

LODDON PARISH COUNCIL

Minutes of Loddon Parish Council meeting held on Thursday 12th September 2019 at 7.00pm in The Library Annexe, Loddon

Present:

Colin Binfield	(CB)
Kay Mason-Billig	(KMB)
Jane Hale	(JH)
Daniel Scott	(DS)
Margaret Wallace	(MW)

In Attendance: Donna Hodds (DH) Finance & Projects Officer
Anne Panella (AP) Parish Clerk
Barry Stone (BS) County Councillor

ELECTION OF CHAIR

- 127 In the absence of both the Chairman and Vice Chairman JH was proposed to chair this meeting.
- 128 Confirmed no one wished to record the meeting

APOLOGIES FOR ABSENCE

- 129 Apologies were received from J Strickland and G Knights
- 130 It was also recorded that S Swanson has resigned as Parish Councillor with immediate effect.

DECLARATIONS OF INTEREST

- 131 JH declared an interest in Item 9B, Small Grant Application; KMB for Item 7A

APPROVAL OF THE MINUTES OF THE MEETING HELD ON THURSDAY 11th JULY 2019

- 132 Month of the meeting was incorrectly stated on the Minutes as June.

Resolved: to approve the Minutes of the meeting held on 11th July 2019 with the above amendment. Proposed by CB, seconded MW. All in agreement.

MATTERS ARISING

- 133 Minute 104: Remembrance Day Parade:
It was confirmed that a request to LPC insurers regarding the parade confirmed that the parade can be covered by LPC Public Indemnity if it is a LPC event.
- 134 Minute 106: Land outside Doctor surgery:
Since the last meeting it has been suggested that this land belongs to Halsbury Homes although this is yet to be confirmed.

TO RECEIVE FOR INFORMATION REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

135 County:

- Public consultation in October on Integrated Risk Management Plan for Fire & Rescue detailing how the service will respond to the risks within the budget and resources provided
- There will be no reduction in the number of vehicles or staffing levels
- Task & Finish Group: looking at urban and rural traffic patterns with aim of, for example, giving greater priority to buses and reducing single person car journeys. The A146 is not considered a major route into Norwich
- Environment & Policy Group: will present new Strategy later in September which seeks to reduce impact from a number of polluting sources with an aim to reduce emissions to zero by 2030.
- 10,000 broadleaf trees to be planted
- car parks to be provided with electric charging points, free to use
- George Lane: this road is becoming increasingly congested and unable to cope with the volume of traffic and discussions are on-going with the developer for solutions to mitigate future congestion issues
- It was confirmed that if any part of the George Lane development is sold off the current requirement contained within the planning permission to build the roundabout will remain

136 District:

- Continuing to align working processes across SNC and Broadland. Unison is involved in the negotiations and it is expected the new standards will be in place by end of the year
- both councils will retain their separate identities and there are no plans to merge into one, newly branded, larger council
- Greater Norwich Local Plan: some smaller villages currently get no new development so looking at policy to ensure up to three new houses per village are built that may also assist to infill building gaps
- Concrete table tennis equipment has been requested from SNC to be placed by the skatepark

PLANNING

137 2019/1503 Land to east of High Bungay Road: construction of 56 entry level dwellings with access and associated infrastructure:

LPC held a public meeting on 9th September to gather comments – positive or negative – from residents and neighbours.

The following objection was submitted to SNC on behalf of LPC

The Parish Council would like to object for the following reasons:

Insufficient flood risk assessment

Poor relationship with existing development and landscape

Insufficient ecological information

SNC has already many years land supply and there are sufficient entry level/starter homes within the Taylor Wimpey and George Lane developments.

This land was previously designated for commercial use only.

The current application, apart from having 23 fewer houses, is no different from the previous application in 2017 which was refused.

Public Consultation: the developer, Larkfleet Homes, were invited to attend a meeting of residents with Loddon Parish Council. Initially they accepted but after they held a team meeting the invitation was declined so no public consultation has been undertaken.

Access to the site is of major concern; the A146 is extremely busy and access from High Bungay Road onto the A146 is, even when not at rush-hour, a dangerous and often lengthy manoeuvre.

Speed limits: the A146 should have speed limits and cameras on the stretch from the Chedgrave junction to the Hales junction.

Wildlife: All Bat species and their roosts are protected in the planning process. Bats are known to inhabit the Pill Box yet there is nothing in this application that seeks to either protect the Pill Box nor ensuring the Bats are not adversely affected by any development processes.

In addition, the area is a haven for deer, owls, kingfishers, voles and egrets. No information is provided with regard to safeguarding habitat for wildlife and insects.

With the **proposed entry/exit to the development** being within a short distance of the junction this will cause very further significant congestion on this road: vehicles trying to exit High Bungay Road onto the A146; vehicles coming off the A146 to access the proposed development.

What are entry level homes? Will they remain as entry level/starter homes or will they be sold on at market rates on the open market with no restrictions to remain as entry level?

