



Loddon Parish Council

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Minutes of the Meeting of Loddon Parish Council (LPC) held on Wednesday 9 November 2022, 7.00pm in the Hollies Rear Hall.

Present: Cllr Kay Mason Billig (KB) - Chairman, Cllr June Strickland (JS) - Vice-Chairman, Cllr Jane Hale (JH), Cllr Colin Binfield (CB), Cllr Jessie Powell (JP), Cllr Liz Marsham (LM), Cllr Alan Wildman (AW), Cllr Julie Appleby (JA) and Cllr Arthur Morris (AM).

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

Absent: None

1. **Welcome, Meeting Protocol and Etiquette:**

Cllr KB welcomed everyone to the meeting. 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.

2. **Apologies for Absence:** The Council accepted apologies from Cllr Margaret Wallace (MW) as she was unwell and Cllr Daniel Scott (DS) as he was not able to attend due to work commitments.

3. **Declarations of Interest and Requests for Dispensations:** None.

4. **To Approve the Minutes of the Meeting Held on the 12 October 2022:**

Minutes of the meeting held on the 12 October 2022 were approved as a correct record of the meeting with one alteration: 'composed' removed from item 9.

5. **Matters Arising:**

5.1 **First Aid Training Date**

The first aid training is booked for Monday the 28 November 2022, 9.00am – 3.30pm at the Hollies. There will be a 30-minute lunch break. The AAO confirmed attendance with the Cllrs.

5.2 **Remembrance Parade – Sunday 13 November 2022**

The AAO has received confirmation that all necessary permissions are in place for the event. The marshals and volunteer stewards will meet at 10.00am on the morning of the parade to discuss the arrangements. Bridge Street and the High Street will be closed from approx. 10.30am until 11.05am. Bridge Street / High Street will be reopened once the rolling blockade has passed.

5.3 **Christmas Lights**

Cozens (the company which installs the motifs and tree wraps) have confirmed that they will commence installation on the 28 November 2022. Loddon Garden & DIY will install the lightweight LED's at the end of November 2022. Thanks to the AAO and Cllr AM for collecting the household and business consents for the Christmas lights.

5.4 **Victorian Evening**

The event will be held on the 09 December 6.30-8.30pm. Cllr JS, as LPC's representative at the Victorian Evening meetings informed the Council that the timings for the event will be the same as previous years. The Fire Station will have a BBQ and there will be stalls at both the Loddon Swan and the Angel. The Chet Singers will also be supporting the event. The Staithe Toilets will remain open and free until late to support the event.

5.5 **Footpath Application (High Street to Mill Road via Footpath 10/11)**

An application has been submitted to create a footpath from the High Street to Mill Road. Form 2, a map of the proposed route and a covering letter have been sent to the five landowners and displayed along the proposed footpath route. After the six-week consultation period has passed, the Council will submit form 3 to Norfolk County Council.

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

6.1 **Report from District Councillor Jeremy Rowe (written by Jeremy Rowe) – Appendix A**

6.2 **Report from District/County Councillor Kay Mason Billig**

Cllr KB has accepted the offer from South Norfolk Council (SNC) Planning Officer to hold a virtual meeting with the Cllrs to discuss the 2021/2225 planning application. In addition, the Clerk will write to invite Hopkins to attend a public meeting on Wednesday 30 November 2022 at 7.00pm (date revised to Tuesday 29 November 2022 due to Hollies availability).

Further to the meeting with the Highways Engineer regarding the application and other matters, it was suggested that as part of the Council's response to planning application 2021/2522, the Council could request several highways safety improvements. Beccles Road is the likely route to be taken by the residents of the proposed new housing on Beccles Road when accessing the town and the three Schools (accessed via Kittens Lane).

- 3 x pedestrian crossings on Beccles Road
- Village gateway signs on Beccles Road at the 20mph sign
- Traffic calming on Beccles Road

Cllr KB attended a walkabout with Saffron on the 8 November 2022. The drains on Kittens Lane have been cleared and there has been no flooding since. St George's Park was incorporated into the walkabout as there has been some recent antisocial behaviour there. Saffron have provided a skip to assist residents to clear waste.

Cllr KB reported that there has been some antisocial behaviour on Bridge Street, and it appears to be linked to a TikTok challenge, and front doors were kicked in which left properties and pets unsecured. The people involved have been identified and the Police and Headmaster of Hobart High School have visited their homes and the behaviour has stopped.

