
Minutes of the meeting of Loddon Town Council (LTC) held on Wednesday 12 July 2023, 7.00pm in the Hollies Rear Hall.

Present: Cllr Andy Woodman (AW) - Chairman, Cllr Colin Binfield (CB) – Vice-chairman, Cllr Liz Marsham (LM), Cllr Julie Appleby (JA), Cllr Natalie Henry (NH), Cllr June Strickland (JS), Cllr Kay Mason Billig (KB) and Cllr Mervyn Pointer (MP).

In Attendance: Emily Curtis (Town Clerk), Georgina Hirst (RFO), Jo Leonard (AAO) and eight members of the public.

Absent: None

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

Chairman Cllr AW welcomed everyone to the meeting. The Clerk confirmed that she wished to record the meeting.

Cllr AW took the opportunity to apologise if any offence was caused when he used a flippant turn of phrase (at the PC meeting held on the 17 May 2023) with respect to the ongoing costs to the Council replying to multiple data requests received from the vexatious complainant.

2. **Apologies for Absence:**

The Council received and accepted apologies from Cllrs Jane Hale and Laura Bolderston as they were away from home. Cllr Kay Mason Billig and Cllr Alex Bostock had informed the Council that they would be running late but would attend if possible.

3. **Declarations of Interest and Requests for Dispensations:**

None.

4. **Minutes of the Meeting Held on the 14 June 2023:**

After review, the Minutes of the meeting held on the 14 June 2023 were approved as a correct record.

5. **Matters Arising:**

5.1 **Planning Permission for the Library Annexe Kitchen, WCs and Lobby Refurbishment**

South Norfolk Council (SNC) have validated the full application and Listed Building Applications (2023/1581 and 2023/1236 respectively). SNC have indicated that a decision will be received by the 9 August 2023.

5.2 **Byelaw restricting alcohol consumption at Loddon Staithe**

A meeting was held with SNC's Community Safety Officer on the 22 June 2023 to discuss the matter further. Bylaws in respect of street drinking were replaced in 2014 with Public Spaces Protection Orders (PSPO). A PSPO, because it applies to every person within the area it covers (including visitors), has an extremely high threshold to meet in order to be

granted, must be proportionate to the issue and should not replace existing legislation. The Community Safety Officer has advised that more appropriate action would be Community Protection Warnings which the Police are serving on key individuals who are involved in the Anti-Social Behaviour (ASB).

It is important that any reports of ASB are reported to Norfolk Police via 101 or the online reporting mechanism, so it is recorded centrally and thus, quickly identified by the Operational Partnership Team as an area for multi-agency attention, supporting the work of the Safer Neighbourhood Team/Beat Manager.

5.3 Renaming Loddon Parish Council to Loddon Town Council

Loddon Parish Council resolved to change its name to Loddon Town Council on the 17 May 2023, in accordance with the Local Government Act 1974, Section 245(6). South Norfolk Council have been informed of the change and advised that no further action will be required by SNC or LTC as there have been no changes to the Parish. A transition plan has been drawn up, and the rebranding will take place in due course.

5.4 Monthly Food Market Proposal

SNC are happy to consider the proposal and have requested further information. LTC has requested further information from the applicant and will continue to liaise.

5.5 Renovation of the Hollies

Despite best efforts, a date for the meeting to discuss the renovation has yet to be organised with the Loddon Building Preservation Trust (LBPT).

5.6 Kitten's Lane Play Area

Hags UK have informed LTC that a date for installation of the replacement parts will be received in August 2023. Four replacement shock absorbers have been ordered for the jeep. The CCTV has shown us that older children have been using the jeep excessively which has led to the springs being damaged. Due to the damage, the jeep is out of use. Signs and hazard tape have been used to advise that the equipment is broken, however, the CCTV footage has shown that the young people are removing the tape/signs daily. Therefore, it has been necessary to use Heras fencing to prevent use of the jeep until it has been repaired.

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: Cllr KB continues to liaise with SNC regarding the Staithe footbridge. (Please see item 17.)

6.3 Public Forum

A member of the public wished to discuss the two planning applications that were on the agenda. The Chairman deferred the discussion.

