
Minutes of the Meeting of Loddon Parish Council (LPC) held on Wednesday 14 December 2022, 7.00pm in the Hollies Rear Hall.

Present: Cllr Kay Mason Billig (KB) - Chairman, Cllr June Strickland (JS) - Vice-Chairman, Cllr Jane Hale (JH), Cllr Colin Binfield (CB), Cllr Liz Marsham (LM), Cllr Julie Appleby (JA).

In Attendance: Emily Curtis (Parish Clerk), Georgina Hirst (Responsible Financial Officer, RFO), Jo Leonard (Administration and Allotment Officer, AAO) and four members of the public.

Absent: None

1. **Welcome, Meeting Protocol and Etiquette:**

Cllr KB welcomed everyone to the meeting. The Chairman informed the Council that members of the public will be invited to contribute during the Public Forum. The Clerk confirmed that she wished to record the meeting.

2. **Apologies for Absence:** The Council accepted apologies from Cllr Jessie Powell (JP), Margaret Wallace (MW), Cllr Arthur Morris (AM) and Cllr Alan Wildman (AW).

3. **Resignation:**

Cllr Daniel Scott resigned on the 8 December 2022 and Cllr KB thanked him for his service. Due to the upcoming election in May 2023, the Council **resolved** to not co-opt to fill the vacancy. The Clerk invited both Cllrs LM and JA to become banking signatories.

4. **Declarations of Interest and Requests for Dispensations:** Cllr JH declared an interest in item 9.1 as she had purchased goods on her personal credit card to supply the Community Larder Christmas bags.

5. **To Approve the Minutes of the Meeting Held on the 9 November 2022:**

Minutes of the meeting held on the 9 November 2022 were approved as a correct record.

6. **Matters Arising:**

6.1 **First Aid Training Date**

The first aid training that was booked for the 28 November 2022 was cancelled at short notice as the trainer was unwell. The AAO has requested a revised date from Ikon but has yet to hear back.

6.2 **Freedom of Information Training**

Full Council training via CJ International Services Ltd has been organised for the 18 January 2023, 7.00pm in the Hollies Rear Hall.

6.3 **Christmas Lights**

Thanks to Cozens for installing the motifs and tree wraps, and Loddon Garden & DIY for installing the lightweight LED's along the High Street, Bridge Street and Church Plain. Seven residents/businesses have kindly powered the lights, and the Council will send a card and token gift to thank them, and the Clerk suggested a reimbursement towards their energy costs,

it was resolved to calculate the likely power usage, and offer financial recompense to the residents/businesses. The mistletoe lights at the Staithe are not yet switched on due to a damaged streetlight and Cllr KB offered to contact the relevant Council dept to see if the repair can be expedited.

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

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

7.2 Report from District/County Councillor Kay Mason Billig

Cllr KB reported that NCC have been offered a 'county deal'. There will be a financial contribution if Norfolk County Council (NCC) have an elected leader. More info [here](#).

South Norfolk Council (SNC) have forwarded a motion of support for Radio Norfolk as there are concerns that its loss will affect local, particular rural communities.

SNC has adopted the LGA model Code of Conduct and Cllr KB urged LPC to adopt this model Code to encourage consistency between all the Councils. **Action:** Clerk to add to a future agenda.

7.3 Public Forum

A resident reported that they were disappointed that Hopkins Homes had refused to reinstate the buffer zone on planning application 2021/2522.

Chet Valley Medical practice has implemented a Winter Pressures plan due to the unsustainable level of demand it has been facing, more details [here](#).

A resident reported that a property on Watermeadow Close is currently carrying out building works and raised concerns about the extended curtilage. LPC have already reported these concerns to the SNC Enforcement Officer.

The Chairman moved item 11 forward due to several residents who had attended the meeting to discuss planning application 2021/2522.

11. Planning:

11.1 Planning Applications from South Norfolk Council

2021/2522; Hybrid Application: Outline planning permission for a phased development for the erection of 9 self-build dwellings with all matters reserved except access. Full planning permission for the erection of 171 dwellings with access, parking, open space and landscaping, (Duplicate Application of 2021/2437).

The Cllrs had received the minutes of the public planning meeting held on the 29 November 2022. The minutes have been added to the LPC website and emailed to the parishioners that had requested them.