6.3 **Public Forum**

A resident mentioned that the SNC leaf sweeper has to return to Costessey to empty before returning to Loddon to complete the job. **Action:** Cllr KB to investigate. Residents can request SNC to sweep their roads to prevent falling leaves blocking the drains.

A resident requested an update on planning application 2021/1569 on Norton Road.

A resident reported that the parked cars have returned to park on the area at Beccles Road/A146 junction and the application 2021/2438 has yet to be determined. Cllr KB confirmed that an Enforcement Officer has been assigned to investigate.

A resident reported that there continues to be illegal mooring of boats exceeding the 24hr rule at Pyes Mill and they have reported the boats to the Broads Authority (BA). **Action:** Clerk to write to the BA to remind them of their requirements to enforce this.

A resident reported that there are trees that are in need of attention at Pyes Mill (SNC land) and a broken fence. **Action:** Clerk to report to SNC.

7. Reports from Council:

7.1 Chairman's Report

Cllr KB will be participating in the parade and laying a wreath on Sunday at the Remembrance Sunday service.

7.2 Parish Councillors' Reports

Cllr AM thanked the community, volunteers, and the Norwich Food Bank for the support they have given to the Community Larder (CL) initiative. The RFO reported that the fridge is on the payment list for approval and has investigated the purchase of a lockable cabinet to store dry goods in the corridor. There will be a distribution of Christmas goods on the 13 December 2022 in the Hollies. All donations for the Community Larder are gratefully received.

Cllr JA reported that a resident had mentioned that the railings outside the library need redecoration. The Council agreed that it should be reported to Norse. **Action:** AAO.

Cllr JP reported that she attended the Saffron walkabout and was impressed by Saffron's commitment to the area. Saffron have offered to help fund projects for the community, such as the cabinet for the CL. Cllr JP also reported that Church Plain's electric charging point has now been added to the Zap app.

Cllr LM reported that the 'Stay and Play' children's group meets on Fridays at the Jubilee Hall. LPC confirmed that there were no plans to have a toy swap available via the CL.

7.3 Clerk's Report

The report is attached to the minutes as Appendix B.

KB mentioned that she is trying to obtain funding from SNC for an additional CCTV camera at the Staithe Car Park.

The Council received an update on the antisocial incidents (external defecation) at the Staithe toilets.

7.4 Admin and Allotments Officer's Report

The report is attached to the minutes as Appendix C.

There have been reports of items being stolen from the allotments, such as watering cans and forks.

7.5 Parish Warden Report

The report is attached to the minutes as Appendix D.

No comments.

The Chairman moved item 10 forward due to the number of residents who had attended the meeting to discuss planning application 2022/1995.

10. Planning:

10.1 Planning Applications from South Norfolk Council

2022/1995: Retention of existing café with proposed extension and alterations of existing building to provide six dwellings with associated landscape work

The Council viewed the plans and had a lengthy discussion.

The Council **resolved** to object to the application on the following grounds;

- The proposed plans overdevelop the area and are not in keeping with the conservation area.
- There is very little curtilage, no vehicle access, and no parking allocation which will impact on the availability of parking spaces for local amenities in the public car parks.
- The development would block the unique view of Holy Trinity Church from the High Street.

- The development will overbear the adjacent properties, including Holy Trinity Church. The property to the north will lose light as windows will be obstructed and the resident will lose privacy in their garden.
- There is no vehicle access to the rear of the property which will lead to highways obstructions and disturbance to the main route through the town during the build.
- A planning application (2020/0895) for a residential dwelling adjacent to the site was refused due to the incompatibility of a residential dwelling adjacent to the noise and odour from the Café.
- The proposed development would lead to an excessive impact on existing neighbouring occupants and the amenity of the area, and offers a poor level of amenity for the new occupiers.

D Cllr KB offered to call the application in for consideration at SNC's Planning Committee, if the Planning Officer is minded to approve it.

The RFO mentioned that extracts of the draft Neighbourhood Plan could be used to support the Council's criteria for development.

Action: Clerk to reply.

10.2 Decisions on Planning Applications from South Norfolk Council: Please refer to the Planning Report (Appendix E).

10.3 Planning Applications from the Broads Authority: None.

10.4 Planning Decisions from The Broads Authority: None.

The agenda continued in the normal order.

8. Finance Report:

8.1 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. A cheque was also received from All Saints Church to the Chet Valley Community Larder. **Action:** RFO to send a letter of thanks.

