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 10 September 2025, 7.00pm in the Hollies Rear Hall.

Present: Cllr Mervyn Pointer (MP) – Chairman, Cllr Andy Woodman (AW) – Vice - Chairman, Cllr Jane Hale (JH), Cllr Julie Appleby (JA), Cllr Ian Appleby (IA), Cllr Steven Kellingray-Williamson (SKW) and Cllr Kay Mason Billig (KMB).

In Attendance: Emily Curtis (Town Clerk), Jo Leonard (AAO), Kerry Sturman (RFO) and thirteen members of the public (MOP).

Absent:

1. Welcome, Meeting Protocol and Etiquette:

Chairman Cllr MP welcomed everyone to the meeting. Nobody wished to record the meeting.

2. Councillor Co-option:

One application to become a co-opted Cllr has been received. It was **resolved** to co-opt Terry Simmons to the Council. Terry signed his Acceptance of Office form and joined the Council. **Action**: AAO to instigate the Cllr recruitment process.

3. Apologies for Absence:

The Council received and accepted apologies from Cllr Alex Ashman (AA) as he is away from home and Cllr Natalie Henry (NH) as she was unable to attend due to a personal reason.

4. Declarations of Interest and Requests for Dispensations:

Cllr JH declared an interest on any items on the agenda relating to the Jubilee Hall and the Loddon Building Preservation Trust as she is a Trustee of both organisations.

5. Minutes of the Meeting held on the 9 July 2025:

The Minutes of the meeting held on the 9 July 2025 were approved as a correct record.

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: Appendix A

6.3 Public Forum

A Member of the public (MOP) asked if consideration had been given for a location to install the Chet medieval boat in Loddon.

A MOP commented that there were some inaccuracies in the biodiversity report regarding the land at the front of St George's Park and the hedging at the health centre.

A MOP commented that the arrow markings on Church Plain Car Park need to be repainted as vehicles have been seen driving the wrong way round the one way car park. **Action:** District Cllr JR offered to action.
A MOP commented that that the recent traffic works don't appear to have been coordinated. County Cllr KMB reported that utility companies can carry out works without seeking permission from Norfolk County Council (NCC) Highways. The works on the A146 will be completed in the next few weeks. The planned works on George Lane (Jubilee Hall pedestrian footway) have been delayed until mid-October 2025.

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 as Appendix F.

8. Finance Report:

For information:
- Credit Control - £4,727 outstanding in invoices sent to date, which represents the CPC grant to the PFC for 25/26. Payment expected following next CPC meeting.
- National Lottery have kindly granted £1000 to Chet Valley Community Larder.
- Unity Trust Bank Mandate – Cllrs SKW and IA have been added and received training.
- Fire Safety Training – new date to be set.

Ongoing:
- 2024/25 Audit – awaiting final feedback from PKF following queries raised.
- Hinckley & Rugby Building Society account has been opened, pending transfer of funds.

Projects:
- **Chet Valley Community Larder** – Continuing to work on increasing donations, raising awareness of the initiative and increasing volunteer numbers. (Drop-in sessions have been reduced to 1hr each session due to lack of volunteers.) Four new volunteers have been signed up in recent weeks. Next meeting for CL Working Party – 16th September 2pm.
- **2026/27 Budget preparations** – First draft meeting 22nd October 7pm.
- **Tennis Court refurbishment** – Tender documents are ready for when Council are ready to proceed. Funding options continue to be researched for the project.

- **SNC Nature Conservation Fund (Minute 9.8 – July 2025)** - grant application accepted in principle for Warren Hills Open Woodland. £10,000 to be received and earmarked for the project and works to completed by Spring 2026. Copy of application in Dropbox.
- **NCC Market Towns Pride in Place (Minute 9.9 – July 2025) –** three bids have been submitted;
  - New noticeboard at the Staithe – £2,958.15
  - Tourist information website – £4,113
  - 2 x hanging basket trees, hanging baskets and hanging LED Christmas Trees on Church Plain - £3,057.22

8.1 Bank Reconciliation to 31 August 2025

The balance of Loddon Town Council's accounts, including the Playing Field, as of 31 August 2025 was £297,582. This includes £179,296 of ear-marked funds and £118,286 of general funds.

8.2 Accounts for Payment in Accordance with the Budget

The RFO presented the list of payments (Appendix G). It was **resolved** to approve this list of payments. **Action:** RFO.
Cllr JH and JA abstained.

8.3 Proposed Virement to the Training Budget

It was **resolved** to approve the proposed virement of £1,000 of to the training budget to cover the additional study costs incurred by the RFO's CilCA qualification. **Action:** RFO.

8.4 Small Grant Applications

A small grant application has been received from Loddon and Chedgrave Arts Festival 2026. It was **resolved** to grant £100 to the festival. **Action:** RFO.
Cllr JH declared an interest as a member of the committee.

8.5 Kittens Lane Play Area - Basket Swing Replacement Quotes

The basket swing was removed earlier in the year due to damage. Three quotes have been received, and it was **resolved** to appoint contractor A at a cost of £1,338.30. **Action:** RFO.

