

LODDON PARISH COUNCIL

Minutes of Loddon Parish Council meeting held on Thursday 10th October 2019 at 7.00pm in The Library Annexe, Loddon following the presentation of the Freedom of Loddon to Colin Gould

Present: June Strickland (Chairman)
Colin Binfield
Jane Hale
Gary Knights
Kay Mason-Billig
Daniel Scott
Sophie Waggett
Margaret Wallace

In Attendance: Donna Hodds Finance & Projects Officer
10 members of the public

159 Welcome

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

160 Co-Option of Parish Councillor

Sophie Waggett had approached the Council to indicate an interest in becoming a Councillor. The co-option was proposed by Cllr Mason-Billig, seconded by Cllr Binfield with all in favour. Sophie Waggett signed her declaration of office and joined the Council.

161 Apologies for absence

An apology was received from Cllr Barry Stone, County Councillor

162 Declarations of Interest

There were no declarations of interest

163 To Approve the Minutes of the Council Meeting of 12th September, 2019

The minutes having been circulated required amendment and following discussion it was agreed they would be amended for approval at the November meeting.

164 Matters Arising

The ownership of the footbridge over the River Chet remains a mystery but SNC may have undertaken repairs to the bridge historically – to be checked and confirmed by Cllr Mason-Billig as District Councillor.

Teen Shelter – costs are being investigated and will hopefully be ready for the Budget meeting.

Mobile Phone Mast – the permission was granted about 2 years ago but no provider has taken it up. Reception generally in Loddon is poor, Donna Hodds will try and drive this forward.

165 To receive reports from the District and County Councillors

District Cllr Jeremy Rowe submitted a written report:

Regular surgeries will take place in Loddon Library on 14.12 and 15.2.2020 from 2-4pm; I have attended Parish Council meetings at Loddon, Chedgrave, Hales & Heckingham and Langley with Hardley. I am on the Electoral Arrangements, Scrutiny and the Licensing & Standards Committees. I have some of my annual £1,000 budget available for local projects. Contact for any help or queries on 07932 970 718 or email jrowe@s-norfolk.gov.uk

District Cllr Mason-Billig advised that the Community Action Fund had awarded £15,000 to Chedgrave play area and there is still available monies in the pot with the maximum grant being £15,000. A phased project could attract funding for each individual phase.

The Local Plan has *again* been delayed, it is anticipated that this will now be next year. There are to be boundary changes for Norfolk County Council divisions resulting in two more Councillors in South Norfolk.

New funding is being made available for transport works – up to £75m – but this has to be spent very quickly. Regrettably the A146 is not included as a main feeder road to Norwich. £7.8m has been made available for development in South Norfolk and £4m from Anglia LEP for commercial space on Norwich Business Park. It now only takes 5 days to process housing benefit claims and 211 affordable homes have been delivered in Quarter 1 this year.

South Norfolk Pub of the year – the finalists included The White Lion at Wheatacre.

There was no report from County Councillor Barry Stone.

One County issue raised was the possibility of turning lanes on the A146 to allow free flowing traffic as it currently backs-up as soon as someone wants to turn right.

166 Planning

2019/1919 13c Beccles Road, Loddon
Non material amendment to 2018/2148 – The introduction of a 1200 x 1200 clear glazed roof light to the approved standing seam zinc roof.

Cllr Binfield proposed acceptance of this amendment seconded by Cllr Wallace with all in favour.

Donna Hodds advised a further application had been received after the publication of the agenda, 4c Beccles Road, single storey rear extension. She will request time to respond following the Council's next meeting.

167 Public Forum

Queries about the sustainability of the Farmers Market were raised – John Yale has passed this to Greg Mayo to run. Jubilee Hall is quite expensive, they might consider The Hollies but it is all a bit up in the air.

The Jubilee Hall needs some work with guttering needing repair.

Peter Franzen raised concern about the lighting in the High Street – there are some very dark areas – he will check numbers/location and report.

Andy Milner came to the meeting to ask whether the Council would be interested in supporting him to plant bulbs on the allotments. He was advised that the Council would need a quote for costs and they would consider it.

