
Minutes of the meeting of Loddon Town Council (LTC) held on Wednesday 14 February 2024, 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 Kay Mason Billig (KB), Cllr Jane Hale (JH), Cllr Mervyn Pointer (MP), Cllr Julie Appleby (JA), Cllr Laura Bolderston (LB), Cllr Natalie Henry (NH) and Cllr Sam Bailey (SB).

In Attendance: Emily Curtis (Town Clerk), Georgina Hirst (RFO), and two 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.
- 2. Apologies for Absence:**
Cllr SB informed the Council that she needed to leave the meeting at 8.00pm due to a work commitment.
- 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.
- 4. Minutes of the Meeting Held on the 10 January 2024:**
The Minutes of the meeting held on the 10 January 2024 were approved as a correct record.
- 5. Matters Arising:**
 - 5.1 The Old School Noticeboard**
The Old School Notice Board has been received. The Parish Warden will obtain quotes to cover both the installation of the noticeboard and Farthing Green benches. **Action:** Parish Warden.
 - 5.2 Skate Park Repairs**
The work has been delayed due to the cold weather; and is now scheduled for the 19 February 2024.
 - 5.3 Norfolk Net Zero**
A meeting has been planned for the 20 March 2024. Cllr Jane Hale is attending. **Action:** Cllr JH.
 - 5.4 Old Hockey Field Ditch Clearance**

The works to the Old Hockey Field ditch have been completed, and 20 replacement Hawthorne hedging plants are on order. The Parish Warden is obtaining quotes to repair the knee-high fencing. **Action:** Parish Warden.

5.5 Farthing Green Benches

The History Group and Loddon, Chedgrave and District Group have sent their wording for the plaques and the benches have been ordered. Cllr JA had clarified prior to the order that the bench plaques are recessed.

5.6 Library Annexe Renovations

The Surveyor has been appointed and they have advised us that the next steps will be to complete the Building Control Plan approval application, prepare the specification, and Pre-Construction H&S information. An R&D asbestos survey will also need to be prepared as it is the standard survey required by the HSE where works are proposed.

5.7 Freedom of Loddon 2024

As the recipient will be presented the award at the Chet Valley Summer Fete on the 6 July 2024, it will be necessary to advertise the award in the April and May Chet Contact. **Action:** AAO.

5.8 Transfer of Saffron Land Adjacent to Crossways Terrace

Saffron Housing have instructed Watsons to carry out a valuation of the site at no cost to the Council. **Action:** Clerk to request update.

5.9 Transfer of Staithe Toilets

The Council resolved at the Council meeting on the 10 January 2024 to request that SNC transfer the ownership of the Staithe Toilets to LTC. SNC replied favourably and the requested documents have been sent to SNC. **Action:** Clerk to request update.

5.10 Staithe and Staithe Footbridge

An update has been received from the SNC Asset Officer. The storm damaged willow tree has been cut back and pollarded. The new streetlights are in place. The tap has been repaired and more information has been requested from the bridge contractors.

The Cllrs commented on the overgrown vegetation on the Staithe parking fingers and around the perimeter of the Staithe. **Action:** AAO to report to SNC.

Cllr JA suggested that if SNC could not progress in a timely way, the Love Loddon Community Group could tackle the area in March.

6. To receive reports from County and District Cllrs 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 the Leader of South Norfolk is now known as Lord Fuller.

Cllr KB will be supporting the Jubilee Hall and Clinks Care Farm with her members Grant.

Cllr KB met with the Chief Fire Officer to discuss the whether the Loddon Fire Station could accommodate the Loddon First responders. The Fire Station have agreed to allow a portacabin on their land and access to their welfare facilities.

The next Edition of 'Your Norfolk' magazine will be delivered in March.

The Government have financially assisted Norfolk County Council but savings will still need to be made.

The Chairman brought forward item 8.11.

