

## Minutes of The Meeting of Loddon Parish Council meeting held on Wednesday 09 September 2020 at 7.00pm remotely via GoTo Meeting

**Present:** Cllr June Strickland, Chair (JS), Cllr Arthur Morris (AM), Cllr David Tarry (DT), Cllr Jane Hale (JH), Cllr Sophie Waggett (SW), Cllr Mervyn Pointer (MP), Cllr Stephen Jones (SJ).

**In Attendance:** Emily Curtis (Parish Clerk), Anne Barnes (Locum RFO), County Cllr Barry Stone and three members of the public.

**1) Welcome:** Cllr JH was proposed to chair the meeting in the Chairman's absence and welcomed everyone to the remote meeting of the Council. The Clerk informed the Council that she wished to record the meeting.

**2) Apologies for Absence:** Cllr Kay Mason-Billig, Vice-Chair (KB), Cllr Colin Binfield (CB), Cllr Margaret Wallace (MW). Cllr Gary Knight (GK) submitted his resignation.

**3) Declarations of Interest:** Cllr JS declared an interest in Item 8, Public Open Spaces.

**4) To Approve the Minutes of 20 August 2020:** The Minutes of the meeting held on 20 August 2020 were **APPROVED** as a correct record and will be signed by the Chairman.

**Cllr JS joined the meeting and begun to chair the meeting.**

### 5) Matters Arising:

**5.1) Street lighting:** Loddon Parish Council has completed the process of adopting the streetlights from South Norfolk Council.

**5.2) Broads 'National Park' Sign:** The Broads Authority have agreed to remove the sign and the Councillors **RESOLVED** to invite Rob Leigh to attend a PC meeting to explain the National Park branding. **ACTION:** Clerk to reply to Rob Leigh with an invitation.

**5.2) Council Website:** The new website has been completed, and the Councillors agreed that it was informative for Parishioners.

**6) 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.

**6.1) County Councillor:** Cllr Stone informed the Council that a final meeting needs to be held to finalise the S278 agreements for the George Lane roundabout. Norfolk County Council is doing everything they can to continue progress with the construction of the roundabout. Cllr Stone is frustrated with the lack of progress with Wherryman's Way and is looking to organise an imminent meeting with the three Parishes, Loddon, Chedgrave and Langley with Hardley. There are two weeks remaining on the Norwich Western link Access consultation and he invited the Council to make a representation. Cllr Stone had sent a report to the Council, mentioning the Covid outbreak

at Banham. Generally, Norfolk County Council is facing a challenging financial situation relating to Covid and devolution as a White Paper on local Government reorganisation is expected to be released in the Autumn.

**6.2) District Councillor:** Cllr Jeremy Rowe was unable to attend but sent an update by email informing the Council that now the fundraising was completed, he will be launching the ChetChat group on Saturday 10 October between 10am – 11.30am and they will be standing outside the Co-op, handing out our free mugs and fridge magnets, showing the ChetChat phone number (0787 60 50 110). The group will help and support the over-60's friends and neighbours. Cllr Rowe will assist Langley with Hardley Parish Councillors litter picking on the 20 September 2020. Cllr Rowe's regular surgeries will resume when it is safe to hold them again. In the meantime, please ring him anytime on 07733323581.

## **7) Parish Facilities:**

**7.1) The Staithe Public Conveniences:** The local police officer PC Stephen Banes has suggested that the evening opening hours are reduced to prevent further vandalism and it was **RESOLVED** to have winter opening hours of 8am until 4.30pm and summer hours of 7am until 7pm. **ACTION:** Clerk to organise the sign alterations.

**7.2) LPC Office:** Informal information from the Library indicates it will remain closed until the Autumn, and the LPC office will remain closed in accordance with the Library. Appointments with the Clerk or RFO can be made during office hours 9am – 12 midday.

**7.3) Tourist Information Office:** The TIC remains closed due to the pandemic. It was **RESOLVED** at the May meeting of the Parish Council to move the TIC to the Library when the Library reopens.