168 Accounts for Payment & Financial Items

The following payments were proposed for payment by Cllr Scott, seconded by Cllr Wallace with all in favour:

10.1	intY Ltd	Office 365	- 11.28
10.2	Adept	IT Support	- 24.00
10.3	TalkTalk	Telephone & Broadband	- 44.00
10.4	Chet Valley Voices	Community Grant	- 100.00
10.5	PKF Littlejohn LLP	External Audit	- 720.00
10.6	Andys Pest Control	Mole Control	- 60.00
10.7	Donna Hodds	Post Office – Job Advert	- 2.40
10.8	June Strickland	Stamps	- 12.20
10.9	Panel Graphic	Freedom of Loddon board lettering	- 72.00
10.10	Smart Meters	Shower tokens	- 252.00
10.11	HTS Supplies Ltd	Consumables for Staithe Toilets	- 92.74
10.12	Elegance	Cleaning	-1,088.00
10.13		Salaries – September	-2,734.73
10.14	NALC	Job Vacancy	- 25.00
10.15	Loddon Garden & DIY	Grass Cutting	-1,143.99

Three additional late invoices were received:

Electech	Shower Repairs	- 359.70
Security Tech Systems	Servicing Security Alarm	- 114.00
Roberts & Son	Paper	- 16.80

168a To consider security costs and further anti-social issues at Staithe toilets

Cllr Mason-Billig in her role as District Councillor is looking to fund CCTV from her allowance, two cameras are suggested, covering both ends of the building including showers. The police have had a presence at the staithe.

There were no reported problems this month but on inspection Electech checked and found the shower casing off the back wall – this has now been repaired.

168b To receive and approve the Annual Governance & Accountability Return

Cllr Mason-Billig proposed, and Cllr Binfield seconded, with all in favour, it was **RESOLVED** to receive and approve the Annual Governance & Accountability Return for 2018/2019.

168c To receive small grant applications:

Loddon Community Website

Following discussion, it was proposed by Cllr Hale, seconded by Cllr Scott, one against remainder in favour that the grant of £57.58 be awarded.

Loddon Victorian Evening

Following discussion it was proposed by Cllr Binfield, seconded by Cllr Scott with all in favour that the grant of £150 for the Punch & Judy be awarded and that the use of the rear hall be agreed.

Christmas Lights

The cost to put up/take down the Christmas lights is now £500. Following discussion Cllr Mason-Billig proposed £500 be paid by the Council, seconded by Cllr Wallace with all in favour. This reduces the remaining Christmas Lights budget to £1,500 for decorating the car park.

Action: RFO

168d Lone Worker Policy

Following circulation of a draft policy, it was proposed by Cllr Knight, seconded by Cllr Binfield with all in favour it was **RESOLVED** that this policy be drawn up in final version with emergency contacts and adopted by the Council. Cllr Hale asked for quotes for a glass panel in the office door be obtained for security purposes. **Action: Clerk**

168e Grass Cutting – churchyard and contracts

Following advice that Chedgrave have handed back maintenance of their churchyard to the PCC, it was agreed that the Loddon churchyard, being central in the village was an attraction and the maintenance would remain as it currently is.

168f Hedge Cutting – recycling centres, Jubilee Hall, Tennis Courts, Hockey Field

It was agreed that these needed reviewing. Ownership of the conifers on the Old Market Green side of the tennis courts and the car park hedges need clarification together with the housing side of the hockey field hedge. **Action: RFO**

169 Appointment of Internal Auditor for 2019/2020

Two quotations were received for the post of Internal Auditor, Auditing Solutions Ltd from Wiltshire and Headspace Accountancy Ltd from Hales.

Following discussion and advice from the Finance officer that she was familiar with Quickbooks, it was proposed by Cllr Wallace, seconded by Cllr Binfield and with all in agreement, it was **RESOLVED** that Headspace Accountancy Ltd be appointed as internal auditor for 2019/2020 and Quickbooks be adopted as the form of accounts. **Action: RFO**

170 Jubilee Hall Playing Field Registration

Following receipt of a report from Loddon and Chedgrave Officers regarding the registration of Loddon & Chedgrave Playing Field in the joint names of Loddon Parish Council and Chedgrave Parish Council with the Land Registry, the 3 recommendations were approved en bloc proposed by Cllr Scott, seconded by Cllr Binfield, 2 abstentions with the remainder in favour. It was therefore **RESOLVED**:

- i) to confirm there are no disagreements or disputes between the parish councils on this matter
- ii) to approve the registration with the Land Registry of the Loddon & Chedgrave Playing Field in the joint names of Loddon and Chedgrave Parish Councils
- iii) to approve the wording of the Supplemental Trust Deed to be used in the Land Registry application, namely
 - a) It is the intention of both parties for the Land Registry title NK473324 to be amended to reflect that both LPC and CPC are the joint registered proprietors
 - b) The property contained within title number NK473324 comprises the Recreation Field, Jubilee Hall, Car Park, Tennis Courts, Toddler Play Area and Skatepark although responsibility for the various aspects of the property is as follows:

Recreation Field & Tennis Courts – Loddon & Chedgrave Playing Field Committee
Jubilee Hall & Car Park– Jubilee Hall Management Committee
Toddler Play Area & Skatepark – Loddon Parish Council
 - c) In a Deed of Declaration dated 11 March 1982 it was declared that Loddon Parish Council hold the Jubilee Hall on trust for the inhabitants of Loddon and Chedgrave
 - d) The entire area, known as Loddon & Chedgrave Playing Field is defined as per Land Registry title NK473324 and this is owned by LPC and CPC and held by them on the terms set out in the Trust Deed

171 Proposed Office Move

Following a misunderstanding, a meeting with NPS has been arranged for 17th October @ 9am in the Council office to discuss the way forward.

172 Proposed Change To Bus Route

It was agreed a meeting with Chris Limbach was needed to see what the proposals were, request a copy of the safety audit and the correspondence with NCC relating to changing the route. It was agreed Cllrs Binfield and Waggett would meet with Chris Limbach and report back. **Action: WG**

173 Policies and Procedures

A review needs to be undertaken of the Councils policies and procedures to bring them up to date. It was suggested and agreed that a weekly summary email would be sent to Councillors rather than forwarding all 'topical' emails, this summary would include correspondence.

It was also confirmed that all planning applications would go to a Planning Working Party to look at and bring forward recommendations for Council to consider. The Working Party to consist of Cllrs Binfield, Hale, Scott and Waggett

A scheme of delegation needs to be put in place for the officers of the Council to allow them to undertake their jobs without hindrance.

All standing orders and financial standing orders to be reviewed.

All Policies to be reviewed.

A review of Council decisions and where these are at is also required.

It was agreed working parties would be used to channel the work of the Council to achieve a sound result.

All these actions proposed by Cllr Knight, seconded by Cllr Wallace with all in favour.

Action: Clerk

174 Footway Lighting Transfer from SNC

Relevant legal documentation has been received from the solicitor relating to the transfer of the footway lighting from South Norfolk Council. It was agreed that Cllrs Mason-Billig, Scott and Knights will form a working party and will review the documentation and, queries raised, are to be taken up with SNC – some responses are awaited. They will report back to full Council. **Action: WG**

175 To receive reports from Parish Councillors

Cllr Strickland advised that she had been delighted to attend the award ceremony for Panel Graphics which had won the Queens Award for Enterprise 2019 for International Trade with Cllr Binfield. The presentation was made by the Lord Lieutenant for Norfolk, Lady Dannat at Panel Graphics on Loddon Business Park. Neither Archant nor the BBC were interested in the award but suggested photographs could be sent in. The company is expanding and asked about where they could advertise their requirement for workers, part time 9-3 – ideal for a local mum – Loddon Eye, Post Office, Contact were just some of the suggestions. Cllr Strickland advised, as was probably obvious, Anne, the Clerk, had resigned and the Council wished her well in her retirement. Letter of congratulations to Panel Graphics

Action: Clerk

Norfolk Parishes Training and Support had been contacted and Deborah Sarson, former Town Clerk to Diss Town Council and known to a few members, is willing to locum, help the Council find a replacement and cover until we do. This information had been disseminated to the Councillors prior to the meeting and it was proposed by Cllr Knights and seconded by Cllr Binfield that we follow this route, all were in favour.

Cllr Wallace asked if a letter of thanks and support could be sent to Lesley Fish for her work during the last season. **Action: Clerk**

Cllr Wallace advised that she was in touch with the Co-ordinator of Loddon on Call about the new defibrillators. Once information has been received it will come back to the Council.

Cllrs Mason-Billig and Strickland attended the Chedgrave Parish Council meeting. They were welcomed and it was a good meeting.

176 To Receive A Report Relating To The TIC

Lesley Fish, the TIC Co-Ordinator reported the number of visitors during September. The lack of advertising of the TIC has caused a low number and with the Council Office being shut on Wednesday and Thursday mornings the TIC can't operate. An end of season report will be prepared and presented. **Action: WG**

177 To Receive and Note Significant Correspondence

None received

178 To Confirm the Date of the Next Meetings

A schedule of meeting dates for 2020/2021 was circulated to all members.

The date of the next meeting was confirmed as 14th November and the December meeting will be the 12th.

Cllr Hale advised that should Councillors want something put on the Agenda they should ask and provide a ½ page report outlining their item, Cllr Binfield agreed that Councillors should take ownership of items to ensure they are followed through and this supports the staff.

The meeting closed at 9.45pm