



Loddon Parish Council

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Minutes of The Meeting of Loddon Parish Council held on Wednesday 10 February 2021 at 7.00pm held remotely via 'GoTo Meeting'

Present: Cllr June Strickland, Chair (JS), Cllr Kay Mason-Billig, Vice-Chair (KB), Cllr Arthur Morris (AM), Cllr David Tarry (DT), Cllr Jane Hale (JH), Cllr Sophie Waggett (SW), Cllr Mervyn Pointer (MP), Cllr Alan Wildman (AW), Cllr Stephen Jones (SJ), Cllr Margaret Wallace (MW).

In Attendance: Emily Curtis (Parish Clerk), Georgina Hirst, (Responsible Finance Officer, RFO), District Councillor Jeremy Rowe, County Councillor Barry Stone, and three members of the public.

Absent: None.

1. Welcome

Cllr JS welcomed everyone to the meeting, and the Clerk confirmed that she wished to record the meeting.

2. Remote Meeting Protocol and Etiquette

The Chairman informed the Council and the members of the public that microphones should be muted by all (including Cllrs if they are able) until they wished to contribute to the meeting. All attendees were asked to raise their hands if they wished to speak, and Parishioners were informed that they will be muted after the Public Forum.

3. Apologies for Absence

No apologies were received.

4. Resignation

The Council noted that Councillor Colin Binfield resigned with immediate effect on the 29 January 2021. It was **RESOLVED** to appoint Cllr JH as L & C Playing Field Committee Representative.

Cllr MW joined the meeting.

5. Declarations of Interest

None.

6. To Approve the Minutes of the Meeting Held on the 13 January 2021

Minutes of the meeting held on 13 January 2021 were **APPROVED** as a correct record with no amendments.

7. Matters Arising:

7.1 CCTV Cages at Staithe

TPI Security have informed us that installation will take place on Thursday 11 February 2021.

7.2 South Norfolk Responsibilities Regarding Footpath's FP10/FP11

The Footpath known as FP10, Mill Road to Holy Trinity Church has been swept by South Norfolk Council and added to their regular maintenance schedule. South Norfolk Council have also confirmed that they are responsible for sweeping Footpath FP11, Holy Trinity Church to Beccles Road.

7.3 Parish Notice Boards

Loddon Parish Council has received two kind offers from local Parishioners to restore the wooden notice board at Pyes Mill and the wooden notice board at The Staithe. The Council sent thanks to Gary Allard and Patrick Webster and are look forward to seeing the finished results.

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

8.1. County Councillor Barry Stone

County Cllr Barry Stone informed the Council that Norfolk County Council (NCC) have raised the Precept by 1.99%. As over 70% of NCC's budget is allocated to Social Care, there does not leave significant funds for their other financial commitments such as highways and flooding issues. There are over 42 agencies involved in flood prevention in Norfolk. 80% of ditches in Norfolk are owned by landowners, so County Council are discussing the issues regarding Riparian Rights. NCC have agreed to focus on reducing speed limits on country lanes. Cllr BS has circulated some information to the Cllrs regarding climate change.

8.2. District Councillor Kay Mason-Billig

Cllr KB attended a meeting regarding the George Lane roundabout with NCC and Halsbury Homes on 19 January 2021, and it hoped that construction work will start in March/April 2021, although the start date may slip depending on how much notice NCC will need to complete the Road Traffic Order. Planning approval has been given for the mobile phone mast at Loddon Telephone Exchange in Chedgrave. Unfortunately, it will be limited to 02 as the previous application that would have facilitated more mobile phone providers was objected to and therefore not approved.

The recent flooding is being considered by South Norfolk Council's Scrutiny committee and Cllr KB is hopeful that she will be able to report the results of this discussion at the next meeting.

