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## Minutes of the Meeting of Loddon Parish Council (LPC) held on Wednesday 12 April 2023, 7.00pm in the Hollies Rear Hall.

**Present:** Cllr Kay Mason Billig (KB) - Chairman, Cllr June Strickland (JS) - Vice-Chairman, Cllr Liz Marsham (LM), Cllr Julie Appleby (JA), Cllr Colin Binfield (CB), Cllr Arthur Morris (AM), Cllr Jane Hale (JH) and Cllr Alan Wildman (AW).

**In Attendance:** Emily Curtis (Parish Clerk), Georgina Hirst (RFO), and nine 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) as she was away from home.

3. **Declarations of Interest and Requests for Dispensations:** None declared.

### 4. **To Approve the Minutes of the Meeting Held on the 8 March 2023:**

Minutes of the meeting held on the 8 March 2023 were approved as a correct record.

### 5. **Matters Arising:**

#### 5.1 **Local Elections May 2023**

South Norfolk Council (SNC) has informed LPC that ten candidates submitted nomination forms, therefore as LPC has eleven Cllrs, there will be an uncontested election. LPC has retained seven of its existing Cllrs and three new Cllrs submitted nomination forms. Existing LPC Cllrs will stand down on the 4 May 2023. The new Council will commence on the 9 May 2023. The Council can co-opt to fill the vacancy at their next meeting on the 17 May 2023.

#### 5.2 **Old Hockey Field Land Registry Documents**

The process to register the Old Hockey Field with the Land Registry has been completed.

#### 5.3 **Alder Trees at Loddon Allotments**

We have not had a reply from the Loddon Community Allotment Society regarding the proposal to remove several of the Alder Trees. **Action:** AAO.

5.4 The Clerk advised the Council that they need to discuss S106 funding requests relating to the planning application (2021/2522 (duplicate application of 2021/2437) that is soon to be determined on Beccles Road. **Action:** Clerk to add to next agenda and RFO to approach the relevant officer at South Norfolk Council (SNC).

### 6. **To receive reports from County and District Councillors in attendance 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 (written by Kay Mason Billig)**  
Cllr KB attended SNC's Development Management Committee to outline LPC's objections to planning application 2022/1995: (2 Church Plain, Loddon, NR14 6EX: Retention of existing cafe with proposed extension and alterations of existing building to provide six dwellings with associated landscape work). The application was approved, although the building must remain as a café. An adjacent landowner objected on the basis that as the wall between the terrace and public toilets is a double wall and the wall is not in the Terrace's ownership, plans will have to be altered.  
Cllr KB reported that some trees have been planted in St George's Park on the main green. The replacement Oak tree is yet to be planted. Three Play Areas as detailed in last month's minutes have been proposed, but SNC have yet to receive and agree the plans.  
Cllr KB will be meeting with a SNC Officer on the 13 April 2023 to discuss some of SNC's responsibilities; The Staithe and Church Plain.  
Cllr KB reported that Hopkins Homes have submitted revised plans for the planning applications 2021/2437 – 2021/2522.

## 6.3 **Public Forum**

A member of the public enquired as to why the Norton Road application has still not been decided. The applicant has been given a further extension until June 2023, which is unacceptable for residents. There have been 105 objections to the application. **Action:** Cllr KB will find out what is outstanding for the application to be determined.  
A member of the public requested that a toddler swing should be installed in the Broadland Meadow Play Area.  
A member of the public enquired as to when the pavements and landscaping on St George's Park will be completed.  
Comments were also made about the poor landscaping around the Chet Valley Medical practice. The Clerk made a note to monitor the three shrubs that obstruct pedestrians view when crossing George Lane. **Action:** Clerk.

## 7. **Reports from Council:**

### 7.1 **Chairman's Report**

Nothing further to report.

### 7.2 **Parish Councillors' Reports**

Cllr AM reported that the ChetChat Easter bonanza was successful, and 80 gifts were delivered.  
Thanks were given to Cllr JA and her team of volunteers for the improvements to the landscaping on Church Plain Car Park.

### 7.3 **Clerk's Report**

The Clerk gave a verbal report. Attached to the minutes as Appendix B.

### 7.4 **Admin and Allotments Officer's Report**

The report is attached to the minutes as Appendix C. The recommendation regarding polytunnels was deferred.

