

Chairman's Report December 2025

Thanks to Councillor Woodman for standing in for me and laying the council wreath at the Remembrance Day Service. Also, thank you to all the council staff and councillors who arranged and marshalled the event. We have received thanks and congratulations from the Royal British Legion and Ben Goldsborough MP.

Thanks to councillor Ian for chairing the Finance and Governance meeting.

I arrived at the leaf clearing at Church Plain on Sunday 30th to find 20 volunteers wearing high vis and working hard. We finished 50 mins later leaving a large heap of leaves in the churchyard. We then headed over to the Swan to enjoy coffee and mince pies. Once again well done to councillor Julie for organising this so well.

A good start to the Traffic review working party on Thursday 4th December.

I attended the December meeting of Chedgrave Parish Council where LTC's RFO Kerry was introduced as the Locum Clerk following Hayley's resignation. I wish Kerry well and believe this appointment will further her knowledge and experience which she can use in her role with LTC.

Chedgrave agreed to the grant approval for funds to support the tennis court refurbishment.

Special thanks to the office team for the work put into the tennis court refurbishment project.

Finally, the Christmas lights though Loddon and Chedgrave and the welcome addition of the Christmas tree at the Staithe looks wonderful.

Kind Regards

Councillor Mervyn Pointer (Chairman)

Clerk's Report – November 2025

Meetings attended

12 November 2025	SNC Town and Parish Forum (in person)
12 November 2025	Full Council meeting
26 November 2025	Finance & Governance Committee meeting
25 November 2025	SNC CIL Officer

Future meetings

10 December 2025	Full Council meeting
14 December 2025	Full Council meeting

Report

Area	Issue	Notes
Library Annexe		
	Annual gas safety check	The gas safety check was carried out on the 24/7/25. The faulty heater in the hall was repaired. 3/10/25 – gas bonding still outstanding.
	Live Fire Alarm	5/9/25 – NCC are carrying out an audit to see if all their buildings will have a fire alarm monitoring system.
Hollies	Proposed CIO	14/10/25 – CIO objectives sent to LBPT. 22/10/25 - Requested covenants.
Highways		
	Parish Partnership Bid 24/25 – Jubilee Hall Pedestrian Access	27/11/25 – NCC replaced bollards.
	Parish Partnership Bid 25/26	Bid submitted for bollards around Old Hockey Field entrance.
	Speeding on George Lane	Concerns have been raised by a parishioner regarding speeding on George Lane. Residents to set up speed watch group?
	Bus Shelter Scheme replacement scheme on High Bungay Road	19/11/25 - NCC invoiced and contractor instructed.
	Church Plain Trip Hazard	3/9/25 - Chased Highways Engineer. 7/11/25 – reminder to Highways Engineer sent. 21/11/25 – Highways Engineer viewed issue.
	Overflow Car Park at Hobart	LTC has requested use of car park on Sundays. 22/11/25 – signed licence and invoice received.
	NCC A146 streetlights	12/11/25 – Cllr KMB has said that NCC will not turn the lights back on.

	NCC X2 Bus Stops	25/11/25 – LTC to fund additional shelter via 80% grant from NCC?
	NCC George Lane Pedestrian Crossing (raised table to reduce speed)	4/9/25 – requested update from NCC. 5/11/25 – NCC replied to say with Directors.
	NCC George Lane TRO	10/6/25 - We have worked up a design brief which will be sent up to the Network Team later this week. 12 to 18 months for a traffic scheme that involves a TRO. 5/11/25 – still with NCC's Legal Team.
	NCC George Lane roundabout ownership	4/9/25 – requested update from NCC. 5/11/25 - With NCC Directors.
	Road markings on High Street	1/10/25 - AAO reported yellow lines, white lines and curb markings on High Street need refreshing.
	High Bungay Road Drainage Channel	27/1/25 – NCC have programmed the works for Feb/March 2026.
	Beccles Rd Bus Stops	11/11/25 – email from First Bus advising of new locations 21/11/25 - LTC responded to First Bus 3/12/25 – first Bus responded.
	Sam2	25/11/25 – Sam2 volunteer resigned. Letter sent thanking volunteer.
	Parking Enforcement	4/12/25 - SNC emailed
Planning		
	Land West Garden Court	10/9/25 – extension requested from NCC and added to September agenda. 11/9/25 – objection sent. 11/9/25 – District Cllr KMB called in to SNC Committee. 6/11/25 – District Cllr JR investigating. 27/11/25 – response from SNC. No enforcement action to be taken on outstanding condition for public open space.
Staff		
	Training	14/10/25 – Clerk attended ICO webinars. 22/10/25 – RFO attended procurement training.
	CAN Charity Training for LTC	Waiting for agreement from LBPT before training is booked.
Staithe		
	Transfer of Ownership	SNC have granted 50% of legal costs (£625.50). 3/9/25 - LTC Solicitors reported that SNC Solicitors have not sent draft paperwork. 3/9/25 – SNC confirmed they would chase their solicitor. 8/9/25 – LTC Solicitors have confirmed that they have received draft paperwork. 3/10/25 – LTC instructed a CCTV drainage survey to be carried out at £180.