The Council have previously submitted two objections to the application but **resolved** to submit further concerns regarding:

- Vista/rotation of site relating to Holy Trinity Church
- The incorrect position of the Play Area
- Request a line of trees be planted along the boundary with existing properties in Norton Road
- Requesting a pedestrian access nearer to Beccles Road

- Traffic calming measures on Beccles Road
- The insufficient public open space (POS) as the attenuation ponds are not usable POS in wet weather
- Concerns regarding an access to the adjacent field that has been inserted into the proposed development
- Concerns about the attenuation basins being a danger of drowning
- This is not an allocated site, SNC should not determine the application yet

The Council will submit a response detailing the above concerns to SNC. **Action:** Clerk.

Cllr KB will contact the Planning Officer in her D-Cllr capacity and will suggest a meeting with the SNC Planning Officer and developer. **Action:** Cllr KB.

A discussion was held regarding the proposed play areas on St Georges Park.

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

11.3 Planning Applications from the Broads Authority

BA/2022/0344/CLEUD - 12 Bridge Street, Loddon, NR14 6EZ, Lawful Development Certificate for 10 years use of land as a campsite. It was **resolved** to write in support of the application and Cllr CB will send the Clerk evidence to support the application. **Action:** AAO.

11.4 Planning Decisions from The Broads Authority: None.

The agenda continued in the normal order.

8. Reports from Council:

8.1 Chairman's Report

The Remembrance Parade and church service were excellent and well organised, and a wreath was laid on behalf of LPC by the Chairman. It was **resolved** that LPC should investigate the cost of a PA system to support events such as Remembrance, summer fete and the Victorian Evening. **Action:** AAO.

8.2 Parish Councillors' Reports

Cllrs JA and JS reported that the Community Larder continues to be very successful and the Christmas bag offering on the 13 December 2022 was very well attended.

Cllr JS reported that a few residents had complained to her that the fallen leaves have not been cleared, particularly on the bridge pavement on Bridge Street and Church Plain Car Park. **Action:** Parish Warden/NCC/SNC.

Cllr JH reported that the Jubilee Hall Management Committee (JHMC) have met and suggested a meeting date for the car park discussions on the 9 January 2023. The Clerk suggested that if JHMC send the requested proposal, LPC could add it to the next agenda for discussion. The JHMC are investigating the installation of a further floodlight to the car park. The Taproom will be under new management from February 2023.

8.3 Clerk's Report

The report is attached to the minutes as Appendix B.

8.4 Admin and Allotments Officer's Report

The report is attached to the minutes as Appendix C.

It was **resolved** to cover the cost of the solar security lights that have recently been installed by an allotment tenant. **Action:** RFO/AAO.

A discussion was held regarding the improvements suggested by the Loddon Community Allotment Society, and these will be considered in the next financial year.

8.5 Parish Warden Report

The report is attached to the minutes as Appendix D. No comments.

9. Finance Report:

9.1 Accounts for Payment in Accordance with the Budget

The RFO presented the list of payments, and it was **resolved** to approve this list of payments. Cllr JH abstained. **Action:** RFO.

Date	Payee	Item	Payment Method	Amount / £
24/10/2022	PHS	Sanitary contract	DD	436.38
10/11/2022	Adept IT Solutions	IT Support	DD	33.60
11/11/2022	Everflow Water	Staithe toilets water	DD	169.37
13/11/2022	EE	Parish Warden mobile	DD	20.98
14/11/2022	Plusnet	Staithe Wi-Fi	DD	25.60
19/11/2022	SSE Southern Electric	Streetlight electricity	DD	211.44
21/11/2022	Plusnet	Phone & Broadband	DD	32.92
05/12/2022	South Norfolk Council	Office Rates	DD	434.00
08/12/2022	intY Ltd	3 x Office 365	DD	31.58
12/12/2022	Adept IT Solutions	IT Support	DD	33.60
12/12/2022	Lloyds Bank	Credit Card Nov 2022	DD	552.88
12/12/2022	Everflow Water	Staithe toilets water	DD	169.37
13/12/2022	Plusnet	Staithe Wi-Fi	DD	25.60
14/12/2022	HM Revenue & Customs	Tax & NI - Dec 2022	300063	1,410.37
29/11/2022	DG Repair Centre	Repair to Staithe toilet windowsill	BACS	906.00
14/12/2022	Cozens	Streetlight maintenance November 2022	BACS	36.00
14/12/2022	Cozens	Christmas Lights installation & removal	BACS	2,280.00
14/12/2022	Norfolk County Council	Qtr Office rent - 25/12/22-24/03/23	BACS	1,500.00
14/12/2022	Loddon Garden & DIY	Grounds maintenance	BACS	417.48
14/12/2022	Top2Bottom Cleaners	Cleaning Nov 2022	BACS	962.13
14/12/2022	Adept IT Solutions	IT Support	BACS	74.16
14/12/2022	SLCC	Annual subscription	BACS	277.00
14/12/2022	Norfolk County Council	Safer Programme Annual subscription	BACS	30.00
14/12/2022	Loddon & Chedgrave Jubilee Hall	1 year electricity supply for tennis gate & lights	BACS	194.10
14/12/2022	CJ International Services Ltd	Professional FOI Service	BACS	1,116.00
14/12/2022	Collective Community Planning	Neighbourhood Plan Consultant's Fee	BACS	240.00