8.3. District Councillor Jeremy Rowe

District Cllr Jeremy Rowe had circulated a report to Councillors prior to the meeting. ChetChat is offering to assist people of any age during lockdown and will receive referrals from the SNC Help Hub for local residents that need help with groceries and prescriptions etc whilst shielding or isolating. ChetChat can be contacted directly on 07867 050110. If you would like to speak to the SNC Help Hub team, their number is 01508 533933. His regular surgeries will resume when it is safe to hold them again. In the meantime, Jeremy can be contacted on 07733323581.

8.4. Chairman's Report

Cllr JS reminded Cllrs that the Code of Conduct applies throughout all communication between Cllrs, even in respect to personal text messages.

Cllr JS also reported that as a result of the recent storm, a large branch and a tree had fallen in the Holy Trinity Churchyard. Rev'd David Owen was aware, and he has instructed contractors to remove the damaged tree.

8.5. Parish Councillors Reports

Cllr MW reported that she was surprised to discover that Loddon Church Plain was now a 'request stop' on the local bus route.

The Jubilee Hall has their Annual General Meeting on 15 February 2021 and Cllr JH will be attending as the LPC representative.

Cllr DT reported that he had been advised in a recent Broads Authority (BA) meeting that £250,000 will be reallocated to employ additional rangers after the recent tragic deaths on the Broads. BA tolls have also been increased by 4% and those additional collected funds will also be spent on safety.

8.6. Public Forum

No Parishioners wished to contribute.

9 Finance Report - RFO

9.1. Accounts for Payment in Accordance with the Budget

The RFO presented the list of payments and two signatories, Cllr JS and Cllrs MP agreed to sign the BACS and cheque payments. It was **RESOLVED** to approve this list of payments. **ACTION:** RFO, Cllr MP, Cllr JS.

Date	Payment Method	Payee	Item	Amount
31.12.20	BC	Unity Trust Bank	Service Charge	18.00
03.02.21	DD	British Gas	Staithe Electricity	143.11
06.02.21	DD	Saffron Housing	Garage Rent	52.00
08.02.21	DD	intY Ltd	2 x Office 365	22.56
11.02.21	DD	Adept IT Solutions	IT Support	28.80
17.02.21	DD	British Gas	Gas	159.20
19.02.21	DD	Southern Electric	Streetlights	124.20
10.02.21	300004	HM Revenue & Customs	February tax / NI	346.25
10.02.21	BACS	Loddon Garden & DIY	Grounds maintenance	185.00
10.02.21	BACS	Norfolk Pension Fund	Pensions February	682.37
10.02.21	BACS	Salaries	Salary	2,352.51
10.02.21	BACS	E Curtis	Expenses	19.15
10.02.21	BACS	Cozens (UK) Ltd	Street Lighting Maintenance	36.00
10.02.21	BACS	Norfolk County Council	Rent	500.00
10.02.21	BACS	Chris Knott	Cleaning	292.96
2020/21	Income	Received from	Item	Amount
	Nil			

9.2. Bank Reconciliation as of the 31 January 2021

The balance of Loddon Parish Council's bank accounts as of the 31 January 2021 was £193,472.86.

9.3. Internal Auditor

Three quotes were considered, and it was **RESOLVED** to appoint Roger Cranwell at a cost of £125.00 to carry out the annual Internal Audit. **ACTION:** RFO

9.4. Grounds Maintenance Contract

The Council **RESOLVED** to tender the contract. **ACTION:** RFO.

9.5. Business Rates

It was agreed to defer this item to the next meeting. **ACTION:** RFO to obtain more information.

9.6. CCTV Proposal at George Lane Playing Field

The proposal between the L & C Playing Field Committee, Loddon United Football Club, the Jubilee Hall and Loddon Parish Council (LPC) to install CCTV to cover the George Lane Playing Field and car park as a deterrent for antisocial behaviour and dog fouling was discussed. The organisations have replied to say that they would support the proposal and their concerns were discussed. The Council **RESOLVED** to proceed with the scheme and obtain further quotes. **ACTION:** Clerk.

