



# Loddon Parish Council

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## Minutes of the Meeting of Loddon Parish Council held on Wednesday 08 September 2021, 7.00pm at the Library Annexe Rear Hall.

**Present:** Cllr Kay Mason-Billig, Chairman (KB), Cllr June Strickland, Vice-Chairman (JS), Cllr Arthur Morris (AM), Cllr Jane Hale (JH), Cllr Mervyn Pointer (MP), Cllr Alan Wildman (AW), Cllr Stephen Jones (SJ), Cllr Margaret Wallace (MW).

**In Attendance:** Emily Curtis (Parish Clerk), Georgina Hirst, (Responsible Finance Officer, RFO), Jo Leonard (Administration and Allotment Officer AAO) and ten members of the public.

**Absent:** None.

### 1. Welcome

Cllr KB welcomed everyone to the meeting and Cllr AW informed the Chairman that he would need to leave at 8.30pm.

### 2. Meeting Protocol and Etiquette

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.

### 3. Apologies for Absence: None.

**4. Councillor Resignations:** The Chairman has received and accepted resignations from Cllr Michael Martins (MM), Cllr David Tarry (DT) and Cllr Sophie Waggett (SW). South Norfolk Council (SNC) have been informed of the resignations and the vacancies have now been advertised.

### 5. Declarations of Interest: None.

### 6. To Approve the Minutes of the Meeting Held on the 28 July 2021:

Minutes of the meeting held on the 28 July 2021 were **APPROVED** as a correct record with an addition requested by Cllr JH 'Cllr DT apologies received after the meeting'.

### 7. Matters Arising:

#### 7.1 Norfolk ALC Representative

As agreed at the last meeting, Norfolk ALC has been informed that Cllr SJ will be the representative for Loddon Parish Council (LPC).

#### 7.2 Map Board Update

SNC were unable to print the updated maps for LPC as they were larger than their plotter. Roberts & Sons have printed the maps and they will be displayed in the village map boards (Church Plain, Pyes Mill and the Staithe). Cllr JH wished to know why the Sale Court footpath wasn't on the map. **ACTION** Cllr KB to enquire at NCC why it is not on the Footpath Map.

#### 7.3 Permissive Path Update

The Marina instigated a meeting with District/County Cllr KB, and representatives from the Broads Authority, SNC and LPC Clerk attended. It was agreed that the permissive paths could reopen in the next few days.

#### **7.4 Steel Doors and Frames at The Staithe Toilets**

Due to the complexity and expense of these doors and frames, it has been necessary to carry out further checks to ensure that they are compatible with the existing automatic locking system. Further details have been requested from both contractors (Cooks and Dragon Security) before confirming and placing the order. **ACTION: RFO.**

#### **7.5 VJ Day Wreath Laying at Loddon War Memorial**

Cllr KB laid a wreath on behalf of LPC for VJ Day on the 15 August 2021.

#### **7.6 Electrical Cabinets on Church Plain, The Staithe and Pyes Mill**

Cllr KB has requested that SNC pay for the five-year fixed wiring test at £60 for each cabinet. Discussions regarding the transfer of these assets to LPC are ongoing. **ACTION: Cllr KB.**

#### **7.7 War Memorial**

The Loddon Royal British Legion (RBL) removed the wreaths and frame on the 04 September 2021. Cllr MW will attend Norfolk ALC Memorial safety and administration course on the 26 October 2021 before considering the War Memorial policy. **ACTION: Cllr MW.**

### **8. To receive reports from County and District Councillors in attendance and Public Forum:**

#### **8.1 Report from District Councillor Jeremy Rowe (written by Jeremy Rowe)**

Firstly, I'd like to thank everyone involved with our Hike to Hardley Mill which took place on a beautiful day earlier this month. Money is still coming in, but we've already raised over £600, which will be split between Hardley Mill and Leeway Womens' refuge. Many thanks to The Saxonettes and Funky Feet for keeping us so brilliantly entertained. If you would like to help these excellent causes, the details are: [www.justgiving.com/crowdfunding/jeremyRowe-2](http://www.justgiving.com/crowdfunding/jeremyRowe-2) We're grateful to Musker McIntyre, Rosy Lee's and to Minimum World for jointly sponsoring the event.