		31/10/25 - LTC received paperwork. 19/11/25 - LTC replied. 3/12/25 – responses received.
	Staithe Toilet Vandalism	14/9/25 – Flooring damaged in men's toilet by electric scooter. Reported and CCTV sent to Police. 5/11/25 – Parish Warden attempted to repair. Further repairs required. 22/11/25 – winter hours implemented as ASB in toilets. 30/11/25 – soap dispenser pulled off wall in men's toilet.
	SNC moorings - tap	16/9/25 – reported tap leaking again 24/09/25 – SNC turning tap off and replacing. 27/10/2 - SNC have ordered replacement tap and will be installed in due course. 5/11/25 – Parish Warden informed SNC that he has isolated the connection as there is high usage even though tap has been removed indicating a leak.
Public Open Space		
	Warren Hills Woodland	10/7/25 – remote meeting with SNC. 21/7/25 - Informed we had passed first stage 13/8/25 – meeting with Target Trees 20/8/25 - Application submitted 5/9/25 – formal decision notice received approving bid. 8/10/25 – LTC to consider project delivery. 13/11/25 – site meeting with Target Trees. 4/12/25 - Both Hales Fencing and Target Trees booked for January 2026.
	Kittens Lane Play Area	7/11/25 – RFO instructed mulch contractor. 22/10/25 – PW reported other swings require wraparound swing bearings. Quotes being obtained.
	Skate Park	
	Tennis Courts	13/11/25 – New floodlights installed. 27/11/25 – quotes obtained for resurfacing. Crowdfund live. Loddon Players supporting the fundraising efforts.
	Stubbs Green	16/10/25 – meeting held with SNC Common Land Officer. 7/11/25 – sent a reminder on outstanding queries and clarification on LTC/SNC responsibilities.
	Allotments - Removal of conifer	3/10/25 – NCC consented. 7/11/25 – Neighbour informed. 7/11/25 – quote required.
	Pyes Mill – Closed moorings	8/7/25 - Meeting held with stakeholders. 14/10/25 – Follow up meeting requested.

		SNC informed us that Environment Agency permission would be required to dig trail pits.
	SNC Play Areas – Gunton Road, Cannell Road	30/11/25 - SNC informed us that they would be refurbished 14/10/25 – requested update on delivery date.
Assets		
	Streetlights	21/1/25 – issue reported on 015 – TT Jones investigating as we believed this was replaced with LED in 2020.
	Benches	
	Bins	2/10/25 – LTC's recycling bin on Church Plain damaged. PW to see if a repair is possible.
	Loddon Town Sign	2/9/25 – RFO sent chase to plaque company. 21/11/25 – agreed wording on plaque.
Events		
	Remembrance Sunday - 9 November 2025	9/9/25 – event completed. Thanks to all.
	Christmas Lights	23/10/25 – Discussed new arrangements with Cozens and Loddon Garden & DIY. 27/1/25 – lightweight LED's and Christmas trees installed. 1/12/25 – Cozens installing tree wraps and motifs on Church Plain and Staithe.
	Volunteer Event (2026)	To be discussed by the Events Working Party in 2026.
Community Engagement		
	Contact magazine	6/11/25 – contact magazine submitted for December / January.
	Social media	Various updates throughout the month.
	Website	Various updates throughout the month.
	Freedom of Loddon	20/11/25 – 6 x plaques arrived.
Other		
	Blue Plaques	Consent gained from residents and NCC. First plaques installed on the 3/9/25. Info added to website. Further plaques installed. 2/10/25 – AAO assisting with draft of booklet. 28/1/25 – brochure drafted and requires proofing.
	NCC Pride in Place	12/11/25 – LTC resolved to proceed. 19/11/25 - RFO ordered.
	Cllr Vacancies	20/11/25 – Induction with Dawn Martinson carried out.