A member of the public welcomed the formation of a Working Party that aimed to improve the aesthetics of Loddon.

A member of the public asked if the Church Plain Public Toilets could be reinstated. Public toilets are now available in the library, accessible seven days a week.

Cllr Kay Mason Billig arrived.

A member of the public informed the Council that the Hazel bushes outside the surgery were still causing a visibility issue. LTC has reported the vegetation to NCC Highways. Cllr KB advised that this will be discussed during her upcoming meeting with the Highways Engineer.

A member of the public enquired as to why Loddon Parish Council has been renamed to Loddon Town Council. Loddon is categorised as a town as it has all the hallmarks of a town; therefore, the Council has renamed itself as a Town Council to reduce confusion. The Council will have no additional powers; however, it may create additional funding opportunities.

The Chairman of the Community Allotment Society spoke to support the proposed fencing and gates at the Allotments, suggesting the site security will improve, reduce visits from rabbits and it will discourage members of the public treating the area as public open space. A combination lock could also be added to the gate for additional security.

A member of the public enquired as to why Halsbury Homes have not completed St George's Park and have not complied with the planning conditions. Cllr KB replied that SNC has an Enforcement Officer, and that Cllr KB has been invited to meet Halsbury Homes to discuss the outstanding work. Cllr KB was confident that the issues will be resolved eventually and will speak on the behalf of the residents to help resolve the situation.

A member of the public enquired as to why Halsbury Homes are not requested to complete developments before SNC give consent for further developments. Cllr KB replied that often these applications are considered by the different authorities, and it is not a planning requirement.

7. Reports from Council:

7.1 Chairman's Report

Nothing to report.

7.2 Parish Councillors' Reports

Nothing to report.

7.3 Clerk's Report

The report is attached to the minutes as Appendix B.

Cllr MP enquired as to why 'matters arising' were not included in the Clerk's Report. The Clerk informed that she omitted them to due to duplication, and that the Clerk's Report is for information only.

7.4 Admin and Allotments Officer's Report

The report is attached to the minutes as Appendix C.

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.

The Clerk reported that three additional Freedom of Information requests were submitted on the 12 July 2023 via the [WhatDoTheyKnow](#) website.

8. Finance Report:

8.1 Bank Reconciliation to 30 June 2023

The balance of Loddon Parish Council's bank accounts as of the 30 June 2023 was 329,534.84 The above 30 June 2023 total includes £209,164.44 of ear-marked funds and £120,365.40 of general funds.

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 / £
19/06/2023	Plusnet	Phone & broadband	DD	32.92
19/06/2023	British Gas	Office electricity	DD	134.33
19/06/2023	SSE Southern Electric	Streetlight electricity	DD	451.70
21/06/2023	BNP Paribas	Photocopier	DD	198.50
23/06/2023	British Gas Lite	Office gas	DD	105.86
05/07/2023	South Norfolk Council	Office rates	DD	434.00
08/07/2023	Apogee	Photocopier	DD	434.53
10/07/2023	intY Ltd	3 x Office365 monthly	DD	37.08
10/07/2023	Adept IT Solutions	IT Support	DD	31.20
10/07/2023	Lloyds Bank	Credit Card June 2023	DD	1,109.35
11/07/2023	Everflow Water	Staithe toilets water	DD	328.80
30/06/2023	Unity Trust Bank	Bank fees 05/03/23 - 03/06/23	BC	18.00
12/07/2023	Cozens	Streetlight maintenance June 2023	BACS	36.00
12/07/2023	Loddon Garden & DIY	Grounds maintenance	BACS	1,109.85
12/07/2023	Adept IT Solutions	IT Support	BACS	42.08
12/07/2023	NPTS	CIlr induction training NH & LB 25&26/07/23 AB 7&14/09/23	BACS	132.00
12/07/2023	CJ International Services	Data Protection and FOI services	BACS	516.00
12/07/2023	Collective Community Planning	Consultant fees	BACS	840.00
12/07/2023	Oliver Forbes - Eco Painters	Repair and paint Library Annexe windows	BACS	2,318.17
12/07/2023	Electrical Testing Ltd	Structural testing 9 x streetlights and 4 x Tennis Court floodlights	BACS	900.00
12/07/2023	Steve Jackman	Website support	BACS	198.00
12/07/2023	Panel Graphic	Freedom of Loddon Board 2023 entry	BACS	72.00
12/07/2023	Tas Valley Fire (UK) Ltd	Fire extinguisher service	BACS	57.00
12/07/2023	Viking	Stationery & stamps	BACS	250.86
12/07/2023	Active HR	HR support	BACS	328.10
12/07/2023	The Church in Loddon	2023-24 Church Grant churcyard maintenance and clock winding	BACS	4,980.00
12/07/2023	Mighty Scaffolding East Anglia Ltd	Scaffold tower for window decoration	BACS	450.00