10. COVID-19 Lockdown

Many of the Parish facilities have remained open during this latest set of pandemic restrictions, except the Tennis Courts which are temporarily closed. The Parish office has also closed, and the office staff are predominantly working from home. The information office for tourists is closed (as usual for this time of year). Cllr MP has been filling the hand sanitising stations weekly, and although they are all well used, the Post Office dispenser is the most popular, and The Staithe Car Park dispenser the least well used.

11. Staithe / Broads Working Party Update

The leader of the Staithe Broads Working Party has been agreed as Cllr DT. The Working Party have discussed their concerns that the BA are not policing/controlling the ongoing illegal mooring of vessels. The Working Party are discussing options to encourage tourists but discourage illegally moored long-term boats. A reply has been received from Lucy Burchnall at the BA regarding the concerns. There continues to be a small minority of fisherman that are blocking the pathways at The Staithe. The Working Party are obtaining information in preparation for proposing suggestions to the Council at a future meeting as to how these issues can be resolved. Cllr AW and his wife are inspecting The Staithe Public Conveniences twice daily, one in the morning, and in the early evening to ensure the doors are locked overnight. The cleaning contractor is cleaning every other day.

12. Public Open Space (POS) Working Party Update

The leader of this working party has been agreed as Cllr JS. It was agreed that a further Risk Assessment would be requested for the step area of the POS and the Council wish to have reassurances that the material used to infill the steps will be fit for purpose and robust. The offer from Taylor Wimpey for the signs on the footpath will be accepted and in addition a sign for the play area will be requested. Taylor Wimpey has sent a copy of a report regarding the poor condition of the Play Area railings and the recommendation from the report is that the railings will need replacement. Therefore, LPC will be requesting replacement railings prior to adoption of the land. **ACTION:** Clerk.

13. Arrangements for Play Area Inspector's Leave

It was **RESOLVED** to accept Cllr AM's offer to carry out play area inspections when the LPC employee is on leave. **ACTION:** Clerk to order more tabards for volunteers / Councillors.

14. Allotment Working Party Update

The leader of this working party has been agreed as Cllr JH. It was **RESOLVED** to add a term to the Allotment Agreement; "Loddon Parish Councils insurance covers only the public areas of the site, such as the paths. The named tenant(s) must hold appropriate public liability insurance for their own allotment plots. This may be obtained through their membership to the Allotment Association, through their own personal home contents insurance or other such insurance which covers public liability. It is the full responsibility of the named tenant(s) to ensure that the appropriate public liability insurance is in place for the entire duration, and without interruption, of the tenancy agreement." **ACTION:** Clerk.

15. Neighbourhood Plan Update

It was **RESOLVED** to reply to Chedgrave Parish Council with Loddon Parish Council's decision to define the Loddon boundary for the Neighbourhood Plan as the village boundaries and to organise a meeting to discuss the Terms of Reference. **ACTION:** RFO.

16. Christmas Lights Working Party Update

The Christmas Light Working Party met to discuss the arrangements for 2021. Andrew Carver has purchased four storage containers and the lights will be stored at Loddon Parish Council's office. Quotes will be obtained for installation and removal of the street Christmas lights and the tree wraps and motifs for the car parks for the 2021 display. **ACTION:** Clerk/WP. Cllr KB reported that Chedgrave are keen to join a Christmas light Working Party.

17. Footpath Warden

The 'Slow-Ways' scheme was considered, and it was **RESOLVED** that further information was required before it could be considered further.

18. Consultation on Greater Norwich Local Plan

Cllr SW reported that it was necessary to comment, and as the original comments are still relevant, it was **RESOLVED** that the Council should resubmit the previous comments. **ACTION:** Cllr SW and Clerk, deadline 15 March 2021.