8.11 Royal British Legion Loddon Branch Wreath Stand

A member of the public representing the Loddon Branch of the RBL attended to give more information relating to their Small Grant application. The application is for installation of a larger frame for the wreaths. It was **resolved** that LTC would purchase the wreath stand at a cost of £336 and the RBL will grant £100 towards the cost. The RBL offered to store the stand. **Action:** RFO.

The agenda resumed in the normal order.

6.3 Public Forum

None.

7. Council Reports:

7.1 Chairman's Report

The report is attached to the minutes at Appendix B.

7.2 Town Councillors' Reports

None.

7.3 Clerk's Report

The report is attached to the minutes at Appendix C.

7.4 Admin and Allotments Officer's Report

The report is attached to the minutes at Appendix D.

7.5 Parish Warden's Report

The report is attached to the minutes at Appendix E.

7.6 Data Protection Matters

The report is attached to the minutes at Appendix F.

8. Finance Report:

8.1 Bank Reconciliation to 31 January 2024

The balance of Loddon Town Council's accounts as of the 31 January 2024 was £320,418. This includes £208,425 of ear-marked funds, including CIL receipts, and £111,993 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.

Cllr AW requested that the Committee expenditures are separated in the future. **Action:** RFO.

8.3 Report on expenditure on professional services on data related matters

The RFO informed the Council that expenditure relating to professional support from the Complainant and associates to date totals £9,695.27 excl VAT.

8.4 Borrowing Approval

It was **resolved** to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a Norfolk Lawn Tennis Association loan of £2,500 over the borrowing term of 4 years for the replacement of Tennis Court floodlights with new LED floodlights. The annual loan repayments will come to around £625. It is not intended to increase the council tax precept for the purpose of the loan repayments. **Action:** RFO.

8.5 Investment Policy

It was **resolved** to approve the amended Investment Policy. **Action:** AAO to update the policy on the website.

8.6 Implementing Investment Strategy

It was **resolved** to accept the RFO's proposal to re-distribute savings accounts to ensure higher yields from deposits. **Action:** RFO.

8.7 2024-27 Grounds Maintenance Contract

It was **resolved** to appoint contractor B for the grounds maintenance contract on a 3 year contract. **Action:** RFO.

8.8 2024-27 Cleaning Contract

It was **resolved** to appoint contractor B for the Staithe and Office cleaning contract on a 3 year. **Action:** RFO.

8.9 Kitten's Lane Play Area Repairs

The quote from Hags UK for the repairs to the Jeep and the replacement gate has been accepted. The insurers have confirmed that they will cover the costs of the jeep repairs. The replacement gate will be covered by Community Infrastructure Levy (CIL) funds. **Action:** RFO to obtain date for works. AAO to display signs on the jeep advertising that the repair works are due to take place imminently.

Cllr JH declared a non-pecuniary interest in item 8.10.

8.10 Small Grant Application from Charity Shop in Aid of Parkinsons

It was **resolved** to grant £100 towards the costs of relocating the shop to Loddon Industrial Estate. **Action:** RFO.

8.11 Small Grant Application from Royal British Legion Loddon Branch

This item was discussed earlier in the meeting.

8.12 Small Grant Application from Chet Contact magazine

It was **resolved** to grant £250 to the Chet Contact. **Action:** RFO.

8.13 CIL Update:

An update has been received and circulated to Cllrs.

9. Planning:

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

2023/3506: Outline planning permission for up to 85 dwellings, creation of new vehicle access, public open space, associated infrastructure and landscaping, with all matters reserved except for access. Location: Land North of Beccles Road, Loddon.

It was **resolved** that Cllrs will hold a separate meeting to discuss the application and formulate a further response. **Action:** Clerk to circulate invitation to all Cllrs.

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

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

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

10. **Public Open Space, Assets and Highways:**

10.1 **The Terrace**

Due to commercially sensitive information, this item was deferred for discussion during the confidential closed part of the meeting.

10.2 **The Hollies**

This item was deferred, as the Trustees had requested that this item was to be discussed during the confidential closed session of the meeting.

