
Minutes of the meeting of Loddon Town Council (LTC) held on Wednesday 13 September 2023, 7.00pm in the Hollies Rear Hall.

Present: Cllr Andy Woodman (AW) - Chairman, Cllr Colin Binfield (CB) – Vice-chairman, Cllr Liz Marsham (LM), Cllr Julie Appleby (JA), Cllr Natalie Henry (NH), Cllr June Strickland (JS), Cllr Kay Mason Billig (KB), Cllr Laura Bolderston (LB) and Cllr Mervyn Pointer (MP).

In Attendance: Emily Curtis (Town Clerk), Georgina Hirst (RFO), Jo Leonard (AAO) and eighteen members of the public.

Absent: None

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

Chairman Cllr AW welcomed everyone to the meeting. The Clerk confirmed that she did not wish to record the meeting.

2. **Apologies for Absence:**

The Council received and accepted apologies from Cllr Jane Hale as she was away from home. Cllr Kay Mason Billig had previously notified the Council that she would be arriving late. Cllr Alex Bostock resigned from the Council on the 7 September 2023.

3. **Declarations of Interest and Requests for Dispensations:**

Cllr LM declared an interest in any items on the agenda relating to the Jubilee Hall as she is a Jubilee Hall Trustee.

4. **Minutes of the Meeting Held on the 12 July 2023:**

After review, the Minutes of the meeting held on the 12 July 2023 were approved as a correct record.

5. **Matters Arising:**

5.1 Planning Permission for the Library Annexe Kitchen, WCs and Lobby Refurbishment
South Norfolk Council (SNC) have approved both the Full and Listed Building Applications (2023/1581 and 2023/1236 respectively). District Cllr Kay Mason Billig has submitted a Community Action Fund grant application for £15,000 to South Norfolk Council (SNC).

5.2 **Renovation of the Hollies**

A meeting was held on the 14 August 2023 with Loddon Building Preservation Trust (LBPT), Cllrs JH and JS, and with the RFO and Clerk in attendance. A discussion was had regarding the future and renovation of the community building. A summary of the meeting had been circulated to Cllrs via Dropbox.

5.3 **Kitten's Lane Play Area**

The scheduled repairs were completed in August. Due to vandalism, the jeep is out of use and enclosed by Heras fencing to prevent further use until it is repaired. The Council has sought a quote from Hags UK for repair.

5.4 **George Lane Gritting Route**

LTC have received confirmation that George Lane in its entirety has now been added to NCC Highway's gritting route.

5.5 **'Visit Loddon & Chedgrave' Website**

Both Chedgrave PC and Loddon TC will meet with the website designer and SNC Officer on the 19 September 2023, 6.30pm in the Rear Hall of the Hollies. Cllrs MP and JA confirmed that they will attend the meeting.

5.6 **TRO High Bungay Road**

Cllr CB had requested an update on the TRO (double yellow lines) that had been proposed on High Bungay Road to ensure the bus route was unencumbered by parked vehicles. NCC have replied to say that due to their high workload, the TRO has been delayed, and the consultation period will need to be relaunched. This will allow LTC to resubmit comments regarding the pinch point outside Ward's Butchers.

5.7 **Broadland Meadow Toddler Swing**

Contractors installed the toddler swings (funded by the S106 funds) on the Broadland Meadow Play Area on the 12 September 2023.

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:**

This item was deferred until Cllr KB arrived and added retrospectively.

With regard to the Staithe footbridge, Cllr KB reported that SNC have appointed new structural engineers.

Cllr KB reported that the Hellington bends on the A146 have had a speed reduction to 50mph.

Cllr KB has completed an application to SNC for a Community Action Fund grant for £15,000.00 for the Annexe Refurbishment.

The Chairman requested that written reports are provided in the future.

6.3 **Public Forum**

A member of the public (MOP) raised their concerns about the lack of free public toilets in Loddon. Another MOP requested that LTC support Holy Trinity Church's attempts to install toilets.

An MOP enquired as to whether St George's Park will be added to the gritting route. NCC Highways will only cover main routes. Halsbury Homes agreed to pay LTC for the purchase and installation of a grit bin on St George's Park. Halsbury Homes were invoiced on the 26 April 2023, and LTC are still waiting for payment.

Many MOP's attended the meeting to pass on their frustrations regarding the poor landscaping outside the Chet Valley Medical Practice and St George's Park. George Lane is the major access route for Loddon, and the area is an eyesore.

The footpath in front of the surgery is breaking up and is a danger. **Action:** PW to investigate and report to NCC Highways.

The shrubs were removed from the surgery access road in July 2023, however the uncut verges are causing visibility issues. **Action:** PW to investigate and report to NCC Highways.

An MOP requested that a sign should be installed warning of pedestrians as people access Loddon from the George Lane roundabout. **Action:** PW to investigate and report to NCC Highways.

LTC has recently requested an update regarding Phase 2 of the planned highways work, which included realignment of George Lane and a zebra crossing. **Action:** County Cllr KB. Halsbury Homes would have to pay NCC a commuted annual sum of £160,000 for maintenance of the roundabout. Therefore, the responsibility for the maintenance of the landscaping on St George's Park and the roundabout is still with Halsbury Homes.

Major issues still remain on St George's Park with uncompleted roads, pavements, landscaping, public open space, attenuation basins and play areas at St George's Park. The MOP's requested that LTC support their efforts to ensure that SNC enforce their planning regulations. **Action:** Clerk to write to SNC requesting an update and add a specific item to the next agenda.

