

LODDON PARISH COUNCIL

Minutes of Loddon Parish Council meeting held on Thursday 13th February 2020 at 7.00pm in The Library Annexe, Loddon

Present: June Strickland – Chairman
Colin Binfield
Jane Hale
Kay Mason-Billig
Margaret Sloper
David Tarry
Margaret Wallace

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

261. Welcome

The Chairman welcomed everyone to the meeting and asked if anyone wished to record the meeting, it was confirmed no one did.

262. Apologies for absence

An apology was received and accepted from Councillors G Knight, D. Scott and S. Waggett.

263. Councillor Co-option

There was one nomination from Margaret Sloper. It was **RESOLVED** to co-opt Mrs Sloper onto the Council and she signed the Declaration of Acceptance of Office and will complete the Register of Member's Interests within 28 days.

264. Declarations of Interest

Councillor Wallace declared an interest in item 277.
Councillor Binfield declared a non-pecuniary interest in item 269 b) ii).
Councillor Tarry declared an interest in item 269 a) vi). 6 Market Place, Loddon.

265. To Approve the Minutes of 9th January 2020

The minutes of the meeting held on 9th January 2020 were amended on item 238. 'George Street' to read 'George Lane'. The Minutes were then **APPROVED** as a correct record and signed by the Chairman.

266. Matters Arising

- 266.1** Staithe Tide Mill – Broads Authority have responded they are prosecuting the itinerant boat users.
- 266.2** SAM 2 – Bryon Sparkes has informed the Council he does not have a mobile phone or laptop to download the SAM2 equipment. It was **RESOLVED** to use the Council's equipment to download the data.
- 266.3** Oak Road trees – R. Taylor, South Norfolk Council, had confirmed the old Oak tree was diseased and had to be removed. It will be planted with 3 smaller trees and after a period of years the 2 smallest trees will be removed to allow the strongest tree to grow. The remaining tree will be more robust than a newly planted larger tree. The Council will inform the local resident who had raised the issue.
- 266.4** Skateboarding Lessons – No response from the company. Take no further action.
- 266.5** George Lane – See County and District Councillor's Report.

267. 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.

267.1 County Councillor – Councillor Stone reported the George Lane development final roundabout designs have been approved by Norfolk County Council and the work is currently going out to tender. The roundabout construction is due to start Spring/Summer 2020 and the financing issues have been resolved. It is due to be finished by Christmas 2020. An Experimental Traffic Regulation Order (TRO) will be put in place pending the permanent TRO. The Section 106 Agreement will be amended to reflect the roundabout must be in place by the occupation of 125 dwellings.

267.2 District Councillor – District Councillor Mason-Billig reported on the Planning Appeal for the Larkfield Homes development.

District Councillor Jeremy Rowe will hold his next Surgery on 15th February 2020 from 2-4pm in Loddon Library.

267.3 Public Forum

- B-Line representatives asked if the planters in Church Plain could be replaced by the Parish Council. It was confirmed that these were owned by the District Council and Councillor Mason-Billig will follow this up. They requested that the grass was allowed to grow longer

along the hedgerow of the Hockey Field and by the storage container. The request was **APPROVED**. B-Line were thanked for all they were doing to encourage bees in Loddon. **ACTION KMB.**

- Councillors Binfield, Waggett and County Councillor Stone, together with Norfolk County Council officers had met with 1st Buses and agreed the bus route will continue down High Bungay Road. However, they will look at additional double yellow lines in the area to facilitate an easy route for the buses.
- Church Yard – A parishioner complained about debris from trees making the footpath on Church Road dangerous for pedestrians. He asked that it be cleared of debris regularly. Councillor Mason-Billig will follow this up. **ACTION KMB.**
- Loddon Community Allotment Society – The Secretary of the Society outlined the problems the allotments had experienced in the past. He said the society were against suggestion of selling off allotment land. The Chairman reassured the Society that the allotments would be better managed in the future and already two further plots had been rented following recent advertising. Three other parishioners were against the selling of allotment land.

