
Minutes of the Meeting of Loddon Parish Council held on Wednesday 10 November 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 Alan Wildman (AW), Cllr Stephen Jones (SJ), Cllr Jane Hale (JH), Cllr Jessie Powell (JP), Cllr Daniel Scott (DS) and Cllr Colin Binfield (CB).

In Attendance: Emily Curtis (Parish Clerk), Georgina Hirst, (Responsible Finance Officer, RFO), and three members of the public.

Absent: None.

1. **Welcome**

Cllr KB welcomed everyone to the meeting.

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:** The Council accepted apologies from Cllr Margaret Wallace (MW) as she was unable to attend due to her family's First Responder commitments.

4. **Councillor Co-option:** The Chairman has received and accepted Cllr Mervyn Pointer's resignation. South Norfolk Council (SNC) have advertised the vacancy and confirmed that the vacancy can be filled. It was resolved to co-opt Elizabeth Marsham on to the Council. The Acceptance of Office was signed, and Cllr EM joined the Council. **Action:** clerk to organise induction, training, and Cllr email address.

5. **Declarations of Interest:** None.

6. **To Approve the Minutes of the Meeting Held on the 13 October 2021:**

Minutes of the meeting held on the 13 October 2021 were **APPROVED** as a correct record of the meeting. Cllr JH abstained from the vote as she wasn't present at the meeting.

7. **Matters Arising:**

7.1 **Finger Sign on Farthing Green**

NCC Highways Engineer Gary Overland has agreed to refurbish the Finger Sign on Farthing Green. The sign will be removed for the works, no timescale for completion has been given. **Action:** Clerk to follow up.

7.2 **Parish Tree Survey**

Target Trees LTD have been instructed to carry out the tree safety survey on the 15 November 2021. **Action:** Clerk to add to next agenda.

7.3 **Full Council Training**

As agreed at the last meeting, full Council training has been organised for the 17 November 2021, at 7.00pm at the Library Annexe with Julie King from NPTS to cover GDPR, Cllr/Officer roles and Committees/Working Parties.

7.4 Big Litter Pick Event

The event held on the 24 October 2021 was well supported and many people who attended have also joined the Womble group. Cllr JP suggested that we hold the event more regularly, perhaps in the Spring. **Action:** Clerk to investigate litter pickers for children.

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)

A report was received and circulated before the meeting.

8.2 Report from District/County Councillor Kay Mason-Billig

There is swift progress on the roundabout construction, but Cllr KB has received complaints regarding the diversion. South Norfolk Police will regularly attend the Bridge Street/George Lane junction to ensure that people are adhering to the 'No Access' signage. The police issued seventeen tickets on the 10 November 2021 to vehicles entering George Lane via Bridge Street. Cllr KB has asked for another sign on the A146 advising that the Chet Valley Medical Practice will need to be accessed via Kitten's Lane and has requested that Highways Engineers visit again to assess the signage. Streetlights are currently disconnected on the A146 near the roundabout construction, but the contractor has offered to install some temporary lights.

Cllr KB is still awaiting a reply from SNC regarding the Staithe footbridge.

Cllr KB is assisting Holy Trinity Church obtain some trees and hedging.

8.3 Public Forum

A member of the Loddon and District Royal British Legion (RBL) informed the Council that a full road closure has been organised on High Street/Bridge Street for the Remembrance Parade on Sunday 14 November 2021. Although in practice the road closure will be a rolling blockade for only approximately fifteen minutes. The RBL also informed the Council that there would be a small service at the War Memorial on the 11 November 2021 at 11.00am to mark Armistice Day.

A member of the public commented that the signage on the Bridge Street junction regarding the diversion on George Lane is complicating issues and requested that the diversion sign be moved. Cllr KB confirmed that she had raised concerns with the relevant officers at NCC Highways and will continue to do so.

9. Reports from Council

9.1 Chairman's Report

Halsbury Homes have ordered several mature Oak trees. One to replace the Oak tree at St George's Park. Three mature Oaks and Beech trees will also be planted on the large green at St George's Park, hopefully later this month.

9.2 Parish Councillors' Reports

Cllr AM attended the Chedgrave Community Pandemic Covid Plaque presentation with Jeremy Rowe.

Cllr JH recently attended the Jubilee Hall meeting.

