
Minutes of the meeting of Loddon Town Council (LTC) held on Wednesday 11 October 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 June Strickland (JS), Cllr Jane Hale (JH), Cllr Kay Mason Billig (KB), and Cllr Mervyn Pointer (MP).

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

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. The Chairman noted that a member of the public appeared to be filming the meeting.

2. **Apologies for Absence:**

The Council received and accepted apologies from Cllr Laura Bolderston, Cllr Natalie Henry and Cllr Julie Appleby, as they were away from home.

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

Cllrs JH, CB and LM declared an interest in any items on the agenda relating to the Jubilee Hall as they are Jubilee Hall Trustees. Cllr MP declared a non-pecuniary interest in planning application 2023/ 2772.

The Chairman brought item 14 forward.

14. **Recording, Filming and Reporting of Public Meetings Policy**

It was **resolved** to adopt the revised policy. **Action:** AAO.

4. **Minutes of the Meeting Held on the 13 September 2023:**

The Minutes of the meeting held on the 13 September 2023 were approved as a correct record. *Cllr JH abstained from the vote.*

5. **Matters Arising:**

5.1 **Skate Park Repairs**

The contractor has informed us that the repairs have been scheduled for the end of October 2023.

5.2 **Footpath in Disrepair Adjacent to Chet Valley Medical Practice**

The PW investigated the parishioners' report relating to the footpath surface and Norfolk County Council (NCC) have replied; "This footway is outside the NCC Highways boundary and so is not maintained by Norfolk County Council Highways Department".

5.3 Footbridge on Footpath 10 (Holy Trinity Church to Mill Road)

Thanks to Norfolk County Council (NCC) Bridges Team for repairing the footbridge and railings on Footpath 10.

5.4 LTC Cllr Vacancy

LTC have received confirmation from South Norfolk Council (SNC) that an election wasn't requested, therefore LTC are free to co-opt to fill the Councillor vacancy. **Action:** Add co-option to the November 2023 agenda.

5.5 Remembrance Sunday Event

The AAO has completed all the logistical arrangements for the Remembrance Parade. The event will be held on the 12 November 2023. The Parade will commence from White Horse Corner at 10.30am. The Parade will arrive at Church Plain at 10.45am and there will be a short service by the War Memorial. This will be followed by a Service in Holy Trinity Church. All timings are approximate.

5.6 Christmas Lights Consent

The preparations for the installation of the Christmas lights have begun, and the AAO will commence collection of the 100 household and business consents. Cllrs LM and MP offered to assist with obtaining consents from households that LTC do not hold email addresses for. A discussion was held regarding incorporating Loddon Allotments into the scheme, to ensure continuity with the lighting between the two parishes. Loddon allotments are in Chedgrave. **Action:** Clerk to email CPC to see if the lights could continue over Allotment frontage for future displays.

5.7 Cultivation Licence for Land Adjacent to Farthing Green

NCC have approved the Cultivation Licence for the land adjacent to Farthing Green. Cllr AW thanked Cllr JA and the 'Love Loddon Community Group' for their work on the 8 October 2023, the area looks much improved.

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 reported that NCC are launching their winter housing support scheme, and items to support people through the colder months can be collected from Loddon Library.

The land has settled on the Wherryman's Way PRoW, however before further work can commence, Norfolk Trails will need to consider the local wildlife and the otter/vole breeding season.

SNC have scheduled the installation of the replacement heritage streetlights at the Staithe (they will include a power supply for the motifs).

SNC are in the process of costing the scheme of work for the repair/replacement of the Staithe footbridge.

Cllr MP reported that whilst he was aware that SNC's funds must be prioritised for the footbridge, the delays regarding the bridge have impacted on the refurbishment of the area.

Action: Cllrs MP, AW, JS and CB to meet and report the issues to District Cllr KB.

6.3 Public Forum

Scott Properties recently consulted the community on a proposed development of 90 houses and a retail space on land north of Beccles Road.

64 people attended the consultation, and 35 feedback forms were received.

Split 14/16 against new properties.

Request for affordable rent and ownership was 50% split.

Blue line area was indicated on the map for retail, 13 favourable, 10 negative replies. There will be a separate public consultation regarding the retail space.