If you know anyone over-60 who might like a regular visit or phone call, or just some help, please let them know that we are here to help, on 07876 050 110.

My regular surgeries will start up again later this year, by which time it should be safe to hold them again. In the meantime, please ring me anytime on 07733 323 581 if I can help you. It's a great privilege to be able to serve our fantastic community.

Thank you. Councillor Jeremy Rowe.

#### **8.2 Report from District/County Councillor Kay Mason-Billig**

Cllr KB reported that she recently had a walkaround the village with PC James King.

It has been brought to her attention that there are a large number of vehicles parking at the bottom of High Bungay Road to catch a bus to Norwich and it appears to be becoming a 'Park and Ride' location. Cllr KB will discuss this with the Highways Engineer as there are concerns that driveways will be blocked.

Cllr KB attended a meeting with the Wherry residents group as they wished to discuss the planned repairs by SNC to the Staithe footbridge and the impact it would have on the Millennium Garden. Cllr KB informed the residents that the S106 specifies that Millennium

Garden is a public open space but will be seeking reassurance from SNC's solicitors Birketts that the gate can be reopened.

Cllr KB reported that that she had spoken to the Marina owner and requested the loose stones at the entrance to the Marina are swept back off the road.

South Norfolk Council are requesting that Halsbury Homes build the Section 106 Play Area in St Georges Park. Halsbury Homes approached LPC in 2019 asking if LPC would consider a payment of £28,000 as a contribution towards the Kitten's Lane Play Area in lieu of building the play area within St Georges Park, and the offer was declined due to concerns regarding the safety of children crossing George Lane to access a play area. The Cllrs declined the invitation to revisit the decision and Cllr KB will reply to SNC and Halsbury Homes. **ACTION:** Cllr KB.

### **8.3 Public Forum**

A member of the public requested that the closure of the Permissive Footpath be added to the next Agenda and continue to be added until the path is reopened. Cllr KB reported that she recently attended a meeting with the landowner, and the path will be reopened in the next day or so, but care must be taken as the path is muddy and the bridges require some repairs.

A representative from the Royal British Legion requested to know if the Council had applied for the road closure for Remembrance Sunday Parade on the 14 November 2021 and if the Council had planned to hold an event for the Queen's Platinum Jubilee in 2022. Cllr JH and AM have agreed to help organise an event.

A member of the public commented that acoustics in the Annexe Rear Hall needed to be improved. **ACTION:** Clerk to consult an acoustic engineer and to reconsider future meeting layout.

A member of the public commented on the Halsbury Homes play area proposition and suggested that a St Georges Park Residents Group be formed to communicate with SNC/Halsbury Homes.

## **9. Reports from Council**

### **9.1 Chairman's Report**

The Chairman had no additional information to report.

### **9.2 Parish Councillors' Reports**

Cllr JS and MW attended a meeting at the Holy Trinity Church and a report had been circulated to Cllrs. Grass cutting, wildflowers and the War Memorial were discussed. The loose flags on the path approaching the Church have been reported to SNC by Cllr KB. **ACTION:** Clerk to email SNC.

Cllr JS attended a Victorian Evening meeting. The event will be held on the 10 December 2021 and there are plans for a Punch & Judy show, a Father Christmas and stalls in the Church.

Cllr JH reported that the Jubilee Hall will be holding its AGM on the 13 September 2021.

Cllr AM attended the recent ChetChat fundraising walk and remarked that it was an excellent event.

### **9.3 Clerk's Report (circulated to Cllrs via Dropbox prior to meeting)**

## **Public Meeting to Discuss Planning Application 2021/1569 – Outline application for 130 dwellings off Norton Road**

Thank you to the Cllrs for attending the meeting. The meeting lasted for approximately one hour and the 67 residents who attended were given the opportunity to discuss the application and encouraged to send their views to South Norfolk Council. Notes of the meeting are on LPC's website.

