



# Loddon Parish Council

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

www.loddonpc.org.uk | clerk@loddonpc.org.uk | 01508 522 020

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## Minutes of the Annual Meeting of Loddon Parish Council (LPC) held on Wednesday 11 May 2022, 7.00pm in the Library Annexe Rear Hall.

**Present:** Cllr Kay Mason-Billig (KB) - Chairman, Cllr June Strickland (JS) - Vice-Chairman, Cllr Arthur Morris (AM), Cllr Jane Hale (JH), Cllr Margaret Wallace (MW), Cllr Liz Marsham (LM) and Cllr Daniel Scott (DS).

**In Attendance:** Emily Curtis (Parish Clerk), Jo Leonard (Administration and Allotment Officer, AAO), and three 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. **Election of Chairman**

Cllr KB was nominated and elected, and the Declaration of Acceptance of Office was signed.

### 3. **Election of Vice Chairman**

Cllr JS was nominated and elected, and the Declaration of Acceptance of Office was signed.

4. **Apologies for Absence:** The Council accepted apologies from; Cllr Colin Binfield as he is recovering from an operation, Cllr Jessie Powell as she is recovering from an operation, Cllr Alan Wildman as he is away from home and Georgina Hirst, (Responsible Finance Officer, RFO) as she had a family emergency.

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

### 6. **To Approve the Minutes of the Meeting Held on the 13 April 2022:**

Minutes of the meeting held on the 13 April 2022 were approved as a correct record of the meeting.

### 7. **Resignation of Cllr Stephen Jones**

The Council noted that Cllr Jones had resigned from the Council and the Planning Working Party on the 26 April 2022. Cllr KB thanked Cllr Jones for his service to the Council.

### 8. **Council's Committees and Working Parties**

#### 8.1 **Loddon & Chedgrave Playing Field Committee**

The Council **resolved** to establish the Loddon & Chedgrave Playing Field Committee in conjunction with Chedgrave Parish Council, which will replace the existing arrangement.

#### 8.2 **Loddon & Chedgrave Playing Field Committee Terms of Reference**

The Council **resolved** to adopt the Loddon & Chedgrave Playing Field Committee Terms of Reference. **Action:** Clerk to organise for the documents to be signed.

### 8.3 Chet Neighbourhood Plan Steering Group

The Council **resolved** to establish the Chet Neighbourhood Plan Steering Group in conjunction with Chedgrave Parish Council.

### 8.4 Chet Neighbourhood Plan Steering Group Terms of Reference

The Council **resolved** to adopt the Chet Neighbourhood Plan Steering Group Terms of Reference. **Action:** Clerk to organise for the documents to be signed.

### 8.5 LPC Committees

The Council considered the Committees and membership and **resolved** to make no changes to the existing arrangements.

### 8.6 LPC Working Parties

The Council considered the Working Parties and membership and **resolved** to add Cllr DS to the Planning WP.

## 9. LPC Representatives

It was **resolved** to make the following changes;

- Cllr AM will become the Norfolk ALC representative.
- Remove Loddon & District Business Association representative as the organisation no longer exists.
- Rename the Churchyard Working Party to Churchyard Liaison Representative.
- Remove the Footpath Warden as Cllrs report issues to the LPC office or directly to Norfolk County Council (NCC).

## 10. LPC's Policy Schedule

The Council had reviewed the document and made no comments.

## 11. LPC's Asset Register

The Council had reviewed the document and Cllr MW wished to ensure that Loddon & Chedgrave Playing Field was listed on the register.

## 12. Insurance Arrangements

The Council had reviewed the document and were concerned that the sum insured for assets such as the War Memorial were a little low and would consider these amounts at a later date.

## 13. S.137 Expenditure

The Council had reviewed the document and made no comments.

## 14. Council Meetings

The Council **resolved** to continue to meet on the 2<sup>nd</sup> Wednesday of the month (except in August).