1/3 responded regarding concerns that the additional homes will place additional pressure on services such as the dentists and doctors.

Concerns were also raised regarding the impact the development would have on the highways, and additional traffic controls were requested on Beccles Road.

Suggestions were received for a smaller convenience store.

5% - four plots would be self-build.

A MOP enquired as to how the 10% gain in biodiversity would be achieved. Scott Properties confirmed this would be viable as the land is currently used for arable and biodiversity will be independently assessed.

A MOP enquired as to when the traffic assessment was completed, and it was confirmed it was completed in 2023. Traffic movements will increase, especially with the increased vehicle movements from the additional 171 homes that have recently received approval from SNC on Beccles Road. In the last week there have been three accidents on the A146 and the Sam2 data already indicates speeding issues on Beccles Road. There will also be increased vehicle movements from the additional 80 homes SNC have approved in Chedgrave.

Concerns were also raised over the sewage capacity. The Anglian Water reports are for each individual development and do not consider all the proposed development in each area.

The developers would need to ensure that the surface water run off rate will not be any different post development. Attenuation basins would be necessary, and concerns were raised that public open space will be lost to the requirements for these attenuation basins. A drainage statement and flood risk assessment would need to be provided within the planning application.

The site abuts planning application 2021/1569 that has yet to be determined by SNC. Concerns were raised that if Halsbury Homes purchased the site, it could provide access to 2021/1569.

The position of the public open space could be a condition imposed by SNC, although applications can't request to have conditions revised.

Concerns were raised that the retail unit will damage the centre of Loddon as the shops will have reduced visitor numbers.

A MOP attended to pass on their frustrations relating to the unfinished St George's Park housing development. Cllr KB reported that she had met with County and District Officers as Halsbury Homes have not complied with the planning consent. NCC have requested the commuted sum from Halsbury Homes for taking over the maintenance of the highways area. The initial highway layout included an additional road crossing and realignment of George Lane. The crossing point must be in front of the Chet Valley Medical Practice.

The road surfacing has yet to be completed although it is unclear if the cause of delay lies with Halsbury Homes or Anglian Water.

The final plans for the play areas have yet to be received and signed off by SNC. The Management Committee are unable to take over the landscaping as it is unfinished. The attenuation basins need to be executed as the risk of flooding could affect the local area. A MOP reported that trees from the original site are not being maintained and are a threat to the properties.

A MOP reported that an SNC Planning Officer has recently visited the site and met with residents.

Cllr KB requested a list of the issues so that it can be presented to SNC. Cllr AW reported that he will be meeting with a resident from St George's in the near future.

Cllr AW indicated that slow progress was being made and LTC will support the residents.

7. Reports from Council:

7.1 Chairman's Report

The report is attached to the minutes as Appendix B.

In addition, Cllr AW reported that at the recent CPC meeting, it was resolved that White Horse Plain will be resurfaced to ensure that the health of the Jubilee Oak Tree is protected.

7.2 Town Councillors' Reports

Cllr JS updated the Council on the upcoming Victorian Evening (Friday 8 December 2023).

Action: RFO to email a Small Grant Application to the Committee.

Cllr JS questioned why the member of the public was filming the meeting and what their intentions were with the recording. The MOP replied that they were live streaming the meeting.

At this point, the meeting was disrupted as several MOP's public voiced concern that the public forum had been live streamed and prior consent had not been obtained by the MOP.

Due to the disruption, the Council considered suspending the meeting and offered the public an area to sit, which the MOP agreed would be excluded from the filming.

At this point, several MOP's, including the MOP who had been filming, left the meeting.

One member of the public remained.

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.

7.5 Parish Warden's Report

The report is attached to the minutes as Appendix E.

Cllrs LM and MP thanked the Parish Warden for his diligence and his contribution.

7.6 Data Protection Matters

The report is attached to the minutes as Appendix F.

8. Finance Report:

8.1 Bank Reconciliation to 30 September 2023

LTC has moved over to a new accounting system which should make Council efficiencies.

The balance of Loddon Town Council's accounts as of 30th September 2023 was £361,228.

This includes £199,950 of ear-marked funds, including CIL receipts, and £161,278 of general funds.