12/07/2023	Rialtas Business Solutions Ltd	Rialtas Alpha Software licence, set-up, annual support & maintenance	BACS	1,012.48
12/07/2023	The Royal British Legion Poppy Appeal	Wreath and LPC badge for VJ day	BACS	32.50
12/07/2023	Roberts & Son	Chet NPlan printing	BACS	96.80
12/07/2023	Various	Shower Refunds	BACS	10.00
12/07/2023	Community Action Norfolk	2023-24 subscription	BACS	50.00
12/07/2023	Top2Bottom Cleaners	Cleaning June 2023	BACS	1,459.24
12/07/2023	Salaries	July 2023	BACS	4,749.11
12/07/2023	E Curtis	Mileage	BACS	18.27
12/07/2023	G Hirst	Mileage	BACS	14.58
12/07/2023	J Leonard	Mileage	BACS	4.68
12/07/2023	P Leonard	Mileage	BACS	5.67
12/07/2023	C Petersen	Expenses and mileage	BACS	82.14
12/07/2023	HM Revenue & Customs	Tax & NI - July 2023	BACS	1,225.86
12/07/2023	Norfolk Pension Fund	Pensions - July 2023	BACS	1,758.99
09/08/2023	Salaries	August 2023	BACS	4,169.71
09/08/2023	HM Revenue & Customs	Tax & NI - August 2023	BACS	947.07
09/08/2023	Norfolk Pension Fund	Pensions - August 2023	BACS	1,519.04

8.3 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 £3,782.27 excl VAT. The retainer ends at the end of July, and LTC **resolved** to continue with the contract on a month-by-month basis. **Action:** RFO.

8.4. Quarter 1 Budget Monitoring Report

The Council reviewed the Quarter 1 budget report and Cllr MP commented on the increased interest that LTC is now receiving.

8.5 Virements

It was **resolved** to approve the proposed virements. **Action:** RFO.

The RFO confirmed that the existing photocopier contract had been terminated, and several options for a new contract are being considered under delegated powers.

8.6 Fencing and Entrance Gate at Loddon Allotments

LTC reviewed the quotes for additional fencing and an entrance gate at Loddon Allotments. It was **resolved** to accept the quote of £717.00 from Hales Fencing. The quote also included the installation of a post for the additional water pump. **Action:** RFO.

8.7 Toddler Swing at Broadland Meadow Play Area

LTC reviewed the quotes for an additional wooden swing set at Broadlands Meadow Play Area. It was **resolved** to accept the PlayQuest quote with metal legs at a cost of £4,160.00 excl vat. Ear marked S106 funds retained for Broadland Meadow will be utilised. **Action:** RFO.

9. Planning:

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

2021/2522 (duplicate application of 2021/2437)

A member of the public requested that the buffer zone was reinstated.

Cllr KB confirmed that the application was not heard at SNC's Development Management Committee on the 5 July 2023 as had been previously advised by SNC's Planning Officer. Loddon is not affected by the Nutrient Neutrality issue which makes the area vulnerable to speculative planning applications.

The Council **resolved** to approve the Council's objections and submit to SNC. **Action:** Clerk.

It was **resolved** that Cllr LM or Cllr MP would represent the Council when the application is heard at SNC's Development Management Committee. **Action:** Cllrs LM/MP.

