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## Minutes of the Meeting of Loddon Parish Council held on Wednesday 09 June 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), and two members of the public.

**Absent:** None.

### 1. Welcome

Cllr KB welcomed everyone to the meeting. The Clerk confirmed that she wished to record 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.

### 3. Apologies for Absence: Cllr Michael Martins (MM), Cllr David Tarry (DT), Cllr Sophie Waggett (SW).

### 4. Declarations of Interest: None.

### 5. To Approve the Minutes of the Meeting Held on the 12 May 2021

Minutes of the meeting held on 12 May 2021 were **APPROVED** as a correct record.

### 6. Working Party (WP) Membership and Outside Representatives

It was **RESOLVED** to defer this item to the July 2021 meeting. **ACTION:** Clerk.

### 7. Matters Arising:

#### 7.1 Graffiti on Church Plain

Clerk has investigated the reports of graffiti, and there are three tags; the bench on Church Plain, dog fowl bin and the bus shelter opposite the Swan PH. **ACTION:** Clerk will report it to South Norfolk Council's (SNC) street cleaning team.

#### 7.2 Dog Fouling

Cllr KB reported that Loddon is covered by SNC's Public Spaces Protection Order (PSPO) made under section 59 of the Anti-social Behaviour, Crime and Policing Act 2014. It is an offence for any person in control of a dog not to clear up the dog mess immediately, on any land that is open to the air and to which the public is entitled or permitted to have access (with or without payment). Offenders in South Norfolk can be issued with a fixed penalty notice of £100, reduced to £60 if paid within 10 days, or if taken to court, a fine up to £1,000. Dog fouling can be reported on SNC's website ([www.southnorfolkandbroadland.gov.uk/dog-issues-1/dog-fouling](http://www.southnorfolkandbroadland.gov.uk/dog-issues-1/dog-fouling)).

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

### **8.1 Report from County Councillor Kay Mason-Billig**

Cllr KB informed the Council that the Norwich Western Link has been approved and 85% of funding has been obtained through grants as Norwich is one of the only cities to not have an orbital route. The construction of the George Lane roundabout has commenced, and the work is anticipated to take 22 weeks. Norfolk County Council (NCC) has delivered an informative leaflet with flooding guidance to residents that might be affected by flooding.

### **8.2 Report from District Councillor Jeremy Rowe**

As mentioned last time, our next ChetChat event will be a walk from Loddon to Hardley Mill in the afternoon of Saturday 18 September, which will raise money for our group and for very important local causes. I hope that as many of you as possible are able to join us for some refreshments at the mill. We're grateful to Musker McIntyre, and to Rosy Lee's, for jointly sponsoring the event.

We'd also like to invite everyone to join us for a coffee/tea at the Terrace on Saturday 26 June between 1030 – 1130am, where you'll be able to find out more about ChetChat. Please pop along if you'd like to find out more about volunteering, or if you might want to access our help. You'll be very welcome; many thanks to Robin at The Terrace for offering free drinks.

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 07876050110.

I was really grateful for the support in the recent County Council elections, and delighted to see that our area had one of the highest voter turn-outs in Norfolk. Congratulations again to Councillor Mason-Billig, who I know will be a good Councillor for our area.

I'm carrying on exploring also looking at whether it could be possible to establish a community bank in Loddon, with High Street banks sharing the running costs. I'll keep you all updated via this column – I've been in touch with three banks so far.

My regular surgeries will start up again later this Summer, by which time it should be safe to hold them again. In the meantime, please ring me anytime on 07733323581 if I can help you. It's a great privilege to be able to serve our fantastic community.

### **8.3 Report from District Councillor Kay Mason-Billig**

#### Loddon George Lane and A146 junction roundabout

As many of you will know, this is a project I have worked to deliver for over 2 years. I am pleased to say that the work has finally started, and I'm told, should take approximately 22 weeks, provided we have no problems, like bad weather. I ask that local residents bear with the inevitable delays and increase in traffic during this time. It will be worth it.

#### Covid Update

I am pleased to report that the latest figures for Coronavirus infections in South Norfolk are now down to 4 per 100,000 people, that's a reduction of 33% from the previous week. This data was accurate as at 30/05/2021.