An MOP requested an update on the restoration of SNC's Staithe footbridge. LTC has requested an update from SNC and will continue to pursue SNC. SNC have funds available for the refurbishment of the Staithe, however, work cannot be progressed until the footbridge work has been completed.

An MOP informed the Council that there had been issues regarding anti-social behaviour emanating from the King's Head PH. The external entertainment has caused various issues, primarily as the car park has become a seating area. The MOP also reported that drugs were being taken in the 'Old Banks' residents car park. SNC Licensing and South Norfolk Police are investigating the reports. The owner of the Marina offered a suitable site for CCTV should LTC provide the equipment and mobile data connection. Cllr AW requested that all incidents of anti-social behaviour should be reported to the Police wherever possible.

An MOP enquired about the Scott Properties consultation (proposed development of 100 homes on land north of Beccles Road). The Scott Properties proposal and plans will be available to view on their website on the 22 September 2022 (www.loddon.mscott.co.uk). The consultation event will be at the Jubilee Hall on Monday 25 September 2.00pm – 7.00pm. Scott Properties will be attending the Council meeting on the 11 October 2023.

Cllr Kay Mason Billig arrived.

7. Reports from Council:

7.1 Chairman's Report

The report is attached to the minutes as Appendix B.

7.2 Town Councillors' Reports

Cllr JS reported that the Victorian Evening will be held on the 8 December 2023.

Cllr LM reported that she is now a member of Norfolk's Pension Oversight Board and has received her training.

7.3 Clerk's Report

The report is attached to the minutes as Appendix C.

7.4 Admin and Allotments Officer's Report

The report is attached to the minutes as Appendix D. It was agreed to trial letting the tenants keep the plastic on the polytunnels over winter as removal was causing damage to the covers. The AAO will keep this under review, however, if successful, the AAO will amend the 2024 tenancy agreement.

7.5 Parish Warden's Report

The report is attached to the minutes as Appendix E.

7.6 Data Protection Matters

The report is attached to the minutes as Appendix F.

8. Finance Report:

8.1 Bank Reconciliation to 31 July and 31 August 2023

The balance of Loddon Town Council's bank accounts as of 31 July 2023 was £310,275.07. The balance of Loddon Town Council's bank accounts as of 31 August 2023 was £302,008.31. This includes £202,270.94 of ear-marked funds and £72,573.93 of general funds.

8.2 Accounts for Payment in Accordance with the Budget

The RFO presented the list of payments, and after review, it was **resolved** to approve this list of payments. **Action:** RFO.

Date	Payee	Item	Payment Method	Amount / £
13/07/2023	Plusnet	Staithe Wi-Fi	DD	25.60
13/07/2023	EE	Clerk and Warden mobiles	DD	44.99
19/07/2023	Plusnet	Phone & broadband	DD	32.92
21/07/2023	SSE Southern Electric	Streetlight electricity	DD	479.63
28/07/2023	EDF	Staithe electricity	DD	737.55
05/08/2023	South Norfolk Council	Office rates	DD	434.00
08/08/2023	intY Ltd	3 x Office365 monthly	DD	37.08
09/08/2023	Lloyds Bank	Credit Card July 2023	DD	1,090.30
10/08/2023	Adept IT Solutions	IT Support	DD	28.80
11/08/2023	Everflow	Staithe toilets water	DD	134.67
14/08/2023	EE	Clerk and Warden mobiles	DD	44.99
14/08/2023	Plusnet	Staithe Wi-Fi	DD	25.60
18/08/2023	British Gas	Office electricity	DD	252.77
19/08/2023	SSE Southern Electric	Streetlight electricity	DD	436.72
21/08/2023	Plusnet	Phone & broadband	DD	32.92
24/08/2023	British Gas Lite	Office Gas	DD	325.30
29/08/2023	EDF	Staithe electricity	DD	207.75
05/09/2023	South Norfolk Council	Office rates	DD	434.00
08/09/2023	intY Ltd	3 x Office365 monthly	DD	37.08
10/09/2023	Adept IT Solutions	IT Support	DD	28.80
11/09/2023	Everflow	Staithe toilets water	DD	555.50
12/09/2023	Lloyds Bank	Credit Card Aug 2023	DD	937.76
13/09/2023	EE	Clerk and Warden mobiles	DD	44.99
13/09/2023	Plusnet	Staithe Wi-Fi	DD	27.60
18/07/2023	N Hurst-Williment	Gas Heater safety check	300071	129.00
18/07/2023	Tom's Trees	MRC hedge trimming	BACS	240.00
18/07/2023	Monarch Signs	St George Lane corner No parking signs	BACS	237.60
18/07/2023	Various	Shower Refunds	BACS	7.50
13/09/2023	Cozens	Streetlight maintenance July + Aug 2023	BACS	72.00
13/09/2023	Norfolk County Council	Qtr Office rent - 29/09/23-24/12/23	BACS	1,500.00