Cllr JS attended the Victorian Evening meeting and confirmed that they have requested that the public toilets at the Staithe are kept open until 9.00pm. **Action:** Volunteer required to lock toilets at 9.00pm or ask if Dardan can lock later.

9.3 Clerk's Report (circulated to Cllrs and displayed on the LPC website prior to the meeting)

Resignations and Inductions

Cllr Pointer resigned from the Council and Working Parties on the 16 October 2021.

LPC's Litter Picker and Play Area Inspector resigned after many years of service to the Parish Council and the community of Loddon.

LPC's new Cllrs, Cllr Powell, Cllr Scott and Cllr Binfield have received their Council inductions and Council email addresses. Cllr training is being organised for those that would like it.

Highways

The Council has received correspondence from parishioners raising concerns regarding the highway's diversion currently in place due to the construction of the George Lane roundabout. County Cllr Kay Mason-Billig, the Highways Engineer and the Police have been informed.

The NCC Highways Engineer Gary Overland has informed LPC that the Finger sign on Farthing Green will be refurbished in due course (no timescale for completion of the works has been given).

Office

The Clerk attended minute taking training delivered by NPTS and the RFO has attended Internal Control training via NALC.

The Council was informed of a suspected Data breach. The Data Protection Officer assessed the incident using the Data Breach Procedure and determined there was no reportable data breach.

Public Open Space

Thank you to Loddon Garden & DIY for delivering the Winter Pansies and bulbs, and thanks to the kind parishioners who have replanted the flower towers and tubs on Farthing Green, Church Plain and the Staithe.

The Staithe toilets opening hours have changed to winter hours, with the cleaning contractor attending for nine hours per week and unlocking the toilets each morning.

The large tower at the Kitten's Lane Play Area required immediate repairs as it presented a Health and Safety risk, and this work has recently been completed.

At this point the Chairman thanked the Play Area and Litter Picker Inspector for his long service and contribution to the community.

9.4 Admin and Allotments Officers Report (circulated to Cllrs and displayed on the LPC website prior to the meeting)

I am continuing to deal with the issue of unworked plots. Currently I am in communication with 2 tenants about improving the standard of their plots. I have begun the process of re-allocating the plot which recently had the tenancy terminated.

A second plot has been relinquished but needs some adjustment before being re let.

I continue to note suggestions for amendments to the current terms & conditions for consideration by the 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. It was **resolved** that Cllrs JS and KB will attend the office to authorise the above payments. **Action:** Cllr KB/Cllr JS/RFO

Date	Payee	Item	Payment Method	Amount / £
19/10/2021	British Gas	Office Gas	DD	50.59
19/10/2021	Saffron Housing	Garage Rent	SO	54.17
19/10/2021	Plusnet	Phone & Broadband	DD	40.80
20/10/2021	Apogee Corporation	Photocopier costs	DD	141.06
21/10/2021	SSE Southern Electric	Streetlight electricity	DD	120.53
22/10/2021	PHS Group	Staithe Sanitary Collection annual fee	DD	2,206.67
28/10/2021	British Gas	Office Electricity	DD	37.04
05/11/2021	South Norfolk Council	Office Rates	DD	434.00
08/11/2021	intY Ltd	2 x Office 365	DD	22.56
09/11/2021	Lloyds Bank	Credit Card Oct 2021	DD	197.75
10/11/2021	Adept IT Solutions	IT Support	DD	31.20
10/11/2021	British Gas	Staithe Electricity	DD	83.81
	HM Revenue & Customs	Tax & NI - Nov 2021	300028	497.01
10/11/2021	The Church in Loddon	Church Grant	300029	660.00
10/11/2021	Royal British Legion Poppy Appeal	Donation for 14/11/21 Poppy wreath	300030	25.00
02/11/2021	Royal British Legion Industries Ltd	Tommy and Women in War Silhouette Statues	BACS	350.00
10/11/2021	Cozens	Streetlight maintenance Sept & Oct 2021	BACS	72.00
10/11/2021	Dragon Security Systems	Staithe toilets repair call out	BACS	195.90
10/11/2021	Eastern Play Services	Play Area Tower repair	BACS	156.00
10/11/2021	Loddon Garden & DIY	Grounds Maintenance	BACS	630.70
10/11/2021	Top2Bottom	Cleaning - October	BACS	1,313.50
10/11/2021	GSL Dardan Security	Security at Staithe toilets	BACS	972.00
10/11/2021	East Anglian Plumbing & Heating Ltd	Staithe toilets blocked pipes & new flush fitted	BACS	197.00
10/11/2021	Norfolk ALC	Training 26/10/21	BACS	48.00
10/11/2021	Adept IT Solutions	IT support	BACS	62.71
10/11/2021	Chet Valley Festival Victorian Evening	Small Grant for Punch and Judy show	BACS	150.00
10/11/2021	Salaries	Salary - Nov 2021	BACS	2,897.69
10/11/2021	Norfolk Pension Fund	Pensions - Nov 2021	BACS	915.89
Total Payments				12,563.58