10.3 **Tree Planting on SNC Land**

It was **resolved** to accept SNC's kind offer to allow seven full size fruit trees and wildflowers to be planted on SNC's land at the rear of Cannell Road. The Clerk will enquire to see if SNC have received complaints relating to residents parking. **Action:** Clerk.

10.4 **S106 Requirements for Offsite Public open Space**

This item was deferred for discussion during the confidential closed part of the meeting as the S106 is yet to be finalised.

10.5 **Proposed Bus Shelter Designs for Church Plain**

It was **resolved** to accept the proposed designs from Westcotec for the new two new bus shelters on Church Plain. Thanks to Norfolk County Council's project 'Gold Standard Bus Stops' for funding the replacement shelters. **Action:** Clerk to inform NCC.

10.6 **Sam2 Data**

The Sam2 reports had been previously circulated to Council. Thanks to the Council volunteers for relocating the Sam2 on a four-weekly basis. Cllr CB reported that the recent data provides evidence that 60% of vehicles travel in excess of 20mph in the 20mph zone.

11. **Governance:**

11.1 **Biodiversity Policy**

It was **resolved** to approve the draft policy with one amendment. Change Cllrs to 'Council'. The Biodiversity Policy will be reviewed again in six months. **Action:** Clerk to add to September 2024 agenda for review. AAO to publish policy.

11.2 **Loddon & Chedgrave Playing Field Committee (L & C PFC) Terms of Reference**

It was **resolved** to adopt the revised L & C PFC Terms of reference. **Action:** Clerk to inform L & C PFC.

11.3 **Access to Information Policy**

It was **resolved** to adopt the revised Access to Information Policy. **Action:** AAO to publish.

11.4 **Privacy Statement**

It was **resolved** to adopt the revised Privacy Statement. **Action:** AAO to publish.

12. **Updates from Committees, Representatives and Working Parties:**

12.1 **Personnel Committee**

The Personnel Committee met on the 7 February 2024. The draft minutes have been published.

12.2 Events Committee

The Events Committee met on the 24 January 2024 and the draft minutes have been published. Cllr LM informed the Council that stall holders are welcomed. The next meeting is the 28 February 2024. **Action:** AAO to circulate the Chet Valley Summer Fete date to Cllrs.

12.3 Loddon & Chedgrave Playing Field Committee

The Loddon & Chedgrave Playing Field Committee met on the 17 January 2024 and the report is attached at Appendix I.

12.4 Chet Neighbourhood Plan

Cllr JH gave a verbal report. The plan has been agreed by SNC cabinet and Regulation 16 is underway.

12.5 Love Loddon Community Group

Cllr JA reported that the next Love Loddon Community Group event is on the 25 February 2024 at 10am on Church Plain and all are welcome. Primroses will be planted along the Holy Trinity Church railings.

A subsequent event is being held on the 24 March 2024 at the Staithe. The B-Line flower bed will be replanted with pollinating plants and the area will be litter picked.

The report is attached to the minutes at Appendix J.

12.6 Community Larder

Cllr JH gave a verbal report. The larder volunteers have recently met and Morrisons deliveries and the volunteer rota will continue. The volunteers are reviewing if the Christmas bag event is the right approach for helping those in need.

The report is attached to the minutes at Appendix K.

12.7 Jubilee Hall Management Committee

Thanks were given to the Trustees for their continued efforts on behalf of the community facility.

The report is attached to the minutes at Appendix L.

13. Correspondence:

Correspondence had been circulated and no actions were required.

14. Items for a future agenda:

- Youth provision in Loddon
- TRO on George Lane (adjacent to Filbert Rd)
- D Day 6 June 2024 – **Action:** Clerk to investigate alternatives to beacons

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

The next full Council meeting will be held on Wednesday 14 March 2024 at 7.00pm, held in the Hollies Rear Hall. (Agenda items to Clerk by the 6 March 2024).