13/09/2023	Loddon Garden & DIY	Grounds maintenance July 2023	BACS	1,049.28
13/09/2023	Loddon Garden & DIY	Grounds maintenance August 2023	BACS	1,117.51
13/09/2023	Top2Bottom Cleaners	Cleaning July + Aug 23	BACS	3,203.59
13/09/2023	NPTS	Clerk Seminar 16/10/23	BACS	54.00
13/09/2023	CJ International Services	Data Protection and FOI services	BACS	1,104.00
13/09/2023	HAGS-SMP Ltd	Play Area repairs	BACS	6,555.28
13/09/2023	Oliver Forbes - Eco Painters	Repair and paint Library Annexe dormer window	BACS	605.28
13/09/2023	Toilets To Go	Coronation Celebration portaloos	BACS	216.00
13/09/2023	SLCC Enterprises	Clerk training 19/09/23 and 05/03/24	BACS	72.00
13/09/2023	South Norfolk Council	Annual Dog Bin Emptying Fee 2023-24	BACS	1,932.37
13/09/2023	CIA Fire & Security	Annual Tennis gate maintenance contract	BACS	513.60
13/09/2023	Pest Control Services	Pest control treatment	BACS	50.00
13/09/2023	Active HR	HR support	BACS	281.24
13/09/2023	The Church in Loddon	Donation for Church Plain watering supplies	BACS	50.00
13/09/2023	Jubilee Hall Management Committee	Electricity for floodlights 01/03/2023-31/7/2023 and water for TC	BACS	199.42
13/09/2023	Collective Community Planning	Consultant fees	BACS	2,040.00
13/09/2023	Various	Shower Refunds	BACS	7.50
13/09/2023	PlayQuest Adventure Play Ltd	Broadland Meadow New Double Cradle Swing	BACS	4,992.00
13/09/2022	Zurich Municipal OR Clear Councils Insurance	2023-24 insurance	BACS	1,621.35
13/09/2023	Community Gym at Loddon	Small Grant - TBC	BACS	312.00
13/09/2023	Jubilee Hall Management Committee	Small Grant - TBC	BACS	150.00
13/09/2023	Salaries	September 2023	BACS	4,052.61
13/09/2023	E Curtis	Mileage	BACS	29.16
13/09/2023	J Leonard	Mileage	BACS	9.36
13/09/2023	P Leonard	Mileage & Expenses	BACS	39.10
13/09/2023	HM Revenue & Customs	Tax & NI - Sept 2023	BACS	917.23
13/09/2023	Norfolk Pension Fund	Pensions - Sept 2023	BACS	1,470.69
Total Payments				41,117.99

8.3 Report on expenditure on professional services on data related matters

The RFO informed the Council that expenditure relating to the data requests from the Complainant and associates to date totals £4,702.27 excl VAT. The initial six-month retainer

agreement with CJ International Services ended on 31/07/2023, it will continue on a rolling month by month basis, with a 28-day termination clause.

8.4. Photocopier Contract

The Council reviewed the three quotes received, each saving the Council at least 50% on the existing printer contract. It was **resolved** to proceed with the quote from Crescent Purchasing / CPC at an annual cost of £734.60 for an HP A3 PW Colour MFD. **Action:** RFO accept quote and decline other quotes received.

8.5 Skate Park Repairs

The Council reviewed the three quotes received. It was **resolved** to proceed with the quote from Ches Metalwork of £3,400.00 for the following to work to be completed;
Back fill under existing ramps with concrete to suit erosion damage and tidy to a clean edge, repair granite flags on site with some new and some repair epoxy grout the flags to suit, grouting of grind block with new mortar, general tidying up of site with epoxy joints and small areas of damaged concrete areas with quick dry resin concrete and regrout granite block to base with epoxy repair after weeds removed. **Action:** RFO to accept quote and decline other quotes received.

8.6 Insurance

Cllr LM declared an interest as she is employed by Aviva and took no part in the discussion or vote.

The RFO had strived for four quotes, however the Council reviewed the two quotes that had been received. It was **resolved** to proceed with the 3-year Long Term Agreement (LTA) from Clear Councils (Aviva) at a cost of £1,709.21 (3-year LTA reduction to £1,621.35). **Action:** RFO to accept quote and decline other quotes received.

8.7 Loddon Community Gym Small Grant Application

It was **resolved** to approve the request for £312.00, for the purchase of equipment for Resistance Training group sessions, mainly aimed at older residents. The Gym will be contributing £120.00 of instructor's fees for the first course, plus publicity costs. The equipment will be available to be used for future courses and groups. **Action:** RFO.

8.8 Jubilee Hall Management Committee Small Grant Application

Cllr LM as a Jubilee Hall Trustee declared an interest and took no part in the discussion or vote.

The application requests up to £150.00 towards the cost of maintaining the car park at the Jubilee Hall. The application does note that the JHMC receives annual funding from Loddon & Chedgrave Playing Field Committee (L & C PFC) towards car park costs, so effectively LTC already has a grant in place to assist with the car park maintenance via its contribution to the running costs of the L & C PFC. The Cllrs requested that the Jubilee Hall forms a proposal for car park maintenance and shares to LTC. **Action:** RFO.

9. Planning:

9.1 **Scott Properties:** Item deferred as Scott Properties had not sent the proposal/plans to LTC.

9.2 **Planning Applications from South Norfolk Council:** Please refer to the Planning Report (Appendix G).

2023/2231 – The Council **resolved** to object to the proposed illuminated signs due to the application site being within a Conservation Area. **Action:** AAO.

2021/1569 – As requested, communication has been sent to SNC regarding the undetermined application, but a reply has not been received. **Action:** District Cllr KB to request a reply.