## **Annual Leave**

All three members of the office staff have taken leave over the last few weeks, but the office has remained open throughout.

## **Fire Alarm**

It was recently discovered that when the fire alarm sounds at the Library, the fire service and Norse (who maintain the building) are not notified. Thanks to Cllr Hale, Cllr Strickland and Georgina for attending when a resident alerted the Council that the alarm had been sounding for some time. LPC has a key for the fire panel which is stored in the key safe, and LPC Key holders now have access to the key safe. Should the fire alarm sound again, phone 999 and report it to Norse's 24 hour emergency phonenumber; 08458 500 319.

## **Deeds & Leases**

I have completed putting together a portfolio of LPC's Deeds and Leases. Only copies are stored at the office as Allens Cadge and Gilbert are in receipt of all the Council's Deeds. I am also checking with the Solicitor to ensure that all parish lands are registered with Land Registry.

## **IAG Meeting**

I attended the South Norfolk and Broadland Community Forum with District Commander Chris Harvey on Thursday 26th August 2021. Loddon is still a priority in terms of police patrols.

## **Bollard on George Lane/Bridge Street Pavement**

NCC have confirmed that they will be replacing the broken bollard in due course. The broken bollard was reported as missing to NCC, but has since reappeared.

## **Footpath Finger signs**

A parishioner reported a missing footpath fingerpost on Footpath 10 / Mill Road. I have reported this to NCC Highways 'report a fault'; <http://maps.norfolk.gov.uk/highways>

I have also reported the missing fingerpost on Footpath 15/A146.

## **POS Working Party**

The POS WP inspected LPC's assets at Pyes Mill and inspected LPC's woodland adjacent to the A146. This parish owned woodland cannot be accessed without crossing drains.

## **Church Plain Bus Shelter**

After obtaining three quotes, I used my delegated powers to instruct RJW Property Services to replace the glass panels on the Council owned bus shelter on Church Plain.

## **Map Boards**

SNC informed us that they were unable to print the revised map, so Roberts & Sons have printed four maps, one for each map board and an additional map for the public foyer outside the Library.

## **Office Windows**

The work on the windows has now been completed and we are able to naturally ventilate the office.

### **Broadland Meadow**

The broken swing has been reported. Cllrs Hale and Strickland attended a meeting with Taylor Wimpey to address several outstanding matters that need to be resolved before the land can be adopted by LPC.

### **Staithe Toilets**

I am pleased to report that since the toilets have been secured overnight, no vandalism has occurred.

There was an unfortunate incident reported by our cleaning contractor on the 21 August 2021; the ladies toilets were blocked with toilet rolls and the shower room was covered in vomit. Thanks to our cleaning contractor Top2Bottom for addressing the mess.

LPC's plumbing contractor has also repaired the leaking cistern that feeds the male urinals as it was leaking into the shower room wall cavity.

Some general maintenance works need to be undertaken at the toilets and we are hoping to schedule the work to be undertaken simultaneously when the new toilets doors and frames are installed to limit the period of closure.

### **PC James King**

PC King visited the office on the 07 September 2021 to advise the Council that after the success of the last surgery, another one will be held on the 16 October 2021 between 9am-11am outside the Co-Op. He has also emailed and invited LPC Cllrs to accompany him on a walkaround the village.

### **NCC Highways Webinar**

I attended a very informative webinar organised by John Pennell from Norfolk Association of Local Councils. David Jacklin (NCC Highways Area Manager) replied to questions relating to the County's roads. Frustration was voiced regarding the way that NCC directs parishioners to the Parish Councils when the issues are often Highway's responsibilities, and John Pennell suggested a Working Party be formed to develop a stronger relationship between the parishes and Highways. I was also informed that Parish Councils can apply for a Cultivation license without the need to take on responsibilities for maintenance of a verge or area under the control of Highways.