The Meeting resumed.

268. TO DISCUSS THE FUTURE MANGEMENT ARRANGEMENTS OF THE ALLOTMENTS

268.1 It was **RESOLVED** to set up a Working Party to look at the future management arrangements for the allotments. The members of the Working Party were **AGREED** as Councillors Hale, Binfield and Tarry. The Working Party will make recommendations to the next meeting.

268.2 The rents for 2020/21 had been set during 2018/19. The rents for 2021/22 will be set at the next meeting.

269. PLANNING

a) Planning applications received were considered:

i) 2020/0046 - 12 Mill Road, NR14 6DR Works to TPO Trees
Fell scots pine remains due to storm damage, fell dead scots pine. No replanting at present time.

No objections.

ii) 2020/0080 - Bush Farm, Stubbs Green NR14 6EA Agricultural
Erection of steel framed shed for storage of straw.

No objections.

iii) 2020/0133 - Flat At 13 High Street NR14 6ET - Proposed demolition of Existing detached annexe and erection of dwelling.

Application Type: Listed Building Consent

No objections.

iv) 2020/0212 - Seymour House, Little Money Road Loddon NR14 6JD -

Proposal: Changes to external appearance, to include relocation of 4x external windows and removal of 1x external window Application Type: Full Planning Permission

No objections.

v) 2020/0236 - Annexe At 62 High Bungay Road Loddon NR14 6JS

Proposal: Variation of condition 4 of 2010/2095 - to use the Annexe as a holiday let Application Type: Removal/Variation of Condition (S73)

No objections provided a condition is put on the Planning Approval that the annexe can only be used as a holiday let and cannot be separated from the main dwelling.

vi) BA/2020/0038/TCAA - 6 Market place, Loddon, NR14 6EY

Proposal: Leylandii – reduce in height to 3 metres

Work to trees in a Conservation Area

No objections.

vii) 2020/0197 - 8 Beech Close Loddon NR14 6JF

Proposal: Conversion of attached single garage to a living area. Erection of porch to front of garage Application Type: Householder

No objections.

viii) 2020/0169 - 18 High Street, Loddon, NR14 6AH

Proposal: Installation of wall mounted electric car charging point

No objections.

ix) 2020/0212 - Seymour House, Little Money Road, Loddon, NR14 6JD

Proposal: Changes to external appearance, to include relocation of 4x external windows and removal of 1x external window

No objections.

x) 2020/0256 - 4 Old Mill Loke Loddon NR14 6AH

Proposal: Proposed single storey side extension

Application Type: Householder

No objections.

b) To note decisions on planning applications by South Norfolk Council:

i) 2019/1503 - Land to the East of High Bungay Road, Loddon. **Appeal withdrawn.**

ii) 2019/0387 – Land West of 1. Garden Court, Loddon – **Gone to Appeal DCLG Reference APP/L2630/W/19/3241717.**

iii) 2019/2509 – Stubbs Cottage, Stubbs Green, Loddon – Approval with conditions

iv) 2020/0080 - Bush Farm Stubbs Green, Loddon, NR14 6EA

Proposal: Erection of steel framed shed for storage of straw
Decision: Prior Approval not Required

c) To receive a report on the Greater Norwich Local Plan Meeting and Consultation from 29 January to 16 March 2020

The Clerk had attended the briefing meeting and reported that Loddon were due for 400 new dwellings of which 200 had already been granted permission. Councillors agreed to visit the roadshow and then decide on their response to the consultation.

d) To confirm a meeting date for Hopkins Homes – 19th February 2020

The meeting will be held on Wednesday 19th February 2020 at 7.00pm at the Library Annexe, Church Plain, Loddon.

e) To consider the Broads Authority's signage stating 'National Park'.