**7.4) Jubilee Hall:** The Jubilee Hall have requested permission to paint a yellow 'No Parking' box on the car park and the Council **RESOLVED** to grant permission. **ACTION:** Clerk to inform Jubilee Hall of decision.

**7.5) Library Annexe Rear Hall:** The supplemental Covid Terms and Risk Assessment have been completed and the Council **RESOLVED** to re-open the rear hall for hire, ensuring that each booking complies with Government's guidelines. **ACTION:** Clerk to inform regular hirers that the hall is available to book.

## **8) Public Open Spaces:**

**8.1) Kitten's Lane Play Area:** The RoSPA report has been received and a quote has been received for the necessary repairs. The Council **RESOLVED** to obtain two more quotes for the repairs, and to consider applying for grants to replace the Play Area equipment in the future. **ACTION:** RFO to obtain quotes for repairs.

**8.2) The Skate Park:** The RoSPA report has been received and there are no areas that require repair at present.

**8.3) Allotments:** The sunken water butts have been filled and thanks given to Mr K Barnes for his time making the new plot signs.

**8.4) Loddon and Chedgrave Playing Field:** The bollards have been installed to reduce the risk of vehicle incursion and damage to the pitch.

**8.5) George Lane Bin:** The Council considered the request for a bin at the School end of George Lane but were mindful of the purchase and installation costs and the ongoing cost of having the bin emptied. The Council **RESOLVED** to request that the parishioner monitors the litter situation and reports back to the Council at the October meeting. **ACTION:** Clerk to contact Parishioner.

**8.6) Kitten's Lane/Crossways Terrace Bin:** The cover on the bin is badly cracked, and the Council **RESOLVED** to replace the cover. **ACTION:** Clerk to organise replacement cover.

**8.7) Old Market Green Dog Foul Bin:** The Council considered the request for a dog foul bin on the cut-through path between Old Market Green and the Playing Field, but were mindful of the purchase and installation costs and the ongoing cost of having the bin emptied, especially as there are many other bins on the Playing Field that could be utilised. The Council **RESOLVED** to decline the request at present.

**8.8) Hockey Field:** The Council **RESOLVED** to undertake repairs to the gate to ensure that at least one of the gates can be padlocked shut to deter vehicles entering the field and damaging the pitches. **ACTION:** Clerk to instruct contractor to carry out repairs if under £50.

**8.9) Pyes Mill:** The damaged footbridge that accesses Pyes Mill has been reported to South Norfolk Council and the Council is hopeful that the repairs will be undertaken soon. At present South Norfolk Council have not accepted responsibility for the bridge. **ACTION:** Clerk to contact Helen Sibley at South Norfolk Council.

**8.10) Parish Repairs Handyman:** The Council considered Philip Strickland as an approved contractor and it was **RESOLVED** to approve him on a trial basis and request quotes before work commenced. **ACTION:** Clerk to write to Mr P Strickland with Council decision.

## **9) Broadlands Meadow Public Open Space Transfer:**

The transfer of the public open space has not completed because there is an outstanding matter still to be resolved by Taylor Wimpy and the neighbouring landowner.

## **10) Working Parties:**

Any new members of Working Parties must be ratified by the full Council and it was **RESOLVED** to defer this item to the October meeting of the Parish Council. **ACTION:** Clerk to add to October Agenda.

## **11): Planning:**

### **11.1) To consider PLANNING APPLICATIONS received from South Norfolk Council:**

- 2020/1446 Location: 13 High Street Loddon NR14 6ET. Proposal: Replacement windows and door to rear of dwelling. Application Type: Listed Building Consent. Deadline for comments: 28 September 2020. – **No objections**
- 2020/1493 Location: 44 Cannell Road Loddon NR14 6DW. Proposal: Erection of a two-storey side and single storey rear extension. Application Type: Householder. Deadline for comments: 10 September 2020. - **No objections**
- 2020/1469 Location: 1 Church Plain Loddon NR14 6LX Discharge of conditions 4 & of 2017/0137. Not consulted.
- 2018/2631 and 2018/2632 - Not in Loddon but we have been asked by The Saving Swainsthorpe Campaign to comment - Ben Burgess application to move their Norwich base to Swainsthorpe – **No comment.**