## **9.4 Admin and Allotments Officers Report (circulated to Cllrs via Dropbox prior to meeting)**

Following my recruitment in June, I have begun to build relationships with allotment holders and I inspect the allotment gardens on a regular basis to ensure the tenants are meeting the established terms & conditions, and to be available should they have anything to discuss. This recently allowed a tenant to highlight that an invasive species was growing and gave me the opportunity to advise tenants to take precautions and remove the plants where identified.

I have begun to deal with the issue of unworked plots, and the Clerk and I have devised a procedure to follow involving contacting the holder over a set period of time to establish why they have not been cultivating their plot. Ultimately the procedure culminates in the termination of the allotment tenancy, and I keep thorough notes and photos throughout the process. If the allotment holder is struggling, I suggest they contact the Community Allotment Society for support.

Unfortunately, one tenant has had their tenancy terminated (in line with allotment tenancy agreement) after the tenant failed to work the plot.

I am continuing to work through the waiting list and as a result two new tenants have joined, one to an existing plot that had been given up and one to a newly created plot.

I attended the last Community Allotment Society meeting, which was useful to meet people and discuss their concerns.

We are still waiting for the agreed water pump to be installed.

I have asked our usual gardener to quote for cutting the paths around the allotments, he has declined to quote as he feels they are too narrow to cut, and he would damage overhanging plants and netting on the allotments.

I am noting suggestions for amendments to the current terms & conditions for consideration by the Working Party/Council next year.

## 10. Finance Report

### 10.1 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 / £
09/08/2021	Lloyds Bank	Credit Card July 2021	DD	125.70
09/08/2021	intY Ltd	2 x Office 365	DD	22.56
10/08/2021	Adept IT Solutions	IT Support	DD	28.80
11/08/2021	Everflow Water	Staithe toilets water	DD	50.06
18/08/2021	British Gas	Office Gas	DD	15.90
19/08/2021	Plusnet	Phone & Broadband	DD	40.80
20/08/2021	SSE Southern Electric	Streetlights electricity	DD	127.62
26/08/2021	British Gas	Office Electricity	DD	46.22
05/09/2021	South Norfolk Council	Office Rates	DD	434.00
08/09/2021	intY Ltd	2 x Office 365	DD	22.56
30/09/21??	Unity Trust Bank	Bank Charges 05/06/20 - 04/09/21	BC	18.00
08/09/2021	HM Revenue & Customs	Tax & NI - Sept 2021	300023	334.05
08/09/2021	The Church in Loddon	Church Grant	300024	660.00
08/09/2021	Royal British Legion Poppy Appeal	Poppy wreath donation for VJ day service	300025	25.00
08/09/2021	Loddon and District Local History Group	TBC - Small grant for booklet printing costs	<del>300026</del> BACS	100.00
08/09/2021	SLCC	CiLCA registration fee	BACS	410.00
08/09/2021	Zurich Municipal	Annual Insurance Renewal Premium	BACS	1,677.02
08/09/2021	Cozens	Streetlight maintenance	BACS	36.00
08/09/2021	Norfolk County Council	Office rent August 2021	BACS	500.00
08/09/2021	Loddon Garden & DIY	Grounds Maintenance	BACS	943.21
08/09/2021	Norwich Glass Co.	Annexe window repairs	BACS	556.92
08/09/2021	Chris Knott	Cleaning - July	BACS	1,378.38

08/09/2021	GSL Dardan Security	Security at Staithe toilets	BACS	306.00
08/09/2021	Westcotec Ltd	SAM2 fixings	BACS	36.24
08/09/2021	B&F Gas Domestic	Staithe toilets repairs	BACS	82.38
08/09/2021	Chris Knott	Cleaning - August	BACS	1,395.84
08/09/2021	Loddon Building Preservation Trust	Room hire for Planning Public mtg 11/08/21	BACS	15.00
08/09/2021	Cooks Blinds and Shutters Ltd	Increase to specification of staithe toilet doors	BACS	407.50
08/09/2021	Norfolk County Council	Office rent Sept 2021	BACS	460.23
08/09/2021	Loddon Garden & DIY	Grounds Maintenance	BACS	954.27
08/09/2021	NPTS	Training	BACS	272.00
08/09/2021	SLCC	GH membership	BACS	154.00
08/09/2021	Salaries	Sept 2021	BACS	2,733.10
08/09/2021	Norfolk Pension Fund	Pensions - Sept 2021	BACS	812.35
<b>Total Payments</b>				<b>15,163.71</b>