	Jubilee Hall – LTC not receiving minutes from meetings	17/7/25 – email sent requesting them as LTC has no representative. Email sent again as no response.
	Jubilee Hall – fixed wire test – issues on floodlights not resolved	21/3/25 – email sent.
	Jubilee Hall – LTC Representative	16/5/25 – sent email to JH as NH wished to attend a meeting 16/7/25 – sent chase email to NH
	Jubilee Hall – meeting to discuss the results of the consultation	30/4/25 - Email sent to JH with results of consultations and invitation to meet.
	Jubilee Hall – Community payback team deep clean and painting of changing rooms	7/8/25 – Facilitated emails between Community payback and JH.
	LUFC secretary email address failing	21/8/25 - Reported secretary email address failed. 6/11/25 – email address still not working.
	LUFC Adults	21/07/25 – 2024/25 AGM Minutes and Financial Accounts received.
	LUFC Juniors	2023/24 & 2024/25 financial accounts outstanding.

Administration & Allotment Officers Report December 2025

All plots are now tenanted. There are still 2 people on the waiting list.

This is obviously a relatively quiet time for the allotments.

I continue to regularly inspect & monitor the site to ensure that all plots are well cultivated and kept to a good standard.

The Remembrance Day Parade went well and as usual a few lessons were learned for next year.

Christmas Lights are up and working, an extra tree has been installed this year at the Staithe.

I have been assisting with the Community larder Christmas Bag initiative, contacting users and advertising the service over the Christmas period.

I continue to cover the day-to-day admin in the office, including dealing with planning matters, updating the council's Facebook page & website, responding to Parishioners enquiries, answering emails and phone calls.

During November I responded to 488 emails, dealt with 10 phone calls & 36 visitors, posted 13 times on Facebook/ LTC's Website, completed paperwork for 1 planning applications, 1 SAM2 report, dealt with 4 Weekly planning lists & placed 10 posters in the new noticeboard.

Jo Leonard

4/12/25

Parish Wardens Report

Main activities since the November Council meeting:

- Contracted works:
 - Contractor support to Christmas lights deployment
 - Facilitated contracted moss control at Tennis court
 - Supported closure of Hedge gaps at Jubilee Hall Carpark
- Response to Councillor/Parishioner concerns/reports:
 - Investigated broken tree on Jubilee field
 - Investigated reports of debris on Beccles road footpath
 - Reviewed CCTV for damage to roadside bollards at Jubilee hall
 - Reviewed Staithe CCTV ref. toilets antisocial behaviour
 - Cleaned Graffiti from A146 bus stop
 - Reported abandoned cars at Pyes Mill and George Lane
 - Investigated reason for presence of bollards on High Bungay Rd
- Playground maintenance:
 - Sourcing quotes for repair of failing swing bearing at Kittens lane.
 - Multiple weekly visits for Litter, broken bottles, and other debris
 - Molehill trip hazards removed at Broadlands play area
 - Implemented local repair to frayed rope/wire on Kittens Lane Trim trail
- Installed last two Blue plaques; Beccles road and Sale Court
- Recovered 'Tommies' on Farthing green, and Church lane 'poppies'
- Installed 'bag it, bin it' sign on Footpath 11 dog faeces hot spot
- Tested all Christmas lights prior to deployment
- Weekly inspection; Public open spaces, Parish trees, Annex Offices and Staithe
- Tennis courts inspected, leaf vacuumed, and weeded (multiple weekly visits due to leaf fall)
- Routine litter picking; Jubilee field, Hockey field, Pyes Mill
- Ad-Hoc Litter picking across the Parish on opportunity basis (discarded razor blades found; High street, Church Plain, Sale Court, Old Market Green)
- Regular inspection of Staithe; toilets, car park area and waterfront
- Monthly safety inspection at Pyes Mill
- Operation of Allotment water pumps checked
- Legionella flushing and temperature control readings completed
- Fire Alarm System, Emergency lighting, and CO Monitor checks complete
- Christmas lights made ready for deployment
- CCTV Cameras checked and cleaned
- Annual Emergency lighting check completed
- Functional checks on Staithe Defibrillator completed
- War Memorial inspected, weeded, and swept
- Footpaths; 8, 9,10,11,14,15, 16 & 18 Inspected and pinch points cut back.