- Events Committee – 28 February 2024 at 8.00pm
- Strategic Planning Meeting - 6 March 2024 at 7.00pm
- Full Council – 13 March 2024 at 7.00pm
- Personnel Committee Meeting – 19 March 2024 1.30pm
- Loddon Tennis Club Subcommittee – 5 April 2024
- Loddon & Chedgrave Playing Field Committee – 17 April 2024

16. 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.

Items 10.1, 10.2 and 10.4 were deferred from the public part of the meeting.

10.1 The Terrace

The Council were keen for the community building to be retained as a community asset but felt that unfortunately the current asking price exceeds LTC capabilities at this point. **Action:** Clerk.

10.2 The Hollies

The Council were keen for the community building to be retained as a community asset. It was **resolved** to meet with the Trustees. **Action:** Clerk.

10.4 S106 Requirements for Offsite Public open Space

The Council discussed various options and agreed to make enquiries. **Action:** Clerk.

16. Birketts Review of LTC's 'unreasonably persistent and/or vexatious contact or complaints/complainant's policy'

The amendments were considered, and it was **resolved** to defer adopting the revised policy until the final version has been received. **Action:** Clerk to revert to Birketts LLP.

17. Data Requests

The Council considered the professional advice received and agreed any necessary action. **Action:** Council.

The meeting closed at 21.43pm.

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

March is “summer in the light, and winter in the shade” according to Charles Dickens, and time to welcome our beautiful yellow spring flowers, including marigold, primrose, dandelions and of course the magnificent daffodils.

Many thanks to the huge number of people who came to support the Loddon panto – it was brilliant to be part of the amazing Loddon Players team that puts it on. The support of people across our community for events like this is always incredible – I doubt if many communities in the country do more than we do to look after and support each other.

February has been a busy month – as well as helping families who want to build a home in our area, I’ve also been Chairing three meetings of the South Norfolk Scrutiny Committee, looking at a range of issues including clean economic growth, business support and the 2024/25 budget, on behalf of South Norfolk residents, who fund the Council’s work and who therefore have a right to expect decisions and plans to be properly evaluated and challenges on their behalf.

Finally, our superb ChetChat group volunteers are always on hand, giving help and support to our over-60s friends and neighbours. We’re looking forward to organising our deliveries of Easter eggs and daffodils again this year; we’ll be using the recent Christmas hampers list, please let me know if you’d like to nominate someone over-60 who’s not already on it, or if you’d like to check.

If you ever need any help, give us a ring on **07733323581**.

District Cllr Jeremy Rowe

Appendix B – Chairman’s Report

Since the last council meeting, I have:

- attended LTC committee meetings on the playing field, finance, personnel, and other topics
- joined meetings with both solicitors and data specialists
- met with various councillors and residents on several topics
- continued to meet with LTC staff on a regular basis
- worked on key public communications – especially regarding the precept
- attended 2 Chedgrave Parish Council meetings and several related meetings
- visited the Terrace building in Loddon to assess its potential as a possible town hall and community centre
- visited County Hall
- engaged in several email threads regarding council business

I’m delighted to see new businesses opening in Loddon and wish them every success.

Cllr Andy Woodman

Appendix C - Clerk’s Report

Clerk’s Report – February 2024

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 Council had several Committee meetings since the last TC meeting:

- Loddon & Chedgrave Playing Field Committee
- Events Committee Meeting
- Personnel Committee Meeting

The Clerk also attended several other meetings:

- NCC Early Years Officer
- SNC Asset Officer
- Love Broads – Discovery Hubs at Pyes Mill and the Staithe
- SNC Workshop at Horizon House regarding recruitment of volunteers
- Cllr Appleby, the Clerk and a local resident met to draft LTC's draft biodiversity policy
- SNC Town and Parish Forum

The clerk also attended two training webinars:

- Feedback Training
- Biodiversity Training

Future Meetings:

A meeting has been organised with Norfolk Wildlife Trust (and local Clerks) on the 13 February 2023 at 2pm to discuss biodiversity.

The Council's Strategic Planning training has been booked for Wednesday 6 March 2024 at 7.00pm Hollies Rear Hall.

The Library Annexe had a smart gas meter installed on 23 January 2024.