2021/1569

A member of the public commented that there are 107 objections to the application on SNC's Planning Portal. The developers have made no attempt to address the views of the residents or the Council. SNC has granted several extensions to the developer and the MOP enquired as to why an application has been left open for two years without determination.

Cllr MP strongly requested that the Council write to SNC requesting a response as to why the application has not yet been determined. **Action:** Clerk (and liaise with Cllr MP).

Additional Planning Matter

The Council was informed that the Clerk had received correspondence from Scott Residential regarding a proposal for planning on land adjacent to the Hopkins Homes site. **Action:** The Clerk will revert requesting more information.

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

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

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

10. Chet Neighbourhood Plan Pre-Submission Regulation 14 Consultation: Cllr CB requested the Cllrs reply to the Neighbourhood Plan consultation as individuals. **Action:** LTC Cllrs.

The Council recorded its thanks to the Steering Group members, Planning Consultant and Project Officer for the immense amount of work that has gone into delivering an excellent Neighbourhood Plan.

Cllr LM had reported typos directly to the NP Project Officer.

It was **resolved** that the Council would reply to the consultation with thanks and with respect to the named green spaces in Loddon. **Action:** Clerk.

11. Old Hockey Field:

11.1 Pitch Hire Agreement with Loddon United Football Club (Adults & Junior)

A couple of revisions had been made to ensure that the agreement was in line with the Loddon & Chedgrave Playing Field Pitch Agreement. It was **resolved** to adopt the revised

Pitch Hire Agreement. LUFC Adults and LUFC Junior have been invoiced for 2023-24 pitch hire. **Action:** Clerk.

11.2 Installation of Goals

The goals that are currently on the Old Hockey Field are not owned by LUFC and due to their dilapidated state, LUFC has suggested removal. It was **resolved** to approve LUFC's request to install additional goals and the removal of the old goal posts. LTC will request removal of the old goal posts by the 1 September 2023. **Action:** Clerk.

11.3 Perimeter Maintenance

The Council **resolved** to include the strimming of the perimeter of the field adjacent to the Filbert Road estate to ensure that footballs can be retrieved by players and young people without being stung by nettles. **Action:** RFO inform grounds maintenance contractor.

12. Appointment of L & C Playing Field Committee Representatives:

It was **resolved** to appoint Cllr JH, Cllr CB, and Cllr LM (substitute) as LTC's L & C PFC Representatives. **Action:** Clerk.

Cllr KB abstained from the vote as she felt the Council should be mindful of going against professional advice and requested that in the future, representatives' roles should be spread more widely between LTC's Cllrs.

13. Governance:

13.1 Data Protection Policy

It was **resolved** to approve the revised Data Protection Policy and amend any references of Parish to Town Council. **Action:** Clerk.

13.2 Standing Orders

It was **resolved** to adopt the revised Standing Orders and amend any references of Parish to Town Council. **Action:** Clerk.

The Clerk advised that all polices would have to be updated to Town Council in due course via a Council resolution. **Action:** Clerk.

14. Emergency Plan Initiative:

Cllr LM gave a brief update on the plan. As things stand, there are not enough Emergency Wardens to proceed with the plan. Chedgrave Parish Council declined to participate in the scheme as they felt that it would be unlikely that they would be able to find enough volunteers to cover the ratio of 1:50 residents. It was hoped that volunteers could be recruited later in the year via the volunteer event, and that in the meantime the plan should proceed with the distribution of information. **Action:** Cllr LM/AAO.

15. Volunteer Event:

The Council discussed the possibility of organising a meeting to advertise the voluntary roles available within the Council:

- Councillor
- Emergency Warden
- Litter Picking
- Events Committee
- Working Party (yet to be named) to improve Loddon's Aesthetics
- Community Larder

It was **resolved** to hold an event in October 2023. **Action:** Cllrs AW, LM, JA and LB to hold a meeting to discuss the details.

16. Review of Grass Cutting and Verges in Loddon:

As a compromise needs to be reached, Cllrs will send the areas of concern to the Clerk, so that ownership can be ascertained before the next meeting. **Action:** All LTC Cllrs. Halsbury Homes has recently cut the roundabout as it is not yet adopted by Norfolk County Council (NCC).