8.6 Kittens Lane Play Area – Resurfacing under swings

The surfacing under the swing has reached the end of its life and the recent RoSPA identified that it required replacement. Quotes for mulch and wet pour have been received, and it was **resolved** to defer to the October Council meeting as comparable information was outstanding from some of the suppliers. **Action:** RFO.

8.7 Library Annexe Refurbishment Final Accounts

The total cost of the project was £58,847.93. LTC obtained £32,000 of grant funds. LTC had Earmarked Reserves of £14,591 and utilised £4,179 of CIL funds. Therefore, the remaining £3,944.67 will come from General Funds. The retention of £1,229.65 has yet to be paid.

8.8 Revised Financial Regulations

NALC revised the model Financial Regulations in March 2025. After review, it was **resolved** to adopt these revised Financial Regulations. **Action**: AAO to update the policy on LTC's website.

8.9 Jubilee Hall Pedestrian Access (NCC Parish Partnership Bid)

The total cost of the project is £10,640.00. 50% is funded by NCC, therefore LTC will need to contribute £5,320. LTC has already paid £1,180 for the grubbing out of the hedge.

As requested at the L & C PFC meeting, the RFO has contacted CPC, LUFC and Jubilee Hall for a contribution as this is outside of the normal running costs of the L & C PFC. The L & C PFC will also consider contributing at their next meeting. **Action:** RFO.

9. Planning:

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

- **2025/0254 – Land off Garden Court** – LTC has again been consulted on the amended plans, now for two dwellings. It was **resolved** to object again to the application and seek clarification from SNC on the amenity land designation. **Action**: AAO.

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).*

9.5 Beccles Road – Cripps Development - Streetlights
Cripps Developments Ltd have asked LTC to consider if they wish for streetlights to be installed in the new housing development on Beccles Road. It was **resolved** not to have streetlights installed as the LTC do not wish to take on liability/cost of any additional streetlights. It was suggested that the developers could include recessed lights into their footways at their cost. **Action:** Clerk.

9.6 Beccles Road – Cripps Development – Street Naming
Cripps Developments Ltd have asked LTC to consider suitable names for the new roads. It was **resolved** to suggest that the streets are named after Norfolk Wildflowers. **Action:** Clerk.

10. Public Open Space, Assets and Highways:

10.1 2026/27 Parish Partnership Bid
It was **resolved** to defer this until the budget has been considered later in the year. Cllrs were encouraged to create list of possible projects/costs and send to Clerk. The Council's action plan should also be considered. The deadline for applications is 01 December 2025. **Action:** All Cllrs.

10.2 Weekend Use of Hobart High School's Car Park
To alleviate the car parking issues on George Lane at weekends, LTC has been liaising with Hobart High School regarding the use of the Sports Hall Car Park and has proposed an amount for Sunday only use of the car park. LTC have not yet received a response from Hobart. **Action:** Clerk to continue to chase.

10.3 River Sign at Hardley Cross Moorings
LTC has contacted the Broads Authority regarding installing a riverside sign that's advertises Loddon's moorings. LTC has received the following response:
"LTC will need permission from the landowner and would need to seek advice from the BA planning team as to whether it requires planning permission. One you have all the necessary agreements and permissions the Ranger team would be happy to help install the

signage during the winter months ready for the new season in 2026. LTC would need to fund the cost of the sign and materials."
It was **resolved** to consider this over the winter months. **Action:** Cllr MP.

10.4 Drawings for 2025/26 Parish partnership Bid (Jubilee Hall pedestrian Access)
LTC has received the drawings from NCC Highways for the proposed 2025/26 Parish Partnership Bid to provide a pedestrian access for the Jubilee Hall. The works will alleviate recent safety concerns regarding young people crossing George Lane via informal routes in the Jubilee Hall hedge. It was **resolved** to approve the drawings from NCC. **Action:** Clerk. *See also item 8.9.*

11. Governance

11.1 Personnel Committee
It was noted that Cllr JA had resigned from the Committee and was thanked for her hard work. It was **resolved** to appoint Cllr IA to the Committee. **Action:** Clerk.

11.2 Church Liaison Role
It was **resolved** to amend the role to 'Church Liaison' instead of 'Churchyard Liaison' subject to Church Council approval. Cllr JA happy to remain in the role. **Action:** Clerk to check with Church Council.

12. Updates from Committees, Representatives and Working Parties:

12.1 Loddon & Chedgrave Playing Field Committee (and Tennis Subcommittee)
The report is attached to the minutes Appendix I.

12.2 Finance and Governance Committee
The report is attached to the minutes Appendix J.

12.3 Personnel Committee
The report is attached to the minutes at Appendix K.

12.4 Love Loddon Community Group (LLCG)
The report is attached to the minutes at Appendix L.
Cllr MP gave thanks to the Love Loddon Community Group and to Cllr JA for the groups extensive work.