Anglian Water have replaced the water meter in the Annexe yard.

Public Open Space and Assets

The additional CCTV at the Staithe has been installed, kindly funded by District Cllrs Rowe and Mason Billig.

The streetlights at the Staithe have been replaced by SNC.

The willow tree at the Staithe was pollarded after LTC reported concerns to SNC.

A resident reported concerns regarding SNC's management of a hedge in Gunton Road and SNC have now scheduled the works.

LTC have been liaising with SNC regarding the possibility of additional allotment land to meet the continued demand and SNC have offered LTC the opportunity to plant trees on their land.

After a site meeting, the Tennis Club CCTV is progressing and should be installed by the end of February.

An increase in dog fouling on the Loddon & Chedgrave Playing Field has been reported. Additional signage will be considered, and any relevant CCTV footage will be provided to SNC.

The works to the Old Hockey Field Ditch were completed and the Parish Warden is obtaining quotes for the broken fencing.

Hawthorn hedging has been ordered to fill in the gaps around the perimeter of the Old Hockey Field. Thanks to NCC Trails Officer for reattaching the footpath sign that had been temporarily removed on Church Plain.

Planned repair works to the skatepark are scheduled for w/c 19 February 2024.

Hags UK have been instructed and repair work to the Kitten's Lane Play Area jeep and gate are due to take place mid-April 2024.

Events

Planning and actions for the Chet Valley Summer Fete (6 July 2024) are in full swing.

Appendix D – Admin and Allotments Officer's Report

Rent & Plot Letting Terms are now gradually being returned. As is usual, this has triggered two plots being given up.

Following discussions with the Chair of the Loddon Community Allotment Society and reports from the tenant, one of the plots has been withdrawn from use. The plot is at the back of the site, and despite the tenant's best efforts as been unproductive for some time. The plot is very small and has significant over hanging trees and quotes to trim the trees came in at approx. £1000. The tenant has transferred to their choice of the 2 available plots. It has been suggested that the old

plot be used as a communal composting area, I am waiting for tenant's responses with their opinions.

The second plot was offered to tenants as per our usual procedure and taken by an existing tenant. Their plot has now been offered to the next person on the waiting list. Once this is allocated, it will leave 9 people on the waiting list. I am investigating the possibility of availability of allotment land locally.

I have requested that the RFO orders the new pump to ensure it is available for fitting shortly. I continue to regularly inspect & monitor the site.

I continue to cover the day-to-day admin in the office, responding to Parishioners enquiries, answering emails and phone calls, and support the Events Committee with taking minutes and providing agendas.

Appendix E – Parish Warden's Report

Key activities since January Council meeting:

- Contracted works:
 - Facilitated Hockey field ditch clearance works
 - Managing ongoing Skatepark repairs
 - Obtained quotes for Hedge works at Jubilee hall
 - Supporting finalisation of Kittens Lane Jeep and Gate repair works
- Response to Councillor/Parishioner concerns/reports:
 - Investigated condition and route of ditch at rear of Watermeadow Close
 - Followed up on reports of Hedge cutting debris on Beccles road
 - Investigated damage to extractor fan grille at Staithe toilets
 - Investigated, isolated, and reported burst standpipe at Staithe
 - Removed graffiti from Church Plain Bus stop shelter
 - Investigated and reported Streetlighting issues on Cedar Close
 - Litter picked outside Post Office and investigated potential sites for bin
 - Fitted temporary Safety fencing across Hockey field hedge gap
 - Responded to Dog fouling and Footway obstruction reports on Cannell road and adjacent open space
- Routine weekly inspections of: Kittens Lane (Gate and Jeep remain key issues)
- Weekly inspection; Skate Park, Public open spaces, Parish trees, Annex Offices and Staithe
- Tennis courts inspected and leaf vacuumed weekly
- Routine litter picking; Hockey field, Jubilee field, and Skate Park
- Ad-hoc litter picking; A146 to Norton Road, Cannell road, Lemman Grove, Cedar Close, Bridge Street, Staithe carpark, Filbert road and adjacent areas
- Regular inspection of Staithe toilets, Car park area and Waterfront
- Monthly inspection and litter pick Pyes Mill
- Legionella flushing and temperature control readings completed
- Fire Safety, Emergency lighting, and CO Monitor checks complete
- CCTV Cameras checked and cleaned.
- War Memorial monthly inspection
- Allotment water pump serviced
- Water, electricity, and Gas meter readings taken
- Footpaths; 8,9,10,11,14,15, 16 & 18 Inspected and litter picked

