



Loddon Town Council

The Old School | Church Plain | Loddon | NR14 6EX

www.loddontowncouncil.gov.uk

Minutes of the meeting of Loddon Town Council (LTC) held on Wednesday 13 March 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), and Cllr Sam Bailey (SB).

In Attendance: Emily Curtis (Town Clerk), Georgina Hirst (RFO), and three 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:**

Apologies were received and accepted from Cllr KB, Cllr JS and Cllr NH.

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 JA declared an interest in any items relating to St George's Park.

4. **Minutes of the Meeting Held on the 28 February 2024:**

The Minutes of the meeting held on the 28 February 2024 were approved as a correct record.

5. **Matters Arising:**

5.1 **Library Annexe Renovations**

Building Control have been instructed and the Contract Administrator is finalising the specification. An R & D Asbestos Survey will need to be carried out prior to the works being carried out.

5.2 **Skate Park Repairs**

The repairs to the skate park have been completed.

5.3 **Transfer of Saffron Land Adjacent to Crossways Terrace**

An update has been received. Saffron Housing have received a valuation for the land.

Action: Clerk to add to the next agenda.

5.4 **Transfer of the 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. Further communication has been received but no decision has been received from SNC as yet.

5.5 **Staithe and Staithe Footbridge**

We have received confirmation from SNC that heritage body kits will be installed on the Staithe Car Park streetlights.

Action: Clerk to request that SNC clear the weeds between the brick weave pavement as they have become slippery. Clerk to request a further meeting with Asset Officer.

Cllr JA reported that the Love Loddon group will be working at the Staithe on the 24 March 2024.

5.6 **War Memorial Wreath Stand**

Thanks to Loddon RBL for organising the new wreath stand. A photo was circulated to Cllrs.

5.7 **Loddon Building Preservation Trust**

A meeting between the Trustees, Community Action Norfolk's Charity Advisor and LTC has been organised for Wednesday 3 April 2024, 7.00pm in the Hollies. **Action:** Clerk to send invitation to all Cllrs.

Cllr LB arrived.

5.8 **Gold Standard Bus Stop on Church Plain**

Norfolk County Council (NCC) have confirmed that the orders have been raised for the two new bus shelters and Real Time Information displays to be installed on Church Plain. Thank you to NCC for financing the project.

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 Chet Chat are distributing Easter eggs and daffodils.

Cllr JR reported that his main issue at present is the planning issues at St George's Park. The Scrutiny Committee has held three committee meetings in February.

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

The report had been circulated in advance.

6.3 **Public Forum**

D Cllr JR has been approached by St George's Park residents and he reported that he and D Cllr KB will be attending a meeting on the 20 March 2024 with SNC's Enforcement Team to discuss the outstanding issues with the St George's Park development.

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 29 February 2024

The balance of Loddon Town Council's accounts as of the 29 February 2024 was £308,907. This includes £208,425 of ear-marked funds, including CIL receipts, and £100,482 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 payment, with the exception of the payment to Locality for the JHMC's grant for the feasibility study. **Action:** RFO.

Cllr CB, JH and LM declared an interest in the JHMC grant application and abstained from the vote.

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 £10,875.27 excl VAT.

8.4 Financial Risk Management Policy

It was **resolved** to approve the amended Financial Risk Management Policy. **Action:** RFO to approve changes and AAO to update the policy on LTC's website.

8.5 Statement of Internal Control

It was **resolved** to approve the amended Statement of Internal Control. **Action:** RFO to approve changes and AAO to update the policy on LTC's website.

8.6 Installation of the Old School noticeboard and two benches on Farthing Green

The Council had strived for three quotes. It was **resolved** to appoint Hales Fencing to install two benches on Farthing Green at a cost of £150 and install the noticeboard at the Old School for £165.00. **Action:** RFO.

8.7 Small Grant Application from Loddon First Responders

It was **resolved** to grant £200 towards the equipment required for the first aid kit bag. **Action:** RFO.