Date	Payee	Item	Payment Method	Amount / £
13/10/2022	Plusnet	Staithe wifi	DD	25.60
13/10/2022	EE	Parish Warden mobile	DD	20.98
18/10/2022	British Gas	Office Gas	DD	42.34
19/10/2022	Plusnet	Phone & Broadband	DD	33.58
20/10/2022	Apogee	Photocopier	DD	206.21
21/10/2022	SSE Southern Electric	Streetlight electricity	DD	231.64
28/10/2022	Everflow Water	Staithe toilets water	DD	526.79
28/10/2022	British Gas	Office Electricity	DD	37.52
31/10/2022	Everflow Water	Staithe toilets water	DD	165.82
05/11/2022	South Norfolk Council	Office Rates	DD	434.00
07/11/2022	British Gas	Staithe Electricity	DD	73.27
08/11/2022	intY Ltd	2 x Office 365	DD	22.56
09/11/2022	Lloyds Bank	Credit Card Oct 2022	DD	794.84
09/11/2022	HM Revenue & Customs	Tax & NI - Nov 2022	300061	1,439.07
09/11/2022	The Church in Loddon	Church Grant	300062	1,320.00
09/11/2022	Cozens	Christmas Lights - 5 strings and accessories	BACS	313.20

09/11/2022	Cozens	Streetlight maintenance October 2022	BACS	36.00
09/11/2022	Loddon Garden & DIY	Grounds maintenance	BACS	1,083.26
09/11/2022	Top2Bottom Cleaners	Cleaning & security August 2022	BACS	2,014.37
09/11/2022	Top2Bottom Cleaners	Cleaning Sept 2022	BACS	1,515.88
09/11/2022	Top2Bottom Cleaners	Cleaning Oct 2022	BACS	1,653.70
09/11/2022	Adept IT Solutions	IT Support	BACS	191.39
09/11/2022	NPTS	Training	BACS	36.00
09/11/2022	CJ International Services	Professional FOI Service	BACS	288.00
09/11/2022	Collective Community Planning	Neighbourhood Plan Consultant's Fee	BACS	240.00
09/11/2022	Viking	Stationery & paper	BACS	145.66
09/11/2022	Bottle Coolers Direct	Tall Glass fronted Community Fridge	BACS	558.00
09/11/2022	Paul Solomon	Tennis Court cable ties	BACS	7.28
09/11/2022	Salaries	Nov 2022	BACS	5,488.20
09/11/2022	E Curtis	Mileage	BACS	20.84
09/11/2022	G Hirst	Mileage	BACS	14.58
09/11/2022	J Leonard	Expenses and mileage	BACS	20.48
09/11/2022	P Leonard	Expenses and mileage	BACS	26.75
09/11/2022	Norfolk Pension Fund	Pensions - Nov 2022	BACS	2,029.98
Total Payments				21,057.79

8.2 Bank Reconciliation to 31 October 2022

The balance of Loddon Parish Council's bank accounts as of the 31 October 2022 was £378,278.66.

8.3 Draft 2023-24 Budget

The draft budget - version 4, including draft budget notes v4, which has been prepared following the Budget Working Party meeting held on 19 October 2022 has been circulated to the Council. The tax base figure, which is supplied by SNC, will not be available until December therefore it is planned to present the final draft budget for approval at the December 2022 LPC meeting.

8.4 Local Government Services Pay Agreement 2022/23

A letter from NALC (dated 02 November 2022) confirming the National Joint Council for local government services pay award agreed for 2022-23 had been circulated to Cllrs. Staff salaries paid in November 2022 include the pay award backdated to 01 April 2022. The pay agreement includes: • £1,925 increase to all SCP points from 01 April 2022. • One extra day's annual leave (pro-rata for part-time employees) from 01 April 2023. • Spinal column point 1 will be removed from 01 April 2023. • New rates for allowances, uprated by 4.04%, backdated to 01 April 2022.

8.5 Norfolk Safer programme

The Safer Programme provides advice, information and training on all aspects around safeguarding children, child protection, policies and procedures, primarily to the voluntary and community sector, but also to the statutory and private sector. The annual cost of membership is £30 and would support LPC activities including the Events Committee, Playing Field Committee, Tennis Club and any future work with children and young people. It was **resolved** to subscribe. **Action:** RFO. Cllrs CB and JH abstained.