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

2021/2522 (duplicate application of 2021/2437)

Thanks to District Cllr Jeremy Rowe for attending and Cllr Kay Mason Billig for speaking to SNC's Development Management Committee regarding planning application 2021/2437. Also, thanks to LTC Cllr Mervyn Pointer for speaking and Cllr Jane Hale for supporting. The application was approved. The recording of the meeting can be viewed via this link: www.youtube.com/watch?v=LII6kgm5vnY.

9.4 Planning Applications from the Broads Authority: Please refer to the Planning Report (Appendix G).

9.5 Planning Decisions from The Broads Authority: Please refer to the Planning Report (Appendix G).

10. Public Spaces Protection Order Consultation – Vehicle Related Anti-Social Behaviour Consultation:

It was **resolved** to respond to the consultation highlighting issues with speeding, parking on pavements and parking on double yellow lines. **Action:** Clerk.

11. LTC Volunteer Event:

The Council discussed the possibility of organising a meeting to advertise the voluntary roles available within the Council:

- Councillor
- Emergency Warden
- Litter Picking
- Events Committee
- Working Party (yet to be named) to improve Loddon's Aesthetics
- Community Larder

It was **resolved** to hold an event on Tuesday 14 November 2023. **Action:** Events Committee.

12. Chet Working Party:

It was **resolved** to dissolve the Chet Working Party as the 'Love Loddon Community Group' will incorporate the Staithe and Pyes Mill areas into its objectives. **Action:** AAO.

13. Aesthetics Working Party:

13.1 Working Party Name and Terms of Reference

It was **resolved** to name the working party 'Love Loddon Community Group'. The first meeting is planned for Sunday 17 September 2023 at 10.00am in the Angel. It was **resolved** to adopt the draft Terms of Reference.

13.2 Sustran Sign

Cllr JA has met with the Sustran representative and agreed a plan to refurbish the sign. Thank you to the member of the public who has kindly offered to undertake the work on behalf of the community.

13.3 Cultivation License for Area Adjacent to Farthing Green

It was **resolved** to apply for a NCC Cultivation License to maintain the area of land adjacent to Farthing Green. **Action:** Clerk.

The Clerk will purchase strimmer under delegated powers. **Action:** Clerk.

Unfortunately, the RFO's Norfolk Community Foundation grant application to purchase bulbs for planting in Loddon's public open space was unsuccessful.

13.4 Review of Uncut Areas in Loddon

Thanks to Cllrs MP, JA, LM and CB for preparing a report on the areas of concern, these have been transferred to a spreadsheet for review. **Action:** The AAO will circulate the spreadsheet to Cllrs, so further areas can be added by the AAO. MOP's are welcome to submit suggestions too.

14. Updates from Committees, Representatives and Working Parties:

14.1 Chet Neighbourhood Plan

In lieu of the written report from Cllr JH, Cllr CB informed the Council that the consultation period has been completed and all feedback has been considered. The plan will now go to SNC and the Independent Examiner. Cllr CB wanted to thank one individual in particular for their huge effort and contribution to the process.

14.2 Events Committee

Cllr LM reported that there was no update as the Committee has not met since May 2023. The next meeting is planned for the 27 September 2023, 8.00pm in the Rear Hall of the Hollies.

14.3 Loddon & Chedgrave Playing Field Committee

Cllr CB's report is attached to the minutes as Appendix H. The next meeting is planned for the 26 September 2023, 7.00pm in the Rear Hall of the Hollies.

14.4 Community Larder

The RFO is organising bi-weekly deliveries from Morrisons (utilising the Healthy Choices Fund Grants), and the volunteers have a rota to check and replenish stock. Donations from the community are gratefully received. A volunteer meeting was held on the 11 July 2023 and various events were discussed including the Christmas Bag event.

14.5 Emergency Plan Initiative

No update, however, it is hoped that the volunteer event will increase awareness of the scheme and recruit volunteers.

14.6 Jubilee Hall Management Committee

The minutes were circulated via Dropbox for information. Cllr LM's report is attached to the minutes as Appendix I.

14.7 Speed Awareness Message (Sam2)

The Sam2 has produced evidence that there is a speeding issue on the Beccles Road from the A146, particularly adjacent to the vets. The Sam2 reports had been previously circulated to Council. The Sam2 is currently positioned on Beccles Road. Thanks to the Council volunteers for relocating the Sam2 on a four-weekly basis.

15. Access to River Chet Adjacent to Loddon Allotments:

The Council considered the correspondence that it had received regarding access to the River Chet adjacent to Loddon Allotments. It was **resolved** to decline access. No action required at present.

16. Correspondence:

All correspondence had been previously circulated to Cllrs and a general discussion was held.

- NCC - Gold standard bus stop at Church Plain (Swan PH) – refer to 'Love Loddon CG'
- Library refurbishment has commenced
- Public toilets in Loddon – addressed during public forum
- Antisocial behaviour - King's Head – addressed during public forum
- Highways issues near Davy Place – NCC have addressed issues
- BT phone box on Church Plain – thanks given to parishioner for their assistance with repairs after it was vandalised
- Loddon Community Gym – letter of thanks to staff for support whilst preparing for recent fundraising event
- SNC – vandalised footbridges at Pyes Mill. SNC have repaired footbridge. Walkway will have to be repaired by the landowner or TC. TC to budget accordingly. **Action:** RFO.
- Phase 2 of highways plans for George Lane – **Action:** County Cllr KB

17. Items for a future agenda:

- S106 discussion with South Norfolk Council
- 'Visit Loddon & Chedgrave' website.
- Action Plan meeting
- Youth provision in Loddon
- Curb markings on George Lane/Bridge Street junction
- Update policies en masse to Town Council
- NCC Parish Partnership: Deadline 8 December 2023
- Planning - St Georges Park and Scott Properties Proposal

18. Next meeting dates:

The next full Council meeting will be held on Wednesday 11 October 2023 at 7.00pm, held in the Hollies Rear Hall. (Agenda items to Clerk by the 4 October 2023).

