
Minutes of the Annual Meeting of Loddon Parish Council (LPC) held on Wednesday 17 May 2023, 7.00pm in the Hollies Rear Hall.

Present: Cllr Kay Mason Billig (KB), Cllr Liz Marsham (LM), Cllr Jane Hale (JH), Cllr Mervyn Pointer (MP), Cllr Laura Bolderston, (LB), Cllr Alex Bostock (AB) and Cllr Andy Woodman (AW)

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

Absent: None

1. Welcome, Meeting Protocol and Etiquette:

Cllr KB welcomed everyone to LPC's annual 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. Election of Chairman:

It was **resolved** to elect Cllr AW as Chairman and he duly signed the Declaration of Office. Cllr Woodman introduced himself to the Councillors and members of the public.

3. Election of Vice-Chairman:

It was **resolved** to elect Cllr CB as Vice-Chairman. **Action:** Declaration of Acceptance of Office. CB

4. Apologies for Absence: The Council received and accepted apologies from Cllr Colin Binfield and Cllr Julie Appleby as they were away from home. Cllr June Strickland was unable to attend due to a prior engagement.

5. Declarations of Interest and Requests for Dispensations: Cllr JH declared an interest should the Jubilee Hall be mentioned.

6. Declarations of Acceptance of Office: All Cllrs (including those that had sent apologies) had signed their Declaration of Acceptance of Office prior to the meeting. The AAO ensured that Cllrs had returned their Expenses Form and Register of Interest Forms to South Norfolk Council.

7. Councillor Vacancy:

The Council has one vacancy, and it was **resolved** to co-opt Natalie Henry to the Council. Cllr JH abstained from the vote. **Action:** Cllr Induction and Declaration of Acceptance of Office. EC

8. General Power of Competence:

The Parish Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. We further **resolve** to adopt a General Power of Competence.

9. Appointments to Committees and Working Parties:

After discussion, the following changes were made to the membership of LPC's Committee and Working Parties:

Working Parties		Leader
Finance Working Party	All WP Leaders and Committee Chairmen, Chairman and Vice-Chairman.	Chairman
Chet Working Party	Cllrs June Strickland, Kay Mason Billig, Colin Binfield, Mervyn Pointer	TBC
Emergency Plan Working Party	Cllr Liz Marsham. MOP's Arthur Morris, Jessie Powell, Jeremy Rowe	Arthur Morris

Committees	Representatives	Chairman
Personnel Committee	Cllrs Kay Mason Billig, Colin Binfield, June Strickland & Julie Appleby	June Strickland
Events Committee	Cllrs Liz Marsham, Julie Appleby & Laura Bolderston	Liz Marsham

Joint Committees	Representatives	Chairman
Loddon & Chedgrave Playing Field Committee (L & C PFC)	Cllrs Colin Binfield, Jane Hale (Substitute Liz Marsham)	Colin Gould

Chet Neighbourhood Plan Steering Group	Representatives	Chairman
Loddon Parish Council Representatives	Cllrs Jane Hale, Colin Binfield	Jane Hale

It was **resolved** to appoint Cllr LM as LPC's substitute representative on the Loddon & Chedgrave PFC.

The Clerk advised the Council that due to Cllr JH's Trustee status on the Jubilee Hall Management Committee (JHMC), it would be advisable to choose another less conflicted Cllr Representative as the L & C PFC is the Jubilee Hall's landowner. As a Trustee, Cllr JH has a legal duty to always act in the best interest of the JHMC. Cllr AB expressed an interest in the role. It was **resolved** to defer the decision. **Action.** Add to Agenda.

EC

10. Appointments of Cllrs to Outside Bodies:

No changes were made to the appointment of outside bodies. The necessity of a Tree Warden was discussed, and as the Parish Warden has recently undertaken a course and the Council has a tree contractor, and the Clerk advised that an appointment to the role may not be necessary.

Outside Representative	
Jubilee Hall Management Committee	Liz Marsham
Hales Green Steering Group	Jane Hale
Victorian Evening	June Strickland
Churchyard Liaison	June Strickland

11. Policy Review:

The Clerk had circulated a list of the Council's policies and highlighted the policies that were due for review. It was **resolved** to form a Finance and Governance Committee to reduce full Council meeting duration. **Action.** Agenda item and Terms of Reference.