Date	Received From	Item	Payment Method	Amount / £
19/07/2021	Rosie Matthewson Pilates	Rear Hall Hire July 2021	BACS	210.00
16/08/2021	Kings Head - P Taylor	Donation to Freedom of Loddon Award 2021	BACS	100.00
18/08/2021	Rosie Matthewson Pilates	Rear Hall Hire Aug 2021	BACS	180.00
Aug 2021	Bridge Stores	Shower Tokens	CASH	266.00
Aug 2021	Kings Head PH	Shower Tokens	CASH	116.00
<b>Total Receipts</b>				<b>872.00</b>

<b>August 2021 Totals</b>	
31st August 2021 Balance b.fwd - bank reconciliation	£200,053.01
Total Payments	£15,163.71
Total Receipts	£872.00
<b>8th September 2021 Balance</b>	<b>£185,761.30</b>

#### 10.2 Bank reconciliation to 31 August 2021

It was **RESOLVED** to approve the bank reconciliation. The balance of Loddon Parish Council's bank accounts as of the 30 August 2021 was £200,053.01.

#### 10.3 Annual Insurance Renewal with Zurich Municipal

The annual insurance renewal premium of £1,677.02 is due by 01/10/2021 for the second year of the agreed three-year Long-Term Agreement (LTA) established with Zurich Municipal last year. Thanks to Cllr AM for inspecting the policy to ensure the Council is adequately covered.

#### 10.4 Quotes for Electrical Work at Library Annexe and the Staithe Toilets

The Clerk and RFO have strived for three quotes for the electrical repair work required in the office, hall and Staithe toilets, but due to a lack of available contractors at present, only one

quote was received. It was **RESOLVED** to accept the quote from RWB Electrical Services unless further better value quotes are received before the work commences. **ACTION:** RFO.

#### **10.5 Streetlight Energy Contract**

The current 2021-22 budget for the streetlights is £1,800 per annum. This was based on the contract agreed prior to the switch over to LED bulbs. The new LED bulbs have significantly reduced the monthly streetlight electricity bills. Quotations received direct from suppliers – SSE and Vibe Business Energy, other quotes requested from the Green Energy Advice Bureau and Utility Aid but not received. Vibe Business Energy 3-year contract with SSE for estimated annual cost of £1,097 best value received to date. **ACTION:** RFO.

#### **10.6 Internal Auditor 2021/2022**

The RFO had requested four quotes, but only two had been received. The Council **RESOLVED** to appoint the cheapest Auditor but requested that references be obtained first. **ACTION:** RFO

#### **10.7 Community Grant Application from Loddon & District Local History Group**

It was **RESOLVED** to grant £100 towards printing costs for a new booklet about the effects of wartime in the local area produced by the Local History Group. **ACTION:** RFO.

#### **10.8 Bank Signatories**

It was **RESOLVED** that Cllrs JS and KB will attend the office to authorise the above payments. **ACTION:** Cllr KB/Cllr JS/RFO

*Cllr AW requested the Council add an agenda item at the next meeting to address the recent resignations and left the meeting early as planned.*

### **11. Correspondence**

#### **11.1 Street Naming Information**

SNC have informed LPC that they can contribute ideas for future street naming.

#### **11.2 Jubilee Hall Annual General Meeting –** The Cllrs noted the date of the meeting 13 September 2021.

#### **11.3 Pandemic Memorial Token**

The offer from Norfolk ALC of a pandemic memorial token was discussed but as a suitable location could not be agreed, the offer was declined.