Appendix F – Data Protection Matters

DP Report as at 09 Feb 24 is as follows:

This report is provided by Mr Phil Brown, the data protection advisor and intermediary to LTC. A summary of my activities, since the previous LTC meeting in Jan 2024, is as follows:

Further to the notification by a resident that they had complained to the ICO regarding the handling of their DSAR, the ICO did contact LTC with a request to review its handling of the same DSAR for the benefit of the complainant. This was done, and the complainant was provided with the outcome, as was the ICO (less attachments) on 25 Jan 24. The complainant then reverted to the ICO on or around 26 Jan 24 but as yet, the ICO has not got back to LTC with any further instructions, either way.

On 26 Jan 24, the same person processed a new DSAR to LTC via the ICO website. Separately, identification documentation was sent to LTC to support the DSAR, without being prompted. The DSAR will be processed in accordance with the instructions of LTC, with an initial response due no later than COB 26 Feb 24.

LTC has also received 5 FOI requests, the first one was sent to the intermediary using via the WDTK platform, on the evening of Sat 03 Feb 24. This was forwarded to LTC using on Mon 05 Feb 24. Another 4 FOIs were received via the WDTK platform on Tue 06 Feb 24. These requests will be processed in accordance with the instructions of LTC.

Separately, a number of DSARs have been made directly to current and former LTC councillors (by the same applicant of the DSAR and the FOI requests) on the basis that they are, individually, data controllers. It should be noted that:

- It is possible for a councillor to have data controller responsibilities in respect of the processing of personal data in line with their duties as an elected representative, but only in very limited circumstances. For example, if a councillor was acting independently of the Council.
- However, the above is distinct from their role as a council member contributing to council business. It follows, that where a councillor has only processed personal data in the course of contributing to general council business, they are not data controller for those activities.

Finally, the address for all data related queries (privacy@loddontowncouncil.gov.uk). This address has also been registered with the WDTK platform.

Appendix G – Payments for Approval

Date Paid	Payee Name	Transaction Detail	Amount
26/01/2024	British Gas	Office Gas	£526.72
08/02/2024	intY Ltd	IT support	£72.53
09/02/2024	Lloyds Bank	Credit Card Jan 2024	£79.61
10/02/2024	Adept IT Solutions	IT support	£31.20
12/02/2024	BT	Office phone/brbnd + staithe	£60.43
13/02/2024	EE Ltd	Feb 2023 mobile charges	£44.99
14/02/2024	British Gas	Office Electricity	£146.80
26/02/2024	E-on Next	Office Gas	£292.47
14/02/2024	Active HR	HR support	£46.87
14/02/2024	Adept IT Solutions	IT support	£181.28
14/02/2024	Allens Cadge & Gilbert Solicitors	Library Annexe Alteration licence	£501.00
14/02/2024	Birketts LLP	Professional Charges	£1,527.60
14/02/2024	CJ International Services Ltd	DP & FOI services Jan2024	£984.00
14/02/2024	Cozens (UK) Ltd	Streetlight Maintenance Jan24	£36.00