### 7.5 **Parish Warden's Report**

The report is attached to the minutes as Appendix D.

### 7.6 **Data Protection Matters**

The report is attached to the minutes as Appendix E.

## 8. Finance Report:

### 8.1 Annual Accounts 2022-23

The Financial Statement for 2022-23 was reviewed and it was **resolved** to accept it. **Action:** AAO to add to website.

### 8.2 Accounts for Payment in Accordance with the Budget

The RFO presented the list of payments, and after review, it was **resolved** to approve this list of payments. **Action:** RFO.

Date	Payee	Item	Payment Method	Amount / £
10/03/2023	Adept IT Solutions	IT Support	DD	31.20
13/03/2023	Plusnet	Staithe wifi	DD	25.60
13/03/2023	EE	Parish Clerk/office and Parish Warden mobiles	DD	40.67
13/03/2023	Lloyds Bank	Credit Card Feb 2023	DD	219.43
20/03/2023	Plusnet	Phone & Broadband	DD	32.92
21/03/2023	BNP Paribas	Photocopier	DD	198.50
23/03/2023	British Gas Lite	Office gas	DD	172.39
27/03/2023	British Gas Lite	Office electricity	DD	26.67
28/03/2023	EDF Energy	Staithe electricity	DD	294.79
05/04/2023	South Norfolk Council	Office rates	DD	435.30
10/04/2023	Adept IT Solutions	IT Support	DD	31.20
11/04/2023	Lloyds Bank	Credit Card Mar 2023	DD	1,168.32
12/04/2023	intY Ltd	3 x Office365 monthly	DD	33.84
31/03/2023	Unity Trust Bank	Bank fees 05/12/22 - 04/03/23	BC	18.00
12/04/2023	Norfolk County Council	Parish Partnership Bid - parish contribution: Sale Court Footway re-surfacing	300068	1,335.00
12/04/2023	The Church in Loddon	Church grant	300069	660.00
09/03/2023	Lones (UK) t/a Direct 2U	Community Larder locker	BACS	238.43
12/04/2023	Cozens	Streetlight maintenance March 2023	BACS	36.00
12/04/2023	Loddon Garden & DIY	Grounds maintenance	BACS	322.93
12/04/2023	South Norfolk Council	Small Society Lotteries renewal	BACS	20.00
12/04/2023	NPTS	Annual subscription	BACS	535.00
12/04/2023	NPTS	NPTS Seminar 21/03/23	BACS	54.00
12/04/2023	CJ International Services	Data Protection and FOI services	BACS	228.00
12/04/2023	Allens, Cadge & Gilbert	Professional fees	BACS	351.00
12/04/2023	Micropress Printers	Broadcaster advert	BACS	270.00
12/04/2023	Bailey's of Norfolk	Soil for Church Plain flowerbed improvements	BACS	148.80
12/04/2023	MCH Landscaping	Church Plain turf laying	BACS	240.00
12/04/2023	Medler Turf	Church Plain turf	BACS	430.20
12/04/2023	Julie Appleby	Plants for Church Plain	BACS	27.50

12/04/2023	Kirby Cane Hall Farms	Small Grant Year 4 of 5	BACS	111.21
12/04/2023	Loddon Swan Bowling Club	Small Grant	BACS	265.00
12/04/2023	Armiger Electrical	Socket installation x 4	BACS	385.00
12/04/2023	Top2Bottom Cleaners	Cleaning Feb & Mar 23	BACS	1,722.59
12/04/2023	Groundwork UK	Return underspend of Neighbourhood Plan 2022-23 grant	BACS	2,422.00
12/04/2023	Salary	Salaries - Apr 2023	BACS	5,175.97
12/04/2023	E Curtis	Mileage	BACS	33.01
12/04/2023	G Hirst	Expenses and mileage	BACS	34.37
12/04/2023	J Leonard	Mileage	BACS	9.36
12/04/2023	P Leonard	Expenses and mileage	BACS	13.09
12/04/2023	HM Revenue & Customs	Tax & NI - Apr 2023		1,354.87
12/04/2023	Norfolk Pension Fund	Pensions - Apr 2023	BACS	1,913.51
12/04/2023	Discount Sheds	Tennis Clubhouse	BACS	2,280.00
<b>Total Payments</b>				<b>23,292.33</b>

### 8.3 Bank Reconciliation to 31 March 2023

The balance of Loddon Parish Council's bank accounts as of the 31 March 2023 was £286,262.02. The above 31 March 2023 total includes £210,645.35 of ear-marked funds and £75,616.67 of general funds.

