



Loddon Parish Council

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

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Minutes of the Meeting of Loddon Parish Council (LPC) held on Wednesday 13 July 2022, 7.00pm in the Library Annexe Rear Hall.

Present: Cllr Kay Mason-Billig (KB) - Chairman, Cllr June Strickland (JS) - Vice-Chairman, Cllr Jane Hale (JH), Cllr Margaret Wallace (MW), Cllr Daniel Scott (DS), Cllr Colin Binfield (CB), Cllr Julie Appleby (JA), and Cllr Jessie Powell (JP).

In Attendance: Emily Curtis (Parish Clerk), Jo Leonard (Administration and Allotment Officer, AAO), Georgina Hirst (Responsible Financial Officer, RFO) and one member 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. **Apologies for Absence:** Cllr Liz Marsham (LM), Cllr Alan Wildman (AW) and Cllr Arthur Morris (AM).

3. **Declarations of Interest and Requests for Dispensations:** Cllr JP declared a non-pecuniary interest in item 8.9.

4. **To Approve the Minutes of the Meeting Held on the 08 June 2022:**

Minutes of the meeting held on the 08 June 2022 were approved as a correct record of the meeting.

5. **Matters Arising:**

5.1 **Staithe Toilet Doors**

J C Surveyors Ltd have completed their discussions with Healthmatic and the final drawings have been signed off. The doors are due to be installed the week commencing the 08 August 2022, but LPC have requested that the doors are installed the week prior or post the 08 August 2022 as the Surveyor is unavailable to oversee their installation on their proposed dates.

5.2 **Norfolk County Council (NCC) Cycle Parking**

NCC have reported that there have been delays installing the cycle parking, which should be resolved soon, and the installation should take place later this year.

5.3 **Litter Bins on George Lane**

The Parish Warden has installed a new litter bin on the finger sign on the George Lane/Bridge Street junction, and another on the verge of George Lane as you approach the Old Hockey Field from St George's Park. There are still reports of bags containing dog foul hanging in the woodland area of the Old Hockey Field. Temporary signs will be displayed in this area. **Action:** PW.

5.4 **Jubilee Hall Car Park**

The Jubilee Hall Management Committee have sought quotes for repairs to the Car Park. One email has been received by LPC, but not a formal quote.

5.5 The Hollies Proposal

A meeting has been organised at the Hollies on the 18 of July at 7.45pm to discuss their proposal.

5.6 'No Parking' Sign on George Lane/Bridge Street Junction

A sign has been drafted and circulated to the Highways Engineer for approval. It will be printed and installed in due course. Cllr JP suggested if the takeaway business owner does not own the property, LPC contact the building landlord to complain about the tenant's behaviour re parking outside.

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)

It was great to meet people outside of the Co-op, talking about our work with Loddon and Chedgrave Parish Councils to launch an Emergency Plan for our neighbourhoods; 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.

As mentioned last month, each District Councillor has a members' grant of £1000 for local causes – I've now allocated £600 of this; 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 delighted to confirm that my next surgery will be 2-3pm Saturday 13 August 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.

6.2 Report from District/County Councillor Kay Mason-Billig

Cllr KB reported that there was sewage spillage at the Staithe/Millennium Garden, and after intervention, the area was cleared the same day. Anglian Water is liaising with SNC and will be replacing the pipe under the footbridge when the bridge is repaired. All authorities were informed.

Cllr KB is also addressing residents' concerns regarding the outstanding highways safety scheme on George Lane and organising a meeting with all agencies involved to push the scheme forward.

The South Norfolk Litter Pick in Loddon on the 26 June 2022 went well, thanks to those who attended.

The demountable toilet block that has previously been installed in Harleston is available and Cllr KB has been investigating the possibility of offering the building to the Jubilee Hall so that they have disabled toilets.

Cllr KB has asked NCC if LPC can have the freehold of the Library Annexe building.

Cllr KB has submitted an application for a Community Action Fund bid to upgrade the toilets and kitchen in the Library Annexe. There is also a possibility that LPC can borrow against future CIL income and match funding may also be available.

6.3 Public Forum

A MOP reported that it is dangerous crossing George Lane due to the high grass and bushes outside the Health Centre. The possibility of pedestrian crossings was discussed and as mentioned earlier, the scheme is being prioritised by Cllr KB.

Various Cllrs discussed that the visual aspect of the roundabout needs to be improved.

7. Reports from Council

7.1 Chairman's Report

Nothing to add.