Councillor Tarry reported the Council had never had the opportunity to comment on the original application for the signage. There had been legal challenges to the wording 'National Park' being used as the Broads can never be a National Park. A National Park status allows conservation to take priority and could result in boats being denied navigation rights on the Broads. National Park status is also awarded to natural features, but the Broads were man-made and did not qualify.

It was **RESOLVED** unanimously to write to Norfolk County Council and object most strongly to the signs going up and ask any signs stating National Park to be removed immediately. **ACTION - PC**

270. Finance Update

a. A special motion received in accordance with Standing Orders to rescind the decision made on 10th October 2019 to appoint Headspace Accountancy Ltd as Internal Auditors for 2019/2020 and to adopt Quickbooks as a form of accounts. (copy signed motion attached). It was **RESOLVED** to rescind the motion.

b. It was **RESOLVED** to use an Excel spreadsheet as a form of accounts. The Council considered the requirements for the appointment of an Internal Auditor for 2019/20. Quotes had been received

Catherine Moore	£15 per hour No VAT
Roger Canwell	£15 per hour No VAT
Pauline James	Unable to quote
Headspace Accountancy Ltd	£350 + VAT
Auditing Solutions	£460 + VAT

It was **RESOLVED** to appoint Catherine Moore as Internal Auditor for 2019/20 accounts.

c. To discuss the re-statement of the Budget 2020/21

The Clerk explained that on further examination of the Budget agreed at the last meeting some figures had mistakenly been included twice and some not included at all. The Clerk had re-stated the Budget and this had resulted in no change to the total payments, the Precept or the amount of the Schedule D payment. It was **RESOLVED** to adopt the re-stated Budget 2020/21. In future the Budget will show the previous year's Budget figures.

- d. It was **RESOLVED** to approve accounts for payment in accordance with the Budget –

Date	Voucher	Chq	rec	Payee	Item	Ref	Gross Total
19 Jan 20	315	DD	n	Apogee	Printer Leasing	1093938	-255.52
13 Feb 20	337	CHEQUE	n	Elegance	Bus Shelter Cleaning	104314	-50.00
13 Feb 20	338	CHEQUE	n		Salary	104315	-252.50
13 Feb 20	339	CHEQUE	n		Salary	104317	-711.36
13 Feb 20	340	CHEQUE	n		Salary	104208	-863.90
13 Feb 20	342	CHEQUE	n	Roberts & Sons	Stationery	1041319	-25.80
13 Feb 20	343	CHEQUE	n		Mileage for Training	104320	-26.55
13 Feb 20	344	CHEQUE	n	Viking	Stationery	104201	-61.97
13 Feb 20	345	CHEQUE	n	HTS Supplies Ltd	Consumables for Staithe Toilets	104202	-137.34
13 Feb 20	346	CHEQUE	n	Elegance	Cleaning	104203	-1,024.00
13 Feb 20	347	CHEQUE	n	Cozens	Christmas Lights on Church Plain	104204	-2,160.00
28 Jan 20	348	DD	n	Talk Talk	Telephone and Broadband		-46.95
13 Feb 20	350	CHEQUE	n	HMRC	Employers Tax	104206	-255.80
13 Feb 20	351	CHEQUE	n		Locum Clerk	104207	-892.25
11 Feb 20	352	DD	n	intY Ltd	Office 365	FFDAKV2	-11.28
13 Feb 20	353	CHEQUE	n	Norfolk County Council	Rent	1522274	-500.00
13 Feb 20	354	CHEQUE	n	Loddon Garden & DIY	Hedge Cutting		-30.00
05 Feb 20	355	DD	n	Adept IT	Bronze IT Package	5845	-24.00
13 Feb 20	356	CHEQUE	n	Andys Pest Control	Mole Control Jul to Sept	104211	-60.00
13 Feb 20	357	CHEQUE	n	Adept IT	Hours of Support for DS Passpwd Change	104212	-45.60
13 Feb 20	358	CHEQUE	n	Andys Pest Control	Mole Control Oct to Dec	104213	-60.00
06 Feb 20	359	DD	n	Everflow Water	Staithe Toilets - water	457144	-386.19
02 Feb 20	360	DD	n	Eon	Pyes Mill - Electricity	H181C725C7	-8.23
							-7,889.24