12.5 Chet Valley Community Larder (CL)
The report is attached to the minutes at Appendix M.

12.6 Events Working Party
The report is attached to the minutes at Appendix N.

12.7 Jubilee Hall Loddon
The report is attached to the minutes at Appendix O.

12.8 South Norfolk Council (SNC) - Pyes Mill and Staithe Update
No further update has been received from SNC regarding progress on the Staithe bridge.
Cllr MP suggested that LTC should assess the condition of the brick weave paths at the Staithe.
SNC are carrying out exploratory works at Pyes Mill moorings to determine the issue. Cllr IA suggested that a further update should be circulated to the public regarding the partial closure of the moorings.

The toilet transfer of ownership is continuing and SNC have kindly contributed 50% of LTC's solicitor fees.

13. Correspondence:

All correspondence had been previously circulated.

14. Items for a future agenda:

- Parish Partnership Bid 2026/27

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

The next full Council meeting will be held on Wednesday 8 October 2025 at 7.00pm, held in the Hollies Rear Hall. (Agenda items to Clerk by the 1 October 2025).

Cllr KMB sent apologies for the next full council meeting as she is away for work.

- Tennis Club Subcommittee – 1 October 2025 – 7.00pm
- Town Council Meeting – 8 October 2025 – 7.00pm
- Personnel Committee Meeting – 12 November 2025 – 6.30pm
- L & C PFC Meeting – 15 October 2025 – 7.00pm
- Informal budget meeting - 22 October 2025 – 7.00pm
- District Cllrs Meeting – 5 November 2025 – 7.00pm
- Town Council Meeting – 12 November 2025 – 7.00pm
- Finance and Governance Committee Meeting – 26 November 2025 – 7.00pm

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.

17. LBPT – The Hollies

It was **resolved** to draft the proposed CIO's objects, to ensure that the LBPT can proceed with a resolution at their Extraordinary General Meeting. **Action**: Clerk.

The meeting closed at 20.46pm.

Appendix A - Report from District Councillor's Jeremy Rowe and Kay Mason Billig

County/District Cllr Kay Mason Billig

A146 Bus Service Improvements

We are fortunately nearing the end of the works around the Loddon roundabout on the A146. This has caused major disruption because Mundham Road and George Lane had to be closed, so that personnel could work safely alongside the carriageway. Add to this the traffic lights and it has become a major traffic jam area. The works were timed to coincide with the school holidays to lessen the impact, but I appreciate it has still been very difficult for local people, and I thank everyone for their patience.

The traffic lights will remain for a while longer so that the footpaths can be finished but the other roads are now open again. Once the bus stops are up and running, hopefully by the end of the month, the fast buses from Norwich to Lowestoft will be stopping in the laybys, enabling residents to catch them and increasing the options for public transport.

Loddon and Chedgrave traffic improvements

Having the roadworks on the A146 has highlighted and made worse the logjams that we often encounter from through traffic in Bridge Street and High Street, Loddon.

I have been speaking with officers at NCC and SNC about what improvements can be made to these roads, to alleviate the problems of traffic competing with pedestrians and parked cars.

I have posted on Facebook with some ideas and would welcome input from parish councils about how we tackle these problems for the long term.

Here is a link: https://www.facebook.com/KayMasonBillig/posts/pfbid0Ep8qwtd4vyL4umdoi5NfDTozEhQbQ8kgbitg29vGiUxVZE994ZJfFV8C2DnAt6wil

Thurton crossing on A146

The results of the traffic review into pedestrians crossing the A146 has now been shared with the Parish Council. Highways agree that a proper crossing is required in this area. I have asked for this to go into the program, I cannot say when it will happen yet. If I can find another funding source to bring it forward, then I will.

Norwich Castle Keep reopens following £27m redevelopment

Norwich Castle Keep reopened to visitors following a comprehensive five-year redevelopment project that introduced new accessibility features alongside new galleries and interpretive displays. Funded by £12 million from Norfolk County Council and over £13 million from the National Lottery Heritage Fund, all five floors of the newly named People's Palace were opened to the public for the first time ever.

The Grade I listed castle, originally commissioned by William the Conqueror 900 years ago and completed by his son Henry I in 1121, retained its historic significance while embracing modern improvements.

A new light-filled atrium adjacent to the Keep was unveiled in the first phase of the redevelopment in July 2024. Visitors also benefited from a new café, gift shop, and additional toilet facilities to enhance the visitor experience.

Importantly, a lift was installed to provide full wheelchair accessibility throughout the Keep, allowing access from the basement all the way up to the battlements, where visitors could enjoy panoramic views across Norwich.

Nationally recognised 'AI programme to be rolled out across Norfolk to prevent falls

A new, nationally recognised proactive intervention scheme is rolling out across the whole of Norfolk. The initiative will be delivered in collaboration with local partners including Voluntary, Community and Social Enterprises (VCSE), city, district and borough Councils and NHS organisations, aims to reduce falls in vulnerable and older adults.

