
Minutes of the Meeting of Loddon Parish Council (LPC) held on Wednesday 08 February 2023, 7.00pm in the Hollies Rear Hall.

Present: Cllr June Strickland (JS) - Vice-Chairman, Cllr Jane Hale (JH), Cllr Liz Marsham (LM), Cllr Julie Appleby (JA), Cllr Jessie Powell (JP), Cllr Colin Binfield (CB), Cllr Arthur Morris (AM) and Cllr Alan Wildman (AW).

In Attendance: Emily Curtis (Parish Clerk), Jo Leonard (Administration and Allotment Officer, AAO) and four members of the public.

Absent: None

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

Cllr JS chaired the meeting in Cllr KB's absence and 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 Kay Mason Billig (KB) as she is away from home and Georgina Hirst (RFO) as she was unable to attend due to ill health. The Clerk informed the Council that Margaret Wallace (MW) had unfortunately resigned on the 06 February 2023.

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

4. **To Approve the Minutes of the Meeting Held on the 11 January 2023:**

Minutes of the meeting held on the 11 January 2023 were approved as a correct record.

Due to a parishioner attending, item 9 was brought forward for discussion

9.0 **Alder Trees at Loddon Allotments**

As discussed at the last meeting, Loddon Community Allotment Society have asked the Council to consider removing the Alder Trees at the Loddon Allotments. As instructed, the Clerk met with South Norfolk Council's (SNC) Tree Officer and presented a report for the Council to consider. Removal of three Alders trees adjacent to the properties may be acceptable to SNC and the Council has received a quote for the removal of the three Alders from the Council's Tree Contractor (£1,000.00 including stump grinding). It was **resolved** that the Council should contact the residents of the neighbouring properties to see if they would contribute to the cost of removal of the three Alder trees. **Action:** Clerk/AAO.

The agenda resumed.

5. **Matters Arising:**

5.1 **Chet Contact Contribution**

For information, Chedgrave Parish Council (CPC) has allocated £300 to the ChetContact in 2023.

5.2 Library Annexe Lease registered with the Land Registry

The Lease on the Library Annexe has been registered with the Land Registry.

5.3 St George's Park Grit Bin

The Council received an update from the Clerk regarding Halsbury Homes' position regarding installing a grit bin. Cllr JA proposed that the grit bin could be installed near the telecom cabinet. **Action:** Clerk to send proposed location to Halsbury homes.

5.4 Application for footpath from Loddon Swan to Sale Court

Norfolk County Council (NCC) have informed LPC that

"the consultations have been completed and the next step will be the written report, whereby we determine the outcome. I'm not sure when this will be completed due to the sheer number of cases we are currently dealing with, however we will update you when we have more information".

5.5 May 2023 Elections

Nominations to become an elected Cllr for Loddon Parish Council open on the 17 March 2023, close at 4.00pm Tuesday 4 April 2023, and voting will take place on the 4 May 2023. The Clerk will advertise a session for interested parties to pop into the office to find out more about the Parish Council's role in the community and collect a nomination form. Nomination forms can also be downloaded via South Norfolk Council's website. A leaflet will be included within the next ChetContact.

The Chairman brought agenda item 13.1 forward to allow parishioners to contribute.

13.1 2021/2522 (Duplicate Application of 2021/2437)

Amended plans have been submitted by the developer which include additional trees on the boundary with Norton Road and a revised layout of the footpath on the southwest corner of the site, which will take into account the natural pedestrian route and meet with the existing pedestrian crossing.

Two parishioners in attendance were given the opportunity to express their concerns, and the Council discussed the amended plans at length.

It is likely that the application will be determined at South Norfolk Council's (SNC) Planning Committee on the 8 March 2023.

Cllr JH proposed that due to the emerging land allocation, the Council's emerging Neighbourhood Plan should be considered within their proposal. Cllr JH advised the Council that SNC's issues proving that they hold an adequate five-year land supply have now been resolved. Cllr JH offered to attend the Committee on behalf of LPC, however, the Council felt that D-Cllr KB would be better placed to represent LPC.

