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 8 October 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 Natalie Henry (NH).

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

Absent: Cllr Alex Ashman (AA).

1. Welcome, Meeting Protocol and Etiquette:

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

2. Councillor Co-option:

No applications have been received for the vacancy.

3. Apologies for Absence:

The Council received and accepted apologies from Cllr Steven Kellingray-Williamson (SKW), Terry Simmons (TS) and Cllr Kay Mason Billig (KMB) as they were all away from home. The RFO (KS) also sent apologies.

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. Cllr JA declared an interest in the payment list as a she is listed as a recipient.

5. Minutes of the Meeting held on the 10 September 2025:

The Minutes of the meeting held on the 10 September 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): District Cllr JR had sent apologies. Appendix A

6.2 Report from District/County Councillor Kay Mason Billig: Appendix A

6.3 Public Forum

A MOP gave an update on St Geroge's Park. The Action Group held a meeting on the 26 September 2025 and 60 residents from the development attended. South Norfolk Council (SNC) thanked the Action Group for their professional conduct throughout. SNC apologised for their fundamental flaw in the housing development's planning process. Many residents have submitted formal complaints to SNC. SNC have received commitment that the road

surfaces will be completed in Spring 2026. SNC are seeking a meeting with the developer. The developer has not submitted the Section 104 signed agreement, so Anglian Water have not yet adopted the sewer system.
A MOP commented that Ben Goldsborough MP is very receptive to resident concerns.
A MOP commented that they had concerns about the number of additional vehicles from the new developments that will use the Beccles RoadA146 junction.
Cllr Phil Varney from Chedgrave Parish Council (CPC) was in attendance and commented that both parishes can achieve more when working together. He also raised a concern that SNC consider each planning application in isolation and the overall impact to the infrastructure of the area needs to be considered.
A MOP enquired about the new bus stops on the A146. The bus shelter will be installed on the 20 October 2025. Both the First Bus X2 and the Border Bus 146 will operate these bus stops.

7. Council Reports:

7.1 Chairman's Report
The report is attached to the minutes at Appendix B.

7.2 Town Councillors' Reports
Cllr JA enquired as to whether the Norfolk County Council Pride in Place grant application was successful. The Clerk informed the Council that were seeking clarification on the amount approved as they have only been granted components of the application.

Tree Warden - The Clerk will ask SNC to circulate information on the role.

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:

8.1 Bank Reconciliation to 30 September 2025
The balance of Loddon Town Council's accounts, including the Playing Field, as of 30 September was £374,431. This includes £177,394 of ear-marked funds and £197,037 of general funds.

2025/26 Budget progress: Income at 92.5% - £205,889 Expenditure at 46.8% - £101,694 Remaining budgeted expenditure - £115,701.

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 JA abstained.
Cllrs IA and AW agreed to authorise the monthly payments.

8.3 Small Grant Applications

The invoice for Kirby Cane Hall Farms permitted footpath access has been received and coded to the Small Grant budget line.
No further applications received.
2025/26 remaining funds: £1,129.

8.4 Kittens Lane Play Area – Resurfacing under swings

The surfacing under the swings has reached the end of its life and the recent RoSPA report identified that it required replacement. The Parish Warden and RFO have met with contractors and quotes for mulch and wet pour have been received. It was **resolved** to instruct Contractor A at a cost of £7,412.50. It was **resolved** to fund the works utilising £661 in Play Area Earmarked Reserves, £1,021.88 CIL, and £5,729.62 from LTC's General Funds. **Action:** RFO to instruct.

8.5 Jubilee Hall Pedestrian Access (NCC Parish Partnership Bid)

The Parish Partnership Bid for an extension to the pedestrian footway and new access to the Jubilee Hall Car Park has been agreed and work will commence on the 20 October 20205. The total cost of the project is £10,640.00. NCC will fund 50% of the project, therefore, £5,320 to fund. LTC has 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. CPC have kindly offered £500. It was proposed that £1,000 of CIL could also be used to finance the project. The L & C PFC will also consider contributing at their next meeting. **Action:** RFO.

8.6 Insurance Renewal

This is the last year of the 3-yr fixed agreement. The 2025/26 insurance renewal (due 30 Sept 2025) with Clear Councils is £1883.53.

8.7 Conclusion of the Audit and External Auditor's Report for 2024/25

The External Auditor's Report and Certificate for 2024/25 from PKF Littlejohn has been received, completing the audit process for 2024/25. The Notice of Conclusion of Audit and the External Auditor's Report and Certificate have been displayed on the Town Council's noticeboards and website.
LTC has been advised that Assertion 5 will need to be addressed, therefore LTC will introduce a model Risk Management Policy which will be reviewed by the Council each year at their annual meeting. **Action**: RFO to add Risk Management Policy to the Finance & Governance Committee agenda.