7.2 Parish Councillors' Reports

Cllr JH reported that the Jubilee Hall have had a recent meeting with the Taproom in order to improve their working relationship. Various building improvements are on order.

7.3 Clerk's Report (circulated to Cllrs prior to the meeting)

Under Clerk's Delegated Powers, repairs (in consultation with the Chairman), the authorised plumbing contractor was instructed to undertake the repairs to the macerator in the disabled toilet.

The Clerk attended the Norfolk SLCC Meeting on the 08 July 2022 and was welcomed onto the Executive Committee. Guest speakers included Phil Courtier (SNC) regarding Nutrient Neutrality and Miles Hubbard from Unite regarding employment rights in local Councils.

The Clerk has met with the Community Gym and the Terms of Hire have been agreed. The RFO has given the existing hall hirers 4 weeks' notice and suggested alternative meeting rooms.

The Clerk is undertaking training and IT support have created two Microsoft Teams, one for Cllrs and one for the employees. This will assist the Council with assigning and completing tasks.

7.4 Admin and Allotments Officer's Report (circulated to Cllrs prior to the meeting)

The contractor has completed the ditch clearance at the front of site, so hopefully this will help with drainage issues on the front plots.

Three tenants have given up their plots this month, one has been swapped with another tenant, the next two people on the list have taken up a plot already. I am in contact with the next person on the list.

There has been some confusion over whether tenants are covered by our insurance whilst maintaining the paths around their plots. I have contacted Zurich, our insurance provider and received the following response: If the plot holders are maintaining the communal paths around their own plots, and this land belongs to the council, we can cover this activity under the policy if they are working on the council's behalf with risk assessments in place. I have created an Allotment Policy which includes a risk assessment which will be reviewed at the PC meeting on the 13 July 2022.

The shed is due to be fitted on 15 July 2022. I continue to monitor the standards at the Allotment Gardens and communicate regularly with the holders

7.5 Parish Warden Report

Only one occurrence of vandalism reported in the month (Bin by Kittens Lane Play Area broken off post and bin has been removed).

Volume of litter at low level this month thanks to input from the Volunteers.

Key activities since June Council meeting:

- Installed new waste bin outside Happy Buddha
- Installed new dog waste bin on George Lane
- Installed two new Playing Field Committee signs on the Loddon & Chedgrave Playing Field
- Installed new sign at the Allotments
- Installed new Loddon PC signs outside Library Annex 3 and in Annex Lobby

- Oversaw installation of new gates to rear of Annex
- Removed redundant sponsorship plaques from Church plain and Staithe sites
- Repaired defective basin taps in Annex Male and Female WC's
- Walked/Inspected FP's 8/9/10 and 14. Reporting two fly tipping incidents and one trip hazard encountered
- Dumped boat engine at Pyes Mill removed with the assistance of AAO
- Completed Asbestos awareness training
- Routine inspections of; Kitten's Lane and Broadland Playgrounds, Tennis courts, Broadlands public opens space, War Memorial, and Pyes Mill completed
- Weekly Litter picking of Hockey field, Jubilee field, and Skate Park
- Legionella flushing and temperature control readings completed
- Monthly Fire Safety checks complete

8. Finance Report

8.1 Accounts for Payment in Accordance with the Budget

The RFO presented the list of payments, and it was **resolved** to approve this list of payments.

Action: RFO.

Date	Payee	Item	Payment Method	Amount / £
09/06/2022	Lloyds Bank	Credit Card May 2022	DD	1,386.13
09/06/2022	British Gas	Staithe Electricity	DD	94.02
10/06/2022	Adept IT Solutions	IT Support	DD	31.20
13/06/2022	Everflow Water	Staithe water	DD	180.68
13/06/2022	EE	Parish Warden mobile	DD	20.98
13/06/2022	Plusnet	Staithe Wi-Fi	DD	29.34
20/06/2022	British Gas	Office Gas	DD	64.00
20/06/2022	Plusnet	Phone & Broadband	DD	38.80
21/06/2022	BNP Paribas	Photocopier	DD	193.55
28/06/2022	British Gas	Office Electricity	DD	32.43
29/06/2022	SSE Southern Electric	CREDIT Streetlight electricity	DD	316.56
05/07/2022	South Norfolk Council	Office Rates	DD	434.00
06/07/2022	British Gas	Staithe Electricity	DD	100.70
08/07/2022	intY Ltd	2 x Office 365	DD	16.55
11/07/2022	Adept IT Solutions	IT Support	DD	31.20
11/07/2022	Everflow Water	Staithe water	DD	177.85
11/07/2022	Lloyds Bank	Credit Card June 2022	DD	664.30
13/07/2022	Plusnet	Staithe Wi-Fi	DD	27.60
30/06/2022	Unity Trust Bank	Bank Fees	BC	18.00
08/07/2022	SLCC, Norfolk Branch	AGM conference fee	300053	10.00
13/07/2022	HM Revenue & Customs	Tax & NI - July 2022	300054	1,088.19
10/08/2022	HM Revenue & Customs	Tax & NI - August 2022	300055	564.82
13/07/2022	Cozens	Streetlight maintenance May & June 2022	BACS	72.00
13/07/2022	Loddon Garden & DIY	Grounds maintenance	BACS	1,119.75