14/12/2022	Chedgrave Parochial Church Council	Neighbourhood Plan meeting room hire	BACS	16.00
14/12/2022	Anglia Surface Care	Tennis Court Moss Treatment	BACS	468.00
14/12/2022	JG Electrical	Electrical testing PFC & Tennis Courts	BACS	240.00
14/12/2022	Discreet Security	2 x Marshals for Remembrance parade	BACS	187.20
14/12/2022	EasTec UK Ltd	LANTRA Basic Tree Survey training Nov22	BACS	180.00
14/12/2022	SLCC	SLCC training Mar23	BACS	36.00
14/12/2022	Toilets to Go	Portaloo hire - Aug2022	BACS	216.00
14/12/2022	Chet Valley Festival	Community Grant - TBC	BACS	150.00
14/12/2022	Salaries	Dec 2022	BACS	4,786.84
14/12/2022	E Curtis	Expenses and mileage	BACS	46.83
14/12/2022	G Hirst	Expenses and mileage	BACS	7.86
14/12/2022	J Leonard	Expenses and mileage	BACS	18.36
14/12/2022	P Leonard	Expenses and mileage	BACS	56.64
14/12/2022	Norfolk Pension Fund	Pensions - Dec 2022	BACS	1,818.53
14/12/2022	John Woolner	Allotment security lights	BACS	26.95
14/12/2022	Jane Hale	Community Larder Christmas Bags Event supplies	BACS	914.47
14/12/2022	Healthmatic	Staithe toilet doors	BACS	-760.50
(Healthmatic - £21,925.80 approved on July 2022 payment list, but not paid due to delays with installation. Work now completed and invoice of £21,165.30 requires payment, therefore 760.50 less.)				
Total Payments				20,029.74

9.2 Bank Reconciliation to 30 November 2022

The balance of Loddon Parish Council's bank accounts as of the 30 November 2022 was £357,578.12.

9.3 Draft 2023-24 Budget

It was **resolved** to accept the proposed 2023-24 budget, which is a 3% increase on previous years precept, which represents an increase to the band D charge (equivalent to £4.08 increase per year from 2022-23) which will provide £966.00 additional funding. The total precept will be £148,712. **Action:** RFO.

9.4 2023-2024 Draft Precept

The precept was agreed in item 9.3.

9.5 Internal Auditor 2022-23

The RFO strived for three quotes and only two were received. As LPC had been pleased with the thorough audit carried out by Sonia Blythe last year, it was **resolved** to use her audit services for another year. **Action:** RFO.

9.6 Virements from the general fund

A report had been previously circulated to Council and it was **resolved** to transfer the funds. **Action:** RFO.

9.7 Norfolk Local Government Pension Scheme

The RFO informed LPC that the position is positive and employer's contributions to the Norfolk LGPS are expected to decrease by 0.5% per year for the next three years (to be confirmed by 31 March 2023).

9.8 Report on the expenditure on the professional service to assist the Council with Freedom of Information requests and related matters

The report had been previously circulated to Cllrs for information. It was **resolved** to consider CJ International's Services Ltd quote to retain their services at the January 2023 meeting. **Action:** Clerk.