EC

12. Asset Register Review:

The Council reviewed the document and the Clerk agreed to prepare a report on the benefits of joining Parish Online. EC

13. Insurance Arrangements:

The RFO had circulated the Council's Insurance arrangements for review. Renewal is due in September, and the RFO will be seeking quotes in due course. **Action:** RFO

14. S.137 Expenditure:

The Council reviewed the report.

15. Ordinary Council Meeting Dates:

The Council **resolved** to continue to meet on the 2nd Wednesday of the month. The Council publishes a meeting date in August, but this meeting is only held if required.

16. Minutes of the Meeting Held on the 12 April 2023:

The Minutes of the meeting held on the 12 April 2023 were approved as a correct record.

17. Matters Arising:

17.1 Church Plain/Library three door Noticeboard

A planning application was submitted to South Norfolk Council (SNC) on the 3 May 2023. SNC are yet to validate the application. The Noticeboard cannot be purchased until planning approval from SNC has been received.

17.2 Quality Council Status

The Council is now eligible to apply for Quality Council status (as agreed at the December 2022 meeting). An application will be submitted in due course. **Action:** AAO Register with National Association of Local Councils.

17.3 Planning Permission for the Library Annexe Kitchen, WC's and Lobby Refurbishment

Our grateful thanks to JC Surveyors for submitting a planning application on the Council's behalf free of charge, therefore saving the Council approx. £1,000.00 of professional fees. The planning application was submitted to South Norfolk Council (SNC) on the 3 May 2023. SNC are yet to validate the application. An application for the required remaining funds will be submitted to SNC's Community Action Fund. RFO

17.4 Loddon & Chedgrave Platinum Jubilee Trail:

The A1 lectern detailing the trail's route has been installed in the agreed location at the Staithe by Norfolk County Council (NCC). Concern has been raised regarding the direction of the finger sign, and the Clerk will advise NCC that the sign may need adjusting. **Action:** EC

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

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

18.2 Report from District/County Councillor Kay Mason Billig (written by Kay Mason Billig)

Cllr KB and Cllr Rowe have kindly agreed to share the cost of an additional high level CCTV camera at the staithe which may deter future antisocial behaviour and ensure that footage of the perpetrators can be sent to the Police.

Cllr KB is supporting LPC with SNC's Community Action Fund application for the refurbishment of the Annexe kitchen, WC's and lobby.

Cllr KB gave an update regarding the Staithe footbridge. SNC are considering purchasing a new bridge, rather than repairing the old bridge. It is hoped that there will be funds remaining to also install an access point on the river for small boats/ kayaks.

In her role as County Cllr, Cllr KB reported that NCC are considering the 'County Deal' - a devolution scheme under levelling up. If NCC supports the move, they would receive 20 million pounds, each year, over 30 years, that can be spent on infrastructure. As part of the deal, NCC would also have to appoint an elected leader. Potentially the leader could be of a different political persuasion than the majority political party.

18.3 Public Forum

A member of the public informed the Council that the recent work by SNC on the Staithe Poplar trees was not executed adequately. They also commented that they believed it was necessary to appoint a Tree Warden as there was an active Tree Warden scheme at SNC. **Action:** Join PW to Tree Warden scheme and subscribe to newsletter. AAO

A member of the public enquired as to when the roads in St George's Park will be resurfaced. **Action:** Cllr KB will enquire. KB

A member of the public commented that the Coronation Celebration was excellent, and that the Events Committee are considering an Oak Tree to commemorate the Coronation.

A member of the public enquired as to when the fruit trees at Loddon Allotments will be planted. The scheme had been delayed due to the recent discussion regarding the Alder Trees.

The Chairman offered to bring agenda item 23 forward for the benefit of the parishioners.

23. Planning:

23.1 Planning Applications from South Norfolk Council: Please refer to the Planning Report (Appendix F).

2021/2522 (duplicate application of 2021/2437). The amended plans submitted on the 5 April 2023 were considered. The application will be determined at Committee and there is still opportunity to comment on the plans. The Council has received several comments regarding the application, members of the public present were invited to give their views on the amended plans. It was **resolved** to submit the following objections. **Action:** Cllrs AW, KB, JH.