8.8 Small Grant Application from the Jubilee Hall Management Committee

It was **resolved** to grant £250 towards the cost of refurbishing the additional bar/kitchen area. **Action:** RFO.

9. Planning:

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

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 **SNC Licence for a Community Orchard off Cannell Road**

It was **resolved** to complete the licence application for seven full size fruit trees and wildflowers to be planted on SNC's land at the rear of Cannell Road. **Action:** Clerk.

10.2 **Public Open Space**

An update was given regarding the land off Beccles Road.

Cllr MP suggested that we contact the landowner at the rear of the fire station.

The Council is unable to discuss further until SNC provide the agreed S106 for offsite Public Open Space requirements relating to planning application 2021/2522.

10.3 **Free 24-Hour Mooring at Pyes Mill and the Staithe**

Cllr MP proposed that LTC writes to the Broads Authority to remind them of the issues with boats overstaying at the Staithe and Pyes Mill. **Action:** Clerk to write to BA.

10.4 **Sam2 Reports**

The Sam2 reports had been previously circulated to Council. Thanks to the Council volunteers for relocating the Sam2 on a four-weekly basis.

A discussion was had regarding the recent accidents on the George Lane roundabout. Cllr KB has informed the Council that she is investigating the accidents.

11. **Annual Parish Meeting**

It was **resolved** to continue with the plan to hold the meeting Annual Parish Meeting prior to the Council meeting on the 10 April 2024. The Council will consider combing the Annual Parish meeting and the volunteer event for the 2025 Annual Parish meeting. **Action:** Cllr AW to organise the 2024 Parish Meeting.

12. **Big Litter Pick**

It was **resolved** that Cllr JA will lead the annual SNC Big Litter Pick. Cllr JA will liaise with the AAO with regard to the organisation and date of the event. **Action:** Cllr JA and AAO.

13. **Strategic Planning Session**

The Council's strategic planning session was held on the 6 March 2024 and a summary of the plan had been circulated to Cllrs.

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

14.1 **Personnel Committee**

There have been no further Personnel Committee meetings since the 7 February 2024.

14.2 **Events Committee**

The Events Committee met on the 28 February 2024 and the draft minutes have been published. The next meeting is the 27 March 2024.

14.3 **Loddon & Chedgrave Playing Field Committee**

The Loddon & Chedgrave Playing Field Committee met on the 17 January 2024. The next meeting is on the 17 April 2024. The report is attached to the minutes Appendix I.

14.4 **Chet Neighbourhood Plan**

Cllr JH gave a verbal report. An independent scrutineer inspector has been selected by the Steering Group.

14.5 **Love Loddon Community Group**

Cllr JA reported that a Love Loddon Community Group event was held on the 25 February 2024 and a good number of people attended. Primroses were planted and the area adjacent to the Co-op wall was tidied.

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.

Cllr JA also reported that the meeting she organised with a local social media agency to explore the Councils use of social media was very helpful.

The report is attached to the minutes as Appendix J.

14.6 **Community Larder**

Cllr JH gave a verbal report.

The report is attached to the minutes at Appendix K.

14.7 **Jubilee Hall Management Committee**

The AGM was held on the 4 March 2024. Eight Trustees were appointed, and the interim Chairman was appointed as the Chairman.

Cllr LM reported that Hallmaster will be used for future bookings. The bottom bar has been converted into an additional kitchen space to support the hall bookings.

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.

15. **Correspondence:**

Correspondence had been circulated prior to the meeting:

- Dog Fouling bin off the High Street. **Action:** Clerk to obtain agreement from SNC on the proposed location prior to placing order.
- Concerns raised about the sandbags that are permanently obstructing the Co-op doorway. These should only be in place during heavy rain.
- Broken glass on Bridge Street – **Action:** Cllrs to report to LTC Office with what3words location.
- A report was received regarding Hobart Students vaping after school on the Skate Park. **Action:** Inform Hobart High School.
- Formal thank you to be sent to parishioner for help with flower towers over many years. **Action:** Clerk.