#### Website

The new website for both South Norfolk and Broadland Councils has now gone live. It can be viewed at [www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk) The aim of the new website is to make it easier for residents to find information and to book services, also to report issues such as fly tipping or missed bins. We would welcome any feedback on ease of use or suggestions on how we can improve it. There is an online feedback form for this purpose. As a result of this change, my email address has also changed, although I will continue to receive emails from the old address for the next six months. My new email address is:

[kay.billig@southnorfolkandbroadland.gov.uk](mailto:kay.billig@southnorfolkandbroadland.gov.uk)

#### Village Clusters Housing Allocations Plans

in the Loddon and Chedgrave ward this affects the villages of:  
Hales, Heckingham, Raveningham, Sisland, Norton Subcourse

We have now published our plans for housing allocation in smaller villages in South Norfolk, this is in addition to the Greater Norwich Local Plan that has already been published. The idea behind the village cluster plan is to identify smaller sites that could take 12-25 houses in some of our smaller villages. In the past most housing has been allocated to larger villages and towns and this is an opportunity for other places to identify sites that they would like to see develop. Any identified sites still have to be assessed and go through the full planning process. Sites that have come forward are identified on maps and planners have suggested which might be acceptable and why. This is the consultation stage, so now is your opportunity to comment on these sites and to suggest others which you feel may be more appropriate. You can see which villages are affected and take part in the consultation at:

[www.southnorfolkandbroadland.gov.uk/emerging-local-plan/south-norfolk-village-clusters-housing-allocations-plan](http://www.southnorfolkandbroadland.gov.uk/emerging-local-plan/south-norfolk-village-clusters-housing-allocations-plan)

### Empty Homes

South Norfolk is adopting a new policy aimed at bringing empty homes back into use. This includes those that appear to have been abandoned or are seriously neglected. Neglected properties cause problems for owners and neighbours alike, with the potential for vandalism, vermin and a general lowering of the environment of neighbourhood. We want to help. Money has now been set aside which can be used either in conjunction with the owner, as a loan to tidy up the property or as a last resort, for compulsory purchase. If you know of a property in your area which may fall into this category, please let me know.

### Q4 Outturn – the financial health of the Council

We have just received the final figures for the last year for South Norfolk and the total overall position is that we have an underspend of £212,000.

We have been fortunate to receive major government funding during the Covid crisis, which has helped us to keep our services going despite increased demand.

Some of the notable changes and figures this year have been:

- A slight increase in fly tipping, although we still have a low incidence of this crime compared to other districts. Please report any you see via the website.
- An increase in the amount of rubbish being put in the bins, this may be down to more people having a clear out whilst being at home due to restrictions.
- 95% of planning applications determined within statutory timescales or agreed extensions, this despite an increase in planning applications for the year.
- 645 new homes delivered. 393 affordable homes built.
- We have seen a 74% increase in benefit claims but we are consistently processing these within 7 days.
- 127 residents assisted with grants to enable them to live independently.
- We have managed to collect over 98% of Council tax and 97% of the business rates due.
- We are currently supporting 11 apprenticeships.

For the future we have set aside monies to further aid victims of the Covid crisis, money to restart our leisure centres and get people back to fitness and also a reserve for future changes to the waste service, which may come as a result of the Governments white paper.

Considering your Council has faced a large increase in demand for services with many more people coming to us for support from both residents and businesses, with the government

funding available and prudent financial action taken at an early stage, I am pleased to report that South Norfolk's budget is looking healthy.

Please do not hesitate to contact me if I can be of any assistance.

#### **8.4 Public Forum**

Representatives from the Loddon Royal British Legion informed the Council, that Remembrance Sunday has been scheduled for the 14 November 2021 and thanked the Parish Council for a well organised event to celebrate the Centenary of the War Memorial.

### **9. Reports from Council**

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

Cllr KB welcomed Loddon Parish Council's (LPC) new employee, Jo Leonard to the team. It was reported that Lim's Fish and Chip Shop had a window broken, caused by a vehicle excessively accelerating, causing gravel on the road to impact the glazing. CCTV is available of the driver and this incident has been reported to the police. **ACTION:** Clerk to email Marina asking if loose gravel can be kept within the driveways edging.

Cllr KB attended a meeting with Halsbury Homes to discuss various issues including the development's landscaping. If the recently planted Oak Tree does not survive, they will replace it. The proposed play area is yet to be built and the Council has requested details of the proposed scheme. **ACTION:** Clerk.

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

Cllr MW informed the Council that she would investigate where the Medieval boat, recently found in the River Chet is now located. **ACTION:** Cllr MW.

