users. Records will be kept.

ACTION: DT

Item 219. Lease – Discussions ongoing relating to sub-letting the hall. Solicitor's Allens Cadge & Gilbert will be asked to Register the Lease once the Council has signed it off.

Item 221. SAM 2 – Bryon Sparkes will be trained on 21.1.2020. **RESOLVED** to pay for Mr Sparkes mileage.

Item 224. Playing Field – Safety signs were missing. It was **RESOLVED** to purchase one sign cost £42 plus £2.50 for a clip.

It was **RESOLVED** to suspend the meeting to hear from County and District Councillors in attendance.

238. Reports from District and County Councillors

i) **County Councillor** - Councillor Stone reported a meeting with the bus company has been organised for 20 January 2020 which he is unable to attend. He will be kept informed and will report back. He asked the Parish Council to consider the two choices of re-routing the bus service via Beccles Road or asking local people to accept having double yellow lines outside their properties and losing their on street parking spaces so that the bus can continue to be routed down High Bungay Road.

The George Lane development has 80-90 dwellings completed and final roundabout designs have been approved by Norfolk County Council. The legal work is now awaited. The roundabout construction is due to start Spring/Summer 2020 but there may be some financing issues.

Councillor Hale expressed concerns over the reduction of 3 lanes down to 2 lanes in Prince of Wales Drive, Norwich which is causing major traffic hold-ups as buses pull into the kerb to pick up passengers. This will be kept under review.

ii) **District Councillor** - Councillor Mason-Billig reported back on the CCTV for the Staithe toilets which had been funded from her members ward budget. There will be two – one static and one portable. These, along with the relevant signage, will be installed in the near future.

District Councillor Jeremy Rowe will hold his next Surgery on 15th February 2020 from 2-4pm in Loddon Library. His new telephone number is: 07733 323581.

The Meeting resumed.

239. Housing Needs Assessment

Mr Rik Martin from Community Action Norfolk (CAN) asked the Parish Council to consider a request from Larkfleet Homes for CAN to produce a Housing Needs Assessment. CAN would only proceed with this request with the

Council's co-operation. Larkfleet's planning application had an Appeal pending and as the Council had strongly objected to the application, they did not feel they could support the request for a Housing Needs Assessment under these circumstances. CAN would report back.

240. PLANNING

a) Planning applications received were considered:

- i) 2019/2509 - Stubbs Cottage Stubbs Green Loddon NR14 6EA. Listed Building Consent. Cover exposed concrete floors and replace the existing ceramic black riven floor tiles with new limestone floor tiles. Available to view at <https://info.south-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q2GC8LOQGN500>
It was **RESOLVED** that this application appears to be acceptable.
- ii) 2019/2431 - Land To The East Of High Bungay Road Loddon Norfolk. Full Planning Permission. Construction of 35 entry level dwellings with access and associated infrastructure. Copies of the submitted plans can be viewed on-line at <https://info.south-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q1Y4SAOQGFT00>
It was **RESOLVED** to object to this application. Councillor Waggett tabled a response which was approved.
It was also **RESOLVED** to invite Larkfleet to come to the next Parish Council meeting to discuss their application.

b) Decisions on planning applications by South Norfolk Council were noted:

- i) 2019/2198 - Listed Building Consent: Replacement front door with some ironmongery retained at 48 High Street Loddon NR14. Approval with conditions.

c) It was noted that an appeal has been lodged in respect of non-determination as follows

19/00070/AGNDET | Construction of 56 entry level dwellings with access and associated infrastructure | Land To The East Of High Bungay Road Loddon Norfolk details available here: <https://info.south-norfolk.gov.uk/online-applications/appealDetails.do?activeTab=dates&keyVal=Q2NMG7OQ07S00> Once registered with the Planning Inspectorate a timetable for the appeal process should follow.

It was **RESOLVED** to object as before and a draft response to the Planning Inspectorate by Councillor Waggett was tabled and approved.

It was **RESOLVED** to suspend the meeting to hear from members of the public in attendance.

241. Public Forum

Concern was expressed that a large Oak tree in Oak Road which had a TPO on it was allegedly struck by lightning, was diseased and then removed by the developers. The developers should have replaced the tree with three others, but these have not materialised. It was **RESOLVED** to ask for a sizeable Oak tree to replace the old one rather than three small trees. **ACTION: KMB**

Concern was expressed that commemorative plaques had not been replaced.
ACTION: JH

Contractors would be reminded there should be no strimming around trees.
ACTION: DH

The meeting resumed.