- **The proposed play area needs to be centrally located:** The plans for the play area do not adhere to the SNC's adopted "Supplementary Planning Document" on recreational space. The SPD states at Appendix 3:
 - *"It is essential where possible to locate children's play space central to the new development."*
 - *"Where possible play spaces should not be enclosed by trees."*
 - *"Where possible play spaces should be separated from areas of major vehicle movement."*

Accordingly, the play area should be repositioned centrally within the scheme, and within sightline of Holy Trinity Church to meet SNC's requirements relating to recreational space and sited away from the proposed access route to planning application 2021/1569 (130 dwellings).

- **Public Open Space (POS):** The amount of POS is not adequate. The attenuation ponds are not useable space. The boundary between the development and the Norton Road properties needs to be reinstated. This will also allow for a usable walkway around the perimeter of the site and maximise biodiversity gains.
- **Design:** The Council has an emerging Neighbourhood Plan, and the Council would like to see that reflected in the design of the properties.
- **Site Suitability:** The Parish Council is aware that this site has been put forward in the GNLP, however the site has yet to be ratified as an allocation, and the Council would ask that SNC should not determine the application until the land has been officially allocated.
- **Vista/Rotation:** The revised site layout should also ensure that the vista of the site is orientated correctly towards Holy Trinity Church.

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

23.3 Planning Applications from the Broads Authority: Please refer to the Planning Report (Appendix F).

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

The agenda resumed in its normal order.

19. Reports from Council:

19.1 Chairman's Report

No report given.

19.2 Parish Councillors' Reports

This item was not discussed.

19.3 Clerk's Report

The report is attached to the minutes as Appendix B

19.4 Admin and Allotments Officer's Report

The report is attached to the minutes as Appendix C.

19.5 Parish Warden's Report

The report is attached to the minutes as Appendix D.

19.6 Data Protection Matters

The report is attached to the minutes as Appendix E.

20. Finance Report:

20.1 Annual Accounts 2022-23

The Financial Statement for 2022-23 was reviewed and it was **resolved** to accept it.
Action: AAO to add to website.

20.2 Bank Reconciliation to 31 March 2023

The balance of Loddon Parish Council's bank accounts as of the 31 March 2023 was 286,267.11. The above 31 March 2023 total includes £210,645.35 of ear-marked funds and £75,621.76 of general funds.

20.3 Internal Audit Report for year ended 31 March 2023

The internal audit has been completed and was reviewed by LPC.

20.4 To consider, approve and sign the Annual Governance Statement 2023

The Annual Governance and Accountability Return (AGAR) 2022-2023 Part 3 was approved and signed.

20.5 To consider, approve and sign the Accounting Statement 2022-2023

The Accounting Statement 2022-2023 was approved and signed.

20.6 Notification of commencement dates for the exercise of public rights

The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return has been prepared and the dates for inspection of the accounts are Monday 12 June 2023 to Friday 21 July 2023. The notice will be placed on the LPC website and Church Plain noticeboard on Thursday 08 June 2023, prior to the inspection period commencing. The 2022-2023 Annual Internal Audit Report and AGAR sections 1 and 2 will be placed on the website at the same time.

20.7 To receive the 2022-2023 CIL report

The 2022-2023 CIL report had been circulated to Cllrs prior to the meeting.

20.8 Bank Reconciliation to 30 April 2023

The balance of Loddon Parish Council's bank accounts as of 30 April 2023 was £347,395.41. The above 30 April 2023 total includes £210,645.35 of ear-marked funds and £136,750.06 of general funds.

20.9 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.

13/04/2023	EE	Parish Clerk & Parish Warden mobiles	DD	44.99
17/04/2023	Plusnet	Staithe Wi-Fi	DD	25.60
19/04/2023	Apogee	Photocopier	DD	318.24
19/04/2023	Plusnet	Phone & broadband	DD	32.92
21/04/2023	SSE Southern Electric	Streetlight electricity	DD	879.45
23/04/2023	British Gas Lite	Office gas	DD	153.34
24/04/2023	British Gas	Office electricity	DD	31.94
28/04/2023	EDF Energy	Staithe electricity	DD	254.97
05/05/2023	South Norfolk Council	Office rates	DD	434.00
09/05/2023	intY Ltd	3 x Office365 monthly	DD	33.84
10/05/2023	Adept IT Solutions	IT Support	DD	31.20
10/05/2023	Lloyds Bank	Credit Card April 2023	DD	570.06
11/05/2023	Everflow Water	Staithe toilets water	DD	34.52
13/05/2023	EE	Parish Clerk & Parish Warden mobiles	DD	44.99
16/05/2023	Plusnet	Staithe Wi-Fi	DD	25.60
17/05/2023	British Gas	Office electricity	DD	232.70