## 15. Matters Arising:

### 15.1 Staithe Toilet Doors

The final drawings for the doors are yet to be agreed but works should commence in early June 2022.

### 15.2 Staithe Footbridge

South Norfolk Council (SNC) have approved the funding for the Staithe footbridge and a meeting was held with the Loddon and Chedgrave Parish Councils' Chairmen. The Councils

will be consulted on the design, but it is likely to include both CPC and LPC logos and the Platinum Jubilee logo.

**15.3 Big South Norfolk Litter Pick**

Loddon's Big South Norfolk Litter Pick will be held on the 26 June 2022 10.00-12.00 noon. Cllr KB has offered to oversee the event, and it has been advertised in Chet Contact and Facebook.

**15.4 War Memorial Accessible Ramp**

The Royal British Legion suggested to the Council that a ramp would be an excellent addition to the monument to ensure it is accessible to all and it would resolve the tree root issue. The Parish Clerk has contacted SNC's Car Park representative regarding the proposal but has yet to receive a reply. **Action:** Cllr KB

**15.5 War Memorial Grant**

War Memorials.org have indicated that the overall condition of the War Memorial appears to be good, and therefore the Council would be unlikely to be successful if applying for a grant. However, the Council agreed with the recommendation to apply for a survey grant before instructing the surveyor. **Action:** RFO.

**15.6 Dwarf Fruit Trees at the Allotments**

B-Line have compiled a plan for the proposed trees to be planted as a boundary feature at the front of the site, with a suggestion of seven trees in recognition of the Platinum Jubilee. The trees will be purchased later in the year. The Platinum Jubilee tree plaque has been purchased. **Action:** Clerk.

**15.7 Staithe Toilets Insurance Claim**

PHS's insurance have accepted blame for the broken window cill and the Parish Warden has obtained quotes for the necessary repairs. **Action:** Parish Warden/Clerk.

**15.8 Loddon & Chedgrave Playing Field Insurance Claim**

Item deferred. **Action:** RFO.

**15.9 Bins on George Lane**

The Council has ordered two litter bins to install on the exterior of the Old Hockey Field and on the corner of George Lane/Bridge Street. Both have been granted permission by NCC.

**15.10 Kitten's Lane Play Area Repairs**

Hags UK have confirmed that the repairs will take place the week commencing the 16 May 2022.

**15.11 Local Area Network Connection at the Staithe Toilets**

OpenReach and Plusnet installed the broadband on the 06 May 2022. The line has been upgraded to fibre, and once the new router has been installed, the information to access the broadband will be shared with the public. **Action:** Clerk.

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

**16.1 Report from District Councillor Jeremy Rowe (written by Jeremy Rowe)**

Hi everyone.

We're making good progress in our work with Loddon and Chedgrave Parish Councils to put together an Emergency Plan for our neighbourhoods, to ensure that help is available to every

household; please let me know if you might be interested in becoming one of the team of community wardens, who will have a very important role to play if an emergency does occur.

It was a real pleasure to work with the ChetChat team distributing flowers and Easter eggs to our over-60s friends and neighbours; particular thanks go to Loddon Primary Foundation, for the brilliant cards.

As mentioned last month, each District councillor has a members' grant of £1000 for local causes – please let me know if part of this could help your group and, as always, if you, or someone over-60 that you know, would like some help and maybe just some friendship, please phone ChetChat on 07876050110.

I'm restarting the regular surgeries I promised when I was elected – the next two are in the Loddon library 2-3pm Saturday 14 May & 25 June; 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.

## **16.2 Report from District/County Councillor Kay Mason-Billig**

Cllr KB reported that First Bus will install bus stops on the A146 near the roundabout by April 2023 for bus services that normally bypass Loddon. Cllr KB is also exploring the possibility of a safer crossing point across the A146 from High Bungay Road.