Date	Received From	Item	Payment Method	Amount / £
18/10/2021	Rosie Matthewson Pilates	Rear Hall Hire Oct 2021	BACS	90.00
22/10/2021	South Norfolk Council	MRC Adopter Payment - Jubilee Hall	BACS	250.00
22/10/2021	South Norfolk Council	MRC Adopter Payment - Leman Grove	BACS	200.00
09/11/2021	First Loddon Brownies	Rear Hall Hire Oct-Dec	CHQ	120.00
Oct 2021	Bridge Stores	Shower Tokens	CASH	100.00

Oct 2021	Kings Head PH	Shower Tokens	CASH	32.00
Total Receipts				792.00

10.2 Bank reconciliation to 31 October 2021

It was **resolved** to approve the bank reconciliation. The balance of Loddon Parish Council's bank accounts as of the 31 October 2021 was £234,714.16.

10.3 Amendments to 13 October 2021 Payment List

A payment to Office Furniture and to Woolly Shepherd should not have appeared on the payment list. These payments were made via the credit card.

10.4 Virement £2,000 from the Neighbourhood Plan Budget into Salaries Budget for Project Officer Hours

It was **resolved** to transfer £2,000 from the Neighbourhood Plan budget to the Salaries budget. **Action:** RFO.

10.5 Section 137 Donation to the Royal British Legion

It was **resolved** to donate £25.00 to the Royal British Legion. **Action:** RFO.

10.6 Virement of £250 from General Reserve into the Section 137 Budget

It was **resolved** to transfer £250 from General reserve to the Section 137 Budget to cover the of the recently agreed purchase of two Tommy's to display on Farthing Green for Remembrance Sunday. **Action:** RFO.

10.7 Small Grant Application

It was **resolved** to grant £150 to the Victorian Evening Committee to provide a Punch and Judy show. **Action:** RFO.

10.8 Solicitors Letter Confirming the status of the Jubilee Hall Car Park

The Clerk informed the Council that she was concerned that there was still some ambiguity over the responsibility for the repair and maintenance of the Jubilee Hall Car Park. The clerk had obtained a quote from the solicitor to resolve the issue. It was **resolved** that the Council does not require a solicitor letter at present to establish responsibility of the Car Park as the previous Solicitors' email was conclusive, Council noted that the Jubilee Hall Management Trust may not be aware of their liabilities and responsibilities.

10.9 Registration of the Old Hockey Field with Land Registry

It was **resolved** to register the Old Hockey Field with Land Registry. **Action:** Clerk.

10.10 Bank Mandates

It was **resolved** to appoint Cllr DS and JP as Signatories on both Barclays and Unity Trust bank accounts. **Action:** RFO.

11. Adoption of Electrical Cabinets from South Norfolk Council (SNC)

SNC have carried out the five-year electrical test on the electrical cabinets. The Council **resolved** to adopt the electrical cabinets from SNC as their primary use is for the annual Christmas Lights, but they could also be used for electrical supplies for fetes and events etc. **Action:** Clerk to request 5 Year fixed wiring test certification and write to SNC regarding the adoption of the cabinets.

12. Remembrance Sunday Parade – 14 November 2021

The Royal British Legion and Parish Council have organised the Remembrance Parade on Sunday 14 November 2021. NCC have granted a temporary road closure on Bridge Street/High Street. A rolling blockade will be in place and the Parade will depart from Cannell's

Car Park in Chedgrave at 10.30am and march to Church Plain Car Park/Loddon War Memorial. Permission has been obtained from SNC to close the Church Plain Car Park from 9.30am-11.30am. The RBL Piper will lead the parade into Holy Trinity Church after the silence and wreath laying. Stewards have been organised by the Royal British Legion. Zurich (Insurer) and the Safety Advisory Group have been informed and Risk Assessments relating to the event have been completed.