Cllr JH reported that the Jubilee Hall were concerned about people crossing George Lane and a crossing point should be discussed with Gary Overland NCC Highways. **ACTION:** Meeting with GO. Cllr JH reported that Jubilee Hall are not clear whether they have a responsibility to maintain the car park. **ACTION:** Clerk.

Cllr SJ reported that branches on Footpath 10 were becoming overgrown. Clerk has reported this to the grounds maintenance contractor as SNC will only sweep the path. Cllr SJ will install signs to and from Pyes Mill, advising visitors where to locate Loddon shops.

#### **9.3 Clerk's Report**

Thanks to Cllr Wallace, the War Memorial Centenary event was a success despite the rain. The renovated notice board looks excellent now that it contains the poster that Cllr Wallace compiled.

The RFO, Cllr Jones and Clerk attended the NALC AGM, and amongst other speakers, enjoyed a talk from Jackie Weaver.

The new Administration and Allotment Officer, Jo Leonard, will commence employment with the Council on the 08 June 2021. Whilst compiling the employment contract, the Clerk took the opportunity to review all the employment contracts with Norfolk ALC to ensure that they were compliant.

There was an incident at the Staithe public toilets, and footage and a statement from the cleaner has been passed to PC Banes. No lasting damage was done but there are almost daily occurrences of vandalism now.

Cllr Mason-Billig and the Clerk met with Ali Pridmore and Michel Earp from SNC to discuss the issue of parking on the George Lane/Bridge Street junction.

Clerk attended a remote meeting of the Independent Advisory Group Norfolk Constabulary, and Chief Inspector Christopher Harvey suggested that LPC met with Sgt Jason Ellis to discuss the parking issues. He also suggested that although the police cannot enforce parking infringements, they can prosecute drivers for obstruction and not driving with due consideration.

The RFO and Clerk joined the POS WP on a very wet afternoon to assess the PC's assets.

The PC has three regular bookings for the hall and have received several other enquiries regarding hall availability this month.

- Little Learners – Monday 9.00am -1.00pm
- Get Me Out - Alternate Thursdays 10.00am - 1.00pm
- Rosie's Pilates – Tuesday 6.15pm – 8.30pm
- Rosie's Pilates – Friday 9.00am – 12.00pm

The annual gas certificate for the Library Annexe will be completed 07 June 2021 and the annual fire extinguisher check is also scheduled for completion next month.

As agreed at the last meeting, the Clerk purchased and set up a Samsung Tab A7 for Cllr Wallace to use for Council emails and Dropbox to read reports and minutes relating to the Council meetings.

## **10. Finance Report**

### **10.1 To receive and note the Internal Audit report for the Year Ended 31<sup>st</sup> March 2021**

The report from the internal auditor, Roger Canwell, has been circulated to Council. There were no issues raised by the internal auditor and he has signed off page 3 of the Annual Governance and Accountability Return (AGAR) 2020/21 Part 3 – Annual Internal Audit Report 2020/21.

### **10.2 To consider, approve and sign the Annual Governance Statement 2020/21**

A copy of the Annual Governance and Accountability Return (AGAR) 2020/21 Part 3 has been circulated to Cllrs, along with the additional documentation to be submitted with the AGAR and an extract from the External Auditor's detailed instructions relating to the AGAR: part 7 – signing and approval of the AGAR. It was **RESOLVED** to approve the Annual Governance Statement 2020/2021. **ACTION:** RFO.

### **10.3 To consider, approve and sign the Accounting Statement for 2020/21**

It was **RESOLVED** to approve the Accounting Statement 2020/2021. **ACTION:** RFO

### **10.4 Notification of commencement dates for the exercise of public rights**

The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return (making provision for the exercise of public rights document) has been circulated to Cllrs). The dates for inspection of the accounts are the External Auditor's suggested dates of Monday 14<sup>th</sup> June to Friday 23<sup>rd</sup> July 2021, as required this period is 30 working days and covers the first 10 working days of July. The notice will be placed on the LPC website and Church Plain noticeboard on Thursday 10 June 2021, prior to the inspection period commencing. The 2020/21 Annual Internal Audit Report and AGAR sections 1 and 2 will be placed on the website at the same time. **ACTION:** RFO.