The quote for the repairs to the Staithe Bridge should be available in the near future and will be shared with both Loddon and Chedgrave. Cllr KB will liaise with Wherry Close residents once she has received information from SNC. SNC are also exploring possible river access for kayaks.

Birketts LLP have kindly offered sponsorship towards Queens Platinum Jubilee Walking Trails. More details to follow.

Cllr MW enquired as to when the £150 council tax rebate will be received by residents and Cllr KB replied that those who pay by direct debit will have received it already. For those that pay by other methods, the refund process will take slightly longer.

Clarification was sought regarding the roundabout completion and appearance on satnavs as it does not consistently appear. The roundabout is not fully signed off as the safety schemes on George Lane have yet to be completed. Concerns were raised regarding the trees and shrubs that have been planted and Cllr KB will enquire what the watering arrangements are.

**Action:** Cllr KB.

## **16.3 Public Forum**

A member of the public commented that there appeared to be a standpipe for watering for the trees on the roundabout.

A member of the public enquired if there was to be a footpath to be created from George Lane to the Old Hockey Field.

A member of the public enquired about the pothole on the walkway to Garden Court. NCC Highways have confirmed that the walkway is privately owned.

A member of the public requested information regarding the planting on the roundabout.

**Action:** Cllr KB to ask for the maintenance plan.

## **17. Reports from Council**

### **17.1 Chairman's Report**

Nothing to add.

## 17.2 Parish Councillors' Reports

Cllr MW reported that there was broken glass on the Play Area on Filbert Road. SNC or Saffron is responsible for the Play Area and the Clerk will ask the Parish Warden to inspect the area.

Cllr AM reported that he had spoken to the parishioner regarding a food bank provision in Loddon.

Cllr DS enquired if the group 'Kixx' that normally use the Jubilee Hall had also been offered the use of the pitches on the Playing Field, the Secretary confirmed that they had.

Cllr JH reported that there had been damage to a fence at the Tennis Courts. The youth are climbing on the containers and accessing the courts and have been seen to prop open the tennis court gate. The office will review the CCTV images and information will be passed on to PC James King.

Clr JH reported that the Neighbourhood Plan Steering Group will be holding a public consultation on the 09 July 2022 at the Hollies.

Cllr LM attended the Loddon Network meeting, and reported that a £5,000 grant fund is available if someone wishes to set up a children's group in the area.

## 17.3 Clerk's Report *(circulated to Cllrs prior to the meeting)*

### **Public Open Space**

Two local tennis coaches have approached Loddon & Chedgrave Playing Field Committee with a view to assist the PFC to create a Tennis Club. They will also be offering coaching for both adult and juniors and cardio tennis sessions.

One of the bins on the Playing Field has been vandalised.

After a lengthy wait, we are very hopeful that the contractor will install the picnic bench at Kitten's Lane Play Area by the 17 May 2022.

The meeting with Cally Smith, Head of Planning, Broads Authority will take place on 12 May 2022.

The Chairmen of Loddon and Chedgrave and Clerk met with SNC representatives to discuss SNC's plans for the renovation of the footbridge.

### **Staithe Toilets**

Plusnet and Open Reach installed the broadband on Friday 06 May 2022 as promised, and the line has been upgraded to fibre at an additional cost of £2.81 per month as the internet speed will increase from 6-14mbps, to 43-59mbps. A new router is being sent, and once received, access information will be shared to the visitors of the staithe. TPI Security will be visiting on the 18 May 2022 to give the Data Controller remote CCTV access.

The Parish Warden has been able to contact the original company that installed the cubicles (JC Surveyors Ltd sourced the original H&S file from the main contractor (Holmes Building Contractors Ltd) and fitted the replacement hinges, so the male cubicle is now back in use. The roof cleaning will be undertaken as asap.

The drawings for the automatic steel doors will be finalised this week, and we are hopeful that the installation will take place early in June 2022 as promised.

## **Annexe**

The annual Health and Safety checks are being organised.  
The Clerk has attended an SLCC Course 'Managing People'.