The Council **resolved** that the amended plans are insufficient to meet the Council's objections. The plans should be amended to address the Council's concerns, namely:

- The traffic calming measures, including pedestrian crossings and village gateways have not been included within the amended plans.
- The cycle path/footpath needs to be increased and cover the whole frontage of the site.
- The line of trees inserted into the northern boundary will not appease the residents. They require the boundary/public open space to be reinstated, which would allow for a usable walkway around the perimeter of the site.
- The attenuation basins are not usable public open space and biodiversity targets are not met.

- The plans for the play area do not adhere to the SNC's adopted "Supplementary Planning Document" on recreational space. The SPD states at Appendix 3, "*It is essential where possible to locate children's play space central to the new development.*", "*Where possible play spaces should not be enclosed by trees.*", "*Where possible play spaces should be separated from areas of major vehicle movement.*"

The Council requests that SNC adhere to their policy and request that the developer amends the plans to ensure that the play area is centrally located, and away from the proposed access route to planning application 2021/1569 (130 dwellings).

- The site is orientated incorrectly, and the view of Holy Trinity Church remains largely obstructed, particularly the sightline from the proposed play area to Holy Trinity Church.
- The Council's emerging Neighbourhood Plan should be considered.

The agenda resumed.

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 (written by Kay Mason Billig)

I have some good news, at least for some of us. The phone mast that was granted planning permission two years ago is finally to be installed. This will be located at the telephone exchange on the Chedgrave Industrial Estate. The work should be completed by 14 March, it then needs testing before we go live. It will be interesting to see how much of a difference this makes to the appalling mobile signal we get locally.

The roadworks at White Horse Plain have now been completed, thank you for your patience whilst this was happening. The new bench has been installed for those of us who need it! I'm still awaiting the signage, but this should happen soon. Can I ask that anyone walking the trail across Chedgrave Common is respectful of any horses that may be grazing. Please keep dogs on a lead and close gates behind you.

Bus stops on the A146 – NCC will be doing a feasibility study into installing new bus stops near the roundabout at George Lane. I had hoped the installation would happen in this financial year but that has now slipped! I am pressing for this improvement but it's going to be expensive because of the lack of footpath, so they are dragging their feet a bit. They really didn't think ahead on this one when highways designed the roundabout. I will keep pushing.

Staithe Improvements – I'm meeting SNC officers at the staithe on 16th to look at improvements. The design for the footbridge has come back to SNC but I haven't seen it yet, I am expecting to get this before the meeting. The Environment Agency are still being difficult in granting a licence so the works can be done, this will happen eventually I am told but we cannot progress until it does.

6.3 Public Forum

None.

7. Reports from Council:

7.1 Chairman's Report

Nothing further to report.

7.2 Parish Councillors' Reports

None.

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

The report is attached to the minutes as Appendix E.

8. Finance Report:

8.1 Accounts for Payment in Accordance with the Budget

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

12/01/2023	British Gas	Office Gas	DD	426.02
13/01/2023	EE	Parish Warden mobile	DD	20.98
13/01/2023	Plusnet	Staithe Wi-Fi	DD	25.60
19/01/2023	Apogee	Photocopier	DD	208.21
19/01/2023	Plusnet	Phone & Broadband	DD	32.92
23/01/2023	SSE Southern Electric	Streetlight electricity	DD	238.69
23/01/2023	British Gas	Office Gas	DD	568.76
30/01/2023	British Gas	Staithe Electric	DD	248.95
08/02/2023	intY Ltd	3 x Office365 monthly Office365 Nplan annual	DD	162.43
08/02/2023	British Gas Lite	Office Electricity	DD	135.38
08/02/2023	HM Revenue & Customs	Tax & NI - Feb 2023	300065	611.24
08/02/2023	The Church in Loddon	Church Grant	300066	150.00
08/02/2023	Loddon Garden & DIY	Christmas Lights High & Bridge St installation	BACS	1,747.99
08/02/2023	CJ International Services	Professional FOI Service & training 18Jan	BACS	1,188.00
08/02/2023	Collective Community Planning	Neighbourhood Plan Consultant's Fee	BACS	2,640.00
08/02/2023	Top2Bottom Cleaners	Cleaning Dec 2022	BACS	826.84
08/02/2023	J C Surveyors Ltd	Staithe toilet doors Contract Administration	BACS	930.00
08/02/2023	TMH Renovation	Library Annexe repairs, windowsill, glass pane and roof slates	BACS	441.60
08/02/2023	Glasdon	3 x waste bins – Farthing Green, Cannell Rd, PF	BACS	527.57
08/02/2023	Loddon & District Horticultural Society	Community Grant	BACS	100.00