8.2 Accounts for Payment in Accordance with the Budget

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

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 £4,982.87 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. Audit and the External Auditor's Report for 2022-23

The External Auditor's Report and Certificate for 2022-23 from PKF Littlejohn has been received, completing the audit process for 2022-23. The audit was satisfactory and there were no matters of concern. The Notice of Conclusion of Audit and the External Auditor's Report and Certificate have been displayed on the Town Council's noticeboards and website.

8.5 Quarter 2 Budget Monitoring Report

Report has been circulated via Dropbox.

8.6 Kitten's Lane Play Area Jeep Repairs

A quote had been received from Hags UK for the repairs for the Jeep - £1,666.00 excluding VAT. It was **resolved** to proceed with an insurance claim for that amount due to the blatant vandalism. **Action:** RFO to submit claim.

8.7 .gov Domain

Several quotes from three registered IT companies were considered and it was **resolved** to appoint ClouldNext at a cost of £110.00 to create Loddon Council's .gov domain - www.loddon.gov.uk. **Action:** RFO.

8.8 Weed and Feed of The Old Hockey Field

Three quotes have been sought by Loddon United Football Club (LUFC) for the treatment of all football pitches on both the Playing Field and Old Hockey Field for a weed and feed treatment. LTC considered the treatment of the Old Hockey Field only, as the PFC will consider quotes for the Playing Field. It was **resolved** to appoint Loddon Garden & DIY at a cost of £145 for a half feed now and £250 for a full feed in Spring 2024. **Action:** RFO.

8.9 Replacement Intruder Alarm

Three quotes were considered for the replacement alarm system. It was **resolved** to appoint The Alarm Company at a cost of £655. **Action:** RFO.

8.10 Visit Loddon Website in 2024-25

Both Chedgrave PC and LTC met with the website designer and SNC Officer on the 19 September 2023 to discuss South Norfolk Council's tourism initiative for a Visit Loddon website. There is an initial investment of £1,500.00 for the creation of the website; and an annual hosting fee of £240. and additional annual maintenance of £150 (therefore total ongoing annual cost of £390, plus staff time as needed for updating the website). Cllrs considered Cllr JA's report on the proposal, and it was **resolved** to monitor Harleston and Wymondham's 'visit' websites and speak to their staff about their experience of the website. **Action:** Clerk.

8.11 NCC License for Alterations at The Library Annexe

It was **resolved** to approve the Licence to provide permission from NCC for the renovation works to the kitchen and toilets at the Library Annexe to go ahead. **Action:** RFO.

Cllr KB informed the Council that the Community Action Fund grant application would be considered by SNC on the 20 October 2023.

8.12 Meeting of the Finance Working Party

A meeting of the Finance Working Party will be held on Wednesday 1 November 2023, 7.00pm in The Hollies Rear Hall, to consider the draft 2024-25 budget. Meeting open to all Cllrs. If Cllrs have any suggestions for projects, priorities etc for the 2024-25 budget, please email them to the RFO. **Action:** All Cllrs.

9. Planning:

9.1 **Scott Properties proposal for 90 Homes off Beccles Road:**

Scott Properties held a consultation for a speculative application for 90 homes off Loddon Road. Feedback on the consultation was given earlier in the meeting, during Public Forum. It was **resolved** that LTC will reply to them and thank them for the opportunity to comment, and that any formal comments will be made once the planning application has been submitted. **Action:** Clerk.

9.2 **St George's Park**

This item was discussed earlier in the meeting during the Public Forum.

Cllr MP will drop the outstanding invoice for the grit bin into the Halsbury Homes Office. **Action:** Cllr MP.

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

2021/1569 – A response from SNC has been received and circulated to Cllrs.

2023/2772 – Cllr MP declared a non-pecuniary interest. No objections. **Action:** AAO.

9.4 **Decisions on Planning Applications from South Norfolk Council:** *Please refer to the Planning Report (Appendix H).*

9.5 **Planning Applications from the Broads Authority:** *Please refer to the Planning Report (Appendix H).*

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

10. **Highways:**

10.1 **TRO High Bungay Road**

Item deferred as no additional information has been received from NCC. **Action:** Clerk to email Highways Officer.