#### 17.4 Admin and Allotments Officer's Report *(circulated to Cllrs prior to the meeting)*

All Plots have paid their 2022-23 rental and all agreement forms have been completed and returned.

A new plot has been marked out at the front of the site, in the position of a previous plot. I am in discussion with a prospective tenant. Two plots became available at the end of April following removal of a tenant who did not live in Loddon/Chedgrave. I will get these allocated as soon as possible.

The ditch clearance at the front of site will go ahead as soon as possible. The tree debris from the previous clearance has been completed.

I contacted holders asking for their preferences on a replacement shed. Only 4 replies were received. I think a metal shed is the best option and will get it ordered as soon as practicable.

I continue to monitor the standards at the Allotment Gardens and communicate regularly with the holders.

#### 17.5 Parish Warden Report

This item was deferred and will be circulated after the meeting. **Action:** AAO.

#### 18. Finance Report

##### 18.1 Annual Accounts 2021-2022

Item deferred. **Action:** Clerk/RFO.

##### 18.2 Accounts for Payment in Accordance with the Budget

The AAO presented the list of payments, and it was **resolved** to approve this list of payments. **Action:** RFO. Cllr DS wished to clarify the streetlight energy payment with the RFO. **Action:** RFO.

Date	Payee	Item	Payment Method	Amount / £
13/04/2022	EE	Parish Warden mobile	DD	20.98
17/04/2022	Apogee	Photocopier	DD	183.12
21/04/2022	British Gas	Office Gas	DD	131.43
21/04/2022	SSE Southern Electric	Streetlights Electricity	DD	493.10
21/04/2022	Plusnet	Phone & Broadband	DD	40.80
26/04/2022	Everflow Water	Staithe water - May	DD	180.68
28/04/2022	British Gas	Office Electricity	DD	34.62
05/05/2022	South Norfolk Council	Office Rates	DD	434.00
08/05/2022	intY Ltd	2 x Office 365	DD	22.56
09/05/2022	British Gas	Staithe Electricity	DD	81.30
10/05/2022	Adept IT Solutions	IT support	DD	31.20
10/05/2022	Lloyds Bank	Credit Card April 2022	DD	265.84
11/05/2022	Everflow Water	Staithe water - June	DD	174.30
11/05/2022	HM Revenue & Customs	Tax & NI - May 2022	300041	526.55
11/05/2022	Priscilla Bacon Hospice	S137 Donation	300042	100.00

11/05/2022	Cozens	Streetlight maintenance March 2022	BACS	36.00
11/05/2022	Top2Bottom Cleaners	Cleaning & security April 2022	BACS	1,715.82
11/05/2022	Loddon Garden & DIY	Grass cutting	BACS	945.96
11/05/2022	Norfolk County Council	Qtr Office rent - 23/06/22-28/09/22	BACS	1,500.00
11/05/2022	Viking	Fete supplies	BACS	110.65
11/05/2022	OA Chapman & Son	Broadland Meadow Land Valuation	BACS	420.00
11/05/2022	Collective Community Planning	Neighbourhood Plan Consultant's Fee	BACS	240.00
11/05/2022	Salaries	May 2022	BACS	3,371.26
11/05/2022	E Curtis	Mileage	BACS	15.66
11/05/2022	G Hirst	Expenses	BACS	33.20
11/05/2022	J Leonard	Mileage	BACS	13.50
11/05/2022	P Leonard	Mileage	BACS	9.27
11/05/2022	Norfolk Pension Fund	Pensions - May 2022	BACS	1,177.33
<b>Total Payments</b>				<b>12,309.13</b>

### 18.3 Bank Reconciliation to 30 April 2022

This item was deferred. The balance of Loddon Parish Council's bank accounts as of the 31 March 2022 was £296,537.48.