08/02/2023	Salaries	February 2023	BACS	4,119.68
08/02/2023	E Curtis	Mileage	BACS	21.42
08/02/2023	G Hirst	Expenses and mileage	BACS	53.43
08/02/2023	J Leonard	Expenses and mileage	BACS	18.72
08/02/2023	P Leonard	Expenses and mileage	BACS	17.15
08/02/2023	Norfolk Pension Fund	Pensions – Feb 2023	BACS	1,422.71
Total Payments				16,884.29

8.2 Bank Reconciliation to 31 January 2023

The balance of Loddon Parish Council's bank accounts as of the 31 January 2023 was £313,715.88.

8.3 Bank Signatories

This process has not yet been completed. The Council noted that ex Cllr MW was a signatory for Barclays and her access will be removed. **Action:** RFO.

8.4 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 £2,364.27. A discussion was had regarding IT services, and additional Microsoft 365 training for staff.

8.5 Refurbishment of the Library Annexe toilets and kitchen

It was **resolved** to refurbish the Library Annexe toilets and kitchen to include new flooring, windows, doors, heating, DDA compliant toilet and a shower. The Council **resolved** to apply for SNC's Pride in Place grant, a Screwfix Foundation grant for community buildings, and the SNC Community Action Fund (via D-Cllr KB). LPC has £16,400.00 ear-marked reserves for Library Annexe improvements, plus £1,600.00 CIL (Community Infrastructure Levy funds, that must be spent on community infrastructure improvements). **Action:** RFO.

8.6 Small Grant application from Loddon and District Horticultural Society

It was **resolved** to approve the £100.00 request to cover the cost of hall hire for the Society's Annual Show at the Jubilee Hall on Saturday 02 September 2023. **Action:** RFO.

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

The Jubilee Hall Management Committee (JHMC) 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 it was confirmed whether the other landowner (Chedgrave Parish Council) had also received a similar request from JHMC. **Action:** JHMC.

10.0 Council Representatives:

10.1 Representative for Jubilee Hall Management Committee

The Jubilee Hall constitution has been circulated and LPC has a vote on the JHMC, therefore a Trustee cannot carry out both the role of LPC representative and Trustee. It was **resolved** to appoint Cllr LM to be the Council's JHMC representative. **Action:** Clerk.

10.2 Representative to the Chet Neighbourhood Plan Steering Group

Deferred until after the May election. **Action:** Clerk.

11. Church Plain flower beds:

Cllr JA proposed that the Council considers replanting the flower beds on Church Plain Car Park, ideally in time for the Coronation on the 6 May 2023. Funds raised from the 2022 event could be used. It was **resolved** to contact SNC to see if they would contribute to the planting,

as the beds are their responsibility to maintain. **Action:** Clerk. Send sponsorship letters to local businesses. **Action:** RFO/Cllr JA.

12. Governance:

12.1 **Privacy Statement:** It was **resolved** to adopt the amended Privacy Statement. **Action:** Clerk. Cllrs AW, CB and JH abstained.

12.2 **Equal Opportunities Policy:** The policy was reviewed, and it was **resolved** to not make any changes. **Action:** AAO.

13. Planning:

13.1 **Planning Applications from South Norfolk Council:** Please refer to the Planning Report (Appendix F).

- **2021/2437 – 2021/2522** – these applications were discussed earlier in the meeting.
- **2023/0105:** 2 Beccles Road, Loddon, Conversion of swimming pool building into garage, demolition of timber extension and erection of extension to form entrance to building with creation of new drive. The Council **resolved** to reply with a neutral stance. **Action:** AAO.

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

13.3 **Planning Applications from the Broads Authority:**

- BA/2023/0033/FUL: Loddon Campsite and Marina, 12 Bridge Street, New Toilet and Shower Block. The Council **resolved** to support the application. **Action:** AAO.

13.4 **Planning Decisions from The Broads Authority:** Please refer to the Planning Report (Appendix F).

14. Highways:

Speed Awareness Message (Sam2)

The Sam2 reports had been previously circulated to Council. The Sam 2 is currently facing South on High Bungay Road. A new site was proposed within the 20mph zone on High Bungay Road, and the Clerk will liaise with the Highways Engineer. **Action:** Clerk.