17/05/2023	The Church in Loddon	Church Grant	300070	660.00
27/04/2023	ML Forder – Mandy Moo	Circus skills workshop	BACS	315.00
07/05/2023	Raffle winner	£100 Cash prize	CASH	100.00
17/05/2023	Loddon Garden & DIY	Grounds maintenance	BACS	1,356.80
17/05/2023	Top2Bottom Cleaners	Cleaning April 2023	BACS	1,658.00
17/05/2023	Norfolk ALC	12 x Good Cllr Guides	BACS	49.99
17/05/2023	SLCC Enterprises	Training 07/09/2023	BACS	36.00
17/05/2023	CJ International Services	Data Protection and FOI services	BACS	228.00
17/05/2023	Collective Community Planning	Consultant fees	BACS	240.00
17/05/2023	Westcotec Ltd	SAM2 brackets	BACS	133.80
17/05/2023	Crook Powerwashing	Painting Tennis court hitting wall	BACS	400.00
17/05/2023	Bailey's of Norfolk	Soil for Church Plain flowerbed improvements	BACS	74.40
17/05/2023	Shaft of Wit Comedy	Performers fees and marquee hire	BACS	500.00
17/05/2023	Discreet Security	Coronation Celebration 2 x Marshals	BACS	234.00
17/05/2023	Adept IT Solutions	IT Support	BACS	92.18
17/05/2023	Crook Powerwashing	Final 50% for Tennis Courts refurbishment	BACS	2,450.00
17/05/2023	Cozens	Streetlight maintenance April 2023	BACS	36.00
17/05/2023	Glasdon	Waste bins at PFC and Hockey Field + Grit bin	BACS	528.21
17/05/2023	Paul Solomon Tennis Coach	Deliver Together Fund Coaching Programme	BACS	2,626.00
17/05/2023	S Blythe	Internal Audit fee	BACS	150.00
17/05/2023	Mary Coe	Event expenses	BACS	60.80
17/05/2023	Julie Appleby	Plants for Church Plain	BACS	143.91
17/05/2023	R Moore	Event supplies	BACS	23.86
17/05/2023	Salaries	May 2023	BACS	5,923.98
17/05/2023	E Curtis	Mileage and expenses	BACS	31.10
17/05/2023	G Hirst	Expenses and mileage	BACS	70.47
17/05/2023	J Leonard	Expenses and mileage	BACS	18.17
17/05/2023	P Leonard	Mileage	BACS	17.10
17/05/2023	HM Revenue & Customs	Tax & NI – May 2023	BACS	2,300.08
17/05/2023	Norfolk Pension Fund	Pensions – May 2023	BACS	2,378.35
Total Payments				25,984.56

20.10 Signatories for the bank accounts

It was **resolved** to appoint Cllr AW, LB, AB and MP as LPC signatories. It was **resolved** to appoint Cllr LM as a L & C PFC signatory. **Action:** RFO.

20.11 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 £3,144.27.