#### **11.4 Broadland and South Norfolk Council Accommodation Review**

SNC and Broadland spend 1.8 million pounds each year in office costs and consultants have been instructed to assess the requirement for office accommodation. Various proposals are being considered including home working and hub and spoke offices. The Council discussed the consultation but decided that they did not wish to submit a comment to SNC.

#### **11.5 Staithe Toilets Feedback**

Three positive emails had been received from people who have recently used the public toilets and have emailed the Council to express how impressed they were with the standard of cleanliness and the facility generally.

#### **11.6 Big South Norfolk Litter Pick 2021**

Cllr KB offered to run a community litter picking event, date to be decided. **ACTION:** Cllr KB.

#### **11.7 One Million Trees –** Information had been circulated to Council prior to the meeting.



**11.8 Norfolk County Council (NCC) Transport Consultation**

Information had been circulated to the Council prior to the meeting and it was agreed that no comment would be submitted.

**11.9 SNC Hackney Carriage Consultation**

Information had been circulated to Council prior to the meeting and it was agreed that no comment would be submitted.

**12. Governance – Protocol for Officers/Cllrs**

The Council **RESOLVED** to not adopt the proposed protocol for Officers/Cllrs.

**13. Loddon and Chedgrave Playing Field Committee (L & C PFC)**

**13.1** The new Terms of Reference have been drafted for the joint committee of both Chedgrave and Loddon Parish Council's and the PFC representatives are meeting on the 16 September 2021 to consider them. The Terms of Reference will then be approved by the L & C PFC before the Councils ratify them. **ACTION:** Cllr JH/MW/Secretary/treasurer.

**14. Report from the Chet Working Party**

The recent Broads Authority 'Marketing and Viability' consultation was discussed, and it was agreed that Cllr KB would write a reply and circulate it to the Council. **ACTION:** Cllr KB. The transient boats that appear at Pyes Mill and the Staithe were discussed, and it was agreed that LPC must keep pressure on the Ranger to enforce the 24-hour mooring limit.

**15. Report from the Public Open Space (POS) Working Party**

Cllr JH and JS and RFO met with Taylor Wimpey to discuss outstanding matters relating to the adoption of the POS at Broadland Meadow. The handrail on the steps has been installed and the matting on the steps. The Cllrs noted that the Viburnum appears to be dying throughout the POS and Cllrs JH and JS think this may be due to a disease. The broken swing has been reported and should hopefully be repaired soon.

**16. Report from the Christmas Lights Working Party (Written by Cllr AM)**

**Additional funding stream**

The Loddon & District Business Association (LDBA) is closing down and the committee, together with SNDC, has decided that the remaining LDBA funds should be allocated to support the funding of Xmas lights in Loddon and Chedgrave. The amount that the LDBA is offering to Loddon Parish Council is £5,702.16, using the 70:30 split with Chedgrave. This is offered with the following restriction: These funds are to be used for the continuation of the Christmas light strings, namely costs of putting up, taking down, testing and replacement of broken sections. The working party interprets this restriction as supporting the costs of the lighting strings along the High Street, Church Plain and Bridge Street only and will not support the costs of the tree wraps and motifs or any other additions we may add to our Xmas lights display. From an accounting aspect, this should not present any problems as the costs of the Xmas lights strings (installation, removal, maintenance and replacement etc.) is readily identifiable but we will need to keep a bespoke reserve for this aspect of the Xmas lights. Is the Parish Council willing to accept this donation on the terms outlined. It was **RESOLVED** to accept the offer from LDBA of £5,702.16 for the maintenance and installation of LED string Christmas Light installation in Loddon. **ACTION:** RFO.

**PAT testing of lighting strings**

A suitable PAT tester has been found and testing of the lighting strings is due to take place by the end of September. Installation of Lighting Strings for Xmas 2021. Andrew Carver is the appointed contractor for this work. We now need to agree:

- when we want the lights to be installed and taken down (we suggest the installation is completed by the last week in November)

- when to start trying to obtain permissions from householders and businesses for both installation of the lighting strings, and consent to obtain electrical power from various householders and business.