Following a successful pilot with 1250 residents, the programme, which uses Artificial Intelligence (AI) to identify residents at risk of escalating needs, enhances the safety and wellbeing of those at risk of falls. The latest Artificial Intelligence technology, natural language processing is used to 'read' case notes and automatically extract meaningful insight about our residents. This technology enables the council to identify and prioritise individuals in Norfolk most at risk of falling, allows for proactive intervention before they fall.
AI is a rapidly developing technology with the potential to improve the delivery of services. The council is using AI to benefit the people of Norfolk in a safe, ethical and transparent way.
Falls are a major concern, particularly among older or vulnerable adults, and can lead to severe injuries and a decline in quality of life. Through this programme, the council will be able to predict people who are at higher risk and offer timely and targeted interventions to support them.
For more information about preventing falls visit **Preventing and dealing with falls**.

Congratulations and support extended to further education students on results day
Students across the country received their A level, T Level and Level 3 VTQs results.
Every year sees students facing decisions over what to do next with a growing variety of options available for young people at 18.
There's lots of support available to all students, whatever their grades and plans, so they can make decisions about next steps with clear advice on courses and careers.
There's also plenty of help and advice for those who may have not done as well as expected, have changed their mind about their plans, or who don't have anything in place for September.

- Norfolk County Council's **Help You Choose website** offers information and support to young people with the different options available to them and advice on next steps whatever their results. The section **"Choices at 18+"** includes links and support with education & learning, CV writing, apprenticeship vacancies, health and wellbeing, voluntary work, work experience, information about different careers, and much more. There is also a section for parents or carers to help them understand the different options for their young person.

- **UCAS offers guidance** to support students through the process of securing a university place with information about insurance choices **and clearing**. Anyone who has just missed out on the grades they need they should contact the admissions team at their preferred university, as they may still be able to offer them a place. There are already nearly 30,000 courses available in clearing this year so there will be plenty of high-quality choices available.

- Students can find out more about education and training choices by visiting **Post 18 options | National Careers Service**. During the exam results period, the hub will also have key information on resits, clearing, appeals and more. Students can also chat directly to an expert adviser via webchat or by calling the National Careers Service exam results helpline on 0800 100 900 on weekdays between 8am and 8pm and Saturday 10am to 5pm.

- Norfolk and Waveney's Children and Young People's Health Services **Just One Norfolk** website offers mental health support and helpful advice on managing anxiety.

Repton Property delivers £1 million dividend
Repton Property Developments, Norfolk County Council's wholly-owned property development company, has announced a £1 million dividend to the county council after a successful 2024/25 financial year.
This follows a £735,000 dividend paid out last year, bringing the total returned to the authority to over £1.7 million in just two years.
Established in July 2017, Repton was created with the aim of unlocking the value of underutilised council-owned land and buildings, while generating financial returns to ease the pressure on the public purse.
Since its inception, Repton has focused on building high-quality and environmentally conscious housing developments across Norfolk.

Long Stratton Bypass opens to traffic

Motorists using the A140 south of Norwich begun using the long awaited Long Stratton Bypass for the first time during August.
This project is a true collaboration with South Norfolk Council and Norfolk Homes, with developer contributions and major funding commitments from The Department for Transport, Greater Norwich Growth Board and South Norfolk Council supporting the project's (£46.9m) overall budget.

Norfolk celebrates 2 million journeys by Beryl
Norfolk County Council, in partnership with Beryl and National Grid, is celebrating a major milestone for the county's innovative shared transport scheme, which has now recorded more than **two million journeys** since its launch in March 2020.
The total of 2,057,859 trips covers an impressive 5.79 million kilometres, the equivalent of riding around the world 144 times. By swapping car journeys for two wheels, riders have helped save around 990 tonnes of CO_2, keeping Norwich's air cleaner, streets less congested, and communities healthier.
Over 100,000 people have used the scheme, with the average active rider taking 20.8 trips.
Journeys are made up of:

- 424,186 pedal bike rides
- 407,292 e-bike rides
- 1,226,350 e-scooter rides

Feedback from users shows that 41% of these journeys would otherwise have been made by driving or being a passenger in a private car, and a further 24% would have taken a taxi or ride-hailing service, while 5% would have used a motorbike or moped instead.
For more information, **visit the Beryl website**.

Road treatment brings long-term benefits to Norfolk
Norfolk County Council, in partnership with Roadtechs Group, has successfully completed a record-breaking road rejuvenation project on the A1066 near Thetford, delivering long-term benefits for local communities, businesses and the environment.
In just under five hours, over 9km of the A1066 was treated with Reclamite, a sustainable asphalt rejuvenator that extends the life of road surfaces and helps prevent potholes. This marks the largest area of highway ever to be treated with Reclamite in a single shift in the UK.
The A1066 is a vital route connecting Thetford and Diss, serving local residents, businesses, and the Shadwell Estate. By completing the work in one shift under a full road closure, the Council significantly reduced disruption for road users, reopening the road before the evening rush hour.
This treatment is designed to extend the life of the surface to prevent it needing full resurfacing at a cost of £3.7 million and taking up to 11 weeks to complete. Instead, this innovative approach has saved time, money, and carbon, producing just 2.31 tonnes of CO_2e compared to 508 tonnes for a traditional resurfacing project.