9.9 Platinum Jubilee Dwarf Trees at Loddon Allotments

Three quotes have been received for the dwarf trees and it was **resolved** to purchase the dwarf fruit trees and associated stakes and guards from Homestead Nurseries. **Action:** AAO.

9.10 Request from the Jubilee Hall for a contribution towards the repainting of the Car Park

The Jubilee Hall has asked LPC to consider contributing towards the cost of their recent car park repainting work. It was **resolved** to defer this request until further information had been received from Cllr JH; the most recent Jubilee Hall accounts, the JHMC Constitution and whether the other landowner (Chedgrave Parish Council) had also received the request. **Action:** Cllr JH to circulate accounts and constitution.

9.11 Chet Valley Festival Group

It was **resolved** to support the small grant application and fund the Victorian Evening's Punch and Judy shows. **Action:** RFO.

9.12 NALC's Local Council Award Scheme

It was **resolved** to register the Council in May 2023, as certification is dependent on the election outcome. **Action:** Clerk.

9.13 Repairs to the surface of the MUGA and Kitten's Lane Play Area

The Clerk reported that repairs to the play area surface will be carried out under Clerk's Delegated powers.

10. Governance:

10.1 Privacy Statement

It was **resolved** to adopt the revised Privacy Statement that CJ International Services Ltd had drafted for LPC. **Action:** AAO.

10.2 Allotment Gardens Letting Terms

It was **resolved** to adopt the revised Allotment Garden Letting Terms. **Action:** AAO.

12. Chet Neighbourhood Plan (NP) Steering Group:

12.1 It was resolved to support the proposed motion;

Loddon and Chedgrave Parish Councils agree to provide additional funding to the Neighbourhood Plan to ensure the plan is completed, should the project go over budget or not achieve alternate funding, to a capped amount of 10% of the total project budget i.e. £3,790. Split between Loddon at £2,842.50 and Chedgrave at £947.50. **Action:** RFO/NPPO
Chedgrave Parish Council also agreed to the above resolution at their meeting on the 1 December 2022.

12.2 Steering Group Report

Cllr JH gave an update on the NP's progress and requested that another LPC Cllr joins the Steering Group as Cllr DS has resigned. **Action:** Clerk to add to the next agenda.

A written report from the NP Project Officer had also been circulated to Council and is attached as Appendix F.

12.3 The minutes of the Steering Group were circulated to Council for their information.

12.4 The first draft of the NP requires further work so this item was deferred.

13. Highways:

13.1 NCC Highways Parish Partnership Bids

The Clerk and Parish Warden met with the NCC Trails Officer and discussed the proposed bid for footpath FP15 (from Beccles Road, adjacent to Broadland Meadow) and the application and revised quote for the works has been submitted.

Due to safety concerns regarding the beck, under Clerk's Delegated Powers, LPC's grounds maintenance contractor has been instructed to install additional fencing alongside the beck from Beccles Road to the first turn in the path and clearance of vegetation.

In addition, the Parish Partnership Bid for repairs to the first half of the unregistered footpath from Old Market Green to Loddon Swan has also been submitted.

The Council should receive the results of the Parish Partnership bids in March 2023.

13.2 Speed Awareness Message (Sam2)

The Sam2 reports had been previously circulated to Council. The Sam 2 is currently facing South outside the Angel. Thanks to the Council volunteer and Cllr Morris for relocating the Sam2 on a four-weekly basis.

14. Events Committee Update:

The Events Committee meeting planned for the 13 December 2022 was postponed due to the meeting not being quorate. The next meeting will be on the 25 January 2023.

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

The Wi-Fi that powers the gate and floodlights stopped working due to issues with the Taproom router and the L & C PFC have installed their own phonenumber to prevent these issues occurring in the future.

16. Emergency Plan Working Party:

A meeting was held on the 22 November 2022 for the Emergency Wardens, and they have been invited to join a WhatsApp group.

17. Community Larder:

The Christmas bag event on the 13 December 2022 was highly successful and thanks were given to the community for their donations, and to the volunteers and Cllrs who executed the event. LPC received a grant from the Geoffrey Watling Trust, and the RFO has applied for a grant from SNC and a Community Foundation Grant.

18. Correspondence:

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

The Council **resolved** to express an interest in joining the .gov email/domain scheme offered by Norfolk ALC. **Action:** Clerk.