- 8.6 Platinum Jubilee dwarf fruit trees at Loddon Allotments**
This item had to be deferred as there had been issues finding the specified root stock **Action:** AAO.
- 8.7 Marshals for the Remembrance Sunday Parade**
It was **resolved** to pay for the Marshalls for the Remembrance Sunday parade under Section 137. **Action:** RFO.
- 8.8 GDPR and Freedom of information Training Session**
It was **resolved** to accept the quote for GDPR and Freedom of Information training for full Council/Officers from CJ International LTD. **Action:** RFO.
- 8.9 Report on the expenditure on the professional service to assist the Council with Freedom of Information requests and related matters**
The report had been previously circulated to Cllrs.
- 8.10 Request from the Jubilee Hall for a contribution towards the repainting of the Car Park**
The Jubilee Hall has asked LPC to consider contributing towards the cost of their recent car park repainting work. It was **resolved** to defer this request until further information had been received; the most recent Jubilee Hall accounts, the JHMC Constitution and whether the other landowner (Chedgrave Parish Council) had also received the request. **Action:** Cllr JH to circulate accounts and constitution.
In addition, the Council **resolved** to forward this request to the Loddon & Chedgrave Playing Field Committee once the additional information had been received. **Action:** Clerk.
- 9. Governance:**
- 9.1 Planning Application Procedure**
It was **resolved** to adopt the Planning Application Procedure that had been trialled for the previous month. **Action:** AAO.
- 9.2 Access to Information Policy**
It was **resolved** to adopt the Access to Information Policy. **Action:** AAO to publish.
- 9.3 SNC Consultation on the Code of Conduct**
The Council did not have any comments to make to SNC regarding the proposed Code of Conduct. **Action:** AAO.
- 9.4 Terms of Reference for the Events Committee**
The Council **resolved** to adopt the revised Terms of Reference. **Action:** AAO.
- Item 10 had already been discussed after item 7.*
- 11. Neighbourhood Plan (NP) Steering Group:**
- 11.1 Project Officer/Steering Group Chairman report**
Cllr JH gave a verbal report. The draft NP will be circulated to Cllrs. The Steering Group will make comments and the consultant will amend the plan. There will be printed copies of the draft plan made available when the public are consulted, LPC will be consulted when the first draft is published. **Action:** Clerk to add to the December agenda.
- 11.2 Minutes from the recent Steering Group meetings for information**
Minutes of the Steering Group meeting had been circulated to Cllrs prior to the meeting.
- 11.3 First draft of the Neighbourhood Plan**

Discussed under item 11.1.

12. Highways:

12.1 NCC Highways Parish Partnership Bid

The Clerk has spoken with the NCC Highways Engineer and the NCC Trails Officer. The proposed replacement hardcore surface on footpath FP15 (from Beccles Road, adjacent to Broadland Meadow) was unachievable due to budget constraints. Therefore, it was **resolved** to submit a Parish Partnership Bid for fencing and clearance of the vegetation to the left of the footpath. **Action:** Parish Warden (PW) to obtain a quote to install additional fencing alongside the beck from Beccles Road to the first turn in the path and clearance of vegetation.

It was also **resolved** to submit a Parish Partnership Bid for repairs to the first half of the unregistered footpath from Old Market Green to Loddon Swan. The Council could carry out the repairs for the benefit of the community without taking ownership. Cllr JH reported that she believed the path was owned by the builder, Hibbert and Key. **Action:** Clerk to receive a quote from NCC Highways Engineer and submit bid.

12.2 Speed Awareness Message (Sam2)

The Sam2 reports had been previously circulated to Council. The Sam 2 is currently facing South outside the Angel. Thanks to the Council volunteer and Cllr Morris for relocating the Sam2 on a four-weekly basis.

13. Events Committee Update:

The Events Committee met on the 8 November 2022. It was agreed to continue with the proposed date for the summer fete of the 10 June 2023. Chedgrave Parish Council (CPC) have not yet officially confirmed if they wish to be involved but two of CPC's Cllrs remain on the Committee. The Committee resolved to not go ahead with the Scarecrow Festival in 2023 due to a lack of engagement from the committee for the event. It is hoped that the BA will facilitate displaying the replica Chet medieval boat at the fete.