District Cllr Jeremy Rowe

I hope that everyone is well, and looking forward to Autumn, the “season of mists and mellow fruitfulness” as Keats wrote so beautifully.

I’d like to highlight one of our important businesses in Loddon – Andrew Carver and his brilliant team at Loddon DIY, a fantastic store that I know we all value and rely on.

I’ve now allocated the whole of my £1000 Members’ Grant to a range of important local groups and causes. Best wishes to all of those excellent groups.

We’re continuing our important work at the South Norfolk Scrutiny Committee, exploring a range of areas on behalf of the residents of South Norfolk. Members of the public are very welcome to attend these meetings, or watch them live – or at a later date – on YouTube.

The next of my regular surgeries is in the Library, scheduled for **27 September 2pm**. Please come down if there's anything I can support you with, or, as ever, give me a ring on 07733 323 581; I was elected to work for you.

Appendix B – Chairman's Report

10th July 1 to1 with Emily
From this the Personnel committee will carry out salary reviews for both Clerk and RFO ready for 2026/27 budget.

16th July Playing Field committee meeting
The arrangement of the Playing field to be discussed with Chedgrave council in September

23rd Finance and Governance meeting (Chairman)
RFO to have a meeting with Rialtas (29th August} to go through shortcomings in the accounts package Except for 2 policies which need to be agreed by council all others were agreed.

17th August VJ wreath laying
Thanks to Julie and Jane for helping in the car park control.

6th September LLCG meeting at the Swan also prize giving at the Loddon and District Horticultural Society Annual Show.

Mervyn
Cllr Mervyn Pointer

Appendix C - Clerk's Report

Meetings attended

16 July 2025	L & C PFC Meeting
23 July 2025	Finance & Governance Committee Meeting
23 July 2025	Events Working Party Meeting
2 September 2025	SNC Town & Parish Forum

Future meetings

10 September 2025	Full Council meeting
10 September 2025	Personnel Committee meeting
19 September 2025	SLCC Committee meeting
17 September 2025	CPC and LTC to meet to discuss L & C PFC
1 October 2025	Tennis Club Subcommittee
8 October 2025	Full Council meeting
15 October 2025	L & C PFC meeting

Report

Area	Issue	Notes
Library Annexe	Shower not working correctly	10/7/25 - Reported to contactors. Replacement shower installed but issue not resolved. May be related to water pressure. 02/9/25 - contractor chased.
	Annual gas safety check	The gas safety check was carried out on the 24/7/25. The faulty heater in the hall was repaired.

	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.
	Internal window clean	August - Carried out by Parish Warden.
	Fire Alarm sounding	10/9/25 – Gym called 999. No fire. Nore attended and removed dust from smoke detectors.
Highways	Parish Partnership Bid 24/25 – Jubilee Hall Pedestrian Access	Work to take place 22/9/25 – 1/10/25 – Jubilee Hall informed. LUFC, CPC, Jubilee Hall contacted for contributions
	Parish Partnership Bid 25/26	September agenda – Ideas include village gates on George Lane, desktop travel survey, chicanes, rumble strips, raised table to reduce speed on George Lane.
	Speeding on George Lane	Concerns have been raised by a parishioner regarding speeding on George Lane which Council have noted. Parish Partnership Bid? Resident speed watch group?
	Bus Shelter Scheme	9/7/25 – proceed with bid for replacement bus shelter on High Bungay Rd. Deadline 31 October 2025.
	Church Plain Trip Hazard	3/9/25 - Chased Highways Engineer. A/L until 17/9/25.
	Overflow Car Park at Hobart	LTC has requested use of car park on Sundays. 20/8/25 - Chased for a reply.
	NCC A146 streetlights	12/2/25 – Cllr KMB.
	NCC X2 Bus Stops	28/8/25 - 30mph restriction has gone beyond the anticipated dates and is now anticipated to be in place until 10 October 2025. 3/9/25 – works took place/July/August. Hopefully bus stops operational October 2025.
	NCC George Lane Pedestrian Crossing (raised table to reduce speed)	4/9/25 – requested update from NCC.
	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.
	NCC High Bungay Rd TRO	16/5/25 - the delegated decision has passed and can now be implemented. We will look to do so ASAP. 3/9/25 – Requested an update. NCC Engineer has left NCC. 5/9/25 - works are due to take place on 3rd November 2025 for 1 day.
	NCC George Lane roundabout ownership	4/9/25 – requested update from NCC.
	NCC Bus Grant Fund	4/9/25 – emailed regarding replacement of shelter on High Bungay Road.