Traffic Surveys: reliance on information contained in surveys carried out prior to 2016 will be of little value as they will not include the impact of the Taylor Wimpey site. The George Lane development is not yet at full occupancy so the impact of traffic from here is currently unknown. The roundabout at the end of George Lane has been repeatedly delayed and, as yet, no firm date for commencement of works has been agreed. The roads within Loddon are narrow with numerous blind corners; further vehicles will seriously impact on the character and access through the village.

Public Transport: there are two bus stops, either side of the road, very close to the entry/exit which will add a further measure of congestion. In addition, the buses already have issues navigating High Bungay Road; with a potential significant increase in traffic in this area public transport may become unreliable, not meet customer requirements, leading to some choosing to drive rather than use the bus.

Emergency Vehicles: the layout of the development appears very restricted and may seriously hinder access by emergency vehicles. There are insufficient spaces for resident parking – and no visitor parking – thereby leading to vehicles parked on the side of the narrow roads.

Pill Box: this is a known habitat for Bats.

Is the structure Listed? What measures will be in place, and enforced, to ensure the Pill Box remains within the development and a continuing habitat for wildlife

Flooding: this area is well known for extensive flooding and, in addition, the land is at a lower level than surrounding land. If the land level were to be raised with that of the neighbours what is the impact of future flooding? There is insufficient information to have confidence that the development will not see adverse conditions for the surrounding area at times of high rainfall

Internal Drainage Board (IDB): There are springs in the centre of this site and the dykes require

regular maintenance to prevent flooding. It is a legal requirement that the IDB exercise its permissive powers to undertake work to secure water drainage and water level management. However, there is no information within this application that the developer has put in place the necessary measures to ensure that this legal right is not restricted.

KMB will seek to have the Application considered by Committee if minded to approve.

Resolved: Objection. Proposed by CB, seconded by MW. Majority in agreement.

- 138 2019/1695 44 High Street: refurbishment of front sash windows and replacement of rear windows, repairs to roof and 2 skylights

Resolved: Approve. Proposed by KMB, seconded by CB. All in agreement.

- 139 **The following application has been refused:**

2019/0687: Land west of 1 Garden Court for building of four self-build dwellings

- 140 **The following applications have been approved:**

2019/1169: 1 High Bungay Road. Erection of summerhouse

2019/1178: The Lodge, Stubbs Green. Renovation of external of building

PUBLIC FORUM

- 141 Redevelopment of Church Plain toilets: the new owner presented the plan and answered questions on a proposed one-bedroom residential unit.

Speed reduction on Beccles Road: Highways carried out a survey recently and did not agree any further measures were required. However, residents have confirmed that crossing the road close to the vets is extremely difficult due to reduced visibility and the speed of traffic. Suggested a chicane may provide a solution. Clerk to contact Highways and see if this suggestion can be included on a future Work Programme.

Mobile Mast: the company that sought the planning permission, which was granted nearly two years ago, are not responsible for the installation; that remains with the phone company and they have, to date, no plans to provide the mast.

Tree branch in car park; overgrown hedges: the tree branch is the responsibility of SNC who are aware of it. Suggested a standard letter is sent to those homeowners whose hedges grow over the footpath and impede access for pedestrians

Bridge over Chet between Staithe and Millennium Garden: it has not been possible to find the organisation responsible for this structure. It is possible the bridge was built many years ago with no permission. It is not possible for LPC or any organisation to take responsibility for this structure as it is unlikely insurance would cover any liabilities as ownership cannot be proved. In addition, the homeowners on Wherry Close have responsibility for the Garden and have indicated that the gate that end of the bridge will not be opened.

FINANCE REPORT AND ACCOUNTS FOR PAYMENT

142	Westcotec	SAM2	-4,375.20
	Eurooffice	Storage Boxes	-18.94
	Ryman & The Works	Stationary	-18.97
	Wave	Water Charges - Staithe	-625.78
	Eon	Electricity	-7.38

South Norfolk Council	Business Rates	-427.00
South Norfolk Council	Business Rates	-167.00
Staff	August – Salary, PAYE and Pension	-2,926.27
Elec-Tech Electrical services	PAT Testing	-128.40
Talk Talk	Telephone and Broadband	-44.00
HTS Supplies Ltd	Consumables for Staithe Toilets	-131.94
HTS Supplies Ltd	Repairs to Staithe Shower	-5.49
Elegance	Repairs to Staithe Shower	-25.00
Elegance	Cleaning	-1,088.00
intY Ltd	Office 365	-11.28
Roberts & Sons	Stationary	-3.00
Loddon Garden & DIY	Grass Cutting	-2,169.95
Adept IT	IT Support	-88.80
		-£12,262.40

- 143 Annual LPC insurance: the Schedule was received but still included the Church Plain toilets. A revised Schedule has been requested but will be less than the £2,000 quoted. This requires to be paid before the next meeting; insurance expires 30th September.