17. Working Party - Aesthetics of Loddon:

Thanks to JA and her team of volunteers, Church Plain has been aesthetically improved with planters and flowers and regular grass cutting. Cllr JA has proposed a working party to continue the improvement of aesthetics in Loddon generally.

A discussion was had concerning the aesthetics of the Staithe. Cllr KB reported that the Marina is replacing a fence. SNC has funds for improving the Staithe but will not commit to further projects until the footbridge project is completed. A new structural engineer has been appointed and it is likely that the footbridge will be replaced rather than repaired.

LTC's Grounds Maintenance contractor has reported that Pyes Mill is not being maintained by SNC at present.

It was **resolved** to form a working party with Cllrs MP, CB and JA. It is likely that this working party will replace the Chet Working Party as it has similar objectives. **Action:** Cllrs MP, CB and JA to propose name and Terms of Reference. Clerk to add dissolution of Chet Working Party to next agenda.

The RFO and Cllr JA have submitted an application for a grant from Norfolk Community Foundation to purchase bulbs.

18. Updates from Committees, Working Parties and Representatives:

18.1 Loddon & Chedgrave Playing Field Committee (L & C PFC)

The meeting of L & C PFC was held on the 21 June 2023 and the minutes have been circulated for information. Cllr CB gave a brief update on activities; replacement LED floodlights for the tennis courts, the LUFC are replacing their storage container and ball stop netting needs to be installed to replace the damaged netting on the old Market Green perimeter. There was some damage to the Tennis Club netting and windbreak, but the offender has offered to recompense the Tennis Club. The Tennis Coach was shortlisted for an SNC Community Award, and it was agreed that his contribution to the Tennis Club had been outstanding.

18.2 Community Larder

The RFO is organising bi-weekly deliveries from Morrisons (utilising the Healthy Choices Fund Grants), and the volunteers have a rota to check and replenish stock. Donations from the community are gratefully received. A volunteer meeting was held on the 11 July 2023 and various events were discussed including the Christmas Bag event.

18.3 Jubilee Hall Management Committee (JHMC)

Cllr LM reported that she attended a meeting on the 10 July 2023. There is a new Trustee and Cllr LM will be working with the JHMC to improve transparency and good practice. LUFC Adults have been promoted and therefore will need to improve the toilet facilities for the Referee.

*The Council **resolved** to continue the meeting as it had exceeded 2.5 hours.*

18.4 Speed Awareness Message (Sam2)

The Sam2 reports had been previously circulated to Council. The Sam2 is currently positioned on Beccles Road. Thanks to the Council volunteers for relocating the Sam2 on a four-weekly basis.

19. Correspondence:

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

- **NCC Parish Partnership:** Deadline 8 December 2023 – **Action:** All LTC Cllrs advise Clerk of any proposed highway improvements.
- **Community Gym AGM Invite** – **Action:** Cllr AW to attend.
- **Hales & Cricket Club Proposal** – **Action:** Clerk will be attending remote teams meeting. Cllr LM offered to join too.
- **St George's Park** – discussed earlier in the meeting.
- **Planning meeting request** – **Action:** Clerk to contact to find out more.
- **SNC Summit** – invitation to Cllrs.
- **BACT** – **Action:** RFO to send grant form

20. Items for a future agenda:

- Name and Terms of Reference for Aesthetics Working Group
- Dissolve Chet Working Party
- Hollies Renovation
- S106 discussion with South Norfolk Council
- SNC's offer of a 'Visit Loddon' website.
- Action Plan meeting
- Youth provision in Loddon
- Curb markings on George Lane/Bridge Street junction
- Update policies en masse to Town Council

21. Next meeting date:

The next full Council meeting will be held on Wednesday 13 September 2023 at 7.00pm, held in the Hollies Rear Hall. (Agenda items to Clerk by the 6 September 2023). However, if there is an urgent matter that needs to be discussed, a full Council meeting will be held on 9 August 2023, 7.00pm in the Hollies Rear Hall.

The meeting closed at 21.44pm.