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

The Clerk confirmed that the recording of the meeting was ceased.

20. **Complainant meeting:**

Cllr CB gave a full report to the Council on the attempts that he had made to set a date with the Complainant to have their requested meeting. Unfortunately, it had been impossible to agree a meeting date, as the Complainant had imposed conditions on attending any meeting that the Council could not comply with. Cllr CB informed the Complainant that he was unable to agree to any conditions and that they exceeded the Council's resolution. LPC had set a deadline of the 14 December 2022 for the meeting date to be agreed, and as this had failed LPC **resolved** that the complaint would be dismissed. Cllr KB thanked Cllr CB for his efforts in trying to resolve this. **Action:** Complainant to be informed.

21. **Review of Complainant's Classification of 'unreasonably persistent or as behaving unreasonably':**

Cllrs received a summary of the Complainant's classification as 'unreasonably persistent or as behaving unreasonably', and the attempts that the Council have made to hear the formal complaints that have been received since November 2021, including details of the formal hearing that took place to hear the previous formal complaints in February 2022. The meeting which the Complainant failed to attend.

The communication restrictions that the Council have imposed in recent months, continue to be disregarded by the Complainant, and despite the IT block on communications that was implemented in November 2022, the Complainant continues to contact the Council by creating 'disposable email addresses' to facilitate circulating further complaints to Cllrs and staff.

The Complainant continues to send numerous Freedom of Information requests and correspondence via [WhatDoTheyKnow](#) and the Council therefore continues to use the services of CJ International Services Ltd to respond to these requests. This is in order to protect staff from the volume of work these requests create, which detract from their usual functions and the efficient running of Council services.

After a lengthy discussion, and in view of the evidence of the Complainant's continued unreasonably persistent and unreasonable behaviour, LPC **resolved** to extend the classification for a further twelve months with a review at six months. The Complainant will be informed that their statutory rights to submit data requests will continue via CJ International Services Ltd. Cllrs CB and JH abstained from the vote. **Action:** Complainant to be informed.

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

- Gifts for Freedom of Loddon recipient
- The Old Hockey Field Terms of Hire
- Byelaw restricting alcohol consumption at Loddon Staithe
- Review of the areas that B – Line/SNC have as wildflower areas
- Draft Chet Neighbourhood Plan

23. **Next meeting date:**

The next Parish Council meeting will be on Wednesday 11 January 2023 at 7.00pm. (Agenda items to Clerk by 4 January 2023). Cllr CB gave his apologies for the January 2023 meeting.

The meeting ended at 22.02pm.

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

The work towards building a team of community wardens, who will have a very important role to play if an emergency does occur, is going really well, and will be led by Loddon Parish Council going forward.

Our ChetChat priority is delivering the Christmas hampers, which will be delivered between 20- 24th. December. We've been blown away by the responses and goodwill, and many people and local businesses have made generous donations towards the cost of the hampers, and towards our work providing help throughout the year. If you are able to donate, our account number is: sort code 55-61-18 account number 68668163.

As always, if you, or someone over-60 that you know, would like some help and maybe just some friendship, please phone ChetChat. Our new number is 07944 858929 – please get in touch if we can help.

I'm delighted to confirm that my next surgery will be 2-3pm Saturday 11 February in Loddon library: please drop in if I can help with anything, or just to say hello!

Please ring me anytime on 07733323581 if I can help you, as many people do.

Appendix B – Clerk's Report

Office

Thanks to the Royal British Legion, the Remembrance Sunday Parade was a poignant and successful event. Thank you to the staff and Cllrs who assisted on the day. Several parishioners commented that the stewards enforcing the road closure ensured that the event was quieter and safer, and the stewards have been rebooked for next year's event.

A public meeting to discuss planning application 2021/2522 (duplicate application of 2021/2437) was held at the Hollies on the 29th November 2022. The notes from the meeting have been circulated to the Council and added to the LPC website. Thank you to everyone who attended, the comments from the community will help to form the Council's response to the application.

A Samsung Tablet and CCTV camera has been purchased and installed in the LPC lobby. This will assist with the Council's activities and monitoring LPC's CCTV.

The Community Larder fridge has been installed, and the Community Larder continues to be well used. The Council is very grateful to the community for the regular donations.

