



# Loddon Parish Council

The Library Annexe | Church Plain | Loddon | NR14 6EX

www.loddonpc.org.uk | clerk@loddonpc.org.uk | 01508 522 020

Dear Councillors, you are summoned to attend the annual meeting of Loddon Parish Council, to be held in the Hollies Rear Hall on Wednesday 17 May 2023 at 7.00pm.

Members of the public are welcome to attend in person and will be provided an opportunity for public participation under *Public Forum*.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

**Signed:** *Emily Curtis* (Parish Clerk)

**Dated:** 11 May 2023

## AGENDA

1. **Welcome and Meeting etiquette (note if anyone wishes to record the meeting)**
2. **Election of Chairman and Declaration of Acceptance**
3. **Election of Vice-Chairman and Declaration of Acceptance**
4. **To receive and consider apologies for absence and consider accepting them**
5. **To receive any Declarations of Interest for items on the agenda and to consider any requests for dispensations**
6. **To consider any declarations of office that have not been received and to decide whether to grant an extension or declare the seat vacant**
7. **To consider any applications received to fill the Councillor vacancy arising from the election process**
8. **To confirm eligibility and to consider adopting the General Power of Competence**
9. **To agree the appointments of Councillors to Committees and Working Parties**
  - 9.1: To consider the Committees and their membership
  - 9.2: To consider disbanding the Working Parties and their membership
10. **To agree the appointment of Councillors to Outside Bodies**
  - 10.1: Jubilee Hall Management Committee (1 voting representative)
  - 10.2: L & C PFC Representatives (2 representatives and 1 substitute representative)
11. **To review the policies in accordance with the Policy Schedule**
12. **To review Asset Register**
13. **To confirm the Council's arrangements for insurance**

**14. To review the Council's expenditure incurred under s.137 of the Local Government Act 1972**

**15. To confirm the time and place of the ordinary meetings of the Council**

**16. To approve as a correct record, the Minutes of the meeting held on 12 April 2023**

**17. To receive an update on matters arising from previous meetings** (not on this agenda)

17.1: Installation of three door notice board on Church Plain

17.2: Quality Council Status (9.5 Dec 2022 minutes)

17.3: Planning Permission for the refurbishment of the Annexe Kitchen, WC's and lobby

17.4: Loddon/Chedgrave Platinum Jubilee Trail

**18. Public Forum**

18.1: County/District Councillor Kay Mason Billig

18.2: District Councillor Jeremy Rowe

18.3: Public Forum

**19. To receive reports from Council** (for information only and previously circulated)

19.1: Chairman's Report

19.2: Parish Councillors' Reports (including Outside Representative Roles)

19.3: Clerk's Report

19.4: Administration and Allotment Officer's Report

19.5: Parish Warden's Report

19.6: Data Protection Matters

**20. To receive the finance report from the Responsible Finance Officer**

20.1: To review and approve the updated Annual Accounts 2022-2023

20.2: To receive the updated Bank Reconciliation to 31 March 2023

20.3: To receive and note the Internal Audit report for the Year Ended 31 March 2023

20.4: To consider, approve and sign the Annual Governance Statement 2022-2023

20.5: To consider, approve and sign the Accounting Statement 2022-2023

20.6: Notification of commencement dates for the exercise of public rights

20.7: To receive the 2022-2023 CIL report

20.8: To receive the Bank Reconciliation to 30 April 2023

20.9: To approve accounts for payment in accordance with the Budget (list tabled)

20.10: To consider new signatories for the bank accounts

20.11: To receive a report on the expenditure on the professional service to assist the Council with Freedom of Information requests and related matters

**21. To consider changing the name of Loddon Parish Council to 'Loddon Town Council'**

**22. To consider implementing a bye law restricting alcohol consumption at Loddon Staithe**

**23. Planning** (all applications are listed on LPC's Planning Schedule which is attached to the minutes and agenda)

23.1: To consider a response to planning applications received from South Norfolk Council;

- 2021/2522 (Duplicate Application of 2021/2437): To consider a response to the revised plans

23.2: To note decisions on planning applications by South Norfolk Council

- 23.3: To note planning applications received from Broads Authority
- 23.4: To note decisions on planning applications by Broads Authority

**24. To receive highways information and agree any necessary action**

- 24.1: To receive a report on the speed awareness message (Sam2)
- 24.2: To receive an update on the Parish partnership Bids: Footpath 15, and Footpath Sale Court

**25. To receive an update on the Chet Neighbourhood Plan Steering Group**

- 25.1: To receive for information the minutes from the Steering Group meetings

**26. To receive an update from the Events Committee**

- 26.1: To receive for information the minutes from the meeting held on the 26 April 2023
- 26.2: To receive an update on the events committee, including the task group formed to improve the flower beds on Church Plain

**27. To receive an update on the Jubilee Hall Management Committee**

**28. To receive an update from the Loddon & Chedgrave Playing Field Committee**

**29. To receive for information the minutes of the Personnel Meeting held on the 29 March 2023**

**30. To receive an update on the Emergency Plan Working Party**

**31. To receive an update on the Community Larder**

**32. To consider holding an informal meeting to discuss future projects and the LPC Action Plan**

**33. To consider correspondence received and determine a response if required**

**34. To consider any items for a future agenda**

**35. Date of next meeting:** The next Parish Council will be held on Wednesday 14 June 2023 at 7.00pm, held in the Hollies Rear Hall. (Agenda items to Clerk by the 7 June 2023).