Planning	Hopkins Homes Street Names	5/9/25 - plans received and circulated to Cllrs
	Cripps Developments	2/9/25 - Street Naming Request
	Cripps Developments	2/9/25 - streetlighting
	Garden Court amended plans	10/9/25 – extension requested from NCC and added to September agenda.
Staff	Annual leave	All staff members took A/L during August.
	Training	RFO has further Rialtas training booked and CiLCA training commences September 2025.
	Fire Safety Training	Initial training date was cancelled by trainer. New date to be agreed.
	CAN bespoke Charity Training	Waiting for agreement from LBPT before training is booked.
Staithe	Broken toilet seat	11/7/25 - Replacement ordered. 16/7/25 - Installed by Parish Warden.
	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.
	SNC Tree Work	2/9/25 – Tree work and car park closure scheduled for 5 to 7 November 2025.
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.
	Kittens Lane Play Area	Replacement basket swing required – Quotes obtained. RoPSA report identified replacement matting required. Quotes obtained.
	Skate Park	
	Tennis Courts	2/9/25 – The contractor has informed us that the LED floodlights will be removed, and they are obtaining quotes for new floodlights.
	Playing Field	The memorial bench for Colin Binfield has been installed and an unveiling to be organised.
	Permissive Footpath Agreement	4/9/25 – RFO returned completed agreement and requested invoice.
Assets	Streetlights	14/7/25 – TT Jones supplied and fitted a Light Nuisance Reduction Baffle Col no. 004 Leman Road.
	Benches	

	Bins	
	Loddon Town Sign	2/9/25 – RFO sent chase to plaque company.
Events	VJ Day	17/9/25 – thank you to everyone at LTC who assisted the RBL with the event.
	Remembrance Sunday	To be held on the 9 November 2025.
	Christmas Lights	AAO will start preparations in October.
	Volunteer Event (2026)	To be discussed by the Events Working Party.
	Free flag from SNC	LTC donated the flag to Holy Trinity Church.
Other	Blue Plaques	Consent gained from residents and NCC. First plaques installed on the 3/9/25. Info added to website.
	NCC Pride in Place	20/8/25 - 3 bids submitted. Staithe noticeboard, Church Plain hanging basket trees/hanging Christmas trees, tourist website.
	2 x Cllr Vacancies	19/9/25 – meeting planned with prospective Cllr. LTC free to co-opt for both vacancies.
	Jubilee Hall – recycling area	17/7/25 – SNC informed us that the recycling bins were removed due to misuse.
	Jubilee Hall – domain issues	17/7/25 – LTC reported that their email addresses/website was not working
	Jubilee Hall – L & C PFC Representative	7/8/25 – email sent inviting JH to appoint a representative and sub to the L & C PFC.
	Jubilee Hall – LTC not receiving minutes from meetings	17/7/25 – email sent requesting them as LTC has no representative.
	Jubilee Hall – fixed wire test – issues on floodlights not resolved	21/3/25 – email sent.
	Jubilee Hall – Floodlight energy invoices	2/9/25 – invoice received
	Jubilee Hall – Licence for use of changing rooms	25/4/25 – rejected proposed lease 17/7/25 – requested a copy of draft licence 7/8/25 – requested a copy of draft licence
	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 email address failing	21/8/25 - Reported secretary email address failed.

Appendix D – Admin and Allotments Officer's Report

All plots are now tenanted. There is 1 person on the waiting list, so advertising seems to have been successful. I met with the Chair of the Allotment Society; this was as usual, a constructive meeting. We talked about ways to try and stop high levels of 'churn' with plots. I have checked the records for this year and the high levels of change are unusual, there have been 11 changes this year (since April 2025); 2 were due to giving up a second plot, 1 was a retirement, 2 have moved from Loddon, 2 were for family reasons, 3 gave no reason & 1 was terminated by me.

I continue to regularly inspect & monitor the site to ensure that all plots are well cultivated and kept to a good standard.
I have also been reorganising the office's filing cabinets and ensuring that LTC hold a copy of the DBS certificates for the Tennis Club Subcommittee members.
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 July I responded to 261 emails, dealt with 18 phone calls & 22 visitors & placed 9 posters in the new noticeboard.
During August I responded to 185 emails, dealt with 5 phone calls & 17 visitors & 1 stray dog & placed 6 posters in the new noticeboard.

Appendix E – Parish Warden's Report

Main activities since the July Council meeting:

- Contracted works:
    - Hosted potential contractors for Safety matts at Kittens lane playground
    - Hosted Electrical and Plumbing contractors for remedial refurb. works
    - Facilitated Healthmatic install of Staithe DDA card payment system
- Response to Councillor/Parishioner concerns/reports:
    - Trimmed Plane tree in car park
    - Reported issues with overhanging trees on High Bungay and Filbert Road
- Playground maintenance:
    - Removed broken up kitchen units from Skatepark
    - Repaired broken paving in Board riding area
    - Damaged tree overhanging Skatepark- Cut and removed
    - Multiple weekly visits for Litter, glass, debris, broken shopping tollies etc.
    - Broadland Playground and 20mph signs obscured. Bushes cut back
- Staithe Toilets:
    - Sourced and fitted replacement for broken seat in Staithe Male WC
    - Changed seals on Staithe Cistern inlet valves to address overflow
    - Replaced defective fill valve in Ladies WC
- 'Fly' tipping at Jubilee Hall recycle area reported
- Brush cutting to provide access to A146 woodland
- Support to VJ Day commemoration; Deploying Tommie's etc.
- Annex window cleaning
- Weekly inspection; Public open spaces, Parish trees, Annex Offices and Staithe
- Tennis courts inspected and leaf vacuumed (Twice weekly due to leaf fall)
- Routine litter picking; Jubilee field, Hockey field, Pyes Mill
- Ad-Hoc Litter picking; George Lane, Kittens Lane, High street, High Bungay Road, Cannell road, Filbert Road, Leman Grove, and adjoining roads.
- 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
- CCTV Cameras checked and cleaned
- Annual Emergency lighting check completed
- War Memorial inspected and swept
- 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	Payee	Item	Amount / £
12/09/2025	TT Jones	Streetlight maintenance	102.00
12/09/2025	RBL Poppy Appeal	VJ Day Wreath	28.50
12/09/2025	Hickman Supplies Ltd	Replacement toilet seat for Staithe	140.00
12/09/2025	Striptees	Tennis Club shop set up	228.00
12/09/2025	TGS Mechanical	Annual gas check	276.00
12/09/2025	Roberts & Son	Tennis Club sign	86.40
12/09/2025	Loddon Garden & DIY	Various	1,235.60
12/09/2025	Julie Appleby	Blue Plaques	138.90
12/09/2025	Top2Bottom Cleaning	Cleaning	1,624.80
12/09/2025	Community Action Norfolk	Subscription	50.00
12/09/2025	Healthmatic	Staithe Toilet DDA	1119.00
12/09/2025	HMRC	Tax/NI - Aug 2025	764.59
12/09/2025	NPTS	Training	360.00
12/09/2025	SLCC	Subscription	255.00
12/09/2025	Richard Balfour	Tennis Club Maintenance	8.99
12/09/2025	South Norfolk Council	Dog Foul emptying	2,168.40
12/09/2025	Jubilee Hall	Floodlight Electricity	253.19
12/09/2025	D M Bracey	2025 RoSPA inspection	270.00
12/09/2025	NCC	Office Rent	1,687.50
12/09/2025	HMRC	Tax/NI - Sept 2025	1,053.73
12/09/2025	Norfolk Pension Fund	Pension Contributions - Aug & Sept	3,669.90
12/09/2025	Jane Hale	Community Larder Expenses	125.42
12/09/2025	Richard Balfour	TC volunteer expenses	57.37
12/09/2025	Top2Bottom Cleaning	Cleaning office & staithe	1,745.04
12/09/2025	Loddon Building Preservation Trust	Room hire	120.00
12/09/2025	Kerry Sturman	Office sundries	3.30
12/09/2025	Loddon Garden & DIY	Various	1,187.08
12/09/2025	TopSpin Tennis	Tennis balls	194.50
12/09/2025	Norwich Winter Tennis Association	Winter League Entry	130.00