The Clerk attended various training sessions; the Election Training course via NPTS, and a free Risk Management training from Norfolk ALC and a free Quality Council webinar from NALC.

A WhatsApp group has been formed for the Emergency Plan and the Emergency Wardens invited to join. The AAO is in the process of creating a template for the identity cards.

With the assistance of data consultant Phil Brown, LPC has continued to review its data procedures and policies and a revised Privacy Statement has been submitted to Council for review.

As agreed at the November 2022 meeting, two NCC Parish Partnership bids have been submitted: Sale Court footway and Footpath 15. To compile the bid for Footpath 15, the Clerk and Parish Warden met with the NCC Trails Officer to discuss the improvement works required for the Footpath.

Cllr Daniel Scott resigned from LPC on the 8th December 2022, The Council is very grateful for his assistance with various projects.

The LPC office will be closed to the public on the 27th, 28th and 29th December 2022. The office will reopen to the public on Tuesday 3rd January 2023. Any emergencies that occur during that time can be reported to the Council via the emergency phone line: 01508 486 128.

Public Open Space, LPC Facilities and Assets

A member of the public reported that a wooden slated freestanding bin has been removed from the High Street (outside Pearl Garden). The Parish Warden has investigated; SNC Bin Crew and nearby residents have confirmed they did not remove it. The Clerk will organise a replacement bin using Delegated Powers as the bin was well used.

Appendix C – Admin and Allotments Officer’s Report

I am continuing to deal with the issue of unworked plots and am monitoring several during my regular inspections.

I met with the Chair of Loddon Community Allotment Society on 1 December 2022. We discussed the wish list tenants have supplied:

- 1. Additional second and third pumps to supply the needs of allotment holders. To be spaced out down the river so that those allotment holders at the far end can have a convenient supply.*
- 2. An entrance gate is fitted with a padlock for security. Virtually all allotment sites have this in recognition of their vulnerability to theft and damage, such as the thefts which we have recently been suffering. This is however not just a recent problem and has frequently happened over the years. From a crime prevention perspective, the fitting of a gate is a first step to stopping theft, vandalism and anti-social behaviour on the site. You will understand that it is demoralising to have crops or tools stolen. A gate may not prevent someone determined from climbing over it but its presence does send out a clear message and makes entry to site more obvious and difficult. Chedgrave allotments have such a gate.*
- 3. Removal of the infected willow in the corner near plot 17. This has been a long-standing problem and will only become more problematic as it gets bigger.*
- 4. Some funds to be set aside for discretionary use by you, Jo, specifically to fund improvements to the site from a wildlife habitat and biodiversity perspective. Such things as plant seeds, bird boxes (or wood for such) etc. This will link in with wildlife survey currently being undertaken on the site.*

I have asked the Parish Warden to provide a costing for the pumps.

A tree contractor is visiting for routine work and I have asked that they assess the willow trees health.

Recommendation: A gate is purchased and fitted, funded from 2023 budget.

As previously reported, there has unfortunately been a recent spate of thefts at the site, two tenants have purchased a pair of solar powered lights, they have fitted these in the trees to provide some security lighting.

Recommendation: The Council reimburse the cost of the lights: £27.00

I have updated the Plot Letting Terms 2023 for approval.

The Christmas Lights Consent gathering is well underway. I have contacted 101 residents and businesses seeking consent to comply with our insurance, and so far, received 88 responses.

I have continued to support the Events Committee by circulating paperwork and attending meetings as required and have supported the ongoing set up of the Emergency Plan.

Appendix D – Parish Warden’s Report

Key activities since November Council meeting:

- Hosted contractor visits for;
 - DG Repair Ltd for Staithe toilets new windowsill installation

- Responded to the following Parishioner concerns/reports:
 - Flooding on Princess Anne Terrace
 - Streetlights out on Gunton Road
 - Card system not working at Staithe Ladies toilet
 - Removal of dead fallen Ivy stump on Jubilee field
 - Highways defect on Beccles road
 - Defective streetlight at Staithe Car park
 - Defective lock, Library Annex WC