**11.2) To note decisions on planning applications received from South Norfolk Council:**

- 2020/1138 - Listed Building, 35 Church Plain Loddon NR14 6EX, Replace bay window, Approval with Conditions. Date of Decision: 24 August 2020
- 2020/1163, Land North of George Lane Loddon Norfolk, Erection of 2 dwellings with associated works, Decision: Approval with Conditions, Delegated Date of Decision: 18 August 2020
- 2020/1317 - Works to trees in Conservation Area Parish: Loddon. Location: 33 Mill Road Loddon Norfolk NR14 6DR. Proposal: T1 Leylandii – Fell. Decision: No objections, Delegated Date of Decision: 18 August 2020
- 2020/1469 - 1 Church Plain - Discharge of conditions 4 & 7.
- 2020/0895 Full Parish: Loddon Location: Former Public Conveniences Church Plain Loddon Norfolk Proposal: Change of use from former toilets (disused) to a single dwelling Decision: Refusal Delegated Date of Decision: 16 July 2020
- 2020/0939, Householder, Parish: Loddon, Location: 28 Cannell Road Loddon NR14 6DW, Proposal: Two storey side extension and single storey rear extension. Decision: Approval with Conditions, Delegated Date of Decision: 9 July 2020

**11.3) To note planning application received from Broads Authority: None****11.4) To note decisions on planning applications received from Broads Authority: None****12) Finance Update**

**12.1) To approve accounts for payment in accordance with the budget:** It was **RESOLVED** to approve the following accounts for payment in accordance with the Budget.

Date	CHQ/SO/DD	Payee	Item	Amount
21.9.20	DD	BNP Paribas	Photocopier Rental	237.05
2.9.20	DD	TalkTalk	Phone Refund	-23.16
5.9.20	DD	South Norfolk Council	Toilets Rates	170.00
5.9.20	DD	South Norfolk Council	Library Rates	434.00
6.9.20	DD	Saffron Housing	Garage Rent	52.00
2.9.20	DD	Inty Ltd	Office 365 Subscription	11.28
10.9.20	DD	Adept IT Solutions	IT Support	24.00
22.9.20	DD	EON	Electricity Pyes Mill	6.24
9.9.20	104393	Loddon Garden & DIY	Grass cutting	717.98
9.9.20	104394	Norfolk County Council	Rent	500.00
9.9.20	104395	L. Fish	Salary	319.69
9.9.20	104396	D. Greeves	Salary	294.60
9.9.20	104397	E. Curtis	Salary & Expenses	1415.96
9.9.20	104398	A Barnes	Salary	663.92
9.9.20	104399	RAW Consortium Ltd	Play Area Repairs	66.00
9.9.20	104400	Cozens (UK) Ltd	Street Lighting Maintenance	36.00
9.9.20	104401	Scott Armiger	Electricity Test	120.00
9.9.20	104402	Chris Knott	Cleaning	1355.12
9.9.20	104403	Adept IT Solutions	IT Support	68.40

9.9.20	104404	Norfolk Parish Training & Services	Training	88.00
9.9.20	104405	Thomas Reed	Tree Surgery	445.00
<b>2020/21</b>	<b>Income</b>	<b>Received from</b>	<b>Item</b>	<b>Amount</b>
August/ September		Bridge Stores	Shower Tokens	76.00
August/ September		Kings Head	Shower Tokens	80.00
August		Action for Children	Rear Hall Hire	230.00
August		SLCC	CILCA Grant	100.00

The RFO informed the Council that the monthly bank reconciliation up to 30 August 2020 shows a balance of £157,477.29.

Cllr JS agreed to attend the office to sign the Minutes, cheques, and the monthly Bank Reconciliation.

#### 12.2) To consider quotations for Insurance:

Came & Co: Pen Underwriting Ltd	£2,689.07 1/3 years
Came & Co: Hiscox	£3,453 for 1/3 years
Came & Co: Ecclesiastical	£3,347.94 for 1/3 years
Zurich Municipal	£1,778.66 for 1 year, £1,637.35 for 3 years

The Council **RESOLVED** to accept the three-year quote from Zurich Municipal Insurance.  
**ACTION:** RFO to accept quotation.