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

The Clerk/Chairman has instructed the moss treatment to be carried out at the tennis courts and the hedge adjacent to the Jubilee Hall Car Park/George Lane has received its annual cut. Thanks were given to D Cllr KB for the £407 given from her Member's budget towards the costs of the tennis court windbreaks. A request has been received from the LPC Events Committee to hire the field on the 10 June 2023.

15. Emergency Plan Working Party:

Cllr AM reported that there will be a meeting on the 22 November 2022 at the Hollies at 7.00pm for the eighteen Emergency Wardens. **Action:** AAO to advertise meeting.

16. Correspondence:

All correspondence had been previously circulated to Cllrs.

The Council received various updates regarding the GNLP. The Minerals Local Plan does not affect Loddon.

Christmas Lights on Ward's Butchers – As they have agreed to provide power, if the Council has enough lights, it was **resolved** to include Ward's Butchers in the annual Christmas light display. **Action:** Clerk/AAO.

Transport East Consultation – The Officers will submit a reply in consultation with Cllr KB. As LPC can make only one representation, Cllrs can submit a reply as a member of the public. **Action:** AAO/Cllr KB.

Items 19 and 20 brought forward.

19. Items for a future agenda:

- Gifts for Freedom of Loddon recipient
- The Old Hockey Field Terms of Hire
- Byelaw restricting alcohol consumption at Loddon Staithe (a copy of Wymondham)
- Vexatious Complainant review
- Draft Chet Neighbourhood Plan

20. 2023 Meeting Dates:

The Council **resolved** to accept the proposed dates for 2023 meetings with an amendment to the L & C PFC dates (bring forward meeting proposed for 20 June 2023 to 13 June 2023). **Action:** Clerk to circulate meeting dates to L & C PFC.

The Events Committee has resolved to meet on the 4th Wednesday of month, Neighbourhood Plan Steering Group will meet on the 1st Wednesday of the month and LPC will meet on the 2nd Wednesday of the month. **Action:** AAO to book dates with the Hollies for the L & C PFC, Events Committee and LPC.

The meeting reverted to the published agenda.

17. 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

18. Review of Complainant's Classification of 'unreasonably persistent or as behaving unreasonably':

The Clerk had previously circulated the National ALC's updated topic note on complaints.

The Clerk reported that since the Council had reviewed the communication restrictions on the 12 October 2022 and written again to the complainant to request correspondence by letter only, sixteen more emails, including correspondence regarding data requests, have been received.

As per the Council's previous resolution; CJ International have replied to the data requests and to the ICO regarding the complaint about how the Council dealt with a Freedom of Information (FOI) request. The costs of engaging a professional in this capacity will be monitored and reported to Council at each meeting, however the Council has a duty as an employer to protect staff from excessive requests of this nature.

As a result of the continuation of the volume of requests from the complainant by email; the Council **resolved** to extend the classification of 'unreasonably persistent or as behaving unreasonably' until the next Parish Council meeting. **Action:** Cllr KB/AAO. The communication restrictions were revised to further protect the staff and are as follows;

- 1) The Council will not reply or acknowledge any further contact with the complainant at all, except with regard to the arrangements concerning the complaint dated 20 October 2022 which was received by hand on 8 November 2022 via Cllr AW.
- 2) To comply with the complainant's statutory rights, any future requests for data can be submitted via CJ International Services LTD.

A completed complaint form was received from the complainant on the 8 November 2022, by hand via Cllr AW. As requested by the complainant, the Council **resolved** to offer the complainant a meeting with four Cllrs, not including the Clerk and Chairman, to hear his complaints. The Council will write to the complainant to offer the

meeting. The Council will give the complainant until the next meeting of the Council to agree a date to hear his complaints **Action:** AAO.

Contact to arrange this will be via Cllr CB, as a one-off exception to the restrictions applied in the classification of 'unreasonably persistent or as behaving unreasonably'. The minutes of the complaint meeting will be taken by an LPC employee who has not been involved in the complaints or a locum Clerk via NPTS. The Councillors who have offered to attend the meeting are: Cllrs DS, LM, JP and CB. The progress on actioning the complaint will be reported to the next Parish Council meeting (14 December 2022). CJ International will be consulted on the complaints received which relate to GDPR and FOI, to inform the Cllrs at the meeting of the legal position.

The Council has no policy or procedure regarding the recording of the meetings; however Officers occasionally choose to record the meetings to assist with the preparation and accuracy of the minutes. The Officer disposes of the recording when the Council has resolved to approve the draft minutes. However, in light of the FOI request concerning recordings, the Clerk has offered to keep the October recording for seven days after the 9 November 2022, but thereafter, will delete any recordings after the Council resolves to approve the draft minutes.