19. Upcoming Council Meetings: *(Held in Hollies Rear Hall unless otherwise specified)*

- Love Loddon Community Group – 17 September 2023, 10.00am, The Angel PH
- Tennis Club Subcommittee – 19 September 2023, 1.00pm
- 'Visit Loddon & Chedgrave' Website meeting with Chedgrave PC - 19 September 2023, 6.30pm
- Loddon & Chedgrave Playing Field Committee Meeting – 26 September 2023, 7.00pm
- Events Committee – 27 September 2023, 8.00pm
- Full Council – 11 October 2023 at 7.00pm
- Full Council – 8 November 2023 at 7.00pm
- Volunteer Event – 14 November 2023 at 2.30pm, Hollies Front Hall
- Personnel Committee Meeting - 15 November 2023 at 11.00am

The meeting closed at 21.30pm.

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

As August gives way to September, it's a good idea to put out high-energy foods such as sunflower seeds and fat balls to help our birds put on fat reserves for their long journeys to Africa, and to remember that Autumn is, in the words of William Cullen Bryant, "the year's last, loveliest smile".

I've now run my first meeting as Chair of the Scrutiny Committee at South Norfolk, looking into the Council's Leisure Recovery Plan, and the Member Ward grant (see below) and Community Action Fund. The Scrutiny Committee is important; I'll keep you posted about what we do, and remember that you can watch meetings on You Tube as well as attend in person.

Probably the most important recent decision taken at South Norfolk was the approval of the proposed housing development bordered by Norton Road and Beccles Road, despite the local opposition expressed at the committee.

Soon I'll be allocating the £1000 each Councillor receives to promote local groups and causes; I've been delighted to be able to help dozens of groups over the last four years. Please get in touch if your group would like any help.

My recent surgery was well attended; the next ones, in Loddon Library 2-3pm, will take place **Saturday September 30 & Saturday November 18**. Of course I'll continue to reply to every communication, as well as regularly attend meetings of every Parish Council when I can.

Finally, our superb ChetChat group volunteers are always on hand, giving help and support to our over-60s friends and neighbours. If you ever need any help give us a ring on **07944 858929**.

Councillor Jeremy Rowe - 07733323581

Appendix B – Chairman's Report

Like all of us I am very disappointed and concerned over the spate of vandalism and anti-social behaviour that has erupted in Loddon and Chedgrave over recent months.

I have met with the police and discussed this matter, and they are taking what steps they can but are limited without evidence.

This is a community problem, perpetrated by members of our community and I encourage all residents to report incidents with evidence wherever possible.

August is typically a quiet month for Town Council activities with staff holidays and no formal council meeting.

Personally, I have spent much of August working on the Caistor Roman Project summer excavation and being savaged by Dug, my puppy.

However, since our last meeting I have:

- Met with police representatives
- Attended several council staff meetings
- Attended Personnel and other committee meetings
- Represented the town council at the Loddon United Football Club AGM (am pleased to note that our two bodies are continuing to work collaboratively together) and the Loddon Gym AGM
- Presented the prizes at the Loddon & District Horticultural Show
- Presented the town council wreath at the VJ Day service
- Responded to several calls as the emergency contact

- Met with various members of the community on a variety of subjects
- Attended Chedgrave Parish Council and other meetings

I am sad to note the resignation of Alex Bostock as a councillor but respect his views and wish him well. We will now need to initiate the process to replace his position.

Appendix C - Clerk's Report

In addition to managing the Council's facilities and staff, and further to the reports on the agenda and matters arising, the Clerk has information on the following matters.

Office

All members of staff have taken annual leave over the last two months.

Cllr Andy Woodman and the Clerk met with Petra from South Norfolk Council to discuss SNC's 'love local' scheme, designed to support local businesses. Further information about the scheme can be seen on their Instagram account.

The office continues with its plans to reorganise the filing system and scan historical documents/minutes to the OneDrive. As a result, two old filing cabinets were removed the office and two file boxes taken to Norfolk County Archive for storage.

The office renewed the utility contracts for the Annexe gas and electricity, and the Staithe electricity. Savings of 50-68% were achieved. As part of the review of the utility contracts, the RFO has been liaising with UK Power Networks to resolve outstanding queries regarding the MPAN's. Once these have been resolved, the Council can commit to a utility contract that will reduce the cost of the streetlight energy usage. We have also investigated the possibility of installing photocells on the streetlights, which will reduce energy consumption by switching the streetlights off between midnight and dawn, however, TT Jones has confirmed that UK Power Network do not recognise these retro adaptations and it will not reduce the energy bills.

The Clerk and Cllr Liz Marsham attended a remote Meeting with FMG Consulting regarding the proposed sports pavilion at Hales Green.

The Clerk attended Trustee Training at the Jubilee Hall.