14/02/2024	The Foolhardy Folk	Summer Event deposit	£120.00
14/02/2024	Loddon Garden & DIY	Christmas Lights Bridge & High St	£1,879.60
14/02/2024	Loddon United Football Club	Tennis Club facilities use and sponsorship board advert	£200.00
14/02/2024	Top2Bottom Commercial Cleaning	Cleaning Jan24	£780.91
14/02/2024	TPI Security	CCTV camera at Staithe car park	£574.80
14/02/2024	T Cunnane - Charity Shop in Aid of Parkinsons	Small grant	£100.00
14/02/2024	Chet Contact Magazine	Small grant	£250.00
14/02/2024	Craig Broadley-Naylor	Volunteer expenses	£30.00
14/02/2024	Richard Balfour	Volunteer expenses	£50.00
14/02/2024	Emily Curtis	Mileage and expenses claim	£30.10
14/02/2024	Georgina Hirst	Mileage and expenses claim	£19.16
14/02/2024	Jo Leonard	Mileage claim	£9.36
14/02/2024	Salaries	Feb 2024	£4,276.52
14/02/2024	Norfolk Pension Fund	Feb 2024 salaries - pension	£1,555.47
14/02/2024	HM Revenue & Customs	Feb 2024 salaries - tax & NI	£998.56

Appendix H – Planning Report

App Number	App Type	Address	Proposal	Application/ Decision	Decision	Date of Decision
2023/3741	Works to trees in Conservation Area	9 High Street Loddon Norfolk NR14 6EU	G1 Crown raise group of mainly sycamores off the roof of the squash court 5-6m from ground. G2 Crown raise sycamores along boundaries of neighbouring houses 5-6m from ground. G3 crown thin out wooded area by upto 30% mainly sycamore saplings (upto dbh of 150mm). T1 Sycamore fell. T2 Cherry plum reduce away from building leaving a crown 3m wide	D	No objections (Delegated)	18/01/2024
2022/2412	Removal/Variation of Condition (S73 / S19)	Former Public Conveniences Church Plain Loddon Norfolk	Variation of condition 2 and 3 of 2020/1368 - Change in height from 3.3m to 3.470m and alterations to design and materials (retrospective) and the addition of Air Source Heat Pump to the Rear of the building	A		

Appendix I - The Loddon & Chedgrave Playing Field

1. FMG Consulting have completed their Feasibility Study into the potential development of the Hales and Loddon Cricket Club site. SNC will be holding a Stakeholder Meeting in the near future.
2. JHMC will be holding their AGM on Monday 4th March at 7.00pm at the Jubilee Hall.
3. a) Tennis Club goes from strength to strength. It now has membership of 140, consisting of 77 adults and 63 juniors.
b) PS reported that a new 12 week taster course has been funded by a grant from Parkinsons UK and proceeds from the Charity Day.

4. a) Loddon United. The football club recognize the parking issues which arise on match days and have been encouraging people to park around the town and away from the Jubilee Hall. However, there is only so much they can do.
 - b) Both junior and senior teams are still well supported in respect of players with the juniors having approximately 200 members which includes 3 girls teams.
 - c) 2024/25 pitch hire agreements currently with the juniors and seniors for ratification.
5. New floodlights to be installed financed as follows:

Total replacement of LED lights	<u>£8,729</u>
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LTA interest free loan to be approved at this month's LTC meeting	£2,500
PFC earmarked reserves	£3,000
General reserves	£3,229

6. It was agreed to replace the fencing which was damaged during a recent storm financed as follows:

Total Cost	<u>£2,987.54</u>
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PFC earmarked reserves	£2,200.00
General reserves	£787.54

7. Bookings for the playing field.
- a) LUFC 5-a-side Tournament on the weekends of 15th/16th and 22nd/23rd June 2024.
 - b) Chet Valley Summer Fete 6th July 2024.
8. LTC/PFC/JHMC are looking at ways of improving both vehicular and pedestrian access to the playing field. A meeting has been held with Gary Overland, Highways Engineer, to this end. Further updates to follow.
9. LTC in discussion with the landowner regarding the land adjacent to Crossway Terrace to see if it could be used as an overflow car park.