10.2 **Parking on George Lane**

LTC considered whether it should consider budget for a TRO for curb markings to prevent vehicles parking on the George Lane/Bridge Street junction. This would give SNC's Parking Enforcement Officers the ability to fine any vehicle parked on the junction. Concerns were raised due to the infrequent nature of the Parking Enforcement Officers visiting Loddon. LTC has the power to employ their own Parking Officer. It was **resolved** that the Council would not create a budget heading for curb markings.

10.3 **Pedestrian crossing on George Lane**

Discussed earlier during Public Forum.

10.4 **Sam2**

Deferred as no report received.

10.5 **Parish Partnership Proposal**

Deferred as no proposals received.

11. **Personnel Committee:**

Cllr KB had resigned from the Personnel Committee, and it was **resolved** to appoint Cllr MP. **Action:** AAO.

12. Request to Hire the Old Hockey Field:

It was **resolved** to approve the LUFC's request to hire the Old Hockey Field on the 14 / 15 June 2024 and 22 / 23 June 2024. **Action:** AAO to send hire forms to LUFC.

13. Parking on the Loddon & Chedgrave Playing Field:

The LUFC proposed that in order to reduce the parking pressures on a Sunday when there is often as many as eight matches being played, that cars can park on the area in front of the containers. LTC's insurers have confirmed that full liability for any incidents relating to parking on the Playing Field would fall to LTC. Hobart High School are unfortunately unable to provide parking in the Sports Hall Car Park, however, the Infant School has kindly agreed to allow parking in their car park and in the lay-by adjacent to the school on a Sunday and on a Saturday by request. Therefore, LTC **resolved** to not give permission at this time, however they will continue to monitor the parking pressures. **Action:** Clerk to reply to the LUFC.

14. Governance:

The Recording, Filming and Reporting of Public Meetings Policy was reviewed earlier in the meeting.

15. Updates from Committees, Representatives and Working Parties:

15.1 Personnel Committee

The Minutes had been previously circulated via Dropbox.

15.2 Events Committee

The report is attached to the minutes as Appendix I.

15.3 Loddon & Chedgrave Playing Field Committee

Cllr CB reported that a 5m high fence is required on the Loddon & Chedgrave Playing Field.

15.4 Chet Neighbourhood Plan

Cllr JH reported that the Neighbourhood Plan has been submitted to SNC, and the referendum should be held in approximately 6 months.

15.5 Love Loddon Community Group

The report is attached to the minutes as Appendix J.

15.6 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 26 September 2023 and various events were discussed including the Christmas Bag event

15.7 Emergency Plan Initiative

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

15.8 Jubilee Hall Management Committee

The report is attached to the minutes as Appendix K.

16. Correspondence:

- Request for additional dog foul bin – **Action:** Clerk to add to a future agenda.
- Hobart grounds maintenance – For information.

17. **Items for a future agenda:**

- S106 discussion with South Norfolk Council
- ‘Visit Loddon & Chedgrave’ website.
- Action Plan training quotes
- Youth provision in Loddon
- Update policies en masse to Town Council
- NCC Parish Partnership: Deadline 8 December 2023 – Footpath 10 resurfacing and clearing of vegetation
- Additional Litter/dog foul bin in Cannell Road
- Uncut areas of Loddon

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

The next full Council meeting will be held on Wednesday 8 November 2023 at 7.00pm, held in the Hollies Rear Hall. (Agenda items to Clerk by the 1 November 2023).

- Finance Working Party – Budget meeting – 1 November, 7.00pm Hollies Rear Hall
- 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
- Full Council – 13 December 2023 at 7.00pm

It was resolved to extend the meeting duration as it had exceeded 2.5 hours.

19. **Exclusion of Press and Public:**

It was resolved to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A SS1 & 2.

20.0 **Vexatious Complainant:**

It was **resolved** to instruct Birketts Solicitors and decide any necessary action at the next meeting of LTC. **Action:** Clerk.

The meeting closed at 21.55pm.

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

As mentioned last month, I'm now Chair of the Scrutiny Committee at South Norfolk; 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.

I was pleased to be able to work with Rev Alison Ball to help persuade the South Norfolk Planning Committee to give permission for solar panels at All Saints Church; 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.