Thanks to the Council volunteer and Cllr Morris for relocating the Sam2 on a four-weekly basis.

15. Chet Neighbourhood Plan (NP) Steering Group:

15.1 Steering Group Report

Reports had been circulated to Council prior to the meeting. The draft plan has been considered by the Steering Group and will be circulated to the respective Councils for comments. **Action:** Cllr JH to send proposed resolution for the March agenda.

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

16. Events Committee Update:

Cllr LM gave a verbal update. Unfortunately, Cllr JP has resigned as Chairman of the Committee, fortunately Cllr LM has offered to chair the Committee. It was **resolved** to accept the proposed Coronation event on Sunday 7 May 2023, 1.00pm - 5.00pm (live music on Church

Plain Car Park and children's activities in the Hollies) and the Events Committee will invite local businesses and organisations to their next meeting on the 22 February 2023, to encourage them to hold events at the same time.

Residents and businesses will also be encouraged to decorate their properties for the Coronation and there will be a presentation during the celebration for the best dressed business, house and the Freedom of Loddon award. **Action:** Events Committee/AAO.

17. Jubilee Hall Management Committee:

The JHMC organised a meeting on the 08 January 2023 to discuss the issues with the LUFC traffic parking in their Car Park. Both LPC, CPC and the L & C PFC were invited to attend. Cllr JH informed LPC that the JHMC has lost a regular booking over the parking issues. The outcome of the meeting was that the JHMC will provide the LUFC with dates of when they are heavily booked so that the LUFC can arrange alternative parking in Loddon.

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

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

19. Emergency Plan Working Party:

Cllrs LM and JP volunteered to assist Cllr AM prepare the paperwork and designated areas.

Action: Cllrs AM, JP, LM.

20. Community Larder:

There was a well-attended meeting of the group on the 17 January 2023 in Loddon Library. Cllr AM requested that the locker be ordered asap to assist with the storage/distribution of food over the weekend. **Action:** RFO.

21. Correspondence:

All correspondence had been previously circulated to Cllrs and a general discussion was held.

22. Items for a future agenda:

- 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
- Ex Cllr MW's resignation
- L & C PFC Representative
- Cancellation of the proposed June 2023 fete
- Accounting software

23. Next meeting date:

The next Parish Council meeting will be on Wednesday 8 March 2023 at 7.00pm. (Agenda items to Clerk by 2 March 2023).

The meeting ended at 20.58pm.

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

It's great to see a few of the Spring flowers starting to emerge from their long Winter slumber. Many thanks for all the thanks and good wishes for our Christmas hampers, as well as the financial donations that make the work of our ChetChat volunteers teams possible. Our next project will be the cards, daffodils and Easter eggs that go out in April.

As ever, our ChetChat group volunteers are always on hand, aimed at helping and supporting our over-60s friends and neighbours. If you ever need any help give us a ring on 07944 858929.

As well as my regular surgeries in the library, please ring me anytime on 07733323581 if I can help you.

As ever, thanks for putting your trust in me when you voted me to become one of your two local councillors; we're here to work for you, and must never forget that.

Appendix B – Clerk's Report

Office & Staff

The Clerk's mobile phone has been set up.

The Clerk attended the Norfolk SLCC Committee meeting on the 27 January 2023 and will be assisting the committee with social media.

The Clerk attended several free training courses offered by Norfolk ALC and Scribe; smart working, stress management and declaring interests. In addition, the Clerk attended a free course delivered by 'Safer Norfolk' – 'how to write a good safeguarding policy'.

The office took delivery of a food order from Morrisons to support the Community Larder. Deliveries and purchases of food from local businesses were investigated prior to the order being placed, but discounts were not able to be obtained.

The Clerk and RFO attended SNC Town and Parish forum, and the RFO is attending the SNC Hardship Innovation Event. The SNC Pride in Place grant appears to be suitable for the Library Annexe kitchen and toilet refurbishment, and a grant application will be submitted before the deadline on the 17 February 2023 if three quotes are received in time.

The windowsill and roof repair have been completed at the Library Annexe.

The quarter page Broadcaster advert has been renewed at a similar price to 2022.