242. Finance Update

- a) It was **RESOLVED** that the following accounts for payment were approved in accordance with the Budget.

Voucher		Amount		
328	DD	11.28	Inty Ltd	Office 365
330	DD	24.00	Apedt IT	IT Support
331	DD	482.70	British Gas	Gas – Library Annexe
332	DD	374.14	British Gas	Electricity Consumables – Staithe
313	CHQ	65.97	HTS Supplies Ltd	Toilets
314	CHQ	1088.00	Elegance	Cleaning
316	CHQ	1085.75	Locum Clerk	Salary
317	CHQ	15.03		Job Advert
323	CHQ	8000.00	Norfolk C C	Rent
324	CHQ	1018.55		Salary
329	CHQ	63.20	HMRC	Tax & NI
315	DD	255.52	Apogee	Printer Consumables
318	CHQ	52.00	Saffron Housing	Garage Rent
319	CHQ	427.00	South Norfolk CI	Business Rates – Office
320	CHQ	167.00	South Norfolk CI	Business Rates - Staithe
			Adept IT Solutions/	
321	CHQ	24.00	Gocardless	IT Support
327	DD	52.00	Saffron Housing BNP Paribas	Garage Rent
326	DD	183.96	Leasing Solution	Printer Leasing
333	CHQ	150.00	SLCC	RFO Membership
334	CHQ	150.00	G W Townsend	Clock Winding
335	CHQ	500.00	Norfolk CC	Rent
INCOME	CASH	120.00	Staithe	Shower Tokens
INCOME	BACS	100.00	Slimming World	Hire of Rear Hall

Concern was expressed at the cost of Business rates. Councillor Mason-Billig agreed to investigate Small Business Rates and report back. **ACTION: KMB**

RFO was asked to investigate a break-out clause in the photocopier Lease and report back. **ACTION: DH**

b) **Signatories**

It was **RESOLVED** that Councillor Colin Binfield be the fourth signatory to the Council's bank accounts. **ACTION: DH**

c) **Grant Applications**

There were no Grant Applications.

d) **Staithe Toilets Water Supply**

It was **RESOLVED** to change the water supplier from Wave to Everflow to reduce costs.

e) **Electricity**

The Council used a broker to obtain quotes from 12 other providers, but British gas has agreed to meet the cheapest quote. It was **RESOLVED** to remain with British Gas. Concerns that the Council were paying for the electricity for the whole building were expressed as another meter had been identified on the bill with no consumption recorded. Further investigation will take place to find the meter. **ACTION: DT**

f) **Street Light Column Labelling**

It was **RESOLVED** to label only the streetlights that the Parish Council are taking on from South Norfolk Council. Cost £39.60. The labels will be waterproof and tamperproof.

243. Budget and Precept for 2020/2021

It was **RESOLVED** to put the balance of the current account into the Unity Trust account and transfer the necessary amount back each month to the current account to cover approved expenditure. Also, to look at options for a second savings account. **ACTION: DH**

After discussion on the draft Budget it was **RESOLVED** to accept the Budget tabled as attached and to set the Precept for 2020/21 at £129,476 and a Band D of £129.48.

It was also **RESOLVED** to approve the draft reserves document tabled with the budget including a budgeted use of earmarked reserves of £15,218 for the Staithe toilets.

When appointed the new Clerk will be tasked with reviewing the contracts and costs of cleaning the Staithe Toilets as the current costs were far exceeding the amount it annually cost SNC before LPC took them on

ACTION: Locum Clerk to instruct new Clerk

244. Jubilee Hall Playing Field

Councillor Hale reported on the last meeting of the Trustees which had been for Trustees only. A new trustee had been appointed but they still needed more trustees. The Trustees will be advised to contact Norfolk Association of Village Halls and South Norfolk Council for advice. They had been asked to supply a copy of their accounts and further work is needed to address the issues.

245. Proposed Loddon Bus Route Change

Dealt with under Item 238.

246. Footway Lighting Transfer from South Norfolk Council

The anomalies raised on the transfer deed had been resolved satisfactorily in an email from South Norfolk Council.