The next surgeries I'll be holding, in Loddon Library 2-3pm, will take place **Saturday November 18 & Saturday 20 January** next year. Of course I'll continue to reply to every communication, as well as regularly attend meetings of every Parish Council when I can.

We'll be launching our fundraising and nominations for the over-60s Christmas hampers from next month. Look out for details on Facebook and in this column.

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**.

Appendix B – Chairman's Report

I am pleased that as of today no further serious anti-social behaviour complaints have been notified to me and am pleased to see a higher level of police engagement in Loddon in recent weeks.

I note that the continued impact of Nutrient Neutrality rules on housebuilding in South Norfolk continues to put pressure on the South Norfolk land bank and therefore continues to threaten both Loddon & Chedgrave with unrealistic demands for new housing development.

I continue to be disappointed at lack of progress regarding the Halsbury development on George Lane especially regarding the play and nature developments and flood prevention and I will be meeting residents on site this month.

I was delighted to see the progress made on Farthing Green earlier this month – thank you and well done to all who took part.

Since the last council meeting I have:

- attended several LTC committee meetings including: Staff / Personnel, Playing Field and Events
- met, with other councillors and the clerk, Robert Pratt from NCC to discuss options for improving the bus stops on Church Plain
- met with representatives of Scott Properties regarding their proposed new development on Beccles Road
- had several meetings with legal representatives
- met with various councillors on several topics
- met with residents on several topics
- met with LTC staff on a regular basis
- met with the RBL regarding arrangements for the forthcoming cenotaph ceremony
- attended Chedgrave Parish Council and related meetings

I note that no request for an election for the LTC vacancy was forthcoming and I look forward to reviewing applications for co-option with my fellow councillors.

In the next month I will also be representing LTC with the Royal British Legion at the war memorial.

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

The Loddon Tennis Club Subcommittee met on the 19 September 2023. Draft minutes have been circulated.

Several Cllrs and I attended a meeting with SNC's Tourist Officer on the 19 September 2023 to discuss the provision of a 'Visit Loddon' website.

I attended Scribefest's free online webinar on the 21 September 2023.

The Landlord carried out a drainage survey at the Annexe on the 25 September 2023.

Several Cllrs and I attended the Scott Properties consultation at the Jubilee Hall on the 25 September 2023.

The Loddon & Chedgrave Playing Field Committee met on the 26 September 2023. Draft Minutes have been circulated.

I attended the ICO's free online seminar on the 3 October 2023.

A brief meeting was held with a representative from the LBPT in relation to the future of the Hollies. The Trustees will hold a meeting to decide how to proceed.

Unfortunately, Plusnet business no longer provide business broadband, so it was necessary to move to a fibre connection from BT. Office hardware has been updated accordingly. There was also a brief interruption to the Staithe toilets service whilst the broadband provided switched.

Loddon will have a new Beat Officer from the 18 October 2023. Thanks to PC James King for his support and regular meetings.

Public Open Space and Facilities

We have requested that SNC relocates the dog foul bin off Lemn Drive as the newly installed hedging reduces its useability and they agreed to do this when the current bin is replaced.

A remote meeting was held on the 6 October with an NCC Officer to discuss the possibility of a 'Gold Standard' bus stop on Church Plain.

Sale Court footpath will be closed between the 9 - 15 October 2023 for the Parish Partnership repairs.

The Parish Partnership repairs to footpath 15 are scheduled for the 25 October 2023.

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, this is ongoing.

An incident was reported to me by a tenant who had an accident after tripping on a piece of edging wood. I attended the site and photographed the area. I then contacted the tenant of the plot and asked him to deal with the hazard as soon as possible. He responded positively and addressed the hazard immediately. I also sent an email to all tenants asking them to take care whilst using the site and ensure that the edges of their plots are kept clear.

There are ten people on the waiting list.

I continue to cover the day-to-day admin in the office, support the Events Committee with taking minutes and providing agendas. The organisation of the Remembrance Day Parade is almost complete and I will begin the Christmas Lights permissions next.