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

- Youth provision in Loddon
- TRO on George Lane (adjacent to Filbert Rd)
- D Day 6 June 2024
- Phase 2 on George Lane Pedestrian Crossing

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

The next full Council meeting will be held on Wednesday 10 April 2024 at 7.00pm, held in the Hollies Rear Hall. (Agenda items to Clerk by the 3 April 2024).

- Personnel Committee Meeting – 19 March 2024 1.30pm
- Events Committee Meeting – 27 March 2024 at 8.00pm
- Loddon Tennis Club Subcommittee – 5 April 2024 at 1.00pm
- Loddon & Chedgrave Playing Field Committee – 17 April 2024 at 7.00pm

- Full Council – 10 April 2024 at 7.00pm

18. 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.

17. Data Requests

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

The meeting closed at 21.23pm.

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

As March gives way to “April, the angel of the months, the young love of the year” we welcome back the swifts and swallows from their long journeys, returning to bring up their young.

My main focus at the moment are the issues facing our friends and neighbours in St Georges Park. I’m working in partnership with my fellow-Councillor Kay to see these concerns addressed.

As Chair of the South Norfolk Scrutiny Committee I’ve overseen three recent meetings, looking at a range of issues including clean economic growth, business support and the 2024/25 budget.

Finally, our superb ChetChat group volunteers are always on hand, giving help and support to our over-60s friends and neighbours. As mentioned last month, 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. We’ll be making deliveries from 26 March.

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

District Cllr Jeremy Rowe

Appendix B – Chairman’s Report

Spring is finally here, and I’m delighted to see the progress being made by the magnificent Love Loddon volunteers around Church Plain and look forward to getting stuck in at the Staithe on the 10th of this month.

Since the last monthly council meeting, I have:

- chaired an emergency LTC council meeting to approve the minutes to facilitate the tennis club grant application
- attended LTC committee meetings on finance, personnel, and other topics
- attended an LTC strategy planning meeting
- reviewed email exchanges with both solicitors and data specialists
- continued to meet with all members of LTC staff on a regular basis
- attended 2 Chedgrave Parish Council meetings and related meetings
- visited County Hall to meet with senior NCC council members
- processed the signatures for the transfer on the PLC bank accounts
- engaged in several email and social media threads regarding council business
- met with various councillors and residents on several topics

I’m delighted to see the new deli in Loddon appears to be successful so far.

Cllr Andy Woodman

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 Council had two Committee meetings since the last TC meeting:

- Events Committee Meeting - 28 February 2024
- Extra Ordinary Council meeting - 28 February 2024

The Clerk also attended several other meetings:

- A meeting has been organised with Norfolk Wildlife Trust (and local Councils) on the 13 February 2024 to discuss biodiversity.
- The Council's Strategic Planning training has been booked for Wednesday 6 March 2024 at 7.00pm Hollies Rear Hall.
- SNC Workshop at Horizon House regarding recruitment of volunteers
- SNC Parish & Town forum

Future Meetings:

- LBPT Meeting - 3rd April 2024

The clerk also attended two training webinars:

- The Psychology of Community Engagement
- Parish Online Mapping

The standard Broadcaster quarter page advert has been agreed.

Norfolk County Council Early Help team have confirmed that they will be holding a Teddy Bear Picnic event on Friday 7 June 2024. The picnic will be on the Loddon & Chedgrave Playing Field and the JubHub will provide refreshments and use of facilities.

Public Open Space and Assets

Planned repair works continue to take place at the skatepark.

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

Reports of a rough sleeper were received, and support was arranged via SNC's Help Hub.

Twenty Hawthorne hedging plants were planted by the Parish Warden on the ditch adjacent to the Old Hockey Field.

The electrical fault on the ride on lawn mower has been repaired.