Appendix J – Love Loddon Community Group

Town & Parish Workshop for Councillor Recruitment 17 January 2024 – attended with Emily.
 LTC were privileged to be invited as one of only two local councils (the other being Brundall PC) with the objective being to develop ideas to increase the number of councillor applicants. Brundall have been very successful, having several applicants per vacancy, which they attribute in the main to having an increased social media presence, achieved by hiring someone to do this for them. We aspire to increasing our posts to promote the awareness of LTC, but we are limited by the time available to our office team. Emily and I are due to attend a follow up meeting on 14th of March at SNC and we have also arranged for a marketing professional, willing to give us some tips and ideas, to come to the LTC offices on 5th of March.

Biodiversity Policy 23 January – Emily and Carol Webb

Policy was developed and finalised, ready to be adopted post council approval. Thanks to Carol for her input.

Follow up comprehensive Biodiversity training session by Mike Deegan, attended with Emily, on 9th of February was very informative and inspiring (full presentation slides are available). We have

minimum requirements to follow for new legislation and need to be mindful of our Biodiversity policy in the future decisions we make.

Another meeting with other neighbouring councils, is to be held in the LTC office on Tuesday 13th of February, supported by Norfolk Wildlife Trust.

SNC 'Clean Up and Bloom' Grant

The application submitted by Georgina for the SNC 'Clean Up and Bloom' Grant for £300 has been successful, which is fantastic news for Loddon! The grant can be used for buying flowers & shrubs etc, landscaping, litter picks or anything that helps to brighten the town and will enable us to fund some LLCG projects. We do, however, need to keep receipts, record, and photograph the work we carry out, because of this funding.

Benches for Farthing Green

On order, hoorah! Thank you to everyone involved but especially the Loddon & District History Society and Loddon & Chedgrave District Society for funding the benches and providing wording for the memorial plaques. Delivery will not be for a few weeks, and we also need to arrange for them to be secured to the ground, but we can't wait to finally see them in position.

Love Loddon Community Group

A well-attended meeting of the LLCG took place last Saturday, 10th of Feb in The Swan, to review and make plans for the next few months.

Activity agreed for February:

- First session 10am on Sunday 25th of Feb to add primroses to the planters on Church Plain and cut back shrubs outside the Co-op (permission received) and tidy up along the railings on Church Plain.
- Investigation into refurbishing the Loddon History Board at the Staithe, currently in progress

Activity agreed for March:

- Additional date for meeting was set as Sunday 24th of March to tidy and replace the planting in the Bee-Line flower bed (around the small oak tree) at the Staithe.
- Litter Picks
- Repaint the poles in the towers before summer bedding plants go in

Future projects for 2024 (dates TBC):

- Town planters with summer bedding and watering rota
- Tidy area in front of the Hollies (subject to holly trees being cut back)
- Tidy area in front of the Terrace (if no resolution in sale is achieved)
- Bulb planting

Cllr Julie Appleby

Appendix K – Community Larder

No written report received.

Appendix L - Jubilee Hall Management Committee

Interviews for the Hall Manager role have taken place, with a great calibre of candidates. An offer has been made, and accepted, and we are just in the process of drawing up contracts and finalising start dates. The first job for the Hall Manager will be up implement the online booking system and they will also take on the day to day dealing with enquiries, currently being done by the chair.

The trustees spent a surprisingly enjoyable weekend clearing out the shipping container, 'bottom bar' and various loft spaces, with a skip loads of rubbish being disposed of and a considerable number of books donated to the Parkinson's charity shop in Chedgrave. Now the bottom bar is cleared, work will commence this month to convert this into a useable kitchen space. We hope this work will be completed by early March ready of hirers to utilise.

Much like many in the charity sector, we continue to have issues with Barclays and getting our account updated. Once that is done, the move to Unity Trust can commence.

The trustees continue to take responsibility for locking and unlocking the hall for hirers, with the support of Paul Solomon. We are in the process of sorting a code-based entry system and once this is in place we will be looking to hire a caretaker to take on various responsibilities, principally to ensure the hall is secure at the end of each day and unlocked each morning.

Our AGM is scheduled for Monday 4th March, 7:30 pm at the Hall. All welcome.

Cllr Liz Marsham