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

Not received.

Appendix B – Clerk’s Report

In addition to managing the Council’s facilities and staff, the agenda items and matters arising, the Clerk also has updates on the following matters:

Public Open Space

The L & C PFC AGM took place on the 21 June 2023. Agreements for the pitch hire have now also been signed and circulated.

The battery on the ride on lawnmower has been replaced but this has not resolved the non-starting issue.

The Recycling Area hedges (Jubilee Hall and Leman Grove) will receive their annual trim on the 12 July 2023.

LPC’s ground contractor has reported that SNC have not been maintaining Pyes Mill and the Clerk has forwarded this enquiry to SNC.

The ‘No Parking’ sign for the George Lane/Bridge Street Junction has been ordered. Further measures including curb markings will need to be discussed in due course by the Council.

After the recent reports of young people swimming unsupervised in the River Chet, ‘No Swimming’ signs are being installed by the Broads Authority. Information was also circulated to local schools regarding the dangers.

The RoSPA inspections have been completed on the Broadland Meadow Play Area, the Kitten’s Lane Play Area and the Skate Park, and are in Dropbox for your review.

Facilities and Office

We have registered an interest in Norfolk ALC’s .gov website/email addresses initiative.

The Clerk attended the SLCC Annual Conference at Norwich City FC on the 7 July 2023.

The majority of the internal/external window redecoration in the office/hall has been completed. An alternative scaffolding quote was accepted and has been installed, in preparation for the remaining high-level window to be redecorated.

Some cracking has been identified in the Annexe Hall. This has been reported to the Landlord, Norwich County Council.

The Freedom of Loddon board has been updated with the 2023 recipient’s name.

Healthmatic have attended to address the intermittent shower issue and will be scheduling another visit soon.

Several staff appraisals have been completed; The Parish Warden’s, the Neighbourhood Plan Project Officer and the Administration and Allotment Officer.

Appendix C – Admin and Allotments Officer’s Report

The final plot has now been allocated. There are four people on the waiting list.

The allotment holders were asked for their wish list last year, the outcome of this was a new gate and water pump. I have sourced two quotes to supply and fit a wooden five bar gate and associated fencing, to include supplying & fitting an appropriate post to hold the pump. The pump will be fitted by the Parish Warden. I would recommend the cheaper quote from Hales Fencing as not only is it cheaper but we have used the company before to fit new gates to the annexe and their work is of a high standard.

The site is starting to come alive with the spring weather. I continue to regularly inspect the site. I have facilitated a meeting of the Emergency Warden WP.

I continue to cover the day-to-day admin in the office. Including various issues around the operation of the shower.

Appendix D – Parish Warden’s Report

Key activities since June Council meeting:

- Contracted works:
 - Oversaw painting of LPC Office and Annex hall (Gym) windows
 - Hosted Healthmatic visit at Staithe to address access system issues
 - Playground 'Jeep': Agreed supply and fitting of new shock absorbers
 - Progressed/sought quotes for:
 - Groundworks for repairs to Skatepark and adjacent paths
 - New Toddler swing for Broadlands play area
 - Hedge cutting at Recycle bays
- Response to Councillor/Parishioner concerns/reports:
 - Removed broken key from Cleaner cupboard following unauthorised attempt to gain access
 - Repaired broken microswitches in Staithe toilets RADAR key box
 - Photographed Potholes on Bridge Street and reported to Highways
 - Re-sited Hockey field water hazard sign (4th time following vandalism)
 - Cut back bushes on Beck way to address parishioner complaint
 - Investigation into reports of difficulty using shower payment system
- Playground repairs/ maintenance;
 - Replace broken gate spring
 - Resecuring matting
 - Taping off broken Jeep with hazard tape following vandalism (repeated activity as hazard notices/ tape being removed each time)
 - Cutting back Willow tunnel and clearing overgrowth from steps
- Commenced work on development of COSHH and PAT Test files
- Applied Hazard tape to threshold of Tennis clubhouse at request of Coach
- Investigating payment system issues at Staithe shower
- Cutting back vegetation on Footpaths 10, 11 and 15
- Routine weekly inspections of: Kittens Lane and Broadlands Playgrounds, Skate Park, Public opens space, Tennis courts, and Parish trees
- Litter picking; Hockey field, Jubilee field, and Skate Park (Currently twice weekly due to high volume of littering)
- Monthly litter pick Pyes Mill. Ad-hoc picking of George Lane, Filbert Road, Leman Grove, and High Street and adjoining roads
- Legionella flushing and temperature control readings completed
- Monthly Fire Safety, Emergency lighting, and CO Monitor checks complete
- All CCTV Cameras cleaned and Allotment water pump serviced
- Monthly water and electricity meter readings taken
- Inspected Footpaths; 8,9,10,11,14,15 & 16 litter picked and cut back as req.
- Monthly Inspection Pyes Mill picnic area and War memorial