21. Next meeting date:

The next Parish Council meeting will be on Wednesday 14 December 2022 at 7.00pm. (Agenda items to Clerk by 7 December 2022).

The meeting ended at 21.44pm.

Appendix A - Report from District Councillor Jeremy Rowe (written by Jeremy Rowe)

As mentioned last month, please let me know if you might be interested in becoming one of the team of community wardens, who will have a very important role to play if an emergency does occur; with events like extreme weather conditions happening more often, I think this team will do very important work.

All District Councillors have a members' grant of £1000 for local causes – I still have some of this year's grant left, so please let me know if part of this could help your group.

As always, if you, or someone over-60 that you know, would like some help and maybe just some friendship, please phone ChetChat. Our new number is 07944 858929 if you, or someone you know, might need something.

I'm delighted to confirm that my next surgeries will be 2-3pm Saturday 10 December & 11 February in Loddon library: please drop in if I can help with anything, or just to say hello!

Please ring me anytime on 07733323581 if I can help you, as many people do. Finally, I'd like to say that I know that a lot of people are understandably worried about things at the moment, but please reach out if I, or anyone else across our wonderful community, can help you.

Appendix B – Clerk's Report

Staithe Toilets

There was damage to the male WC locking door mechanism at 8.00pm 14 October 2022. CCTV images have been sent to Norfolk Police. Healthmatic will be returning on the 14 November 2022 to carry out the repairs. The Women's toilet is currently unisex.

There is a regular visitor to the Staithe toilets who defecates and urinates in front of the DDA door. A pressure washer has been purchased to clean the area hygienically. Images of the incidents and the vehicle registration have been sent to Norfolk Police and they will be seeking to press charges. The Council are continuing to investigate reducing electricity costs at the Staithe toilets. Various options are being considered – external lights changed to LED, removal of hot water in basins, or timer on hot water tank, further lagging of pipes etc. A report will be submitted to Council in due course.

Office/Staff

The Parish Office will be closed over Christmas on the 27, 28 and 29th of December 2022.

Going forward, when scam emails are received, the Clerk will instruct IT support to block the email address from all Council accounts.

A parishioner had organised a meeting with a Broads Authority representative and invited the Clerk and Chairman to attend the meeting which primarily discussed the future of the Chet boat.

As agreed at the last meeting, the data specialist has been instructed to respond to requests for Council's data. A report detailing costs is included within the finance report.

The Clerk attended the SNC Town and Parish Forum on the 21 October 2022.

The socket for the Community Larder fridge was installed and the RFO is investigating the purchase of a fridge.

Public Open Space

The Parish Warden and Clerk met with a parishioner who resides in Old Market Green to discuss the pollarded trees and the proposed fencing on the Loddon & Chedgrave Playing Field.

The Parish Warden had identified concerns on the footbridge on footpath 10, and the response from the Trails Officer at NCC was; "I can confirm that the bridge in question is inspected by CES Bridges Team who will be out to inspect the parapet (handrail) early next week as a priority. They report the rusted metal angle iron is not part of the bridge structure and will be removed when the parapet repair work is carried out."

We have discovered this week that the contractor who installed the skate park (Freestyle UK) went into liquidation in October 2022. We will seek alternative contractors to carry out the repairs required. The Car Park Officer at SNC has informed LPC that the paths (and trip hazards caused by tree roots) surrounding the Church Plain Car Park are NCC Highways responsibility.

A meeting with the NCC Highways Engineer has been organised for the 9 November 2022.

Appendix C – Admin and Allotments Officer’s Report

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 plot, 1 has been given 1 months’ notice to quit as the plot hasn’t been worked since March 2022, and monitoring several others, during my regular inspections.

I have had a meeting with the Chair of Loddon Community Allotment Society and we have agreed to meet bi monthly, to discuss any issues which arise, as the Society is now only meeting twice yearly.

There has unfortunately been a recent spate of thefts at the site, I am now completing a record of these.

I have been busy organising the Remembrance Day Parade, all permits and closure licences are in place. Letters to residents and notices for the car park have been created and collected by the RBL.

The Christmas Lights Consent gathering is well underway. I have contacted 101 residents and businesses seeking consent to comply with our insurance, and so far, received 61 responses. New lights have been received from our suppliers to add to our display, and The Swan are again sponsoring our Christmas tree, which has been ordered.