The Clerk, RFO, Cllrs Hale and June Strickland attended a meeting at the Hollies to discuss renovation of the building.

Public Open Space and Facilities

SNC have reinstalled the litter bin on the green adjacent to Leman Grove.

The Broads Authority have installed 'No Swimming' signs at the Staithe and Pyes Mill.

The Parish Warden has installed a bin (that was removed from the former Church Toilets) on the Playing Field to assist with the dog fouling issue. SNC are questioning whether it is appropriate for dog foul to be placed in all bins.

SNC have kindly repaired the vandalised Pyes Mill footbridge at a cost of approx. £1,000.00. They have informed LTC that the vandalised walkway is not their responsibility.

SNC have informed us that the streetlights at the Staithe are being replaced in October.

A local resident kindly organised the repairs to the BT phone box on Church Plain after it was vandalised (soon after it was repainted).

The bus shelter bin on High Bungay Road was vandalised. The Parish Warden has completed the repairs.

Highway issues on Davy Place were reported to the Clerk and swiftly dealt with by NCC Highways. The vehicle barrier on Kitten's Lane was damaged by lorries delivering to Hobart High School Sports Hall Car Park and have since been repaired by NCC Highways. CCTV footage has been provided to assist with NCC's attempts to recharge the repairs.

The 'No Parking' sign for the George Lane/Bridge Street Junction has been installed.

A Cllr resignation was received on the 7 September 2023. Thank you to Cllr Alex Bostock for his service to Loddon Town Council. The vacancy will be advertised in due course.

Planning Application 2021/2437

Thanks to District Cllr Jeremy Rowe for attending and Cllr Kay Mason Billig for speaking to SNC's Development Management Committee regarding planning application 2021/2437. Also, thanks to LTC Cllrs Mervyn Pointer for speaking and Jane Hale for supporting. The application was approved. The recording of the meeting can be viewed via this link: www.youtube.com/watch?v=LlI6kgm5vnY

Appendix D – Admin and Allotments Officer's Report

I have continued to inspect the Allotment Gardens and am monitoring a couple of plots where there has been little or no cultivation, I have started the process of contacting these tenants. I have been asked by a couple of tenants to relax the rule on removing poly tunnel covers over winter, as this can damage the covers which can be costly & not environmentally friendly to send the waste to landfill. Recommendation: Allow poly tunnel covers to remain as long as they are intact and not damaged or shedding plastic into the environment, which I will monitor over the winter.

There are ten people on the waiting list.

I continue to cover the day-to-day admin in the office and have begun to organise the Remembrance Day Parade.

Appendix E – Parish Warden's Report

Key activities since July Council meeting:

- Contracted works:
 - LTC Office; Overseeing completion of window painting
 - Staithe Toilet access controls; Facilitated Healthmatic remedial works
 - Playground 'Jeep': Agreed supply and fitting of new shock absorbers
 - Kittens lane playground: Facilitated Higgs install of replacement parts
 - Broadland play area; Arranged Pest Control for Wasp nest
 - Progressed/sought quotes for:
 - Skatepark Groundworks and surface repairs
 - Hedge cutting; Tennis court/ Old Market Grn and Jub. Carpark
 - Broadland playground; New Toddler swing
- Response to Councillor/Parishioner concerns/reports:
 - Investigation into reports of difficulty using shower payment system
 - Implemented emergency repairs to Pyes Mill bridge following vandalism (x2). Inspected SNC repairs on completion of formal repair
 - Removal of fly tipped bedding and bed parts from Old Hockey Field
 - Vandalised litter bin at High Bungay Road Bus stop repaired
 - Vehicle damage to barriers opposite Hobart School- Photos identifying Haulage company responsible sent to NCC Highways
 - Stubbs green; Investigated reports of Curtilage annexation
 - Staithe Male Toilets; Removed damaged baby changer
 - Investigated and reported Highways issues on Gunton Rd, and Mill la.
- New waste bin installed between Tennis Court and vehicle barrier on Playing Field
- Weekly clearing of Jubilee Hall recycle bay- High volumes of broken glass
- New 'No Parking' signs installed on 'Takeaway corner'
- Playground repairs/ maintenance;
 - Replace broken gate spring
 - Resecured damaged and exposed matting in several areas
 - Installed Heras fencing to prevent further damage to playground Jeep
 - Repaired broken 'no dogs sign' at Broadland Meadow play area
- Commenced work on development of COSHH and PAT Test files
- Weekly cut back of nettles and brambles required; Footpaths 10,11, and 15
- Routine weekly inspections of: Kittens Lane and Broadland Meadow Playgrounds, Skate Park, Public open space, Tennis courts, Parish trees, Offices and Staithe

- Litter picking; Hockey field, Jubilee field, and Skate Park currently required twice weekly due to high volume of litter
- Recovered damaged Laptop from Hockey field and bagged for Police attention
- Monthly litter pick Pyes Mill. Ad-hoc picking of George Lane, Filbert Road, Leman Grove, Kittens lane, Bungay High road, High Street and adjoining roads
- Legionella flushing and temperature control readings completed
- Monthly Fire Safety, Emergency lighting, and CO Monitor checks complete
- All CCTV Cameras cleaned and Allotment water pump serviced
- Monthly water and electricity meter readings taken
- Inspected Footpaths; 8,9,10,11,14,15, 16 & 18 litter pick and cut back as req.
- Monthly Inspection Pyes Mill picnic area and War Memorial