- 21. Changing the name of Loddon Parish Council to Loddon Town Council:**
Cllr KB proposed that as Loddon is a market town (market charter, town hall, town sign, High Street, classified as town by NCC and SNC) it would reduce confusion if the Council was renamed and recognised as a town. The Council reviewed the process of renaming the Council and the costs involved in rebranding. It was **resolved** to adopt the name of Loddon Town Council. Cllr JH abstained. **Action:** Prepare a plan to rebrand the Council. EC
- 22. Byelaw restricting alcohol consumption at Loddon Staithe:**
Initial research indicates that only the District and County Authority has the power to create a byelaw to restrict alcohol consumption. The Clerk is seeking further guidance from SNC regarding byelaws. It was hoped that the additional CCTV at the Staithe would deter future occurrences of antisocial behaviour. EC
- 23. Planning:** *This item was discussed earlier in the agenda.*
- 24. Highways:**
- 24.1 Speed Awareness Message (Sam2)**
The Sam2 reports had been previously circulated to Council. The Sam 2 is currently positioned on the High Street facing north. Thanks to the Council volunteers for relocating the Sam2 on a four-weekly basis. Cllr CB has offered to assist the volunteer with relocating the device.
- 24.2 Parish Partnership Bids**
Two parish partnership bids have been submitted to NCC. One for footpath FP15 (from Beccles Road, adjacent to Broadland Meadow) and another to replace the surface dressing of the unregistered footpath from Sale Court to Loddon Swan. Both bids have been successful. Paperwork has been signed and the work will take place in due course. Thanks to County Cllr KB for offering to pay for the repairs on Sale Court from her member's fund.
- 25. Chet Neighbourhood Plan (NP):**
- 25.1 Steering Group Minutes**
The minutes of the Steering Group were circulated to Council for their information and are available to view on the [Chet NP website](#). Consultation events will take place in Loddon and Chedgrave during the day and the evening. The Steering Group has received comments from the Broads Authority. Comments from SNC are still outstanding.
- 26. Events Committee Update:**
- 26.1 Minutes of the meeting**
The minutes of the Events Committee meeting held on the 26 April 2023 were circulated to Council for their information.
- 26.2 Coronation Celebration - 7 May 2023**
Cllr AW formally thanked the Cllrs and the members of the public who volunteered to support the event and Cllr LM reported on the event:

The Loddon & Chedgrave Coronation Celebration took place on Sunday 7th May 2023 from 1-5pm. We decided to have the event in the centre of the town, rather than a fete on the field. This was based on concerns about what the weather might be like, and also

some feedback from last year about not hosting the Platinum Jubilee celebrations in the town centre.

From a logistics perspective, the decision to have the event in the town turned out to be the correct one, as the very heavy rain in the few days in the run up would have meant that the playing field would have not been suitable to drive on. This has cemented the view that any large events that we host in the future could not be on the playing field until the beginning of June at the absolute earliest.

Despite the horrendous weather in the run up, the day of the Celebration was glorious, and the sun shone throughout the afternoon! There was a fantastic turn out, which was probably both a result of the weather itself, but also due to the poor forecast for the day, so alternative plans had not been made.

There were stalls, entertainment and activities in The Hollies, Holy Trinity, Church Plain Car Park, St Johns and the Staithe Car Park. Due to the spread-out nature of the event, it's difficult to gauge the number of attendees, but all areas had a good footfall throughout the event. The maps that we provided certainly helped to make people be aware of what was where, and that ensured the flow of people through the event that we wanted to achieve.

The car parks closures worked well, with only a few grumbles about finding alternatives, most of which were resolved quickly and easily.

The only real issue I was made aware of was issues with taking card payments. The Wi-Fi in St Johns only covers the Chapel and didn't reach the Lecture Hall, and (not unexpectedly) the mobile reception in Church Plain Car Park meant that only occasional card payments were possible. Whilst we had not made any promises on this in the lead up to the event, if we want to start running events regularly, then this is something we may want to look into, to make Loddon an attractive place to run and attend events.

The feedback we have received since the event has been fantastic. I have been told that the children at the nursery school were talking about the event the following week and discussing what they had done. I was also told by a parishioner how much "events like this make you love where you live".

27. Jubilee Hall Management Committee (JHMC):

Cllr LM attended a JHMC meeting on the 17 April 2023. Minutes were circulated to the Cllrs prior to the meeting.

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

A meeting was held on the 28 March 2023 with the LUFC to discuss the pitch hire agreement and fees to hire the Loddon & Chedgrave Playing Field for the upcoming football season. The next meeting of L & C PFC is planned for the 21 June 2023. The Tennis Club now has 126 members.

29. Personnel Committee Minutes from meeting held on the 29 March 2023:

The minutes had been circulated prior to the meeting for information.

30. Emergency Plan Working Party:

It was hoped that Arthur Morris would continue to lead the Emergency Plan. Recruitment of volunteers will be added to a future agenda. CPC may reconsider their involvement now that they have a full complement of Cllrs. **Action:** Arthur Morris.

31. Community Larder:

A volunteer meeting was held on the 16 May 2023. It was agreed that the profile of the Community Larder needed to be raised.