Biodiversity Warden Report

December 2025

Actions since November:

1. I have continued to be in touch with SNDC Tree Wardens and at the time of writing, my intention is to attend their next meeting on 6th December.
2. I have liaised with The Council regarding available grants from The Woodland Trust and Kerry has managed to secure a number of whips for use as hedging along the roadside edge of the Loddon Woodland Project. These will be delivered around early March, for immediate planting.
3. I have requested that the short line of hedging along the border of what was once a pond, on the Old Hockey Field, could be cut in a sympathetic manner for supporting wildlife. The cut has now taken place and it has now been flayed on the field side, not cut on the pond side and the height left the same as before. It looks to me as if it has just been taken back from the field with not a great deal of thought for wildlife, which was it's purpose when planted. I think this matter needs some consideration in future.
I attach a couple of photos below but would request that others take a look and let me know what they think.



4. After submitting possible actions for 2026, last month, I am hoping to be able to go ahead, under Emily's guidance.
5. I have continued to send various articles during the month that highlight the importance of conserving our wildlife. I hope you have enjoyed reading them. I realise that they are very lengthy and will endeavour to summarise them for you, in the future.
6. I would like to take this opportunity to wish you all a very Happy Christmas and a Happy New Year in which we can all work together to enhance as many areas as possible for the survival of all species of our wildlife in Loddon.

Biodiversity is important!

Carol Webb.

LODDON TOWN COUNCIL – Receipts and Payments List – Dec 2025**Meeting date: 10.12.25**

The following accounts are presented for payment in accordance with the Budget since the last meeting. (*Italic entries are late entries added since the list was initially circulated*).

Payments						Comments
Date	Payee	Item	Payment Method	Amount / £	Authorised by (2 Clrs to initial)	
10/11/2025	Lloyds	Credit Card	DD	438.74		Listed in Nov payments/delayed processing due to fraudulent transactions
18/11/2025	E on Next Energy	Gas - Office	DD	79.04		
21/11/2025	SS Energy Solutions	Streetlighting/Electricity	DD	149.22		
30/11/2025	BT	Playing field/T/C broadband	DD	40.21		
31/11/2025	Unity Trust Bank	Bank Fees	DD	13.95		
14/12/2025	Apogee Corporation	Photocopier	DD	194.17		GP01063771
10/12/2025	Adept IT	IT/Website	DD	29.40		
23/12/2025	Information Commissioners Office	Data Protection Fee	DD	52.00		
		Total Direct Debits		557.99		

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Payments						Comments
10/12/2025	NPTS	Training	BACS	43.20		Clerk training - AGAR Assertion 10 LTC Meeting 10.11.25
10/12/2025	Chet Valley Festival	Small Grant	BACS	160.00		
10/12/2025	Julie Appleby	Love Loddon Expenditure	BACS	64.96		
10/12/2025	Jubilee Hall	Car Park Contribution	BACS	500.00		
10/12/2025	Jubilee Hall	Changing Room annual fee	BACS	300.00		
10/12/2025	Ross Wilson	T/C Coaching sessions - Oct & Nov	BACS	315.00		
10/12/2025	The Alarm Company	Intruder alarm annual maintenance	BACS	90.00		
10/12/2025	Norfolk County Council	Office rent	BACS	1,687.50		1/4ly rent 25.12.25-24.03.26
10/12/2025	SLCC - Norfolk	SLCC Christmas Lunch (RFO)	BACS	30.00		
	Loddon Town Council	Cambridge Building Society Savings	Chq	79,000.00		
		TOTAL FOR BACS		82,190.66		
Total of all Payments by DD & BACS				82,748.65		

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The following accounts are presented for payment in accordance with the Budget since the last meeting. (*Italic entries are late entries added since the list was initially circulated*).