13/07/2022	Top2Bottom Cleaners	Cleaning & security May 2022	BACS	2,002.43
13/07/2022	Top2Bottom Cleaners	Cleaning & security June 2022	BACS	1,975.82
13/07/2022	Community Action Norfolk	Subscription 2022-23	BACS	50.00
13/07/2022	Tas Valley Fire (UK)	Fire Extinguisher service	BACS	54.00
13/07/2022	Steve Jackman	LPC website support	BACS	310.00
13/07/2022	Adept IT Solutions	IT Support	BACS	64.32
13/07/2022	Roberts & Son	Neighbourhood Plan printing	BACS	224.40
13/07/2022	Collective Community Planning	Neighbourhood Plan Consultant's Fee	BACS	240.00
13/07/2022	David Bracey	Play Areas & Skate Park Annual Safety Inspection	BACS	300.00
13/07/2022	Silver Screen Studio	LPC High-vis printing	BACS	21.60
13/07/2022	Plot 1a	Allotment Rent refund	BACS	35.00
13/07/2022	South Yare Wildlife Group	Community Grant	BACS	100.00
13/07/2022	NPTS	Cllr Induction training	BACS	46.40
13/07/2022	East Anglian Plumbing & Heating	Gas Heater service & Staithe toilets: shower, urinals & macerator	BACS	1,035.12
13/07/2022	JC Surveyors	Principal Designer	BACS	450.00
25/08/2022	Healthmatic	Staithe toilet doors	BACS	21,925.80
13/07/2022	E Curtis	Mileage	BACS	15.62
13/07/2022	Salaries	July 2022	BACS	4,620.61
13/07/2022	C Petersen	Expenses & mileage	BACS	102.30
13/07/2022	Norfolk Pension Fund	Pensions - July 2022	BACS	1,680.56
10/08/2022	Norfolk Pension Fund	Pensions - August 2022	BACS	1,227.69
10/08/2022	Salaries	August 2022	BACS	3,517.62
Total Payments				46,078.82

8.2 Bank Reconciliation to 30 June 2022

The balance of Loddon Parish Council's bank accounts as of the 30 June 2022 was £348,849.73. This total includes the balance from the PFC accounts which have been transferred into the LPC accounts system.

8.3 Report on Ear Marked Reserves

The report had been previously circulated to Cllrs. Unspent budgets from 2021-2022 are being transferred to build up a reserve for long term renewal of Parish facilities.

8.4 Quarter 1 Budget Monitoring Report

The Cllrs received a report on the Council's current income/expenditure budget for the first quarter of the financial year 2022-2023.

8.5 Virements to Budget Headings

The Cllrs received a report on the virements required to supplement the 2022-2023 budget. It was **resolved** to accept the virements. **Action:** RFO.

8.6 Walkie Talkie System

A Walkie Talkie system has been purchased for future events such as the Remembrance Parade, but it may be necessary to return this item if we receive a working Walkie Talkie set from a third party.

8.7 Replacement Gas Heater to Rear Hall

The Council strived for three quotes. It was **resolved** to accept the quote from LPC's authorised plumbing contractor; East Anglian Plumbing & Heating to replace the hall heater in the rear hall and two replacement covers at a cost of £2,573.92 inc VAT. **Action:** RFO.

8.8 Small Grant Application from the South Yare Wildlife Group

It was **resolved** to award a grant of £100.00 to South Yare Wildlife Group. **Action:** RFO.

8.9 Small Grant Application from Loddon & District Women's Institute (WI)

It was **resolved** to defer the item to award a grant of £150.00 to Loddon & District Women's Institute to LPC's September meeting. **Action:** RFO to obtain more information.