32. LPC's future projects and forming an Action Plan:

The Clerk proposed that the Cllrs meet informally to consider creating an action plan for the Council. **Action:** Date to be set.

AAO

33. Correspondence:

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

34. Items for a future agenda:

EC

- Governance & Finance Committee and Terms of Reference
- Update on byelaw restricting alcohol consumption at Loddon Staithe
- Review of the areas that B – Line/SNC have as wildflower areas
- Hollies Renovation
- S106 discussion with South Norfolk Council
- SNC's offer of a 'Visit Loddon' website
- L & C PFC Representative

25. Next meeting date:

The next Parish Council meeting will be on Wednesday 14 June 2023 at 7.00pm. (Agenda items to Clerk by 7 June 2023).

The Cllrs were reminded about the Big South Norfolk Litter Pick on 11 June 2023 and Cllr JA offered to lead the event. **Action:** Advertise event.

The meeting ended at 21.27pm.

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

Firstly, many thanks to everyone who voted for me to continue to be your District Councillor. I was very proud to be re-elected, and will continue to do my best to serve you in this role. I'll keep my promises, hold regular surgeries, reply to every communication and regularly attend the meetings of every Parish Council.

Congratulations to Kay for also being elected, and best wishes to the other candidates who put themselves forward.

I'd also like to thank everyone involved for the fantastic Coronation events held here, which I know that people thoroughly enjoyed. 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. As well as my regular surgeries in the library, please ring me anytime on 07733323581 if I can help you.

Appendix B – Clerk's Report

The office and staff have been mainly preoccupied with planning and executing the Coronation Celebration.

There was a brief meeting with the Highways Engineer on the 18 April 2023 to discuss a residents concern regarding parking and turning on Market Place.

The Tennis Club Subcommittee had their first meeting on the 22 April 2023 and several club members were elected to committee roles that will support the day to day running of the Tennis Club.

We have received two reports of litter at Sisland Carr; one of canisters and another of litter. The AAO has reported both to the Woodland Trust.

The library railings were repainted in time for the Coronation by NCC's contractor.

Some substandard repairs have been carried out on the pavement surrounding Church Plain Car Park. The issue has been raised with SNC, but they did not appoint the contractor.

The Parish Warden and I agreed the location for the Platinum Jubilee Trail lectern and it was installed prior to the Coronation Celebration.

I would like to congratulate Cllr Kay Mason Billig on her recent appointment to leader of Norfolk County Council and thank both her and Cllr June Strickland for their many recent years in the roles of both Chairman and Vice-Chairman. I am very grateful for their support and time they dedicated to the roles.

Congratulations to Cllr Colin Binfield, Cllr Liz Marsham, Cllr Jane Hale and Cllr Julie Appleby for also being re-elected.

Welcome and congratulations to LPC's new Cllrs; Cllr Alex Bostock, Cllr Andy Woodman, Cllr Laura Bolderston and Cllr Mervyn Pointer. Their induction was completed on the 11 May 2023 and Cllr training sessions will be booked in due course.

Also, I would also like to thank the Cllrs that did not wish to be elected, Cllr Jessie Powell, Cllr Arthur Morris and Cllr Alan Wildman. The Council is very grateful for their service.

The Coronation Celebration on the 7 May 2023 was a great success and the sun shone! We have received reports from the various community groups regarding the monies raised, and we are hopeful that not only did the community enjoy the event, but the local groups and businesses benefitted from the large numbers that visited Loddon on the day.

Appendix C – Admin and Allotments Officer's Report

All Plot Letting Terms and payments have now been received. All plots are now tenanted.

There are six people on the waiting list. The site is starting to come alive with the spring weather.

It's been a busy time in the run up to the Coronation Celebration, I organised the car park closures, notified the insurance company to ensure LPC's policy covered the event, organised the TEN licence and the lottery licence, organised the First Aid cover, amongst many other tasks. I then did crowd control to ensure safe numbers for the circus workshop on the day. I have continued to support the Events Committee by circulating paperwork and attending meetings as required.

I am part way through organising the Big South Norfolk Litter Pick for the 11 June 2023.

I have been organising all the paperwork and badges for the Councillors who are stepping down and the new Councillors joining.

I continue to cover the day-to-day admin in the office.