### 8.4 Quarter 4 budget monitoring report

The Quarter 4 budget monitoring report was reviewed.

### 8.5 Internal Audit and Annual Governance Accountability Return

The internal auditor, Sonya Blythe, has been appointed to undertake the internal audit of 2022-2023. The internal audit report will be presented at the May LPC meeting. The external auditors PKF Littlejohn have confirmed the deadline for submission as 3 July 2023. The AGAR statement will be finalised and presented for approval at the May LPC meeting. The AGAR will be completed on a receipts and payments reporting basis. **Action:** RFO.

### 8.6 Statement of Internal Control

It was **resolved** to adopt the revised Statement of Internal Control. **Action:** RFO.

### 8.7 Report on expenditure on professional services on data related matters

The RFO informed the Council that expenditure relating to the data requests from the Complainant and associates to date totals £2,954.27.

### 8.8 Quotes for a three-door noticeboard, to advertise the Library, Community Gym and Parish Council

As part of the Pride in Place Grant recently received, LPC has initiated a project to raise the public's awareness of the Library, Community Gym and Parish Council by installing a three door A3 external noticeboard in a suitable location in front of the Library. The Community Gym has offered to contribute £200. LPC can utilise a proportion of the SNC Pride in Place grant. The contribution from the Library has not yet been confirmed, although £500 has been suggested. Three quotes were considered for heritage black noticeboards, and it was **resolved** to purchase the 'Prestige Post Mounted External Notice Board (3 door) at £2,379 exc VAT. **Action:** RFO/Clerk.

### 8.9 Repairs to Kitten's Lane Play Area

Items requiring repair were identified when the play area was restored in May 2022; including; nest swing chains/fixings, deck platform on the large tower and rubber treads / grips on green rocker. Three quotes were sought, however only Hags UK replied. As these are Health and Safety issues, it was **resolved** to prioritise the work and instruct Hags UK at a total cost of £5,462.74 (unless other more competitive quotes were received in the next two weeks). **Action:** RFO.

#### **8.10 Loddon Swan Bowling Club Small Grant Application**

The bowling club has applied for up to £265 to assist with the purchase and installation of a replacement window and entrance door to the Bowling clubhouse. The Club will be contributing 50% of the total costs, and arranging volunteer labour, and seek funding for the remaining 50%. It was **resolved** to award £265. **Action:** RFO.

#### **8.11 Annual Grant to the Jubilee Hall Management Committee (JHMC) for Car Park and a contribution towards the thermoplastic white lines**

It was **resolved** that LPC would not contribute to an annual grant as it already funds 73% of the Loddon & Chedgrave Playing Field Committee (L & C PFC), a joint Committee which was formed by the landowners (LPC and Chedgrave Parish Council (CPC)) and the L & C PFC have **resolved** to grant an annual amount of £500 to the JHMC for car park maintenance.

The Jubilee Hall Management Committee (JHMC) has asked LPC to consider contributing towards the cost of the application of thermoplastic lines to the car park. It was **resolved** to not contribute at this time. **Action:** RFO.

*Cllr JH declared an interest in this item and abstained from the vote.*

#### **8.12 Library Annexe kitchen and toilet refurbishment plans**

The landlord, Norfolk County Council (NCC) has consented to the proposals in principle. NCC will grant formal consent by issuing a licence for the alterations (or works). LPC are required to pay for NCC's professional fees incurred in granting the consent licence and monitoring compliance with the conditions, capped at £500. NCC have agreed to cap the additional costs of legal and surveyor's fees at £500. Therefore, a total cost payable to NCC of £1,000, subject to a possible increase if matters become complex or prolonged. Planning Permission is required because the Library Annexe is part of a grade II listed building. £19,500 has been granted via SNC's Pride in Place Grant. LPC has £18,000 available in Earmarked Reserves and CIL funds. The grant application of £5,000 via Screwfix was declined. An application will also be submitted to SNC's Community Action Fund (CAF) for the remaining funds required for the project. **Action:** RFO/Clerk – Application for planning permission/ CAF Application.