8.10 Staithe Toilet Urinal Repairs

It was **resolved** to accept the quote from LPC's authorised plumbing contractor; East Anglian Plumbing & Heating to remove the damaged wood, replace with ply, replace the traps on the urinals and increase the urinal waste pipe size from 2" to 4", replace the faulty cistern flush, and remove the waste at a cost of £2,098.72 inc VAT. **Action:** RFO.

9. Events Committee Update

9.1 Draft Minutes - Events Committee

Draft Minutes from the Events Committee meetings on the 14 June 2022 were circulated to Cllrs for their information.

9.2 Events Committee Update

There are some outstanding amounts to be collected from several food vendors, but the profit from the Platinum Jubilee Fete is approx. £2,400.00. A reserve of £1,000.00 will be kept for future events. Discussions are ongoing regarding how the proceeds will be allocated. The public consultation at the fete collected several suggestions, and many supported the installation of additional benches. A decision will be made at the September meeting.

It was **resolved** to accept the Events Committee proposed date for a fete on the 10 June 2023. Chedgrave will inform LPC if they wish to be involved in the 2023 event. Sponsorship will be sought well in advance.

A thank you will be placed in the Chet Contact to thank all the sponsors and volunteers who assisted the Platinum Jubilee event. The Scarecrow Festival organisers attended the recent Committee meeting and asked the Council to consider taking on the event. The Events Committee have **resolved** to organise the Scarecrow Festival prior to the fete. LPC have been offered the Scarecrow Festival's assets and funds, and the RFO has requested an inventory and details of the finances.

10. War Memorial Ramp

South Norfolk Council have informed LPC that the cost of installing a ramp adjacent to the War Memorial would be approx. £5,200 (inc VAT) and have suggested that LPC contribute 1/3 of the costs. LPC **resolved** that a ramp would be an excellent addition and will offer £1,400.00 towards the cost of the ramp. **Action:** Clerk to reply to SNC advising that ideally the work should be completed before the Remembrance Parade on the 13 November 2022.

11. Community Larder Proposal

It was **resolved** to have a meeting and a date will be organised via email. **Action:** Clerk.

12. Draft Broads Plan 2022-27

Thanks to Cllr AW for compiling a reply to the Draft Broads Plan 2022-27. The Council **resolved** to submit the reply by the deadline of the 15 July 2022. **Action:** Clerk.

13. Emergency Plan

13.1 It was **resolved** to divide Loddon into 20 zones and allocate a volunteer to each zone to offer low level community resilience if there is an emergency.

13.2 It was **resolved** to create a WhatsApp group for the volunteers and coordinators.

13.3 The Emergency Plan may need training and equipment for the plan to be executed. The Council have created a budget heading with £600.00 allocated for the plan.

13.4 The Emergency Plan will be advertised via social media, Chet Contact and LPC's website.

13.5 The Emergency Plan will develop an Information pack for volunteers.

13.6 The Council **resolved** to adopt the Emergency Plan Working Party Terms of Reference. **Action:** Clerk.

13.7 Emergency Warden Volunteers

Cllrs JP and JA offered to share the role of Emergency Warden for St George's Park. Cllr DS, and Cllr JH also offered to be an Emergency Warden for their area of Loddon and Cllr KB for her area of Chedgrave. It may be possible for LPC to purchase an Identification Badge printer. **Action:** AAO to investigate.

14. Loddon & Chedgrave Playing Field Committee (PFC)

14.1 Terms of Reference

It was **resolved** to accept the proposed changes to the PFC Terms of Reference. **Action:** Clerk.

14.2 Substitute Representative

In line with LPC's Standing Orders, it was **resolved** to appoint Cllr CB as a substitute representative for the PFC. **Action:** Clerk.

14.3 PFC Report

The Cllrs discussed the lack of agreement with LUFC for hiring of the Loddon & Chedgrave Playing Field and garage and were reassured that the PFC is due to have a discussion with the LUFC at their next meeting on the 04 October 2022.

14.4 PFC Minutes from the 28 June 2022

These minutes had been circulated to Cllrs prior to the meeting.

15. Chet Neighbourhood Plan

15.1 Neighbourhood Plan Project Officer (NPPO) Report

Cllr JH reported that the consultation on the 09 July 2022 was a success and was well attended.