### **10.5 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 / £
14/05/2021	Amazon Business UK	Cleaning equipment	CC	7.99
14/05/2021	Amazon Business UK	ClIr IT equipment	CC	189.91
15/05/2021	Buzz Networks Ltd	Virtual Landline	CC	5.95
24/05/2021	QD	Cleaning equipment	CC	5.98
02/06/2021	LogMeIn Technologies	GoTo Meeting	CC	9.60
26/05/2021	Lloyds Bank	Multipay card charges	BC	6.00
19/05/2021	Plusnet	Phone & Broadband	DD	40.91
04/06/2021	British Gas	Staithe Electricity	DD	111.56
05/06/2021	South Norfolk Council	Staithe Toilet Rates	DD	170.00
05/06/2021	South Norfolk Council	Office Rates	DD	434.00
08/06/2021	intY Ltd	2 x Office 365	DD	22.56
10/06/2021	Adept IT Solutions	IT Support	DD	28.80
11/06/2021	Everflow Water	Staithe Water	DD	265.97
17/06/2021	British Gas	Office Gas	DD	109.04
19/06/2021	SSE Southern Electric	Streetlights electricity	DD	112.93
21/06/2021	BNP Paribas	Photocopier lease	DD	189.05
19/06/2021	Saffron Housing Trust	Garage Rent	SO	54.17
09/06/2021	HM Revenue & Customs	Tax & NI - June 2021	300018	426.22
09/06/2021	The Church in Loddon	Church Grant	300019	660.00
09/06/2021	Cozens	Remove tree wraps Streetlight maintenance	BACS	1,608.00
09/06/2021	B&F Gas Domestic Services	Staithe plumbing call out	BACS	50.00
09/06/2021	B&F Gas Domestic Services	Staithe water heater new expansion vessel	BACS	224.86
09/06/2021	B&F Gas Domestic Services	Staithe replacement taps and new TMVs	BACS	729.58
09/06/2021	B&F Gas Domestic Services	Service three gas heaters in office / hall	BACS	135.00
09/06/2021	Roger Canwell	Internal Audit	BACS	125.00
09/06/2021	NPTS	Seminar	BACS	48.00
09/06/2021	Norfolk ALC	HR training	BACS	30.00
09/06/2021	David Bracey	Play Area Inspection	BACS	216.00
09/06/2021	Loddon Garden & DIY	Grounds Maintenance, grass cutting, flower tub plants and War Memorial clean / weed	BACS	1,158.11
09/06/2021	Norfolk County Council	Office rent June 2021	BACS	500.00
09/06/2021	Adept IT Solutions	IT support	BACS	84.80
09/06/2021	Chris Knott	Cleaning	BACS	1,534.38
09/06/2021	Graphix Bank	Signage - replacement for lost cheque	BACS	90.00
09/06/2021	Dragon Security	2 new batteries - staithe toilets door locks	BACS	42.00
09/06/2021	Salaries	June 2021	BACS	2,296.58
09/06/2021	G Hirst	Expenses	BACS	31.46

09/06/2021	Norfolk Pension Fund	Pensions - June 2021	BACS	701.41
<b>Total Payments</b>				<b>12,455.82</b>

Date	Received From	Item	Payment Method	Amount / £
17/05/2021	Allotment plot 13C	2021-22 Allotment rent	BACS	15.00
26/05/2021	E Pearce - Little Learners	Rear Hall Hire May and June 2021	BACS	225.00
01/06/2021	Get Me Out the Four Walls	Rear Hall Hire May 2021	CHQ	60.00
09/06/2021	K Woodroffe	Allotment refund - replacement for lost cheque	BACS	- 17.00
09/06/2021	Bridge Stores	Shower Tokens	CASH	130.00
09/06/2021	Kings Head PH	Shower Tokens	CASH	55.85
<b>Total Receipts</b>				<b>468.85</b>

#### 10.6 Bank Signatories

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

#### 10.7 Bank reconciliation to 31 May 2021

It was **RESOLVED** to approve the bank reconciliation. The balance of Loddon Parish Council's bank accounts as of the 31 May 2021 was £232,131.24.

#### 10.8 Subscription to Community Action Norfolk (CAN)

It was **RESOLVED** to subscribe to CAN at a cost of £50 per annum. **ACTION:** RFO.

#### 10.9 Samsung tablet A7 for Cllr use

To reduce printing costs and assist Cllrs going paperless, the purchase of a Samsung A7 tablet for Cllr MW was ratified. Cllr MW has received the tablet and has signed an equipment loan form. The Clerk has confirmed that the existing insurance policy provides cover for IT equipment that is used outside of the office.

#### 11. Correspondence

##### 11.1 Parking George Lane/Bridge Street Junction

This item will be reported under Item 21. Highways.