### **9. Old Hockey Field:**

#### **9.1 Old Hockey Field Terms of Hire**

It was **resolved** to adopt the draft hire terms of the Old Hockey Field with one amendment, increase hirer's public liability insurance requirements to a minimum of 5 million pounds. **Action:** Clerk.

#### **9.2 Loddon United Football Club (LUFC) hire of the Old Hockey Field**

After the recent meeting with the L & C PFC/LUFC, a draft agreement had been prepared for the hire of the Loddon & Chedgrave Playing Field.

LPC used this draft agreement to prepare a proposed hire agreement for LUFC to use the Old Hockey Field. It was **resolved** to approve the draft hire agreement for LUFC (juniors and adults) to use the Old Hockey field with one amendment, to increase the public liability insurance requirement to a minimum of 5 million pounds. The charge to the LUFC (adults and junior in their preferred split) will be £400 per annum commencing for the 2023-24 football season. **Action:** Clerk/RFO.

#### **9.3 Business Operating on the Old Hockey Field**

The mobile coffee business that is currently operating on the land adjacent to the Old Hockey Field was discussed. LPC has not given consent for the business to operate, however the Council believes that it is operating from NCC Highways land and therefore it is not within their remit to authorise the business to operate. However, LPC has ensured that the business is operating lawfully with the necessary insurances and licences from SNC.

## 10. Governance:

### 10.1 Data Protection Policy

It was **resolved** to defer adoption of this policy until the May 2023 meeting. **Action:** Clerk.

### 10.2 Model Code of Conduct

As recommended by SNC, it was **resolved** to adopt the revised model Code of Conduct. **Action:** AAO.

## 11. Bye Law restricting alcohol consumption:

Deferred. **Action:** Clerk.

## 12. Planning:

### 12.1 Planning Applications from South Norfolk Council: Please refer to the Planning Report (Appendix F).

- **2021/2522 (duplicate application of 2021/2437).** Revised plans have been received and LPC will prepare a response at the next PC meeting. **Action:** Clerk add to the next agenda.

### 12.2 Decisions on Planning Applications from South Norfolk Council: Please refer to the Planning Report (Appendix F).

### 12.3 Planning Applications from the Broads Authority: Please refer to the Planning Report (Appendix F).

### 12.4 Planning Decisions from The Broads Authority: Please refer to the Planning Report (Appendix F).

## 13. Highways:

### 13.1 Speed Awareness Message (Sam2)

The Sam2 reports had been previously circulated to Council. The Sam 2 is currently positioned on George Lane. Thanks to the Council volunteer and Cllr Morris for relocating the Sam2 on a four-weekly basis. Cllr AM will retire from LPC on the 4 May 2023 but has offered to continue assisting the parishioner until a replacement volunteer has been recruited. Cllr AM was thanked for his assistance.

### 13.2 Parish Partnership Bids

Two parish partnership bids have been submitted to NCC. One for footpath FP15 (from Beccles Road, adjacent to Broadland Meadow) and another to replace the surface dressing of the unregistered footpath from Sale Court to Loddon Swan. Both bids have been successful. **Action:** RFO.

### 13.3 Consultation on Footpath Application (Beccles Road to Mill Road via Footpath 10)

LPC has submitted the relevant paperwork to NCC for the registration of the footpath from the High Street to Mill Road. As part of the formal process, LPC has been consulted on the

application and it was **resolved** that the Clerk should reply supporting the application. **Action:** Clerk.

#### **14. Chet Neighbourhood Plan (NP):**

##### **14.1 Green Spaces**

The NP has consulted LPC (as the landowner) on several green spaces that will be included in the NP. The Council reviewed the allocated green spaces, and the Clerk requested that the Cllrs also consider additional green spaces such as; Pyes Mill, the Staithe, Loddon Common, Farthing Green and Hales Green, as these areas have not currently been included in the NP. Cllr JH reported that there was a limit on the number of green spaces that could have protection, although Chedgrave, a smaller parish has the same number of green spaces allocated, which could be seen as disproportionate. It was **resolved** to reply to the NP with the following comments: "We note that these green spaces have not been included and we would like to know why". **Action:** Clerk.

##### **14.2 Steering Group Minutes**

The minutes of the Steering Group were circulated to Council for their information and are available to view on the [Chet NP website](#).

#### **15. Events Committee Update:**

##### **15.1 Minutes of the meeting**

The minutes of the Events Committee meeting held on the 22 March 2023 were circulated to Council for their information.