#### 12.3) To consider quotations for Streetlighting energy:

Robin Hood	Business closing down so unable to quote
Scottish Power	£1,536.78
E-ON	£2449 per annum for 1 or 3 year contract
E-ON Renewable Energy	£2452 per annum for 1 or 3 year contract

The RFO reported that she had received a quote from Scottish Power prior to the meeting of £1,536.78 and the Council **RESOLVED** to accept the cheapest quote. **ACTION:** RFO to accept cheapest quote for start date of 01 October 2020.

#### 12.4) To consider changing Streetlights to LED lights:

T T Jones	£5,075 + VAT (Pro-Vision ID) or £5,336+VAT (Urbis Schreider Axia)
Cozens	£8,845 + VAT (Urbis Axia)
Pearce & Kemp	£7,540 + VAT or £10,440+VAT

The Council **RESOLVED** to replace all the LED lights this year and accept TT Jones quote.  
**ACTION:** RFO to accept quotation.

#### 12.5) To consider street-lighting numbering:

Cozens	£396.00 + VAT Supply and Fit
Graphixbank	£52.80 + VAT Supply only

The Council **RESOLVED** to accept the quote from Graphixbank and arrange installation.  
**ACTION:** RFO to accept quotation.

#### **12.6) To consider upgrading the Staithe Toilets CCTV:**

Quotes for 3 CCTV cameras plus signage:

TPI Security Ltd	£974.17 + VAT
Oaks CCTV	£980.00 + VAT
Dragon Security Systems	£1090.00 + VAT
The Alarm Company	£1196.00 + VAT

The Council **RESOLVED** to accept the quote from TPI security, whilst requesting assurance that the cameras are infrared and will work at night. **ACTION:** Clerk to accept quotation.

#### **12.7) To receive the Local Government Services' Pay Agreement 2020-21 and note the new pay scales for staff:**

All staff will be paid their backpay due with their September salaries. All salaries pro-rata.

SCP1	£17,842 per annum
SCP18	£24,982 per annum
SCP24	£28,672 per annum

The Council **RESOLVED** to accept the new agreed pay scales in line with their contractual obligation. **ACTION:** RFO to update staff salaries.

#### **12.8) Legionella Risk Assessment Quotes for Staithe Public Conveniences and Library Annexe**

GES Water	£275.00 + VAT
Infinity	£400.00 + VAT
Taurus	£525.00 + VAT

It was **RESOLVED** to instruct GES Water to carry out the Legionella Risk Assessment for the Staithe Public Conveniences and the Library Annexe. **ACTION:** RFO to instruct GES Water.

### **13) Library Annexe**

**13.1) Library Annexe Lease:** The Council have received no further updates from solicitors Allens Gadge and Gilbert or NPS despite regular communication.

**13.2) Five Year Fixed Wiring Inspection:** The inspection has taken place, and several category two recommendations have been made and the Council **RESOLVED** to have this work completed. **ACTION:** Clerk to book Scott Armiger for repairs.

**13.3) Fire System Service, Emergency Lighting and Fire Risk Assessment:** The fire system will be annually serviced by Norse. The emergency lighting repairs have been completed and a professional Fire Risk Assessment completed.

**13.4) Legionella Risk Assessment:** This item had already been considered during the finance report and it was **RESOLVED** to instruct GES Water to carry out the Legionella Risk Assessment for the Staithe Public Conveniences and the Library Annexe. **ACTION:** RFO to instruct GES Water.

## 14) Highways:

**14.1) Sam2 – Speed Awareness Message:** The Sam2 has been installed on Beccles Road and Cllr JH gave a report from the Parishioner maintaining the Sam2 informing the Councillors of the speed that vehicles have been recorded traveling on this stretch of road, the majority compliant with the speed restrictions.

**14.2) George Lane Junction:** The Council has received several complaints recently regarding the illegal parking on the double yellow lines on the George Lane junction, many voicing concerns that the danger will increase when the new roundabout is constructed as the traffic on George Lane will increase. The Police no longer deal with parking enforcement, and all complaints have been passed to South Norfolk Council.