247. Loddon & Chedgrave Playing Field

The football club have been asked to get quotes for retractable bollards to prevent vehicular access on to the field and prevent future incursions causing damage to the playing field. It was noted that following the vandalism to the football pitch, the community response has been huge with a considerable amount of funds raised.

- i) The hockey field gates are unlocked and can be pushed open meaning any vehicle could access the hockey field and as this is the responsibility of the parish council, it was suggested that a solid gate be considered. It was agreed to seek quotes.

ACTION: DH

- ii) It was suggested that fencing be installed around the football pitch which would allow the football club to play at a higher level. In principle support is needed from both parish councils for a decision to be made by the playing field committee. There was concern that this would prohibit general use of the field such as the community fair, dog show and other uses such as touch rugby. It was suggested that it could be acceptable if they were dismountable to permit general use of the field. It was **RESOLVED** to ask the football club for a full proposal

248. Governance Arrangements

- a) Timings of meetings. Remain at 7pm.
- b) Staffing Committee membership – It was **RESOLVED** the Committee would be Councillors Mason-Billig, Wallace, Strickland and Knights. Locum Clerk Sarson will be forwarding proposals for Terms of Reference for the Committee.

249. Broads Local Access Forum Constitution Consultation

Information noted.

250. Skatepark

A requested had been received to run skateboarding lessons. Further information on the costs will be requested in particular who would pay them..

ACTION: Locum Clerk

251. Christmas Lights

- i) The Victorian Evening will be held on 4th December 2020. Householders will need to be contacted, Health & Safety checks completed, further lights purchased, and all lights PAT Tested.
- ii) Volunteers will be required. Defer to July 2020 to set up a working group. Councillor Strickland will liaise with the Victorian Evening Committee.

252. Taylor Wimpey Funds

It was **RESOLVED** to investigate accounts for investing the funds and to leave the balance in the solicitors' Client Account for the time being but to ask what interest rate it is accruing. Investec has a high interest account.

The Council will receive a draft Investment Policy for the next meeting.

ACTION: Locum Clerk

253. To receive for information, report from the Chairman

Consideration is being given to employing a caretaker for the Rear Hall.

User groups will need to get their own tables and chairs out and put them away.

Hirers were cancelling as the room was too cold. Quotes are being obtained for heaters. Defer to next meeting.

254 To receive for information, reports from Councillors

Councillor Waggett reported the GNLP Site Specific Allocations is out for consultation and she will produce a response and attend an information evening at South Norfolk Council.

254. Significant Correspondence

- South Norfolk Help Hub Bulletin #61 (circulated by email)
- Winter briefing from the Norfolk and Waveney NHS Clinical Commissioning Group (circulated by email)
- Greater Norwich Local Plan – Regulation 18 Consultation Briefing on Thursday 23 January, 19.00 – 20.00 to explain the draft Local Plan.
- Norfolk Rural Communities Crime Newsletter January 2020 (circulated by email)
- Rural Bulletin published by the Rural Services Network January 2020 (circulated by email)
- Letter from CPRE regarding the forthcoming GNLP Draft Plan – Regulation 18 Consultation – It was **RESOLVED** not to support the CPRE proposal and to un-sign from the Pledge.
- Letter requesting support for a local litter picking initiative. Loddon PC already employs a litter picker. No further action.

255. Items for Future Agenda

- i) Defibrillator – Councillor Wallace to report.
- ii) Rear Hall
- iii) Skatepark Lessons
- iv) Staithe Toilets

256. Exclusion of public and press

It was **RESOLVED** to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A ss 1) & 2)

257. Staffing Matters

The parish clerk and administrative assistant posts had been advertised with a closing date of 6th January and interviews will be later in the month held by Councillors Strickland and Wallace and Locum Clerk Sarson.

258 HR Consultants

Quotes had been received and it was **RESOLVED** to appoint Paramount HR Services on an as required basis. **ACTION: Locum Clerk**

259 Locum Clerk

It was **RESOLVED** to appoint Anne Barnes on SCP28 for 16 hours per week from 9th January 2020. Letter of Appointment will be raised and signed by the Chairman. **ACTION: Locum Clerk**

Councillor Hale agreed to minute the next Playing Field Committee meeting in February as the Clerk was unable to attend.

260. Dates of Next Meetings (all at 7.00pm in LPC offices unless otherwise stated)

Thursday 13th February 2019 (agenda items to Clerk by 5th February) and 12th March 2020.

There being no further business the meeting ended at 22.25pm