##### 11.2 Local Government Boundary Commission

Circulated via Dropbox prior to the meeting. No action required.

##### 11.3 Closure of Permissive Footpath Pyes Mill/Marina

The landowner is liaising with South Norfolk Council/Environment Agency and Broads Authority (BA), and although there are nesting birds which have delayed work, SNC have confirmed that fencing can be installed. The BA have offered to replace the map at Pyes Mill with an updated version that does not include the permissive paths, which will avoid confusion by visitors. As the landowner does not wish to enter into an agreement with the Parish Council, there is no further action the Parish Council can take, but the Council is hopeful the path from Pyes Mill to Holy Trinity Church will reopen soon.

- 11.4 South Norfolk Village Clusters Housing Allocation Plan**  
Loddon not included. No action required.
- 11.5 Cycle Car Park**  
Norfolk County Council (NCC) have invited the Council to suggest areas for cycle parking. Church Plain and the Staithe Car Park were both suggested sites as owned by SNC. **ACTION:** Clerk.
- 11.6 South Norfolk Council Event Support**  
SNC has sent some information to support events and the Clerk has circulated this information to relevant groups. It was agreed to reply to the parishioner wishing to hold an event to ask for more information before the Council can offer support. **ACTION:** Clerk.
- 11.7 Library Annexe Lease**  
Allens Cadge and Gilbert, (LPC Solicitors) have informed the Council that NCC's solicitors will forgo the rent review for 2020 if the Lease is agreed and completion takes place before 30 June. It was **RESOLVED** to reply confirming that the Lease is approved, subject to the amendment of the rent review clause to remove reference to the 1 September 2020 date. **ACTION:** Clerk.
- 11.8 Police- Safer Neighbourhood Team**  
Cllrs were made aware that the Police would be holding a surgery, 10.00am - 12.00pm at the Co-Op, Loddon on the 12 June 2021. Clerk has advertised surgery on Facebook.
- 11.9 Noise Disturbance at King's Head Public House**  
The complaint was forwarded to South Norfolk Council. No further action required.
- 11.10 Earthworks on Mundham Road**  
Halsbury Homes own the field adjacent to the A146/proposed roundabout location and have gained permission to build up the field utilising the waste soil extracted from the roundabout. The scraped topsoil will then be returned to the field, and the land will return to agricultural use after this work has been completed.
- 12. Centenary of Loddon War Memorial**  
Cllr MW informed the Council that the Centenary took place on Sunday 23 May 2021 at 4.00pm and thanked everyone who had assisted with the event. Cllr MW raised concerns that the wreath frame had been drilled into the War Memorial. **ACTION:** Clerk to confirm with Loddon Royal British Legion that permission has been previously sought for the framework.
- 13. New Village Map**  
It was **RESOLVED** to contact Micropress to see if they can assist with the creation of a village Map. **ACTION:** Clerk.
- 14. Loddon and Chedgrave Playing Field Committee (L & C PFC)**  
It was **RESOLVED** to sign the agreement with the L & C PFC for the Jubilee Hall CCTV system. **ACTION:** Clerk.
- 15. Report from the Chet Working Party**  
A meeting has been scheduled with Helen Sibley (SNC, Community Assets) on the 17 June 2021 to review the progress relating to the proposed improvements at the Staithe. There has been further vandalism at the Staithe toilets and Cllr AW suggested that we explore the offer of free CCTV from the Police. **ACTION:** Clerk. It was **RESOLVED** to obtain quotes for more secure methods of locking the toilet doors overnight. **ACTION:** RFO.
- 16. Report from the Public Open Space Working Party**



There has been no reply from Taylor Wimpey regarding Broadlands Meadow. The Working Party met for the first of their scheduled village asset inspections. Further inspections to take place; 29 June and 27 July 2021. **ACTION:** POS WP.

**17. Report from the Allotment Working Party**

The Allotment Society has invited the Allotment WP to attend their next meeting on 08 July 2021 at the White Horse. The WP and Administration and Allotment officer (AAO) have tentatively agreed to attend. **ACTION:** Cllrs JS/JH and AAO.

**18. Report from the Christmas Lights Working Party – written by Cllr AM**

LED Lighting Strings up and down the Street - RFO seeking quotes for a new PAT Tester.

Tree wraps - Church Plain - Tree wraps have been removed, awaiting LPC are waiting for SNC to prune the trees before new wraps can be installed by Cozens, (as agreed at the last meeting).