### **Tree wraps and motifs (including the new Starbursts) Church Plain and the Staithe**

Georgina has been in touch with Cozens, the contractor for this part of the project: Church Plain Tree Wraps – installation of new tree wraps w/c 11/10/21 – this date may move back by one or two weeks if there is still a canopy on the trees, however it is a guide date to ensure SNC organise the tree works within the required timeframe. The new wraps will be lit up at the same time as the motifs on the car parks.

Existing Church Plain and Staithe car park motifs – these will be installed so that they are in position before the first Friday in December.

New Staithe mistletoe lights – Marcus spoke to his supplier yesterday and is confident that these will be received and installed ready for this season.

## **17. Allotment Working Party**

The existing grounds maintenance contractor declined to quote to cut the grass paths as he had concerns relating to the size of the paths, the time it would take and the risk of damaging tenants' vegetation. It was **RESOLVED** that it would not be possible to cut the paths. **ACTION:** AAO to inform Loddon Community Allotment Society.

Cllr MP raised concerns that the guttering had been removed from the garages that abut the site, and therefore rainwater was pouring directly into the ditch and eroding the surface. Cllr MP had also gained quotes to complete the ditch work and as this work needs to be completed before the winter it was **RESOLVED** to use the Clerk's delegated powers to authorise this work. The quote received is £200 for the ditch to be cleared from the road to the shed, and £200 for a further days' work to complete the ditch work. The contractor had also been approached to install the water pump.

The WP also suggested that plot 1A is split into two plots when it becomes available. **ACTION:** Clerk to add to next Agenda.

The trees at the Allotment are now very tall and the WP have requested that they are pollarded. It was **RESOLVED** that quotes for a tree survey should be added to the next agenda. **ACTION:** AAO.

It was noted that Chedgrave PC has changed their allocation policy. **ACTION:** AAO to request further details from Chedgrave PC.

## **18. Report from the Neighbourhood Plan**

The next meeting of the Steering Group is on the 09 September 2021 and the Poringland PC Chairman is giving a talk on the recent successful completion of their Neighbourhood Plan.

## **19. Planning**

### **19.1 Planning Applications Received from South Norfolk Council:**

- **2021/1909** Erection of garden studio to replace existing. Location: 33 Bridge Street Loddon NR14 6NA Deadline 16 September 2021 – **No Objections.**
- **2021/1476** Extension to existing garden room Location: 35 Bridge Street Loddon NR14 6NA Deadline 16 September 2021 – **No Objections.**
- **2021/1349** Erection of a single storey self-contained annexe. Location: Stubbs Farm Stubbs Green Loddon NR14 6EA – **The Parish council supports the application but wishes to ensure the building remains as an ancillary dwelling.**

- **2021/1569**, Outline, Location: Land North and South of Norton Road Loddon Norfolk. Proposal: Development of up to 130 market and affordable dwellings, with all matters reserved except access – Objection. The Planning WP were reminded that their objection had not been received and it was **RESOLVED** that the Clerk would circulate and submit an objection. **ACTION:** Clerk.
- **2021/1658** 44 High Street Loddon Norfolk NR14 6AH Change of use from chip shop (A5) to residential use (C3), removal of shop sign and extractor flue and conversion of outbuilding to garage. **It was RESOLVED to object. Cllr AM abstained.**
- **2021/1765** 44 High Street Loddon Norfolk NR14 6AH Internal alterations to ground floor following change of use from Fish and Chip shop to residential. Removal of shop sign and extractor flue. Conversion of outbuilding to garage. **It was RESOLVED to object. Cllr AM abstained.**
- **2021/1932;** Demolition of existing outbuilding and erection 4 bay cart lodge with attic over and external staircase. Erection of open fronted outbuilding Location: Stubbs Barn Stubbs Green Loddon NR14 6EA. **Delegated to Clerk to reply.**

*Cllr SJ declared a non-pecuniary interest in application 2021/1939.*

- **2021/1939;** Variation of condition 2 of 2020/2159 - retrospective application to regularise shelter "as built" structure Location: Kings Head 16 Bridge Street Loddon NR14 6EZ. **No comments.**

*Cllr JH declared a pecuniary interest in application 2021/1820 and abstained from voting.*

- **2021/1820;** Residential Development of 3 Dwellings for Occupation under the 'Help for Heroes' Scheme and associated Details relating to Appearance, Scale, Landscaping and Layout. Location: Land Off Aspen Close Loddon Norfolk. It was **RESOLVED** to support the Help for Heroes Scheme.