- Investigated energy saving options at Staithe toilets
- Made temporary repairs to damaged latch on Staithe male toilet door
- Posted Notices for Footpath adoption at various locations and cleared access
- Fitted CCTV notices to Staithe doors
- Supported LPC/Highways and Trails site meetings
- Mounted Wi-Fi Camera above Community Larder fridge
- Installed/recovered Remembrance Cascade and Tommies at Farthing Green
- Assisted with Stewardship of Remembrance Parade
- Repaired leaking toilet at LPC Offices
- Cut away bushes obscuring Noticeboard at Staithe
- Progressed quotations for Staithe electrical works and Office window repair
- Routine inspections of; Kittens Lane and Broadlands Playgrounds, Tennis courts, Broadlands public opens space, Parish trees on Hockey field, War Memorial, and Pyes Mill picnic area
- Weekly Litter picking of Hockey field, Jubilee field, and Skate Park
- Legionella flushing and temperature control readings completed
- Monthly Fire Safety, Emergency lighting, and CO Monitor checks complete
- Inspected Footpaths; 8,9,10,11,14 & 15
 - Removed dead Ivy stump from FP10
 - Liaised with local contractor to develop safety improvements on FP15
- Litter picked George Lane and Kittens Lane
- Weeded and swept War Memorial prior to both Remembrance services
- Sprayed Moss and swept Tennis courts

Appendix E - Planning Report

App Number	App Type	Address	Proposal	Application / Decision	Decision	Date of Decision
2022/2142	Listed Building Consent	Bugdon House 5 Bridge Street Loddon Norfolk NR14 6LZ	Rake out existing and re-pointing lime mortar, repair and replace brickwork and new lead flashings	A		
2022/2239	Cert. Lawfulness Existing	12 Bridge Street Loddon Norfolk NR14 6EZ	Lawful Development Certificate for 10 years use of land as a campsite	A		
2022/1817	Householder	5 Sycamore Close Loddon Norfolk NR14 6LF	Replace existing conservatory with single storey rear extension	D	Approval with Conditions (Delegated)	08/11/2022
2022/1964	Works to TPO trees	25 Beccles Road Loddon Norfolk NR14 6JQ	T1 Copper Beech - Reduce upper canopy by approximately 4-5m, reduce lower laterals by 2-3m, 20% thin of internal canopy.	D	Refusal (Delegated)	09/11/2022
2022/1839	Works to trees	25 High Bungay Road Loddon Norfolk NR14 6JS	T1 Scots pine tree - Reduce overhanging branches by up to 1.5m back to appropriate pruning points. T2 Field maple tree - Crown to be raised to approx 4m above ground level. Overhanging branches trimmed back by up to 1m. T3 Oak tree - Crown to be raised to approx 4m above ground level. Overhanging branches trimmed back by up to 1.5m	D	No objections (Delegated)	07/11/2022
2022/1421	Full	Stubbs Barn Stubbs Green Loddon Norfolk NR14 6EA	Conversion of garage loft to self-contained annexe and holiday let	D	Approval with Conditions (Delegated)	14/11/2022
2022/1791	Householder	Stubbs Farm Stubbs Green Loddon Norfolk NR14 6EA	Single storey living room extension	D	Approval with Conditions (Delegated)	16/11/2022
2022/1808	Householder	Bugdon House 5 Bridge Street Loddon Norfolk NR14 6LZ	Erection of garage	D	Approval with Conditions (Delegated)	30/11/2022
2022/1809	Listed Building Consent	Bugdon House 5 Bridge Street Loddon Norfolk NR14 6LZ	Erection of garage	D	Approval with Conditions (Delegated)	30/11/2022
2022/1994	Removal/Variation of Condition (S73 / S19)	Land North Of George Lane Loddon Norfolk	Variation of condition 2 of 2020/1163 - Revisions to layout and house types for Plots 121 and 122	D	Approval with Conditions (Delegated)	07/12/2022

Appendix E – Neighbourhood Plan Project Officer Report

1. Older documents have all now been uploaded to the website.
2. Chased up AECOM several times regarding the draft Design Codes. AECOM advised that the revised document would be received the early part of the week beginning 28 November 2022. As soon as it is received, I will circulate to the NP SG members. Hopefully it will arrive before the meeting on 7 December 2022.
3. Confirmed with the Hollies that all the bookings have been made for next year.
4. Loddon and Chedgrave Parish Councils will each minute a resolution at their next meetings to enable the South Norfolk grant to be released.
5. A full financial statement has been prepared by GH for this meeting.
6. The next NP SG meeting is on Wednesday 4 January 2023.