Christmas Lights: £25 contribution for PAT testing.

- 144 This was agreed but stated that all the lights must be used within Loddon. The Victorian Evening Committee are arranging for the lights to be put up prior to 8th December and removed in the New Year.

Resolved: to approve all the above expenditure. Proposed by KMB, seconded by MW. All in agreement.

- 145 Bank Mandates: these have been successfully changed for both Barclays and Unity Trust. It is not possible to have on-line payments with Barclays at present; agreed to check other providers such as Co-op or Unity Trust.

- 146 Asset Register: this is now up-to-date and includes the current value of the asset, insurance value and replacement cost.

- 147 Security and Anti-social issues at Staithe Toilets: following several incidents a meeting was held with the Police, SNC and LPC. Agreed that CCTV should be considered; SNC will provide quotation for installation and will be secured on the lampposts (owned by SNC) outside the toilets in the carpark and focus on the doors to the three toilets. KMB may be able to offer some funds from her Members Allowance to cover part of the costs.

Small Grant Applications:

- 148 i) Chet Valley Voices Community Choir: seeking funds to assist with insurance costs. Agreed £100. Proposed by MW, seconded by CB. All in agreement.
ii) Youth Club: more information is required and on receipt of this will be considered at the next meeting

- 149 Budget Meeting: agreed as Thursday 17th October, 7.00pm

- 150 VAT claim: a formal complaint has been raised with HMRC as the latest claim, submitted early July, has not yet been refunded; HMRC state that all such claims are resolved no later than 6 weeks from receipt.

STREETLIGHTS

- 151 SNC solicitors, NP Law, have yet to send the Contract to LPC solicitor. However, in anticipation the transfer will happen before December two quotes have been received for the maintenance of the streetlights.

Resolved: to accept the quote from Cozens at £30 plus VAT per month. Cozens will be advised of the start date of the Contract when this is confirmed. Proposed by CB, seconded by KMB. All in agreement.

RISK REGISTER

- 152 The full document has been provided to all Parish Councillors; a Summary is provided here.

- The pond in the Hockey Field no longer has any water, so the risk is much reduced
- Risk to Finance was rated as Zero as there is both an Internal and External Auditor. Agreed to re-check this as likely a small risk does remain
- LPC offices: a Lone Worker Policy is required, whereby the door is closed when only one member of staff is in the office

JUBILEE HALL PLAYING FIELD

- 153 The Playing Fields are currently registered in the name of LPC only, but a Trust Deed clearly states that Chedgrave Parish Council (CPC) has an interest.

It was noted that:

- LPC will retain its full responsibility for both the skatepark and toddler play area although these are to be included in the registered area
- The annual contribution, by both parish councils, to the running costs of the remainder of the Playing Field could be revisited to ensure equity in contributions
- It was suggested that to keep costs lower, that CPC may prefer to strengthen their interest in the Title Deed

TO RECEIVE, FOR INFORMATION, REPORTS FROM PARISH COUNCILLORS

- 154 Teenage Shelter: this was removed as part of the re-development of the skatepark. It had been repeatedly vandalised and damaged over a period of time but current designs are far more resilient. KMB suggested that costs be obtained and an application be made to the Community Action Fund (CAF).

- 155 Caravans at Loddon Marina: to contact the Manager with regard to the caravans in the field, one apparently housing a number of dogs.

TO RECEIVE LIST OF SIGNIFICANT CORRESPONDENCE

- 156 Noted; many of the items have been discussed within the agenda. No draft statement was received from Halsbury Homes with regard to the George Lane roundabout.

DATES OF FUTURE MEETINGS: all on Thursday at 7.00pm

- 157
- a. Thursday 10th October. Agenda items to Clerk by 2nd October
 - b. Thursday 14th November. Agenda items to Clerk by 6th November

The Chairman thanked members of the public for attending and proposed that due to the confidential nature of the matters to be discussed, both the press and public would be excluded.

**158 To Discuss a Report to Council relating to Staffing, Freedom of Loddon, Office Hours/Move,
Handy Person**

The Clerk's report entitled Report to Council relating to Staffing, Freedom of Loddon, Office Hours/Move, Handy Person was relayed to members.

Staffing - The Council agreed with the Personnel Committee recommendation on staffing. KMB proposed, seconded by MW with all in favour that a permanent contract with the increased hours be put in place.

Freedom of Loddon – it was agreed that this be offered to Colin Gould.

Office Hours and Relocation – concern was raised about the size of the proposed office and the accessibility. Available members will look at the proposed location. A suggestion to have an office built within the office was mooted and given cautious support. General agreement that this would be looked at further. NPS have not been in contact nor sent any invoices yet.

KMB left the meeting for the following matter.

Handy Person – following brief discussion JH proposed we use the more local handyman, from Chedgrave, seconded by DS with all in favour.

The meeting ended at 10.15 pm