Appendix E – Parish Warden's Report

Parish Wardens Report

Key activities since September Council meeting:

- Contracted works:
 - Oversaw new Toddler swing install at Broadland play area
 - Working with selected Contractor on implementation plan for Skate Park repairs

- Response to Councillor/Parishioner concerns/reports:
 - Investigated H&S concerns re. FP10 Bridge repair. Inspected following SNC rework
 - Followed up reports of footpath, visibility and signage issues on George lane; Reported findings to Highways and South Norfolk Council
 - Fault-finding Tennis court blower defect; To be returned under warranty
 - Removed redundant post base (H&S Hazard) from Football pitch
 - Investigated Street light defect on Dury Lane
 - Deployed closure notices on Sale Court footpath
- Playground repairs/ maintenance;
 - Installed new 'No dogs' signs at Kittens lane playground
 - Cut off Broadland play area maintenance gate locks and replaced with Combination locks
 - Cleared broken glass from Skate park
- Refurbished and re-sited Memorial plaques at the Staithe and Pyes Mill
- Installed new router at the Staithe
- Deployed 'Dog clean up' notices at Jubilee field entry points
- Continued with PAT Testing
- Sprayed weeds around Tennis courts
- Replaced Flower tub stickers on Church Plain
- Weekly cut back of Nettles and Brambles; Footpaths 10,11, and 15
- Routine weekly inspections of: Kittens Lane and Broadlands Playgrounds, Skate Park, Public open space, Tennis courts, Parish trees, Offices and Staithe
- Litter picking; Hockey field, Jubilee field, and Skate Park
- Monthly litter pick Pyes Mill. Ad-hoc picking on Drury Lane, George Lane, Filbert Road, Lemn Grove, Kittens lane, Farthing green, Bungay High road, and High Street
- Legionella flushing and temperature control readings completed
- Fire Safety, Emergency lighting, and CO Monitor checks complete
- All CCTV Cameras cleaned
- Allotment water pump serviced; Broken pipe clamp replaced
- Water and electricity meter readings taken
- Footpaths; 8,9,10,11,14,15, 16 & 18 Inspected and litter picked. Cutting back as req.
- Monthly Inspection Pyes Mill picnic area
- War memorial inspection, weed, and sweep

Appendix F – Data Protection Matters

This report is provided by Mr Phil Brown, the data protection advisor to LTC. A summary of my activities, since the previous LTC meeting in September, is as follows:

The handling of 6 Freedom of Information (FOI) requests, made via the What Do They Know (WDTK) website, made by one local resident (#1), one from a resident of Otter Creek in Florida (#2) and 4 others (#3 – #6) signed by 'Good Citizen' – An outline of each request and subsequent outcome is as follows:

1. Relating to the audio recordings of the September LTC meeting – as no recording was made, an 'information not held' response was provided
2. Relating to communications between serving LTC staff/ councillors and the same with members of the public, going back 4 years – as the work involved in responding would exceed the time limit, this request has been rejected but with a note advising the requester that they have the option to resubmit their request with a revised scope, should they wish
3. Relating to a Town Charter and/or Royal Charter, but as this was requested by 'Good Citizen', and I do not consider this to be a real name, the request has been rejected but with a note that if the requester resubmits with their real name, then LTC will consider the request in accordance with its internal access to information policy

4. Relating to matters of a vexatiousness (6 sub-questions), but as this was requested by 'Good Citizen', and I do not consider this to be a real name, the request has been rejected but with a note that if the requester resubmits with their real name, then LTC will consider the request in accordance with its internal access to information policy
5. Relating to councillor resignations going back 6 years, but as this was requested by 'Good Citizen', and I do not consider this to be a real name, the request has been rejected but with a note that if the requester resubmits with their real name, then LTC will consider the request in accordance with its internal access to information policy
6. Relating to matters of complaints (12 sub-questions), but as this was requested by 'Good Citizen', and I do not consider this to be a real name, the request has been rejected but with a note that if the requester resubmits with their real name, then LTC will consider the request in accordance with its internal access to information policy

It should be noted that the 4 requests from 'Good Citizen' were received with one hour on Sat 16 Sep 23. As at the time of this report being prepared (09 Oct 23), no resubmissions to requests #2 to #5, have been received.

I've also responded to a report of an alleged data breach that was brought to my attention (indirectly). I have initiated an investigation, which will involve at least one public authority, and I hope to provide a definitive update for the November meeting.