Appendix F – Data Protection Matters

The activity since the previous LPC meeting in July has been the handling of 5 FOI requests, made via the What Do They Know website, all made by the same resident. An outline of each request and subsequent activity is as follows:

- Relating to the number of times in the previous 36-month period that a councillor/ members of the LTC staff had made various threats against others (4 parts) – this was referred to in the previous report but much of the activity has happened in the intervening period. A response in full was provided on 23 Jul 23, then an internal review was requested (08 Aug 23), which was undertaken resulting in a further response being provided on 23 Aug 23.
- Relating to the appointment of a local surveyor and the award of contracts, including values (7 parts). A full response was provided on 25 Jul 23.
- Relating to the name change of Loddon Parish Council to Loddon Town Council and whether any public consultation was involved and what the predicted cost of making the change was (3 parts). A full response was provided on 25 Jul 23.
- Relating to the decision of LTC to maintain the vexatious status of a resident. Clarifications were sought from the requester and as these were not forthcoming, the response could only be contextual in nature; this was provided on 23 Aug 23. One additional point was that the requester stated that the person with vexatious status had not been informed by LTC, although there is proof to the contrary, therefore, should the person in question wish to receive a copy of the original notification letter, then they are to contact Phil Brown with that request. As at 08 Sep 23, such a request has not been received.
- Relating to the audio recordings of the July LTC meeting. This was made available via a link to the WeTransfer website on 31 Jul 23.



Loddon Town Council

The Library Annexe | Church Plain | Loddon | NR14 6EX

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Appendix G - Planning Report

App Number	App Type	Address	Proposal	Applicati on/Decisi on	Decision	Date of Decision
2023/2231	Advertisement Consent	Central England COOP 25 Church Plain Loddon Norfolk NR14 6EX	1 x externally illuminated fascia sign, 1 x set of internally illuminated letters, 2 x set of glazing graphics	A		
2023/2304	Full	22 Beck Way Loddon Norfolk NR14 6UZ	Replacement windows to the front side and rear elevations	A		
2023/1988	Non Material Amendment	12 Sycamore Close Loddon Norfolk NR14 6LF	Non material amendments of 2022/0731 - Pitched roof to sun lounge with gable end instead of hipped roof, french doors in north elevation instead of front (east) elevation and glazing to gable.	A LTC Not Consulted		
2023/1871	Works to TPO trees	2 Filbert Road Loddon Norfolk NR14 6LW	Oak Tree - Cut back branches to applicants border	A LTC Not Consulted		
2023/2011	Works to trees in Conservation Area	13A Norton Road Loddon Norfolk NR14 6JN	T1 - Apple Tree - Fell	A LTC Not Consulted		

2023/1981	Works to TPO trees	Grass Area To The Rear Of 38 Cannell Road Loddon Norfolk	Oak Tree - Reduce the overall canopy by 2.5m to leave a crown height of 19m and an overall canopy spread on all aspects of 6.5m. Installation of static cable brace.	A LTC Not Consulted		
2023/2045	Works to trees in Conservation Area	18 High Street Loddon Norfolk NR14 6AH	(T1) Purple Plum - reduce height from 6.5m to 5m, crown spread from 6.5m to 5m	A LTC Not Consulted		
2023/1963	Works to trees in Conservation Area	Garden Areas At Davy Place Loddon Norfolk	T1 Silver Birch -Raise lower canopy to allow a 2m clearance from ground level. T4 Silver Birch - Reduce in height from 10m to 7m, crown raise by 3m from ground level and reduce side lateral branches by 1m to leave overall crown spread from 6m to 4m. T7 - Flowering Cherry - Maintain a canopy ground clearance over access road of 4m and raise canopy to south over bungalow to allow a 1.5m clearance. T9 - Flowering Pear - Remove lower stem shoot.	A LTC Not Consulted		
2023/2084	Works to TPO trees	Land To The East Of 32 And 34 Beck Way Loddon Norfolk	Oak - T11-Reduce width of canopy from 12m to 8m over gardens of 32 and 34 Beck Way and crown lift to achieve a clearance height of 3.5m over patio in corner of garden of 32 Beck Way	A LTC Not Consulted		
2023/1236	Listed Building Consent	Loddon Parish Council The Library Annexe Church Plain Loddon Norfolk	Reconfiguration and refurbishment of WC and kitchen accommodation including installation of new fenestration and relocating emergency exit door and installation of a post mounted heritage notice board to landscaping fronting library.	D	Approval with Conditions (Delegated)	17/08/2023