I have continued to support the Events Committee by circulating paperwork and attending meetings as required.

Appendix D – Parish Warden’s Report

Key activities since October Council meeting:

- Hosted contractor visits for;
 - DG Repair Ltd for Survey of Staithe toilets windowsill damage
 - Target trees for hedge cutting on Old Market green
 - CCTV diagnostics at Staithe
- Responded to the following Parishioner concerns/reports:
 - Investigated cleared area opposite Walnut farm.
 - Pavement obstruction on Gunton Road
 - Potential litter hotspot/ bin request off Lemman grove
- Completed Tree Inspection course
- Installed Remembrance Day Cascade and Tommies on Farthing Green
- Installed Poppies outside Library annex and Library
- Responded to consequence of Public order issues at Staithe
- Erected wildlife sign at Broadland Open space
- Inspected all Parish grit bins and compiled status report
- Inspected Floodlights. Repairs made to correct damage and earth faults.
- Repaired Annex Noticeboard
- Reset clocks/ timer at the Staithe to reflect Winter opening hours
- Repaired and refurbished Staithe Apple tree plaque
- Repaired Gas meter box at Annex
- Investigated damage to Staithe toilet door lock and adjusted camera angles
- Routine inspections of; Kittens Lane and Broadlands Playgrounds, Tennis courts, Broadlands public opens space, War Memorial, and Pyes Mill
- Weekly Litter picking of Hockey field, Jubilee field, and Skate Park
- Legionella flushing and temperature control readings completed
- Monthly Fire Safety and Emergency lighting checks complete
- Inspected and litter picked Footpaths 15 and 18
- Inspected Footpaths; 8,9,10, 11 & 14 cutting back significant volume of Ivy overhanging FP10.

Appendix E - Planning Report

November 2022

App Number	App Type	Address	Proposal	Application/ Decision	Decision	Date of Decision
2022/1747	Listed Building Consent	Bugdon House 5 Bridge Street Loddon Norfolk NR14 6LZ	Replace two external doors and one external window	App		
2022/1994 (2020/1163)	Removal/Variation of Condition (S73 / S19)	Land North Of George Lane Loddon Norfolk	Variation of condition 2 of 2020/1163 - Revisions to layout and house types for Plots 121 and 122	Application		
2022/1995	Full Planning Permission	2 Church Plain Loddon Norfolk NR14 6EX	Retention of existing cafe with proposed extension and alterations of existing building to provide six dwellings with associated landscape work	Application		
2022/1839	Works to trees in Conservation Area LPC Not consulted	25 High Bungay Road Loddon Norfolk NR14 6JS	T1 Scots pine tree - Fell T2 Field maple tree - Crown to be raised by approx 4m above ground level and thinned by 2m T3 Oak tree - Crown to be raised by approx 4m above ground level and thinned by 2m	Application		
2022/1964	Works to trees in Conservation Area LPC Not consulted	25 Beccles Road Loddon Norfolk NR14 6JQ	T1 Copper Beech - Reduce upper canopy by approximately 4-5m, reduce lower laterals by 2-3m, 20% thin of internal canopy.	Application		
2022/1596	Full	19 Bridge Street Loddon Norfolk NR14 6NA	External alterations including new access gates, link structure and reroofing; and internal alterations including changes to floor plan and circulation, new staircase, new WC and methods of insulation. Erection of storage building.	Decision	Approval with Conditions (Delegated)	24/10/2022
2022/1597AS:F	Full	20 Bridge Street Loddon Norfolk NR14 6NA	External alterations including new access gates, link structure and reroofing; and internal alterations including changes to floor plan and circulation, new staircase, new WC and methods of insulation. Erection of storage building.	Decision	Approval with Conditions (Delegated)	24/10/2022
2022/0155	Removal/Variation of Condition	Annexe At 62 High Bungay Road Loddon Norfolk NR14 6JS	Variation of condition 2 of 2020/0236 - To allow property/annexe to be used for a maximum of 6 weeks short term let in addition to holiday letting 18/08/22 Removal/Variation of Condition (S73 / S19)	Decision	Approval with Conditions (Delegated)	21/10/2022
2022/1658	Householder	22 Chestnut Drive Loddon Norfolk NR14 6GF	Construction of a garden room	Decision	Approval with Conditions (Delegated)	17/10/2022