Appendix D – Parish Warden’s Report

- Contracted works:
 - Facilitated pre coronation street furniture clean for Church Plain
 - Progressing/seeking quotes for:
 - Replacement play log for Broadland Play area
 - Kitten Lane playground maintenance
 - Repairs to Skatepark surfaces
 - Repairs to Playground Jeep
 - Arranged Annual ROSPA Playground inspection
- Response to Councillor/Parishioner concerns/reports:
 - Applied hazard tape to broken barrier section around Church Plain carpark and outstanding SNC defect report progressed
 - Examined Allotment lawnmower and rectified defect
 - Saffron barrier section used in Anti-social behaviour on Jubilee field- Recovered barrier and refitted on Crossways Terrace
 - Inspected pathway at Drury Lane following report of hazardous paving
 - Weeded Church plain Bus stops
- Support to Coronation event
 - Installed decoration and notices, supplied/ prepared equipment
 - Placed closure notices in Carparks, Refurbished and deployed old Car Park closure road signs, and deployed event parking signage
 - Supported set up and tear down; Equipment movement/ power, etc.
- Recovered video of Kittens lane play bike rack vandalism for Police
- Replaced Barrier section following Church Plain volunteer planting scheme and oversaw soil deliveries
- Conducted playground repairs; Matting, Jeep tyre, Multiplay finger trap
- Sprayed Tennis courts to control moss growth
- Sprayed Annex yard for weed growth and cut back overhanging trees
- Installed Water hazard sign on Hockey field. Reinstalled after it was torn down
- Installed 3x new noticeboards; Library passageway and LPC Office
- Routine weekly inspections of: Kittens Lane and Broadlands Playgrounds, Skate Park, Public opens space, Tennis courts, and Parish trees
- Weekly Litter picking; Hockey field, Jubilee field, and Skate Park. Monthly litter pick Pyes Mill. Ad-hoc litter picking all other roads on opportunity basis
- 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 litter picking and cutting back
- Monthly Inspection Pyes Mill picnic area and War memorial

Appendix E – Data Protection Matters

Generally, it has been another quiet month the main activities have been:

- Handling 1 FOI request made via the WhatDoTheyKnow website, both for audio and video recordings of the LPC April meeting. This was disclosed on 12 May 23.
- Handling 1 FOI request made via the WhatDoTheyKnow website, both for video recordings taken during the setting up of the Coronation preparations in Loddon. This is ongoing but the deadline for disclosure (if appropriate) is 07 May 23. The request also includes information relating to an ice

cream vendor. LPC's response to the ICO's request, provided in January, for a justification into the use of a vexatious response to a request for the LPC October and November meeting recordings, is still awaiting a decision by the ICO.

In mid-April, Phil Brown sent a request/reminder to the ICO and on 16 May, a holding response was received to the effect that the ICO are continuing their enquiries, so the case is still open. With this additional information, Phil Brown believes the matter should be resolved before the June LPC meeting.

Appendix F - Planning Report

App Number	App Type	Address	Proposal	Application/ Decision	Decision	Date of Decision
2023/0912	Listed Building Consent	13C Beccles Road Loddon Norfolk NR14 6JQ	5 x replacement windows	A		
2023/0935	Householder	Tumbleweed Cottage Transport Lane Hales Green Loddon Norfolk	Internal alterations. Proposed porch and sunroom. Partial alterations to existing elevations with additional windows, balconies, changes to cladding	A		
2022/0450	Householder	1 High Bungay Road Loddon Norfolk NR14 6JT	Re-opening historic vehicle access to site with adjusted boundary fence line to create vehicle pull in Proposal altered notice 30/09/22	D	Approval with Conditions (Delegated)	04/04/2023
2022/0292	Listed Building	1 High Bungay Road Loddon Norfolk NR14 6JT	Re-open historic vehicle access to site with adjusted boundary fence line Listed Building Consent to create vehicle pull-in Proposal altered notice 30/09/22	D	Approval with Conditions (Delegated)	04/04/2023
2022/1995	Full Planning	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	D	Approval with Conditions (Development Management Committee)	06/04/2023
2023/0762	Approval of Condition Details	7 Bridge Street Loddon Norfolk	Details of condition 3 of 2021/0798 - (3) material	D	Approval of details - Approved (Delegated)	21/04/2023
2023/0233 Amended	Householder	29 Old Market Green Loddon	First floor extension & front porch	A		