- e. To review costs for cleaning the Staithe Toilets
It was **RESOLVED** to reduce the winter cleaning hours from 2 to 1.5 hours per day.
The servicing agreement for the sanitary disposal was under review but as the toilets are not manned some companies were reluctant to take on the contract. This will be looked at in conjunction with sanitary services for the office. PHS will be asked to reduce the winter service to one visit per month.
- f. To receive a report of the Office costs, Small Business Rates and photocopier lease
I. Small Business Rates – It was not possible to get any reduction on the Business Rates. It was suggested that either the Toilets or the Office and Rear Hall be put into a Trust. It was **RESOLVED** to contact Norfolk County Council before signing the Lease to ascertain whether they would lease the office accommodation to a Trust.

II. Photocopier - The costs and charges associated with the photocopier had been investigated but to end the photocopier lease before the end of the term would cost £2,135 and the Council would still need to buy a new photocopier and supplies. The office staff were keeping colour copying to a minimum and only printing out where necessary. It was **RESOLVED** that Councillors Hale, Tarry, Mason-Billig, Sloper and Binfield would in future receive their agendas by email.

- g.** To consider quotations for replacement heaters for the Rear Hall Gasway have been to look at the broken heater and have reported that parts are no longer available for this model. They will quote for a replacement heater. It was noted that the pipework is encased in asbestos.
- h.** To receive quotations for the replacement Hockey Field gates
Nothing to report.
- i.** To receive a quote for tree surgery on the Hockey Field
Nothing to report.
- j.** To consider adding insurance for surface at Jubilee Field and Hockey Field
There will be no additional premium for 2019/20 and £39.58 for 2020/21.
It was **RESOLVED** to include the playing field surface on the insurance policy and Chedgrave Parish Council will be asked to pay 50% of the premium.
The RFO was asked to prepare a report of the costs of the Playing Field to be split 50% with Chedgrave Parish Council.
- k.** It was agreed to provide the bank statements at each Parish Council meeting.
- l.** The new Admin Assistant will be asked to deal with the shower tokens.

271. Library Annexe

271.1 Norfolk County Council had agreed new wording for the Lease in relation to hiring out the Rear Hall. Before signing the Lease, the Council will look at setting up a Trust for the office accommodation.

271.2 The Council agreed to draft a new Hire Agreement for the Rear Hall.

272. Footway Lighting Transfer from South Norfolk Council

The streetlights have not all been repaired. Defer for confirmation the repairs have been completed before signing the transfer from South Norfolk Council.

273. Loddon & Chedgrave Playing Field

273.1 The playing field has now been jointly registered with the Land Registry with Chedgrave Parish Council.

273.2 Councillor Hale reported on the Playing Field Committee Meeting held on Monday 10th February. Debris from the trees surrounding the tennis courts was a problem. The Committee has asked that the accounts are better presented at the next meeting.

The next meetings are:

15th June 2020

12th October 2020

274. Jubilee Hall

The request for a grant towards a defibrillator was discussed. It was agreed to ask the age of the existing defibrillator and whether it is approved by the Ambulance Service.

275. Governance Arrangements

275.1 Terms of Reference for the Personnel Working Party.

It was **RESOLVED** that the group would be called the Personnel Working Party and that all recommendation would be referred back to the full Council for approval. After amendments to the wording to reflect this change the Council **RESOLVED** to adopt the Terms of Reference of the Personnel Working Party.

It was **RESOLVED** that the Chairman would undertake the appraisals for the Parish Clerk and the Clerk would appraise the other staff.