**14.3) NCC Highways Partnership Scheme:** The Council has been asked to consider applying to NCC Highways for a 50 % grant for a local highway improvement. The deadline for applications is the 04 December 2020. **ACTION:** Clerk to add to October Agenda.

**14.4) Parishioner Request For ‘No-Through Road/Dead End’ sign on Market Place Road:** The Clerk reported that no response has been received from NCC Highways. **ACTION:** Clerk to contact Highways for a reply.

**14.5) Redundant Signposts:** Chedgrave Parish Council have informed Loddon Parish Council that the redundant signposts from the old Chedgrave sign can be removed. The Council **RESOLVED** to request Norfolk County Council Highways removes them. **ACTION:** Clerk to contact NCC Highways for removal of signposts.

## 15) Neighbourhood Plan:

Chedgrave Parish Council have informed Loddon Parish Council that they are broadly supportive of the scheme to join with Loddon Parish Council, but before making a final decision on the 01 October 2020, they wish to have a meeting to discuss several outstanding matters. A remote meeting has been organised for the 17 September 2020 at 7pm. Cllr AM raised concerns that the White Paper soon to be released should be considered before committing to starting a Neighbourhood Plan, and Cllr SW informed the Council that the White Paper will be diluted and a Neighbourhood Plan is still a priority in order to have control over Loddon’s planning matters and to receive 25% of the CIL payments.

## 16) Report from the Chairman:

Cllr JS passed on her condolences to the family after the recent tragic accident at the Staithe Moorings.

Cllr JS represented Loddon Parish Council at the recent Victorian Evening meeting and informed the Council that the Victorian Evening would still go ahead but with social distancing guidelines in mind. It was hoped that the lights would be installed in Loddon and Cllr AM volunteered to assist with obtaining householders permission for lights to be installed on their property (likely to be 22 or 29 November 2020), and permission for the householders energy supply to be used. The lights will need to be PAT tested before they can be installed by Steve Crisp. **ACTION:** Clerk to organise PAT Testing. Unfortunately, it will not be possible to have the Punch and Judy show at the Library Annexe due to the pandemic restrictions on gatherings. The Council **RESOLVED** to instruct Cozens to install the Christmas Lights on Church Plain, for lights to be switched on 04 December 2020. **ACTION:** Clerk to instruct Cozens.

**17) Significant Correspondence:**

- Mobile Mast – The Council has received information that planning permission is being sought for a mobile mast at Loddon Telephone Exchange.
- Repairs required on the Staithe and Church Plain Notice Boards.
- Loddon Football Club requesting barriers around the pitch.
- Consultation on Coastal Adaptation Supplementary Planning Document from the Broads Authority.
- Music disturbance from King's Head.
- Music disturbance from Jubilee Hall.
- Hedging information.

**18) Items for Future Agenda:** Cllr JH requested that the Jubilee Hall be added to the October Agenda, and Cllr AM requested that 'Community Emergency Plan' should also be added. All further items to Clerk by 06 October 2020.

**19) 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 ss1) & 2) and the remaining members of the public left the meeting.

**20) Personnel Update:** The Responsible Finance Officer position has been filled and Mrs G Hirst will commence employment with Loddon Parish Council on the 22 September 2020. **ACTION:** RFO to compile an induction and training timetable. It was agreed that the Locum RFO, Mrs A Barnes would have a four-week handover with the RFO with a final working day of 31 October 2020.

**21) Data Breach and Phishing Attack:** Unfortunately the Council suffered a Phishing Attack and it was **RESOLVED** to purchase an additional license Microsoft 365 License and laptop for the RFO to ensure that adequate IT security can be implemented to prevent an incident occurring again. **ACTION:** Clerk to request additional license from Adept IT and order laptop to ensure safe homeworking.

**22) Dates of Next Meetings (all at 7.00pm unless otherwise stated, location to be advised):**

The date of the next meeting was agreed as 14 October 2020 (agenda items to Clerk by 06 October 2020)

**There being no further business the meeting ended at 21.45pm.**