13. Governance – Vexatious Complaints Policy

The Council **resolved** to adopt the Vexatious Complaints Policy. Cllr AM abstained from the vote. **Action:** Clerk

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

The Minutes of last meeting held on the 04 October 2021 were circulated to Cllrs via Dropbox prior to the meeting.

The recent installation of the Tennis Court Keycode gate was discussed and due to the lack of mobile reception in Loddon, it might be necessary to use the Jubilee Hall broadband connection. The PFC has suggested an annual goodwill payment of £50 although this has not been agreed by the Committee yet. The Committee have asked the electrician to quote for a sub-meter at the Jubilee Hall so that the electrical supply costs of the court floodlights and gate can be accurately remunerated back to the Jubilee Hall Management Trust.

The clerk confirmed that the recently installed CCTV system had remote access for all stakeholders.

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

Installation of Lighting Strings for Xmas 2021

We have commenced the process of obtaining property owner/occupier permissions and this should be completed by late November 2021. Andrew Carver will install the lighting strings by 01December 2021.

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

RFO (GH) has been in touch with Cozens, the contractor for this part of the project and it is anticipated that this work will be completed by the first Friday in December 2021.

16. Report from the Public Open Space (POS) Working Party (WP)

No report was received from the WP. The outstanding matters at Broadland Meadow will be completed by the next meeting of the Parish Council on the 08 December 2021. **Action:** Clerk to chase.

Cllr KB reported that she has put together a report for the POS WP regarding the Skate Park. **Action:** Clerk to forward report to WP.

17. Report from the Neighbourhood Plan

The next meeting of the Steering Group is on the 24 November 2021. The Steering Group has met with the newly appointed consultant. The Steering Group has agreed to employ a Neighbourhood Plan Project Administrator. GH has met with the consultant and created a job specification for the role. Applications for funding are to be submitted to Locality and South Norfolk Council. The Terms of Reference for the Committee have yet to be agreed.

18. Report from the Building Refurbishment Working Party

Cllrs Powell, Morris and Scott met with the Clerk on two separate occasions to discuss the Parish buildings that require refurbishment.

The first meeting was held on the 25 October 2021 at the Library Annexe. An inspection of the building and outside space was undertaken, and a copy of the Lease was circulated to the WP.

The second meeting took place on the 05 November 2021 at the Staithe toilets. Cllr Powell offered to prepare a specification of the required repairs. A copy of the Lease has been circulated to WP.

It was agreed by the working party that Cllr Scott would take the lead.

19. Planning

19.1 Report from Planning Working Party

Hopkins Homes have informed Loddon Parish Council that following the public consultation back in May 2021, they have submitted their planning application for 180 dwellings on land at Beccles Road to South Norfolk Council.

19.2 Planning Applications Received from South Norfolk Council: Please refer to Planning Schedule on LPC website.

2021/2375 – 31 Mill Road, NR14 6DR. Single storey side extension and alteration, insulate exterior of house and new external finishes. The Council **resolved** to submit a response of no objections. **Action:** AAO.

19.2 Decisions on Planning Applications by South Norfolk Council: Please refer to Planning Schedule on LPC website.

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)

The Sam2 is currently positioned on Beccles Road facing south. Thanks to Council volunteer for relocating the Sam2 on a four-weekly basis.

20.2 TRO Mundham Road – These documents have previously been circulated to Cllrs, and parishioners informed by way of the LPC website and FB page.

21. Correspondence

21.1 Planning Application 2021/2118

The Council noted the contents of the letter. LPC is a consultee, SNC will determine the application.

21.2 Loddon First Responders

The Council noted the request for support to Loddon First Responders and confirmed that support has been given previously with small grants.

21.3 Memorial Plaque Location

A resident has contacted the Council with a suggestion for the location of the plaque. They proposed it to be positioned at the Chet Valley Health Centre. The Council considered this suggestion but decided that as the plaque is for the community as whole and to recognise all parties efforts during the pandemic, if it was located at the Health Centre it would be considered as a plaque to the NHS. The location for the plaque will be decided after it has been received.