I restarted dealing with a data subject access request (DSAR) that was made in Feb 23 when my request for proof of identification (also made in Feb 23) finally resulted in a response in Oct 23. Unfortunately, one of the 2 documents received (as images) did not match my original request so I suggested an alternative option. It appears my suggestion has been rejected and the data subject has indicated that the matter has been referred to the Information Commissioner's Office (ICO). This means I am not able to progress the request until there is more clarity as to how the requester wants to proceed or I am contacted by the ICO.

It should be noted that there is an obligation on the organisation holding the personal data, to confirm the identity of the requester beforehand, by whatever means is thought appropriate to the circumstances. Guidance is provided by the ICO, but this is only guidance. The same requirement is not true for FOI requests, unless there is reasonable doubt as to whether the requester is using their real name.

I have also updated the extant LTC policy regarding the recording, filming and reporting of public meetings, which now includes guidance to anyone undertaking such activities, as to how data protection legislation would apply. It should be noted that this is for guidance only and not legal advice.

Appendix G – Payments for Approval

Payee	Date	Payment Detail	Total Amount
Active HR	11/10/2023	HR support	150.00
Adept IT Solutions	10/10/2023	IT support Oct23	31.20
Adept IT Solutions	11/10/2023	Additional IT support	42.08
Adept IT Solutions	11/10/2023	Additional IT support	318.53
Annie Hutton	11/10/2023	Christmas Larder event	143.00
Apogee Corporation Ltd	20/10/2023	Photocopier print costs	100.75
British Gas	23/10/2023	Office Gas	108.68
BT	11/10/2023	Office Phone/Brdbnd + Staithe	27.67
CJ International Services Ltd	11/10/2023	DP & FOI services 09/23	336.00
Collective Community Planning	11/10/2023	Consultant fees	2,400.00
Cozens (UK) Ltd	11/10/2023	10 x string Christmas lights	487.32
Cozens (UK) Ltd	11/10/2023	Streetlight maintenance	36.00
EDF Energy	26/10/2023	Staithe toilets electricity	204.69
Everflow Water	11/10/2023	Staithe toilets water	215.41
HM Revenue & Customs	11/10/2023	Oct23 salaries - tax & NI	889.97
intY Ltd	09/10/2023	Microsoft365 Oct23	37.08
Jo Leonard	11/10/2023	Sept23 mileage	9.36
Jubilee Hall Management Committee	11/10/2023	PFC Car Park contribution	500.00
Lloyds Multipay Credit Card	10/10/2023	Lloyds Multipay Credit Card	731.71
Loddon Garden & DIY	11/10/2023	Grounds maintenance	1,159.80
Norfolk Association of Local Councils	11/10/2023	Training EC 04/10/2023	25.00
Norfolk Pension Fund	11/10/2023	Oct23 salaries - pension	1,446.80
Norwich Winter Tennis Association	11/10/2023	Tennis Club winter league entry fee	120.00
Paul Leonard	11/10/2023	Sept23 mileage	3.33
Paul Solomon Tennis Coach	11/10/2023	Tennis Club - Match balls	77.03
PKF Littlejohn LLP	11/10/2023	External Audit fees	756.00
South Norfolk Council	05/10/2023	Office Business Rates Oct23	434.00
SSE Energy Supply Ltd	20/10/2023	Streetlight electricity	465.32
Staff Salaries	11/10/2023	Oct23 salaries	3,991.49
Top2Bottom Commercial Cleaning	11/10/2023	Cleaning - Sept23	1,469.95
Viking Office UK Limited	11/10/2023	Stationery order	75.64