The date of the next meeting is Wednesday 19th February 2020 at 12.00pm.

275.2 Draft Investment Policy

It was **RESOLVED** that the Investment Policy be adopted.

275.3 Whole Council & Staff Training will take place on Thursday 19th March 2020 at 7.00pm in the Library Annexe, Loddon. Chedgrave Parish Council will be invited to join the training and share the costs.

Councillor Binfield gave his apologies.

276. Taylor Wimpey Funds

Nothing to report.

277. Defibrillator for First Responders

Councillor Wallace reported there had been one call-out in Loddon in recent months, but the defibrillator had not been used. Councillor Hale reported that grants were available from Beccles Townlands Charity and suggested they be approached as far more people were treated from this area than Loddon area.

278. To receive for information, report from the Chairman

Nothing to report.

279. To receive for information, reports from Councillors

Councillor Hale reported the cost of replacing the plaques were £44.99 each for two plaques. It was **RESOLVED** to purchase the new plaques.

Councillor Tarry reported the problems at the Staithe during low water had been resolved by South Norfolk Council and the Broads Authority. Councillor Tarry will report an overhanging Willow tree to the Broads Authority to trim. Councillor Wallace thanked the Environmental Health Department for clearing the drains. South Norfolk had done an excellent job.

280. Significant Correspondence

Correspondence List February 2020

- Norfolk ALC Bulletin – 17 January 2020 (by email)
- VE Day 75th Anniversary Party Supplies
- Greater Norwich Local Plan - Regulation 18 Consultation Briefing on Thursday 23 January, 19.00 to 20.00 to explain the draft Local Plan (by email)
- Broads Authority Planning Department – Ceasing paper copies to parish councils
- Norfolk & Norwich University Hospital - Settle in Service volunteers required
- Greater Norwich Local Plan – Consultation Dates Poster from 29 January to 16 March 2020 (Placed on Noticeboards)
- Letter from Mr P and Mrs V Hardy regarding the Greater Norwich Local Plan
- Norfolk County Council – Email regarding the proposed Norwich Western Link (by email)
- South Norfolk Council – Litter Picking Scheme – 1st February to 31st May 2020
- Police & Crime Commissioner News – January 2020 (by email)
- Broads Authority – Flood Risk Supplementary Planning Document for the Broads – Consultation ends on 4th March 2020. (by email)
- Operation Randall – Rural Crime Newsletter (by email)
- Email from Edward Crisp – Permissive Footpath, Loddon. Mr Crisp will be asked to give a presentation at the March meeting.
- Norfolk ALC – Greater Norwich Local Plan Meeting – 20 February 2020
- Local Government Boundary Commission Review – Norfolk – Consultation period extended to 24 March
- Broads Authority – Parish Forum – Wednesday 18 March 2020
- Community Action Norfolk Newsletter (by email)

- Norfolk ALC – Meeting re ‘Our Climate Challenge’ – 5th, 12th, 19th March at St. Margaret’s Church, The Street, Hempnall

281 Items for Future Agenda

Nothing to include.

282 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)

283 Staffing Matters

283.1 It was **RESOLVED** the position of parish clerk be offered to E. Curtis for 3 days per week at 5 hours per day.

283.2 It was **RESOLVED** to offer the position of administrative assistant to E. Smith for 3 days per week at 3 hours per day.

283.3 It was **RESOLVED** that both the Clerk and Admin Assistant be asked to complete the CILCA but if they leave the council’s employ within one year, they will be asked to reimburse the training fees paid by the council.

283.4 It was **RESOLVED** that A. Barnes will train the new staff.

283.5 Councillor Strickland agreed to contact the prospective candidates.

283.6 Refer to Confidential Minute Book.

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

The date of the next meeting was agreed as Thursday 12th March 2019 (agenda items to Clerk by 4th March).

There being no further business the meeting ended at 23.00pm