Events

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

Appendix D – Admin and Allotments Officer's Report

Rent & Plot Letting Terms are still gradually being returned. Out of 44 plots, 18 have yet to respond & 5 have either returned the plot letting terms or the rent payment but not both.

Recently another plot has been given up, as the tenant is moving out of Loddon. When this plot is reallocated, the waiting list will stand at 8 people.

Only 2 tenants responded to the request for opinions on a communal composting area, so I will discuss it with the Chair of the Allotment Society at our next meeting.

The new pump has been received and will be fitted shortly.

I continue to regularly inspect & monitor the site.

I have started advertising the Freedom of Loddon award 2024. So far, I have received 6 nominations. The result will be decided by you at the June meeting.

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 February Council meeting:

- Contracted works:
 - Managing ongoing Skatepark repairs
 - Seeking quotes for repairs to 'Knee rail' alongside Hockey field ditch

- Sourcing quotes for LTC Noticeboard and installation of new benches
- Supported finalisation of Kittens Lane Jeep and Gate repair contract
- Response to Councillor/Parishioner concerns/reports:
 - Replaced damaged extractor fan grille at Staithe toilets
 - Repaired broken Support rail in Staithe DDA toilet
 - Planted 20 Hawthorn whips to block holes in Hockey field hedge
 - Placed Dog fouling notices on open space adjacent to Cannell road
 - Cleared Fly tipping and dog fouling from footpath adjacent to Fire station
 - Deployed Dog fouling signs at Footpath 11 and 15 'hot spots'
 - Repaired leaking WC at Annex
 - Trees overhanging FP10 reported to SNC and subsequently cleared
 - Liaised with SNC Rough Sleeper team to support to local individual
 - Assessed Oak tree overhanging Watermeadow Close property
- 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 Town Farm Drive, High Bungay Road, Leman Grove, The Walks, George Lane, High Street, Bridge Street, Pyes Mill road, and Mill Road
- 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 and electricity meter readings taken
- Footpaths; 8,9,10,11,14,15, 16 & 18 Inspected and litter picked

Appendix F – Data Protection Matters

Report redacted.

Appendix G – Payments for Approval

Date Paid	Payee Name	Transaction Detail	Amount
04/03/2024	SSE	Streetlights	£128.86
08/03/2024	IntY Ltd	IT support	£70.15
09/03/2024	Lloyds Bank	Credit Card Feb 2024	£807.93
10/03/2024	Adept IT Solutions	IT support	£31.20
11/03/2024	EDF Energy	Staithe toilets electricity	£139.00
12/03/2024	BT	Office phone/brbnd + staithe	£59.88
13/03/2024	EE	Mar 2023 mobile charges	£41.62
15/03/2024	British Gas	Office Electricity	£150.58
15/03/2024	Apogee	Photocopier lease	£174.29
22/03/2024	E-on Next	Office Gas	£198.87
14/02/2023	British Gas	Office Gas credit	-£93.56
31/03/2024	Unity Trust Bank	LTC Bank Fees	£18.00
07/03/2024	SLCC Enterprises	Training Refund	-£36.00
13/03/2024	CJ International Services Ltd	DP & FOI services Feb2024	£1,416.00