19. Planning

19.1 Planning Applications Received from South Norfolk Council:

2021/0071 - Householder, Location: Willowdale Barn, Mundham Road, Loddon, NR14 6EB. Proposal: Erection of single storey side extension. **Deadline 21 February 2021. The Council RESOLVED to reply with no objections. ACTION: Clerk.**

Cllr DT declared a pecuniary interest in item 19.2.

19.2 DECISIONS on planning applications by South Norfolk Council:

2020/2015, Location: Kings Head 16 Bridge Street Loddon NR14 6EZ, Proposal: Covered seating area in pub garden. **Decision: Approval with Conditions. Delegated Date of Decision: 14 January 2021.**

2020/2047, Works to TPO trees, 6 Longfield Close Loddon NR14 6UU, Proposal: Oak Tree - crown lift to 5m from ground level. **Decision: Approval with Conditions. Delegated Date of decision: 5 January 2021.**

2020/2123, Works to trees in Conservation Area. Parish: Loddon. Location: The Firs 19 Norton Road Loddon Norfolk NR14 6JN. Proposal: Fir trees x 2 - fell and replant with fruit trees. **Decision: No objections. Delegated Date of decision: 5 January 2021.**

2020/2165. Listed Building. Parish: Loddon. Location: 18 High Street Loddon NR14 6AH. Proposal: Re-pointing of rear elevation with lime mortar. **Decision: Approval with Conditions. Delegated Date of decision: 6 January 2021.**

19.3 PLANNING APPLICATIONS received from Broads Authority: None.

19.4 DECISIONS on planning applications by Broads Authority: None.

20. Highways

20.1 Speed Awareness Message (Sam2)

A report was circulated to the Cllrs prior to the meeting. The Council gave thanks to Bryon Spark for moving the Sam2 to its new location each month. It was **RESOLVED** to accept

Cllr AM's offer to assist Bryon Sparkes when the Sam2 needs relocating. Cllr DT also offered to assist.

20.2 Repair to Beccles Road Pavement, Loddon

The drain gully outside 5 Beccles road has been repaired by Norfolk County Council Highway's and is no longer a trip hazard.

21. Governance

21.1 Petty Cash Policy

It was **RESOLVED** to adopt the draft petty cash policy. **ACTION:** Clerk.

21.2 Scheme of Delegation

It was **RESOLVED** to have meeting with Cllrs JH, AM, AW, KB, DT, JS to discuss the scheme in detail before returning the policy to the Council for approval. **ACTION:** Clerk

22. Wherrymans Way

Cllr KB and JS attended the recent meeting. The Broads Authority are dredging the River Chet as part of the flood defence scheme and the silt will be deposited on the path. Once these deposits have compacted (between 6-18 months) the path will be dressed.

It was **RESOLVED** to agree to the send a letter of support to the BA to support their funding bid to repair the Wherrymans Way signs and sculptures. Consideration can be given to adopting these assets at a later point. **ACTION:** Clerk.

23. Significant Correspondence

23.1 Councillor Finance Training, 18 February 2021

It was agreed that Cllrs AW, MP, SJ, JH will attend finance training via Chedgrave Parish Council. The RFO and Clerk may wish to attend if it is suitable. **ACTION:** Clerk.

23.2 Proposed TRO for waiting restrictions on High Bungay Road, Loddon

The Council **RESOLVED** to support the proposed Traffic Restriction Order waiting restrictions on High Bungay Road to ensure that this well used bus service continues for the benefit of Parishioners. **ACTION:** Clerk.

24. Items for Future Agenda

Cllr MW requested that 100-year anniversary of the War Memorial should be placed on the next Agenda.

25. Exclusion of Public and Press

It was **RESOLVED** to exclude the public and press.

26. Personnel Working Party Update

It was **RESOLVED** to accept the recommendation of the Personnel Working Party. **ACTION:** Clerk.

27. Date of the Next Meeting

The date of the next meeting was agreed as Wednesday 10 March 2021 (Agenda items to Clerk by 02 March 2021).

The meeting ended at 21.57pm.