21.4 Memorial Plaque Presentation Dates

The Council considered the proposed dates and selected 29 November at 2.30pm and 02 December at 10.30am. **Action:** Clerk to inform Matthew Hutton and Jeremy Rowe.

21.5 **Queen's Platinum Jubilee Event**

Cllr EM and JP offered to organise the event. It was agreed to hold the event on Saturday 04 June 2021 at Loddon & Chedgrave Playing Field. **Action:** Clerk to send out info from Norfolk ALC to Cllr JP and EM, accept the offer from Loddon Band and gain permission from the L & C PFC to use the playing field.

It was **resolved** to invite Chedgrave Parish Council to join the event. **Action:** Clerk.

21.6 **Sale Court Footpath**

NCC have confirmed that the application for the footpath on the Sale Court Footpath claim was submitted on the 29 June 2018. **Action:** Cllr KB to investigate.

21.7 **Broadland Meadow**

LPC's Solicitor Allens Cadge and Gilbert enquired as to when the adoption of the Public Open Space will be concluded. Taylor Wimpey have confirmed that they are aiming for December 2021.

21.8 **Marina Campsite**

A member of the public has offered the Council historical evidence regarding the campsite so that an application for a nomination for a Asset of Community Value can be considered. **Action:** AAO to accept offer.

21.9 **Update from Highways Engineer**

The Highways Engineer has informed LPC that they were unsuccessful in requesting that the whole of George Lane is gritted as the route did not meet the gritting criteria (copy requested). George Lane will be gritted whilst there is a traffic diversion. NCC Highways will reassess the decision next year after the roundabout has been constructed.

21.8 **Planning Update from Loddon Marina**

Loddon Marina has informed the Council that they have submitted a planning application to the Broads Authority for ten static caravans and ten residential moorings at the site.

22. **Working Parties**

22.1 The Council **resolved** to dissolve the Christmas Light Working Party. Thanks were given to Cllr AM and former Cllr MP for their contribution this year in organising the display. **Action:** Clerk.

22.2 **Terms of Reference for the Building Refurbishment Working Party**

The Terms of Reference were deferred until the NPTS training has been completed. **Action:** Add to next agenda.

22.3 **Membership of Working Parties**

It was resolved to appoint Cllr CB and JP to the Personnel Working Party. It was proposed to form an event working party to consist of Cllr JP, EM and JH. **Action:** Clerk to add Working Parties to the next agenda.

23. **Items for a Future Agenda**

- Working Parties – Terms of Reference for Building Refurbishment
- Working Parties - formation of Events Working Party.
- 2022-2023 Budget

24. **Meeting Dates 2022**

It was **resolved** that the Council will continue to meet on the second Wednesday of the month, 7.00pm in the Library Annexe Rear Hall.

12 January 2022	13 July 2022
09 February 2022	10 August 2022 (only held if required)
09 March 2022	07 September 2022
13 April 2022 (incl Annual Parish Meeting)	12 October 2022
11 May 2022 (incl Annual Parish Council meeting)	09 November 2022
08 June 2022 (including Audit Sign Off)	14 December 2022

25. 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.

26 Report from the Personnel Working Party

26.1 Cllr KB informed the Council of the alleged data breach, but explained the Council's procedure, and the assessment had concluded that there had been no reportable breach.

26.2 LPC's Litter Picker and Play Area Inspector resigned after many years of service to the Parish Council and the community of Loddon. It was **resolved** to purchase a retirement gift and invite Mr Greeves to receive the gift at the next Council meeting. **Action:** Clerk

26.3 The Council **resolved** to increase the RFO's hours to 16 hours per week, to make the Clerk and RFO role equate to one full time person's hours. **Action:** Clerk.

26.4 The Council **resolved** to recruit a Parish Warden at sixteen hours per week to undertake the litter picking, play area inspection and general parish repair work. **Action:** Clerk.

27. Neighbourhood Plan Project Administrator

It was **resolved** to recruit a Neighbourhood Plan Project Administrator for the Neighbourhood Plan Committee. **Action:** Neighbourhood Plan Committee.

27 Date of the Next Meeting

The next meeting of the Parish Council will be Wednesday 08 December 2021 at 7.00pm. (Agenda items to Clerk by 30 November 2021).

The meeting ended at 21.24 hours.