Appendix H – Planning Report

App Number	App Type	Address	Proposal	Application/ Decision	Decision	Date of Decision
2025/2085	Listed Building Consent	21 Church Plain Loddon Norfolk NR14 6LX	Remove and replace existing rotten 5x Sash Windows & 1x French Door Set	A		
2025/2117	Full Planning Permission	9 High Street Loddon Norfolk NR14 6EU	Take down, rebuild masonry chimney, add terracotta pots, black bird and rain proof cowls	A		
2025/2118	Listed Building Consent	9 High Street Loddon Norfolk NR14 6EU	Take down, rebuild masonry chimney, add terracotta pots, black bird and rain proof cowls	A		
2025/2007	Listed Building Consent	8 High Street Loddon Norfolk NR14 6AH	Re-roofing property	A		
2025/2008	Listed Building Consent	6 High Street Loddon Norfolk NR14 6AH	Re-roofing property	A		
2025/2051	Works to trees in Conservation Area	Unit 1 Church Plain Loddon Norfolk NR14 6EX	T1 Sycamore - Approx 13.5m wide spread. To crown reduce width by 3.5m LTC not consulted	A		
2025/2106	Listed Building Consent	The Old Town Hall 1 Bridge Street Loddon Norfolk NR14 6LZ	Establish the extent of rotton wood and replace in keeping with new material	A		
BA/2025/0205 /TCAA	Works to Trees In a Conservation Area	The Staithe Car Park, Bridge Street, Loddon, Norfolk	G1: Willow x 3 - pollard to 7m and remove ivy	A		
2025/2228 2021/2437	Approval of Condition Details	Land East of Beccles Road	Details of conditions 21 & 22 of 2021/2437 - (21) scheme for generating a minimum of 10% of the predicted energy requirement fom decentralised renewable and/or low carbon sources & (22) full details of the design, location, orientation, level of illuminance and hours of use for the external lighting	A		
2025/0998	Householder	29 Beccles Road Loddon Norfolk NR14 6JL	Retention of 1.8m high closeboard fence adjacent to highway and 3m x 3m summer house to front/side of property, 2m in height	A		
2025/2415	Works to trees in Conservation Area	Main Office Davy Place Loddon Norfolk NR14 6JP	Fig tree - tag no 2384 located behind communal room. 1.5m reduction all round - current measurements North 3.5m, East 4m, South 3.5m, West 4m and Height 8m LTC not consulted	A		
2025/2668	Listed Building Consent	3 Church Plain Loddon Norfolk NR	Replacement of two rear windows	A		
2025/2767	Notice of works to trees in Conservation Area	8 High Bungay Road Loddon Norfolk NR14 6JT	T1: Copper beech (Fagus sylvactica Atropunicea) - To crown reduce by metres from 19 metres to 16 metres G1: Lime (Tilia cordata) - To crown raise from 10 metres to 5.2 metres G2: Beech (Fagus sylvatica) - To crown raise to 5.2 metres	A		
2025/1889	Works to trees in Conservation Area	Church Of The Holy Trinity Church Plain L	T1- Pedunculate Oak- Height 14m, crown spread 15m, DBH 108 cm. Reduction of crown by 4m height and 6m spread. Crown raise by removing 2 lower branches to west conflicting with building. Proposed height 10m, crown spread 9m.	D	No objections (Delegated)	25/07/2025
BA/2025/0205 /TCAA	Works to Trees In a Conservation Area	The Staithe Car Park, Bridge Street, Loddon, Norfolk	G1: Willow x 3 - pollard to 7m and remove ivy	D	No objections by BA	15/08/2025
2025/2085	Listed Building Consent	21 Church Plain Loddon Norfolk NR14 6LX	Remove and replace existing rotten 5x Sash Windows & 1x French Door Set	D	Approval with Conditions (Delegated)	02/09/2025
2025/2117	Full Planning Permission	9 High Street Loddon Norfolk NR14 6EU	Take down, rebuild masonry chimney, add terracotta pots, black bird and rain proof cowls	D	Approval with Conditions (Delegated)	04/09/2025
2025/2118	Listed Building Consent	9 High Street Loddon Norfolk NR14 6EU	Take down, rebuild masonry chimney, add terracotta pots, black bird and rain proof cowls	D	Approval with Conditions (Delegated)	04/09/2025
2025/2327	Works to trees in Conservation Area	9 High Street Loddon Norfolk NR14 6EU	T1 - Cherry tree - reduce the canopy to south by 3m from 4m to 1m, to north and east by 1m from 3m to 2m, to west by 1.5m from 4m to 2.5m and Reduce the crown in height by 1m from 6m to 5m	D	No objections (Delegated)	01/09/2025
2021/2522		Land East Of Beccles Road Loddon Norfolk	Hybrid Application: Outline planning permission 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)		Withdrawn	12/08/2025

Appendix I - Loddon & Chedgrave Playing Field Committee
Meeting minutes were circulated.

Appendix J – Finance and Governance Committee
Meeting minutes were circulated.

Appendix K – Personnel Committee
Meeting minutes were circulated.

Appendix L – Love Loddon Community Group

Love Loddon Community Group - August/September 2025
The group has been fairly, quiet over the summer months with the focus being on keeping all the planters watered and deadheaded. They have done very well, especially in the hot, dry summer experienced this year, and the planters have been much complimented again.
A dedicated team of nine volunteers have carried out this task, including those covering for holidays etc, so our thanks to them.

Our Planning and Review meeting takes place Saturday 6th of September, 10am in The Swan, which is after this report has been written, so I will give a verbal update at the LTC meeting of the 12th September.

The winter bedding violas are on order with Homestead nurseries, which will be planted up on the 28th September, with stripping out the Sunday prior. One of our volunteers, Larry Dainty, successfully overwintered some geraniums last year and has offered to do this for us again. Consequently, we will be potting more of these up, instead of donating or composting them, which should help with costs.

Carol Webb and myself several hours working on her idea of the Loddon Historic Blue Plaque project and I'm pleased to report that these have started to be installed this week, thanks to our Parish Warden, Paul. We will keep them under review but hope to extend them to a few other landmarks. Carol is currently writing a trail featuring the plaques and a fuller history of the property behind them.

A reminder of meeting dates:

<u>LLCG meet 10am, Church Plain (unless otherwise stated)</u>
Sat 6/9 - Planning & Review Meeting in The Loddon Swan
Sun 21/9 - Strip out planters and general tidy
Sun 28/9 - Plant up with Winter annuals
Sun 19/10 - General tidy and bulb planting
Sun 30/11 – Leaf sweeping

Cllr Julie Appleby

Appendix M – Chet Valley Community Larder
Meeting minutes were circulated.

Appendix N – Chet Valley Events Working Party
Meeting minutes were circulated.

Appendix O - Jubilee Hall - Loddon
No Cllr Representative at present.