Motifs suspended from lamp standards at Church Plain and Staithe car parks - It was agreed at last meeting to proceed with Cozens quote.

Additional decoration at the Staithe Car Park - It was agreed at last meeting to proceed with Cozens quote.

**19. Report from the Neighbourhood Plan**

The Neighbourhood Plan Steering group will meet on the 4<sup>th</sup> Wednesday of each month. Additional volunteers are still required. Consultants have been written to and quotes will be discussed at the next meeting of the steering group.

**20. Planning**

**20.1 Planning Applications Received from South Norfolk Council:**

- **2021/0799**, Removal/Variation of Condition, 2 Church Plain Loddon Norfolk NR14 6EX, Proposal: Variation of Condition 6 of permission 2019/0117 - allow use of garden for outdoor seating. **Deadline; 08 June 2021. No objections.**
- **2021/0998**, Works to trees in Conservation Area, 2 Beccles Road Loddon NR14 6JQ, Proposal: 3 x Leylandii – Remove. **Deadline: Not consulted.**
- **2021/0990**, Conversion of existing garage to annexe ancillary to dwelling, Manor Farm Cottage, Ingloss Lane, Loddon. **Deadline; 17 June 2021. Council raised concerns regarding lost parking space, no other objections. ACTION:** Clerk to discuss with SNC Planning Officer.
- **2021/1172**, Demolition of an existing conservatory and replacement with a single storey extension, 17 Water Meadow Close Loddon NR14 6UP. **Deadline:** 29 June 2021. **No objections.**

**20.2 DECISIONS on Planning Applications by South Norfolk Council:**

- **2021/0716**, Kings Head 16 Bridge Street Loddon Norfolk NR14 6EZ, Discharge of condition 3 of permission 2020/2159 - Noise Management Plan, Approval of details – Approved 19 May 2021
- **2021/0955**, 2 Beccles Road Loddon NR14 6JQ, listed building consent, Double Garage with storage above. Application withdrawn; 17 May 2021.
- **2021/1073**, Non-Material Amendment, Non-Material Amendment from 2016/0853 - Revisions to the appearance of 19 bungalows, Approval with no Conditions, 18 May 2021.

**20.3 PLANNING APPLICATIONS received from Broads Authority: None.**

**20.4 DECISIONS on planning applications by Broads Authority: None.**

## 21. Highways

### 21.1 Speed Awareness Message (Sam2)

Cllr AM reported that a bracket will be relocated, so the Sam2 can be moved to a new site on Bridge Street.

### 21.2 Temporary Road Closure

High Bungay Road 01 June 2021- 03 June 2021. Advertised on Facebook, no further action.

### 21.3 George Lane/Bridge Street Junction

A meeting was held with SNC's Senior Community Protection Officer Ali Pridmore and SNC Parking Services Manager Michele Earp. PC Banes was unable to attend. Ali Pridmore agreed to give Community Protection Warnings to repeat offenders who park on the junction. LPC have requested that SNC install signs on the junction explaining that two public Car Parks are available within 500 metres of the junction. Cllr KB to speak to NCC Highways regarding the possibility of a loading bay. **ACTION:** Cllr KB.

## 22 Governance

### 22.1 Health and Safety Policy

The Council reviewed the Health and Safety Policy, and it was **RESOLVED** to re-adopt the existing policy. **ACTION:** Clerk.

### 22.2 Time off in Lieu Policy

It was **RESOLVED** that the Council does not require a TOIL policy as amendments have been made to the existing employees' employment contracts.

### 22.3 Community Engagement Policy

It was **RESOLVED** to defer this policy to the July meeting. Cllrs were invited to contact the Clerk with amendments before the next meeting. **ACTION:** Cllrs.

## 23. Items for Future Agenda

- Beccles Road housing development
- Tourist village map
- Vandalism to the Staithe toilets
- Working Party membership
- Appointment of a NALC representative
- Medieval Boat
- Community Engagement Policy
- Community event/fete

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

## 25. Personnel Working Party Update

The Personnel Working Party confirmed that the RFO had completed her probation and the Internal Audit reported that LPC had exemplary accounts. The new Administration and Allotment Officer is in post and looks forward to meeting the Cllrs.

## 26. Date of the Next Meeting

Wednesday 14 July 2021 at 7.00pm. (Agenda items to Clerk by 05 July 2021).

**The meeting ended at 21.33 hours.**