Appendix E – Data Protection Matters

The primary activity since the previous LPC meeting in June is the further handling of an FOI request, made via the What Do They Know website, relating to Loddon's Coronation celebrations and in particular to events in and around the car park on Church Plain, prior to the formal commencement of the planned activities. Phil Brown, the DP specialist, has responded to the complainant's request for an Internal Review. Key to LPC's review is to establish whether it had in its possession, via its councillors/volunteers, the images that were requested. Phil Brown requested evidence from the complainant that might help to establish whether the person/ or people taking images were indeed councillors/ volunteers. Two links to video files recorded on the complainant's

mobile phone were provided to him but neither provided any evidence that any LPC councillors/volunteers recorded the images during the times stated in the original FOI request. He responded accordingly.

It remains the LPC’s position, therefore, that whilst a councillor and a volunteer did assist with the pre-event car park preparations, neither had a device on their person at that time that could record images. It was also confirmed that the marshals contracted by LPC to oversee the closure of both car parks did not arrive until after the time stated in the original request.

The original request also included information regarding an ice cream vendor and whilst information was disclosed, it referred to the vendor that was operating on Church Plain. During the IR, it was established that a second ice cream vendor, operating from a bicycle, was active at the Staithe, but that LPC did not hold any information about this vendor. This was reported to the complainant.

There are two on-going FOI requests being processed currently:

- For an audio recording of the LPC Meeting for June 2023 made by a local resident, via the What Do They Know website. The public meeting aspects of the recording only, will be provided on 13 July 2023 via the WeTransfer platform, the link for which is provided to the applicant on the relevant thread on the What Do They Know website. In effect, anyone who is monitoring the thread can download the file.
- For a series of requests for information relating to verbal threats made in public by an LPC councillor over the previous 36 months. The request was received on 10 July 2023 and a response is due no later than 09 August 2023, assuming no clarifications are needed.

Update on the complaint made against LPC about its handling of a request for the audio files of LPC’s meetings in Oct 22 and Nov 22, made via the What Do They Know website: The complainant has notified Phil Brown that he has appealed the decision by the ICO that stated that “the parish council is entitled to rely on section 14(1) – vexatious requests, of FOIA, as its basis for refusing both of the complainants requests”. The matter will now be referred to the First-tier Tribunal (Information Rights). There is no time schedule for the hearing currently.

Appendix F - Planning Report

App Number	App Type	Address	Proposal	Application/ Decision	Decision	Date of Decision
2023/1570	Approval of Condition Details	2 Beccles Road Loddon Norfolk NR14 6JQ	Details of condition 3 of 2023/0105 - (3) materials	A		
2023/1504	Lawful Development - Existing Use / Development	26 Oak Avenue Loddon Norfolk NR14 6FU	Certificate of Lawfulness (existing) for a free-standing studio in rear garden	A		
2023/0935	Household	Tumbleweed Cottage Transport Lane Hales Green Loddon Norfolk	Internal alterations. Proposed porch and sunroom. Partial alterations to existing elevations with additional windows, balconies, changes to cladding	D	Approval with Conditions (Delegated)	01/06/2023
2023/0233 Amended May 2023	Household	29 Old Market Green Loddon Norfolk NR14 6QG	First floor extension and front porch.	D	Approval with Conditions (Delegated)	12/06/2023