Appendix H – Planning Report

App Number	App Type	Address	Proposal	Application/Decision	Decision	Date of Decision
2023/2772	Householder	21 Beccles Road Loddon Norfolk	Demolition of existing outbuilding and single storey porch. Replacement single storey side/rear extension and detached cart-lodge	A		
2023/2900	Works to trees in Conservation Area	18 High Street Loddon Norfolk NR	T1 Maple - Fell T2 Fastigiata copper beech - Reduce crown spread from 4m to 3m	A		
FUL/2023/0014		Lagoons at Uppgate Road, Seething	Continue the Use of three Lagoons to Store Organic Liquid Waste: Whites Recycling Limited	A		
2023/2994	Removal/Variation of Condition (S73 / S19)	Stubbs Farm Stubbs Green Loddon	Variation of condition 2 of 2021/1550 -Increase in size of glamping pods and changes to internal layout	A		
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	D	Approval with Conditions (Delegated)	14/09/2023
2023/2304	Full	22 Beck Way Loddon Norfolk NR	Replacement windows to the front side and rear elevations	D	Approval with Conditions (Delegated)	22/09/2023
2023/2481 2023/1988 2022/0731	Removal/Variation of Condition (S73 / S19)	12 Sycamore Close Loddon Norfolk	Variation of condition 2 of 2022/0731 - Amendment to sun lounge design	D	Approval with Conditions (Delegated)	03/10/2023

Appendix I – Events Committee

The Events Committee met in September after a summer break. Councillor Julie Appleby resigned from her position of vice chair, and Councillor Laura Bolderston was voted as a replacement. The Committee thanks Julie for her outstanding support to the events that have taken place over the past couple of years and hopes that she will continue to have some involvement.

The agreement was confirmed to proceed with a summer fete on the playing field on 6th July 2024. We learnt a great deal from organising the Platinum Jubilee Fete, largely around agreeing to lots without the volunteer resource to support it. We will be using these learnings to inform our plan for next year.

Furthermore, there will be limited scope for grants to support next year's event, so we be looking at the budget and how we maximise this to host another great event for this community.

Cllr Liz Marsham

Appendix J – Love Loddon Community Group

Sustrans

We met with the ranger from Sustrans, the organisation who manage the Royal Bank of Scotland's Millenium Cycling Milepost on 6th of September, who gave us some guidance regarding restoring it. A Volunteer prepared and painted it and I'm pleased to report it's now finished.

Alfric

The Town sign with the bronze image of 'Alfric' has had a wash and brush up and a volunteer is also restoring and restaining the oak post supporting it. It was quite rotten, so he's spent some time filling it and stripping it back. He's now stained it and is making a hardwood 'skirting' to replace what was there, disguising where the wood had rotted at the base.

Farthing Green

Sunday 1st of October saw our next community project to clear and tidy the strip of land by the red-brick wall at Farthing Green. Thanks to the council for agreeing to the investment and to Paul and the office team for organising the purchase of a heavy-duty strimmer, which made light work of cutting through the brambles and nettles etc.

We had a group of 11 volunteers, including Cllrs Colin Binfield and Mervyn Pointer and spent quite a fun morning working together!

A special thank you to Cllr Mervyn Pointer for managing to bring a trailer.

Hopefully, everyone is happy with the results. Some grass seed has been put down on the bare patches and we will plant a few bulbs at the end of the month.

Bench

The British Legion bench at Farthing Green that was donated in 1965 is still sound. The office and I have been trying to find someone to restore this and drew a blank with the British Legion as their records didn't cover that period. However, one of the new volunteers with us that Sunday morning, offered her husband's services provided we could get it to her home. LTC's Parish Warden will remove the brackets and a local volunteer will transport the bench.

Planters

Finally, the towers and planters are in the process of being changed over to the winter scheme of Winter pansies. We are trying block colours for more impact, but they do look a bit insignificant after those fabulous geraniums. Volunteers are continuing to do the planting at Farthing Green, as in previous years, which is very generous as they do take time and effort. The Love Loddon Group will take over the tower maintenance at the Staithe.

Watering Rota

The volunteers on the watering rota, continue to water when necessary. We have enough people so that the time commitment is one watering session every fortnight, and we managed to do this every other day in the summer months, which takes about an hour and a half to get around them all. Jessie arranged for watering cans for everyone to use, which LTC paid for and are situated on top of the fridge, opposite the library entrance.

I hope we can continue to take on little projects in the future, improving green spaces and encouraging pride in our environment.

Cllr Julie Appleby

Appendix K – Jubilee Hall Management Committee

At the trustee meeting on 9th October, a new elected trustee and new representative trustee joined the JHMC.

Work continues to identify areas of improvement, both in the running of the hall and in the physical condition of the hall.

We are progressing with applying for grant funding to conduct a feasibility study.

Cllr Liz Marsham