Receipts/Income						
Date	Received From	Item	Payment Method	Amount / £	Authorised by (2 Clrs to initial)	
03/11/2025	GoCardless	TC Memberships	BACS	47.30		
13/11/2025	Nayax	Stairthe Toilets	BACS	256.50		

18/1/2025	Community Larder	Donation	Csh	20.00			
20/1/2025	Stuart Amey	Love Loddon Donation	BACS	260.00			
24/1/2025	Ross Wilson		BACS	84.00			
28/1/2025	Loddon Community Gym	Room Hire	SO	500.00			
28/1/2025	Cecil Amey Ltd	Love Loddon Donation	BACS	250.00			
28/1/2025	Community Larder	Donation	Csh	47.63			
28/1/2025	Carol Webb	Tea Towel Sales	Csh	15.00			
Total Receipts/Income				1,433.13			

Finance and Governance Report

The F&G committee met 26th November attended by Cllrs Ian Appleby, Andy Woodman, Terry Simmons and Jane Hale along with the Clerk and RFO

RFO delivered her finance report and discussed progress of the 2026/7 budget which will be reviewed at full council meeting in December.

Co-option and IT policies were reviewed and approved

Personnel Committee and Community Larder Terms of reference were reviewed and approved

Risk management policy was deferred to next meeting in March 2026.

Cllr Ian Appleby

Vice Chairman of Finance and Governance Committee

Loddon Town Council Clerk

From: Loddon Town Council Clerk
Sent: 05 December 2025 11:36
To: Loddon Town Council Clerk
Subject: FW: LLCG Report.

Love Loddon Community Group – November/December 2025

Our last get-together of 2025 was on the 30th of November to sweep up the remaining leaves around Church Plain, hopefully, to prevent a slip hazard for when freezing temperature occur in Loddon. These were then added to compost on the leaf-mould pile in Holy Trinity's churchyard.

An overwhelming turn-out of seventeen volunteers turned out on in glorious Winter sunshine, maybe also due to the incentive of coffee and mince pies enjoyed afterwards in The Swan!

Once again, I would like to express our gratitude to all these good folk that generously give of their time for the benefit of our town.

The Blue Plaque booklet has been drafted. Many thanks to Carol Webb for the initial idea and the hours of work she dedicated to this project, to our Parish Warden for putting up the plaques and to LTC's office team for all their help. Also, last but not least, to the property owners for consenting to take part.

LLCG Dates for your diaries: Saturday 7 Feb – Planning meeting in The Swan.
Sunday 1 March – working session
Sunday 22 March – working session

Best wishes
Julie

Julie Appleby
Town Councillor

Loddon Town Council
The Library Annexe, Church Plain,
Loddon, Norwich, NR14 6EX

01508 522 020 (Office is open 9am – 12 midday, Tuesday, Wednesday and Thursday)
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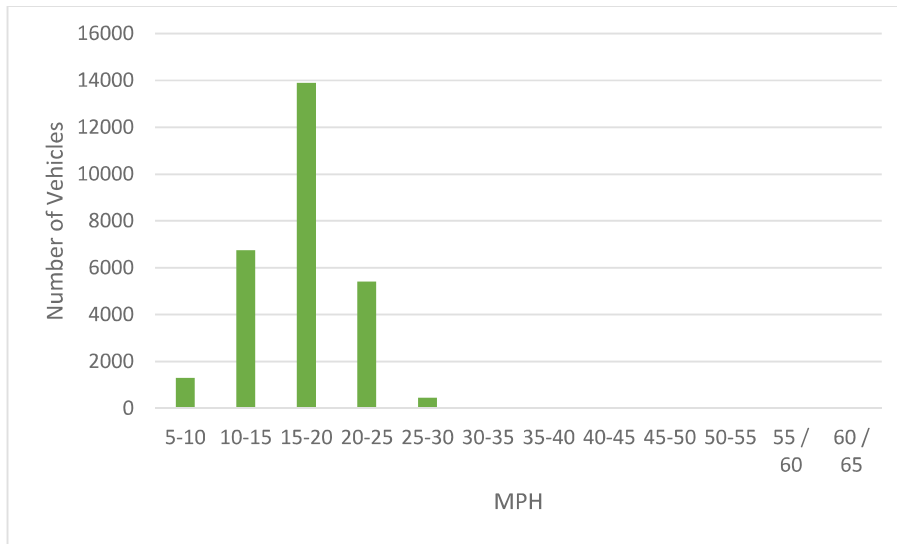
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Sam 2 Monitor High Street In

1pm Saturday 18th Oct – 1pm Saturday 8th Nov 25.