##### **15.2 Coronation Celebration - 7 May 2023**

Cllr LM gave an update on the upcoming Coronation Celebration to be held on Sunday 7 May 2023, 1.00 – 5.00pm.

Several grants have been received to support the event; £500.00 from Roy's, £2,652.00 received from the National Lottery, £300 from South Norfolk Council plus the additional funds kindly donated by the Scarecrow Festival. These grants have enabled the Committee to subsidise the full costs of the fun bus, the circus workshop, and the live music. A local business, Shaft of Wit has arranged the entertainment on Church Plain.

Several local establishments were given the opportunity to suggest how they could provide the outside bar on Church Plain. It has been agreed that Loddon Swan will provide an outside bar on their land and have agreed to contribute a percentage of the outside bar takings.

Cllr JA and a team of volunteers have prepared the Church Plain flower beds for planting and MCH Landscaping removed the old soil, replaced the soil and turfed the area. The volunteers will replant the beds, containers, and towers. New planters have been received and will be installed on the 15 April 2023 and will be replanted when the new bedding plants are received. Thanks were reiterated to Cllr JA for the time she has spent executing this project. **Action:** Cllr KB will be pursuing SNC for a contribution towards the work as Church Plain is SNC's car park and SNC are responsible for the maintenance.

The Clerk confirmed that LPC's cleaning contractor will be cleaning the street furniture on Church Plain prior to the event.

The next meeting of the Events Committee will be 26 April 2023, 8.00pm at the Hollies.

#### **16. Jubilee Hall Management Committee (JHMC):**

The JHMC's commercial waste bin was recently removed but has since returned. LPC's representative, Cllr LM, has been invited to the JHMC's next meeting, due to be held on the 17 April 2023.

#### **17. Loddon & Chedgrave Playing Field Committee (L & C PFC):**

A meeting was held on the 28 March 2023 with the LUFC to discuss the pitch hire agreement and fees to hire the Loddon & Chedgrave Playing Field for the upcoming football season. The next meeting of L & C PFC is planned for the 13 June 2023.

**18. Personnel Committee Minutes from meeting held on the 29 March 2023:**

Deferred.

**19. Emergency Plan Working Party:**

Cllr AM reported that he would like more volunteers from the Council (he will organise a meeting with the new Cllrs) and requested that recruitment for volunteers for the project was added to a future agenda. CPC may reconsider their involvement if they have a full complement of Cllrs after the election. **Action:** Clerk.

**20. Community Larder:**

The donations from Norwich Food Bank have decreased significantly and therefore donations from the community are now required more than previously. Local organisations could be asked to position a donation box for one month of the year on a rolling basis with other businesses.

**21. Correspondence:**

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

- Broads Authority consultation on Green Spaces – The Council requested that the Clerk reply with the following green spaces, Pyes Mill, the Staithe, Marina Campsite, Loddon Allotments, Loddon Common and marshes adjacent to Loddon Marina.
- Platinum Jubilee Trail – The Council have been advised that the interpretation boards and signs will be installed shortly.
- Plant a Forest – no parish land available for this initiative.
- SNC Mindful Towns – LPC will liaise with SNC later in the year.

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

- Byelaw restricting alcohol consumption at Loddon Staithe
- Review of the areas that B – Line/SNC have as wildflower areas
- Hollies Renovation
- Data Protection Policy
- S106 discussion with South Norfolk Council
- Recruitment of Emergency Wardens

Before the members of the public left the meeting, Cllr KB publicly thanked Cllrs Wildman, Powell, Morris and Wallace for their service as they have decided to not stand for re-election. The new Council will meet on the 17 May 2023.

**23. 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**

**24. Freedom of Loddon Award:**

The Council were grateful to receive so many excellent nominations this year and it was **resolved** to offer the award to Mr Barry Gibson. The Council felt he deserved recognition for his community work. Mr Gibson was described as the “unsung hero of the Loddon & Chedgrave Food Bank”. Mr Gibson collects donated goods from the Co-op and Churches Collection Points and takes them to the Norwich Distribution Centre. There he collects all the Food Boxes and returns them to the store in St John's, Loddon. Since the pandemic, he has delivered the boxes to people's homes, ensuring total confidentiality. He has spent many years doing so much work in the community and he is also the caretaker of St John's Chapel, Lecture Hall. A much respected and committed person in Loddon and surrounding villages. It was commented that “he works quietly and diligently in the background, often without recognition”.