15.2 Minutes from the Chet Neighbourhood Plan Steering Group Meeting – 27 April 2022

These minutes had been previously circulated for Cllrs information.

16. Planning

16.1 Planning Applications from South Norfolk Council

- **2022/1132/1131:** Conversion of coach house to microbrewery and first floor holiday let, kitchen extension, covered external seating area, 4no. one bedroom holiday pods, renovation of smoke house, external stair and landing and new door to first floor living accommodation and replacement double glazed windows - The Angel Inn, 15 High Street Loddon Norfolk NR14 6ET. Cllrs **resolved** to support the applications, as an opportunity to bring the oldest pub in Loddon back into use. **Action:** AAO.

The Planning WP are meeting on Farthing Green House on the 17 July 2022 to discuss their future plans.

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

A discussion was had regarding Nutrient Neutrality and the affect this has had on the local area.

Cllr JP enquired as to whether the Council, (either District or Parish) have a policy document regarding affordable housing, Cllr KB confirmed that SNC did. The Neighbourhood Plan will incorporate specifications regarding affordable housing.

16.3 Planning Applications from the Broads Authority: None.

16.4 Planning Decisions from The Broads Authority: None.

17. Highways

17.1 Norwich Western Link

Cllr KB proposed that that Council supports the completion of the Norwich Western Link. The proposed elevated flyover will reduce the traffic through the Parishes and the Council **resolved** to support this motion. **Action:** Clerk.

17.2 Speed Awareness Message (Sam2)

The Sam2 report had been previously circulated to Council. The Sam2 will be repositioned on George Lane. Thanks to the Council volunteer and Cllr Morris for relocating the Sam2 on a four-weekly basis.

17.3 Parish Partnership Scheme

It was **resolved** to suggest a replacement hardcore surface on the footpath FP15 from Beccles Road, adjacent to Broadland Meadow as the surface was damaged during the building of the Broadland Meadow development. **Action:** Clerk.

18. Correspondence

All correspondence had been previously circulated to Cllrs.

SNC Consultation on their Re-wilding Strategy – The Cllrs resolved to submit a reply to say that they concerned about highways visibility. They wish to have greater control over which areas are selected for re-wilding. Signs should be installed. More information regarding the schemes. The areas have been left to grow, there has been no intervention from SNC such as yellow rattle snake planted to encourage the wildflowers. **Action:** Clerk.

Parishioner Email Regarding Stathe Toilets – **Action:** Clerk to reply with plans.

Parishioner Email Regarding Activities for Young Adults - Detached youth workers for the area. **Action:** Clerk to contact youth workers.

Halsbury Homes Ltd– Mutli Use Games Area proposal. No response required.

Electric Charging Points – A response was sent suggesting several suitable sites in Loddon for ECP's.

Vexatious Complainant - There have been several emails received from the vexatious complainant. These will not be responded to, as the complainant has been advised that only postal communication will be considered. This decision will be reviewed at LPC's meeting on the 13 September 2022. **Action:** Clerk.

19. Public Open Space

19.1 Dog Foul/Litter Bin off Cannell Road

It was **resolved** to install a new litter bin off Cannell Road to attempt to resolve the dog fouling issue. **Action:** Clerk/PW.

19.2 Loddon Allotment Garden Policy

It was **resolved** to adopt the policy. **Action:** AAO.

20. Staithe Toilets Public Wi-Fi

The Council received a report regarding the necessity for a secure system to be in place before Wi-Fi is offered to the public. It was **resolved** to accept the quote from Adept IT to install a 'walled garden' for the public Wi-Fi system at a cost of £481.47 excl VAT. **Action:** RFO.

21. Community Gym

The Community Gym will hire the Rear Hall on a sessional basis from the 01 August 2022. The Terms of Hire were circulated to the Cllrs for their information. County Cllr KB has approached NCC to see if LPC could take the freehold of the Library Annexe.

22. Items for a future agenda

- Gifts for Freedom of Loddon recipient
- WI Grant
- Building Survey Report for War Memorial
- The Old Hockey Field Terms of Hire
- Vexatious Complainant Review

23. 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.

24. Personnel Committee Minutes

The Minutes of the Personnel Committee held on the 16 June 2022 had been previously circulated to Cllrs.

The Officers were asked to leave the meeting and did not return until the meeting closed.

22. Next meeting date:

The next Parish Council meeting will be on Wednesday 14 September 2022 at 7.00pm. (Agenda items to Clerk by 07 September 2022).

The meeting ended at 21.52pm.