2023/1581	Full Planning Permission	Loddon Parish Council The Library Annexe Church Plain Loddon Norfolk	Reconfiguration and refurbishment of WC and kitchen accommodation including installation of new fenestration and relocating emergency exit door and installation of a post mounted heritage notice board to landscaping fronting library.	D	Approval with Conditions (Delegated)	17/08/2023
2023/1570	Approval of Condition Details	2 Beccles Road Loddon Norfolk NR14 6JQ	Details of condition 3 of 2023/0105 - (3) materials	D LTC Not Consulted	Approval of details - Approved (Delegated)	21/07/2023
2023/1504	Lawful Development - Existing Use / Development	26 Oak Avenue Loddon Norfolk NR14 6FU	Certificate of Lawfulness (existing) for a free-standing studio in rear garden	D LTC Not Consulted	Approval with no Conditions (Delegated)	26/07/2023
2023/1988	Non Material Amendment	12 Sycamore Close Loddon Norfolk NR14 6LF	Non material amendments of 2022/0731 - Pitched roof to sun lounge with gable end instead of hipped roof, french doors in north elevation instead of front (east) elevation and glazing to gable.	D LTC Not Consulted	Refusal (Delegated)	02/08/2023
2023/1871	Works to TPO trees	2 Filbert Road Loddon Norfolk NR14 6LW	Oak Tree - Cut back branches to applicants border	D LTC Not Consulted	Refusal (Delegated)	31/07/2023
2023/1988	Non Material Amendment	12 Sycamore Close Loddon Norfolk NR14 6LF	Non material amendments of 2022/0731 - Pitched roof to sun lounge with gable end instead of hipped roof, french doors in north elevation instead of front (east) elevation and glazing to gable.	D LTC Not Consulted	Refusal (Delegated)	02/08/2023

2023/1981	Works to TPO trees	Grass Area To The Rear Of 38 Cannell Road Loddon Norfolk	Oak Tree - Reduce the overall canopy by 2.5m to leave a crown height of 19m and an overall canopy spread on all aspects of 6.5m. Installation of static cable brace.	D LTC Not Consulted	Approval with Conditions (Delegated)	31/07/2023
2023/2011	Works to trees in Conservation Area	13A Norton Road Loddon Norfolk NR14 6JN	T1 - Apple Tree - Fell	D LTC Not Consulted	No objections (Delegated)	31/07/2023
2023/2045	Works to trees in Conservation Area	18 High Street Loddon Norfolk NR14 6AH	(T1) Purple Plum - reduce height from 6.5m to 5m, crown spread from 6.5m to 5m	D LTC Not Consulted	No objections (Delegated)	03/08/2023
2023/1963	Works to trees in Conservation Area	Garden Areas At Davy Place Loddon Norfolk	T1 Silver Birch -Raise lower canopy to allow a 2m clearance from ground level. T4 Silver Birch - Reduce in height from 10m to 7m, crown raise by 3m from ground level and reduce side lateral branches by 1m to leave overall crown spread from 6m to 4m. T7 -Flowering Cherry - Maintain a canopy ground clearance over access road of 4m and raise canopy to south over bungalow to allow a 1.5m clearance. T9 - Flowering Pear - Remove lower stem shoot.	D LTC Not Consulted	No objections (Delegated)	10/08/2023
2023/2481 2023/1988 2022/0731	Removal/Variation of Condition (S73 / S19)	12 Sycamore Close Loddon Norfolk NR14 6LF	Variation of condition 2 of 2022/0731 - Amendment to sun lounge design	A		
2023/1610	Listed Building Consent	3 Market Place Loddon Norfolk NR14 6EY	Replacement windows and improvement of other windows and doors	D	Approval with Conditions (Delegated)	29/08/2023

Appendix H – Loddon & Chedgrave Playing Field Committee

We have not had a meeting since the Loddon Town Council meeting in July. However, the following has taken place since.

1. I, along with the LTC Chairman, attended the LUFC Seniors AGM which helped us understand some of the issues facing the Football Club.

I also attended the LUFC Juniors AGM which was very beneficial as it gave me a real understanding of the regulations which apply to junior football especially with regard to Child Protection and Health and Safety issues which are very stringent.

The attendance at these meetings by LTC has been well received by the Football Club along with the better relationship already forged by the Playing Field Committee.

2. I have had a telephone conversation with the Consultant appointed by SNC in conjunction with the Football Association to investigate the feasibility of a sports hub being built alongside Hales Cricket Club. The feasibility study is in the very early stages of development. The main areas being considered at the moment are the suitability of the land for football and the number of pitches that could be established.

The worst case scenario for the Playing Field Committee is that all LUFC teams (Seniors and Juniors) would transfer to Hales. Whilst this is unlikely, we need to understand the ramifications if this was to happen. However, this is a long-term plan and it is unlikely to happen for 3-5 years.

The dialogue continues with all interested stakeholders.

3. We continue to pursue the individual who caused the damage to the Tennis Club windbreak and the court wire netting. We have received one payment from the individual but there is still an amount outstanding to fully recompense L&C Playing Field Committee for the repairs.

Cllr Colin Binfield
L&C PFC Chairman

Appendix I – Jubilee Hall Management Committee

Following clarification on the roles of the various representatives on the Jubilee Hall Management Committee, I have been attended the JHMC meeting in the capacity of a Representative Trustee. The JHMC will be comprised of Elected Trustees and Representative Trustees going forward, all with full voting rights. Aside from Loddon Town Council, other interested parties have been invited to send a Representative Trustee - this remains a work in progress to ensure sufficient involvement in the workings of the hall.

With new trustees in place, and following training from Community Action Norfolk, the following are current priority areas:

- Revamp of Jubilee Hall website, to include (hopefully) the facility to view availability online and pay hire charges.
- Review of current constitution to ensure this remains fit for purpose. Any amendments required will need to be passed at the AGM.
- Change of bank accounts

- Opportunities for promotion of the hall and fund raising
- Exploring potential support from South Norfolk DC, particularly relating to help prioritising issues and maximising access to grants and funding. The Trustees met with Dan Goodwin, Communities Manager at SNDC, and await to hear back from him on how best to move forward.

Cllr Liz Marsham
LTC Jubilee Hall Representative