The Sam 2 Monitor was positioned on Lamp Post 4, beside No. 13, High Street on Saturday 18th October. It was positioned in order to record the volume and speed of traffic travelling along The High Street towards Church Plain. It commenced this recording at 1.00pm that day and the data was downloaded at 1.00pm on Saturday 8th November. During that time it recorded the movement of 27,836 vehicles. The maximum speed of 85% of these vehicles (23,661) was 21.6mph. The maximum speed recorded over that period was 35mph.

The speeds recorded were as follows;



05 – 10mph 1308

10 – 15mph 6,743

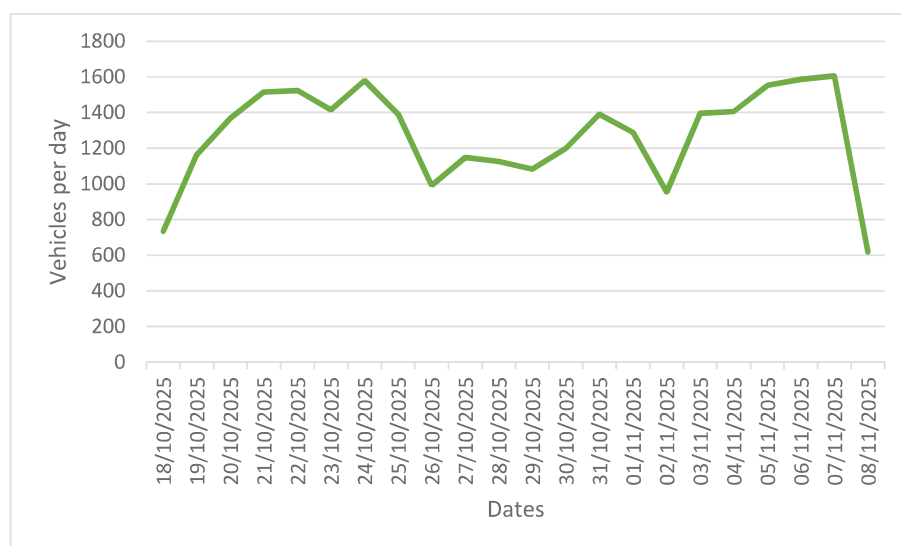
15 – 20mph 13,893

20 – 25mph 5,418

25 – 30mph 447

30 – 35mph 35

The daily volume of traffic was as follows;



18th – 19th 734 / 1,165

20th – 26th 1,368 / 1,515 / 1,523 / 1,415 / 1,579 / 1,391 / 991

27th Oct – 02nd Nov 1,148 / 1,126 / 1,082 / 1,200 / 1,391 / 1,289 / 954

03rd – 08th 1,395 / 1,406 / 1,553 / 1,586 / 1,606 / 617

For an hourly comparison of volume and speed over two Fridays, one, 24th Oct, during the school term and one, 31st Oct, during the school half term break.

Firstly the volumes;

Friday 24th.

2 / 0 / 0 / 2 / 0 / 3 / 29 / 58 / 82 / 141 / 160 / 144 / 120 / 116 / 94 / 105 / 124 / 138 / 101 / 73 / 32 / 23 / 22 / 10.

Friday 31st.

7 / 3 / 0 / 0 / 0 / 2 / 1 / 20 / 50 / 75 / 107 / 99 / 141 / 84 / 96 / 97 / 112 / 100 / 100 / 109 / 74 / 63 / 32 / 19.

Maximum Speeds;

Friday 24th;

25 / 0 / 0 / 25 / 0 / 25 / 30 / 30 / 35 / 30 / 30 / 30 / 30 / 25 / 30 / 25 / 35 / 25 / 25 / 30 / 30 / 30 / 30 / 30.

Friday 31st;

30 / 20 / 0 / 0 / 0 / 25 / 30 / 30 / 25 / 30 / 30 / 30 / 30 / 30 / 25 / 25 / 35 / 25 / 30 / 30 / 30 / 25 / 30.

The monitor was turned around and is now recording the volume and speed of vehicles travelling along The High Street towards Beccles Road.

Bryon