### 18.4 Internal Audit and Annual Governance and Accountability Return

The internal auditor has been appointed and has agreed to undertake the internal audit of 2021-2022 between 17 May 2022 and 02 June 2022. The internal audit report will be presented at the June LPC meeting. The external auditors PKF Littlejohn have confirmed the deadline for submission as 01 July 2022. The AGAR statement will be finalised and presented for approval at the June LPC meeting. **Action:** RFO.

### 18.5 2021-2022 CIL Report

The 2021-2022 CIL report had been circulated to the Cllrs prior to the meeting.

### 18.6 Statement of Internal Control for 2021-2022

It was **resolved** to defer this item. **Action:** Clerk/RFO.

### 18.7 Organisational First Aid Training

It was **resolved** to appoint IKON to carry out Emergency First Aid Training at Work at a cost of £450 for 12 attendees. Chedgrave Parish Council have three people wishing to attend and other local organisations will be invited to attend **Action:** Clerk to organise a convenient date.

### 19. Emergency Plan Update

Cllr AM reported that he will be meeting with SNC's Emergency Plan representative on the 16 May 2022 and the plan is to split Loddon and Chedgrave into zones of approx. 50 properties. **Action:** Cllr AM.

### 20. Events Committee Update

#### 20.1 Draft Minutes - Events Committee

Draft Minutes from the Events Committee meetings on the 12 and 26 April 2022 were circulated to Cllrs for their information.

## **20.2 Events Committee Update**

Cllr LM confirmed that there would be at least 60 stalls at the event. The forms to enter the Dog show and the photo competition are on the Jubilee event website; [www.theplatinumjubileefete.com](http://www.theplatinumjubileefete.com). A stage is being lent by Gaze and will be used for the Loddon Band. Cllr LM recently advertised the event on Radio Norfolk and the roadside banners have been displayed. Flyers will be in the June edition of the Chet Contact. The QR code on the posters will direct people to the website. The event map is being finalised and Hobart High School and the Medical Centre have kindly offered parking on the day. Cllr JH will be coordinating the sale of the raffle tickets.

The Committee is looking for more volunteers to help on the day, and their next meeting is the 24 May 2022 at 8.00pm in the Library Annexe Rear Hall.

## **21. Jubilee Hall Car Park**

Cllrs AM, KB and JH and representatives from Chedgrave Parish Council met with the Jubilee Hall Management Committee (JHMC) on the 28 April 2022 to discuss the maintenance of the Jubilee Hall Car Park. The Solicitor has clarified that Chedgrave and Loddon Parish Councils are the owners of the land, and that JHMC are responsible for management and upkeep of the Car Park. The JHMC would like the Councils to support the JHMC with the Car Park costs. JHMC will obtain quotes for the repairs.

## **22. Loddon & Chedgrave Playing Field Committee (PFC)**

The Council representatives have finalised the Terms of Reference for the Committee.

## **23. Chet Neighbourhood Plan**

### **23.1 Neighbourhood Plan Project Officer (NPPO) Report**

1. Attended the NP SG meeting on 20 April 2022. At the meeting the NP SG went through in great detail the survey results. The NP SG confirmed that feedback received from children was low so a short survey will be prepared and distributed to schools and made available online.
2. The NP SG were presented with three website quotes. The three quotes were considered, and it was decided to go ahead with appointing Steve Jackman as his quote was very reasonable and Wix websites are familiar to Carla so no training would be required.
3. Steve Jackman has been contracted to start setting up the new website.
4. AECOM are currently working on preparing a Housing Needs Assessment.
5. AECOM will be visiting Loddon on 13 May 2022 to start preparing the Design Codes report. Focus groups have been set up and these groups will all meet up at least once before the public consultation day.
6. A public consultation day has been arranged on 9 July 2022 10.00 am – 2.00 pm at The Hollies.
7. Prepared a flyer advertising the Consultation Day. The A5 flyers will be inserted into the Chet Contact magazine. Posters will also be printed to advertise the event.
8. Provided LPC with an article for inclusion on their page in the next issue of Chet Contact magazine. Financial Report.
9. Started to complete the Locality funding application form with Georgina. The form will be completed next week and then submitted to Locality.
10. Waiting for an update on the submitted SNC NP grant application.
11. The next NP SG meeting is on 25 May 2022.