## **19.2 DECISIONS on Planning Applications by South Norfolk Council:**

- **2021/0923** Works to TPO trees, 14 Lemn Grove Loddon Norfolk NR14 6LH. Proposal: T1 - Acacia - fell and replace Decision: **Approval with Conditions** (Delegated). Date of decision: 3 August 2021
- **2021/1683** Works to trees in Conservation Area, 13 Norton Road Loddon NR14 6JN. Proposal: White Poplar (1) removal of cracked bough over hanging neighbour's property. Crown reduction, reduce crown from 18m to 13.5m and spread from 13.5m to 10m. Decision: **No objections.** (Delegated). Date of decision: 5 August 2021.

## **19.3 PLANNING APPLICATIONS received from Broads Authority: None.**

## **19.4 DECISIONS on planning applications by Broads Authority: None.**

## **20. Highways**

### **20.1 Speed Awareness Message (Sam2)**

Council thanks Sam2 volunteer Bryon Sparks for relocating the Sam2 and the two recent reports have been circulated to Council prior to the meeting. Permission has been gained from NCC Highways and NCC Streetlighting for additional sites on Bridge Street, but the equipment has not yet been installed as additional brackets are required.

### **20.2 Parish Partnership Scheme**

It was **RESOLVED** to investigate a fixed speeding sign on High Bungay Road. **ACTION:** Clerk.

### **20.3 TRO Loddon Bypass – Details had been circulated to the Council prior to the meeting.**

**20.4 Prohibition of Waiting High Bungay Road** - Details had been circulated to the Council prior to the meeting.

## **21 Working Parties and Membership**

**21.1** It was noted that prior to resigning from the Council that Cllr DT had resigned from all Working Parties. **ACTION:** Clerk.

**21.2** It was **RESOLVED** that the Chet Working Party Leader would determine their leader and inform the Council. **ACTION:** Cllr KB,SW,JS.

**21.3** It was **RESOLVED** to defer discussing the membership of working parties until the Cllr vacancies have been filled. **ACTION:** Clerk.

## **22 Items for a Future Agenda**

- Tourist village map
- Splitting Allotment plot 1A into two plots

**23 Exclusion of Public and Press** - It was **RESOLVED** to exclude the public and press.

## **24 Freedom of Loddon Award 2021**

Thanks to Philip Taylor from the King's Head Loddon for offering to support the award with an annual donation of £100 for the next ten years. The Council have been able to obtain further plaques.

Several nominations were received for the Freedom of Loddon award, and it was **RESOLVED** to offer the award this year to Bryon Sparkes. He ran both the Cubs and Scouts for many years, coming out of retirement when the group was in danger of folding. He kept it running for many years until a new leader was found. This obviously was a huge benefit to the children of Loddon at a time when other facilities, ie youth clubs, were closing. He was also the village policeman for a number of years helping to keep the streets of Loddon safe. Living in Loddon was an advantage not only for the residents of Loddon who felt able to approach him with issues which they felt needed to be highlighted but also his local knowledge which from time to time enabled him to identify possible miscreants. Bryon also has volunteered for various tasks within the village to benefit the community. He currently helps the Parish Council relocate the Sam2 speeding sign. The recipient will be offered the award, and Covid-19 restrictions allowing, will be presented the award before the start of the October Parish Council meeting. **ACTION:** Clerk to inform recipient.

## **26 Date of the Next Meeting**

The next meeting of the Parish Council will be Wednesday 13 October 2021 at 7.00pm. (Agenda items to Clerk by 05 October 2021).

**The meeting ended at 22.06 hours.**