13/03/2024	Norfolk Parish Training & Support	2024-25 Subscription	£545.00
13/03/2024	Cozens (UK) Ltd	Streetlight Maintenance Feb24	£36.00
13/03/2024	Harleston Engineering Ltd	Wreath Stand	£336.00
13/03/2024	Julie Appleby	Love Loddon Expenses	£98.95
13/03/2024	Norfolk County Council	Office Rent 25/03 - 23/06/2024	£1,500.00
13/03/2024	Avocet Environmental Services Ltd	OHF Ditch Clearance	£810.00
13/03/2024	Active HR	HR support	£175.76
13/03/2024	Collective Community Planning Ltd	Neighbourhood Plan Consultant	£1,440.00
13/03/2024	Top2Bottom Commercial Cleaning	Cleaning Feb24	£884.76
13/03/2024	Norfolk ALC	Biodiversity Training 09/02 x 2	£72.00
13/03/2024	C R Hampson t/a Chesmetalwork	Skate Park repairs	£3,400.00
13/03/2024	Loddon Garden & DIY	Mower repairs and PW supplies	£93.80
13/03/2024	East of England Ambulance Service NHS Trust - Loddon Community First Responders	Small grant	£200.00
13/03/2024	Jubilee Hall Management Committee	Small grant	£250.00
13/03/2024	Emily Curtis	Mileage and expenses claim	£4.23
13/03/2024	Paul Leonard	Mileage and expenses claim	£7.34
13/03/2024	Jo Leonard	Mileage claim	£7.58
13/03/2024	Salaries	March 2024	£5,020.32
13/03/2024	Norfolk Pension Fund	Mar 2024 salaries - pension	£1,553.72
13/03/2024	HM Revenue & Customs	Mar 2024 salaries - tax & NI	£1,241.74

PLAYING FIELD COMMITTEE PAYMENTS

Date Paid	Payee Name	Transaction Detail	Amount
31/03/2024	Unity Trust Bank	PFC Bank Fees	£18.00
13/03/2024	Dunlop International Europe Ltd	Match balls	£156.07

EVENTS COMMITTEE PAYMENTS

Date Paid	Payee Name	Transaction Detail	Amount

Appendix H – Planning Report

App Number	App Type	Address	Proposal	Application/ Decision	Decision	Date of Decision
2024/0572	Householder	9 Princess Anne Terrace Loddon Norfolk NR14 6LL	Single storey rear extension and porch to front	A		
2023/3806	Householder	Bugdon House 5 Bridge Street Loddon Norfolk NR14 6LZ	Single storey timber garage/workshop in existing car park with pantiled pitched roof	D	Approval with Conditions (Delegated)	08/02/2024
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	D	Approval with Conditions (Delegated)	21/02/2024
2023/3593	Full Planning Permission	Land North Of George Lane Loddon Norfolk	Residential Development of 4 dwellings and associated details relating to appearance, scale, landscaping and layout	D	Approval with Conditions (Delegated)	06/03/2024

Appendix I - The Loddon & Chedgrave Playing Field

I gave a comprehensive report last month to the Town Council and no PFC meeting has been held since I have nothing further to report.

Cllr Colin Binfield

Appendix J – Love Loddon Community Group

Love Loddon Community Group

A very satisfying morning was held on Sunday 25th of February when we had a good turn out of ten volunteers for the first event of the year. We hope you'll agree that the area outside the Co-op looks a lot better. We planted primroses in the all the planters in the town and had a general tidy up. Good feedback has been received overall. Many thanks to Mervyn for his involvement and for borrowing a trailer again to dispose of the waste.

Our next activity is for Sunday 24th of March, meeting 10.00am at the Staithe, to replace some of the planting in the Bee-Line flower bed (permission received) and have a general sweep and tidy of the area.

Regarding the Loddon History Board at the Staithe, unfortunately the original PDF of the artwork is no longer available, however Martin Caplin from the Trails Team at NCC managed to clean up the board, so it already looks much better, and we will try to wash off the moss and stain the wood within the next few weeks.

SNC 'Clean Up and Bloom' Grant

Approximately a third of the grant was spent on the Spring planting. Please find attached spreadsheet.

General PR and Councillor/Volunteer Recruitment

Having been to the recent workshop at SNC with Emily, where social media was used successfully by other councils to increase awareness of the council and general PR, we had a helpful tutorial in the offices by a professional from a Norwich based marketing agency. If we could all be mindful of taking photos of our proactivity, it would help to have positive material to post on social media. Emily and I are due to attend a follow up meeting at SNC on 14th of March.

Cllr Julie Appleby

Appendix K – Community Larder

No written report received.

Appendix L - Jubilee Hall Management Committee

No written report received.