### **23.2 Minutes from the Steering Group Meeting – 23 March 2022**

These minutes had been previously circulated for Cllrs information.



## 24. Governance

- 24.1 The Council **resolved** to adopt the Co-option policy with some minor amendments. **Action:** Clerk.
- 24.2 The Council **resolved** to adopt the revised Scheme of Delegation. **Action:** Clerk.
- 24.3 The Council **resolved** to defer the Hockey Field Conditions of Hire. **Action:** Clerk.
- 24.4 The Council **resolved** to adopt the revised Complaints Policy. **Action:** Clerk.
- 24.5 The Council **resolved** to adopt the Legionnaires disease Management and Control Policy. **Action:** Clerk.

## 25. Planning

### 25.1 Planning Applications from South Norfolk Council

- **2022/0681:** 25 High Bungay Road Loddon, Internal and external alterations – **no objections.**
- **2022/0682:** 25 High Bungay Road Loddon, Internal and external alterations. Listed Building Consent. – **no objections.**
- **2022/0731:** 12 Sycamore Close Loddon, Construction of extensions and alterations to existing dwelling (to include replacement roof, solar and PV panels, rooflight, new window, external storage building, shiplap boarding) and associated works. – **no objections.**

25.2 **Decisions on Planning Applications from South Norfolk Council:** *Please refer to the Planning Schedule on the LPC website.*

25.3 **Planning Applications from the Broads Authority:** None.

25.3 **Planning Decisions from The Broads Authority:** None.

## 26. Highways

### 26.1 Speed Awareness Message (Sam2)

The Sam2 report had been previously circulated to Council. The Sam2 will be repositioned to High Bungay Road. Thanks to the Council volunteer and Cllr Morris for relocating the Sam2 on a four-weekly basis. **Action:** Clerk to send formal letter of thanks.

## 27. Correspondence

All correspondence had been previously circulated to Cllrs.

Halsbury Homes have written to the Council and offered a sum of money towards the Kitten's Lane Play Area. LPC have declined this offer on two previous occasions due to safety concerns. Halsbury Homes have an obligation to put a play area on St George's Park. The Cllrs resolved the Clerk should write to Halsbury Homes suggesting that they canvas their own residents and inform them of the amount LPC recently received for Broadland Meadow Play Area and Public Open Space.

Loddon Building Preservation Trust is seeking grants to support The Hollies and wish to meet with the Council. Cllrs KB, JS and JH offered to attend the meeting with LBPT. **Action:** Clerk.

## 28. Items for a future agenda

- Deferred finance items

- 29. 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.
- 30. Freedom of Loddon Award 2022**  
Several excellent nominations were received this year and it was **resolved** to grant the award to Ron Howes who has lived in Loddon since 1954 and been involved with the Royal British Legion since the 1950's and has organised the local poppy appeal and Harvest Festival for many years. He also organised the Christmas Concerts which ran for 13 years. He has received many awards from the Royal British Legion for his service, and he is still active, although much less so. He currently holds the position of Vice President and still lays a wreath each year on Remembrance Sunday. He was also actively involved with the Jubilee Hall from initial fundraising to the various stages of building and subsequent expansion. He was on the management committee for over 30 years, being Chairman for many of these years. He was awarded a life membership of the Jubilee Hall for his services. The Freedom of Loddon award will be handed out by the Chairman of LPC at the Platinum Jubilee Fete on the 04 June 2022.  
**Action.** AAO.
- 31. Next meeting date:**  
The next Parish Council meeting will be on Wednesday 08 June 2022 at 7.00pm. (Agenda items to Clerk by 31 May 2022).
- The meeting ended at 9.27pm.**