The Freedom of Loddon award will be presented at the Coronation Celebration due to be held on the 7 May 2023. **Action:** AAO.

**25. Next meeting date:**

The next Parish Council meeting will be on Wednesday 17 May 2023 at 7.00pm. (Agenda items to Clerk by 10 May 2023). Apologies were received from Cllrs CB, JA and JS.

**The meeting ended at 21.36pm.**

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

By the time people are reading this column, our deliveries of cards, daffodils and Easter eggs will be being delivered around Loddon and Chedgrave.

Many thanks to the huge number of people who nominated family, friends and neighbours, as well of course to the amazing team of ChetChat volunteers.

As ever, our ChetChat group volunteers are always on hand, giving help and support to our over-60s friends and neighbours. If you ever need any help give us a ring on 07944 858929.

As well as my regular surgeries in the library, please ring me anytime on 07733323581 if I can help you. Councillor Jeremy Rowe

## **Appendix B – Clerk’s Report**

All LPC staff have taken annual leave in the last month.

The Asset Officer from SNC informed the Clerk that the streetlights at the Staithe are due to be replaced, and the additional cost to ensure that they are heritage style will be an additional cost of £670 per light, and these will be fitted to 5 columns. 2 of the columns are hinged, so will be unable to have heritage kit installed.

The Clerk attended SLCC training on personality traits.

The Clerk attended the NPTS Spring Seminar on the 21 March 2023 in Costessey.

The Council has been informed that the permissive footpath has been temporarily closed (Church to Pyes Mill) due to members of the public allowing their dog off the lead, which was leading to the young livestock being disturbed.

The Clerk and RFO attended SNC’s furniture clearance and were able to obtain free of charge many pieces of office furniture for the gym and Parish Council office. Thanks were given to the Cllr KB and her husband for collecting the furniture from Long Stratton.

LPC was copied in on correspondence between the LUFC/Jubilee Hall regarding a meeting that was held to discuss the car parking situation.

## **Appendix C – Admin and Allotments Officer’s Report**

All allotment rents for the year 23-24 have now been paid up to date. The recently vacated plot has now been taken over by a new tenant. There are currently five people on the waiting list for a plot, so the idea of an allotment is still popular.

I met with the Chair of Loddon Community Allotment Society for our bimonthly meeting. We discussed matters raised by tenants at the recent Society meeting:

- Tenants are keen to see the gate fitted as this will help reduce damage caused by rabbits, and a new pump in place.
- Tenants have discussed getting a skip delivered annually.
- They plan to hold some events for members over the summer.
- A tenant removed the cover on his polytunnel during the autumn as per the current Plot Letting Terms and it was damaged, which has caused unnecessary expense and is not ideal from an environmental perspective (unnecessary plastic waste). The society would like the rules to change to state that covers may remain over winter on the condition they remain undamaged and are monitored by the tenant for wear. Recommendation: Plot Letting Terms are altered to allow polytunnel covers to remain over winter if properly monitored.
- We also discussed the alder trees and that insufficient funds were available to address the trees. I have continued to support the Events Committee by circulating paperwork and attending meetings as required.

I am currently organising the Big South Norfolk Litter Pick for 11 June 2023.

## **Appendix D – Parish Warden’s Report**

Key activities since March Council meeting:

- Facilitated contracted works:

- Received Baileys soil delivery
- Progressed revised quotes for Playground maintenance
- Arranged pre coronation street furniture clean for Church Plain
- Responded to the following Parishioner concerns/reports:
  - Willow arch maintenance at Broadlands Play area: Woven back in and pruned as required.
  - Malicious damage to Disabled door lock at Staithe- Lock dismantled, burrs removed, lubricated and reassembled. Working correctly
  - Shower door defect- Confirmed working correctly (Parishioner trying during auto lock period)
  - Damage to Cycle park at Kittens Lane playground. Recovered uprooted bars from Skatepark. Plan to re-site after School holidays
- Erected Kings Coronation event banners on Beccles Road and George Lane
- Removed Barrier section to facilitate Church Plain volunteer planting scheme
- Cleared and swept steps at Staithe and hardstanding outside disabled toilet
- Replaced defective flush on Ladies toilets at Annex Office
- Installed replacement syphon in Ladies WC at Staithe
- Repaired damaged floor covering at Staithe DDA toilet
- Installed/ secured Larder locker in Annex lobby
- Allotment water pump serviced
- Routine weekly inspections of:
  - Kittens Lane Playground and Skate Park
  - Broadlands Playgrounds and Public opens space
  - Tennis courts
  - Parish trees
  - War Memorial
- Weekly Litter picking; Hockey field, Jubilee field and car park, and Skate Park
- Legionella flushing and temperature control readings completed
- Monthly Fire Safety, Emergency lighting, and CO Monitor checks complete
- All CCTV Cameras cleaned
- Monthly water and electricity meter readings taken
- Inspected Footpaths; 8,9,10,11,14, 15 & 16
- Reported construction waste fly tipping on Transport lane to Highways
- Engaged directly with SNC recycling contractor to tackle Jubilee hall glass recycling problem.
- Monthly Inspection and Litter pick of Pyes Mill picnic area
- Walked FP15 to A146 cutting brambles back at pinch points
- Tennis courts inspected and swept

## **Appendix E – Data Protection Matters**

Generally, it has been a quiet month and other than short updates/exchanges with the Chair and Clerk regarding claims made around the availability of LPC meeting audio recordings on social media, the main activities have been:

- Handling 2 FOI requests made via the WhatDoTheyKnow website, both for audio and video recordings of the LPC March meeting. These are planned to be disclosed on 12 April 23.
- Delivery of a rewritten Data Protection Policy (DPP) for LPC, although some minor inputs still needed by LPC staff.

LPC's response to the ICO's request, provided in January, for a justification into the use of a vexatious response to a request for the LPC October and November meeting recordings, is still awaiting a decision by the ICO. It is understood that the ICO is working through a large backlog of

FOI requests, and this may be the reason why the ICO has not yet responded. If nothing is heard by mid-April, Phil Brown will send a request/reminder to the ICO.

## Appendix F - Planning Report

App Number	App Type	Address	Proposal	Application/Decision	Decision	Date of Decision
2023/0307	Works to trees in Conservation Area	7-9 Church Plain Loddon Norfolk NR14 6LX	Acer - The proposed works are to reduce the regrowth back to previous pruning points and to remove any epicormic growth in the middle of the tree to allow light to pass through the tree.	D	No objections (Delegated)	24/02/2023
2022/1132	Listed Building	The Angel Inn 15 High Street Loddon Norfolk NR14 6ET	Listed Building Consent Conversion of coach house to micro brewery and first floor holiday let, kitchen extension, covered external seating area, 4no. one bedroom holiday pods, renovation of smoke house, external stair and landing and new door to first floor living accommodation and replacement double glazed windows	D	Approval with Conditions (Delegated)	17/03/2023
2022/1131	Full	The Angel Inn 15 High Street Loddon Norfolk NR14 6ET	Conversion of coach house to micro brewery and first floor holiday let, kitchen extension, covered external seating area, 4no. one bedroom holiday pods, renovation of smoke house, external stair and landing and new door to first floor living accommodation and replacement double glazed windows	D	Approval with Conditions (Delegated)	16/03/2023
2022/1747	Listed Building Consent	Bugdon House 5 Bridge Street Loddon Norfolk NR14 6LZ	Replace two external doors and one external window	D	Approval with Conditions (Delegated)	16/03/2023
2023/0105	Householder	2 Beccles Road Loddon	Conversion of swimming pool building into garage, demolition of timber extension and erection of extension to form entrance to building with creation of new drive.	D	Approval with Conditions (Delegated)	14/03/2023
2023/0348	Works to trees in Conservation Area	25 High Bungay Road	T1 Oak - crown lift over neighbouring property and highway to 5m, reduce northern canopy from 8m to 7m, remove major deadwood T2 Beech - remove rubbing branches where not likely to fuse, remove major deadwood T3 Cherry - crown lift over the highway to 5m, reduce away from the adjacent monkey puzzle to provide 1m of clearance T4 Oak - remove major deadwood T5 & T6 Scots Pines - clear the telephone line by 0.5m	D	No objections (Delegated)	24/02/2023
BA/2023/0033/FUL	Full	Loddon Campsite And Marina, 12 Bridge Street, Loddon, Norfolk	Toilet & shower block	D	Approve Subject to Conditions	28/03/2023
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	D	Approval with Conditions	27/03/2023