Public Open Space (POS) & Facilities

The Clerk met with South Norfolk Council's (SNC) Tree Officer and Loddon Community Allotment Society's Chairman to discuss the Alder trees at Loddon Allotments. A report has been added to the agenda for consideration.

South Norfolk have cleared the Holy Trinity Footpath, Beccles Road footpath and the leaves from the Staithe car park.

Staithe Toilets

The new exterior floodlights have been installed.

An electrician installed an additional socket and shower switch.

The Council has received the certification for the five-year fixed wiring test and the new doors have been signed off and H&S file relating to the works prepared and issued.

Appendix C – Admin and Allotments Officer's Report

I met with the Chair of Loddon Community Allotment Society for our bimonthly meeting. We discussed the waiting list, and the society's aspirations for the site for the next financial year.

The tenant who is completing a conservation degree has successfully filmed a water vole and had the video verified by his tutor as these voles are a protected species.

The process of sending out new Plot Letting Terms and invoicing tenants has been completed and I have started to receive completed forms and payments back. This has resulted in one tenant giving up their plot. I offered this out to existing tenants and one has asked to swap plots. I have contacted the next person on the waiting list to move this forward as quickly as possible.

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 January Council meeting:

Hosted contractor visits for;

- LPC Office window and roof repairs
- Electrical testing and minor changes to installation at Staithe Toilets

Responded to the following Parishioner concerns/reports:

- Trees and fences at Pyes Mill- Liaised with SNC to resolve
- Levels of mud along FP10. Worked with Clerk to task Highways team
- Two instance of doors wedged door open at Staithe Toilets (Male and Female WC)

Progressed quotations for

- Resurfacing MUGA area on Jubilee field
- Cleared large amounts of Glass recycling from floor at Jubilee Hall recycle area. Worked with AAO to resolve several recycling related issues via. SNC and re-labelled Glass and Can banks

Conducted localised gritting

Greased Playing Field vehicle access barriers

Inspected & tested all Christmas streetlights on return from contractor

Fitted replacement Soap dispensers at Staithe toilets and repaired DDA tap.

Form 2’s for Footpath alongside Fire Station removed

Recovered Christmas LED strings

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; Beccles Road, Church Plain to Broadland, and Farthing Green

Legionella flushing and temperature control readings completed

Monthly Fire Safety, Emergency lighting, and CO Monitor checks complete

All CCTV Cameras cleaned

Cleaned street furniture at Staithe

Inspected Footpaths; 8,9,10,11,14

Walked FP15 to A146. Litter picked and bushes cut back at pinch points

Tennis courts inspected and swept

Appendix E – Data Protection Matters

LPC’s Data Protection policy is due for review, and this will be submitted to Council for review once Phil Brown has considered it.

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

In total, the Council has received eight FOI requests via the WDTK website from two parishioners.

Below are the requests that have been made since the last update on the 15 December 2022.

19/12/2022 - Dear Loddon Parish Council,
Please make available the audio recordings of the December parish Council meeting.
Yours faithfully,

21/01/2023 - Dear Loddon Parish Council, Please make available the audio recordings of the January parish Council meeting. A precedent has now been set for supplying recordings to members of the public by LPC
Yours faithfully,

Appendix F - Planning Report

App Number	App Type	Address	Proposal	Application/Decision	Decision	Date of Decision
2022/2412	Removal/Variation of Condition (S73 / S19)	Public Convenience Church Plain Loddon Norfolk	Variation of condition 2 and 3 of 2020/1368 - Change in height from 3.3m to 3.470m and alterations to design and materials.	A		
2023/0105	Householder	2 Beccles Road Loddon Norfolk NR14 6JQ	Conversion of swimming pool building into garage, demolition of timber extension and erection of extension to form entrance to building with creation of new drive.	A		
BA/2023/0033/FUL	Full	Loddon Campsite And Marina, 12 Bridge Street, Loddon, Norfolk	Toilet & shower block	A		
BA/2023/0059/TCAA	Works to Trees In a Conservation Area	The Staithe Car Park , Bridge Street, Loddon, Norfolk	T1&2: Poplar - height reduction to previous pollard points (an approximately 6m reduction)	A		

2021/ 2437	Outline Planning Permission	Land East of Beccles Road Loddon Norfolk	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.	A		
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	D	No objections (Delegated)	09/01/2023