8.8 Warren Hills Open Woodland

As advised at our last meeting, SNC have approved LTC's bid to open the A146 woodland as public open space (POS). Initially we had hoped to access the site via Warren Hills, however it became evident that this was not possible due to flooding and the requirement for boarding which would be expensive to install and maintain. Landowner permission would have also need to be obtained. The existing access to the woodland via the A146 will be utilised and we have proposed that fencing with a kissing gate will be installed adjacent to the A146. A perimeter path, dictated by the position of the trees will be installed and subject to NCC Highways approval, there will be additional tree and hedge planting. It was **resolved** to proceed with the delivery of the project. **Action:** RFO to instruct contractors. Clerk to enquire if crossing point signs can be installed on the A146.

8.9 Review of 2026/27 Allotment Rents and Creation of Earmarked Reserve

On advice from our Internal Auditor, LTC should review the allotment rents annually. The allotment rents have been static since 2020. All plots are currently let with two people on the waiting list. To ensure that all plots remain cultivated, it was **resolved** to keep the rents the same for 2026/27.

It was **resolved** to create an Allotment EMR and contribute £100 per annum for future maintenance and projects such as ditch clearance, tap replacement and shed replacement. **Action:** RFO to add to 2026/27 budget.

9. Planning:

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

- **2025/2986 – Replacement of existing garage with outbuilding, Stubbs Cottage, Stubbs Green Lane**.
  After examining the plans, Cllrs noted that the proposed outbuilding includes a bedroom, en-suite bathroom, kitchen/dining/living area, gym, and other habitable spaces arranged in a way that appears capable of independent occupation. It was r**esolved** to obtain clarification from SNC as to the classification as an 'outbuilding' as the plans indicate a form of residential annex or a self-contained dwelling. **Action:** AAO.

- **2025/2987 – Listed Building - Replacement of existing garage with outbuilding, Stubbs Cottage, Stubbs Green Lane –** as above**.**

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).*

10. Public Open Space, Assets and Highways:

10.1 Sam2 Reports
The Sam2 reports will be circulated in November. Thanks to LTC's volunteer for moving the sign around the town on a four-weekly basis.

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 mainly Sunday use of the car park. It was **resolved** to approve the scheme and add to the L & C PFC agenda and ask for a contribution from user groups such as the Loddon United Football Club and the Jubilee Hall. **Action:** Clerk.

10.3 Christmas Tree at The Staithe
A proposal for an additional 14ft Christmas Tree had been circulated to Council. The tree will be situated on the mound at the Staithe. It was **resolved** to go ahead with the installation using funds within the Christmas Lights Earmarked Reserves and budget line. **Action:** RFO.

11. Governance

11.1 Scheme of Delegation
It was **resolved** to approve the proposed revisions to the Scheme of Delegation. **Action:** Clerk.

11.2 L & C Playing Field Committee (L & C PFC) Terms of Reference - Revisions
It was **resolved** to approve the proposed revisions to the L & C PFC Terms of Reference with two slight amendments. **Action:** Clerk.

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.

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
Staithe Mooring Tap – The tap is leaking again, so SNC have decided to permanently isolate the tap and replace. There are no plans to charge for water. The tap should be replaced sooner rather than later, however if this isn't possible, SNC will repair.
Staithe Footbridge – SNC are considering various options.
Transfer of toilet ownership – with solicitors.
Pyes Mill – SNC are obtaining quotes for further investigations.

13. Correspondence:
All correspondence had been previously circulated.

Highways Proposal – A MOP had submitted a proposal to ease congestion on the High Street. **Action:** Clerk to add to next agenda.

14. Items for a future agenda:
- Parish Partnership Bid 2026/27 – Highways Proposal
- 2026/27 Budget

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

The next full Council meeting will be held on Wednesday 12 November 2025 at 7.00pm, held in the Hollies Rear Hall. (Agenda items to Clerk by the 5 November 2025).

- 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
- Personnel Committee Meeting – 12 November 2025 – 6.30pm
- Finance and Governance Committee Meeting – 26 November 2025 – 7.00pm
- Town Council Meeting – 10 December 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

The proposed objects for the CIO have been drafted by Community Action Norfolk, and it was **resolved** to approve them and forward to LBPT. **Action**: Clerk.
Cllr JH abstained.

The meeting closed at 20.45pm.

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

County/District Cllr Kay Mason Billig

One council for Norfolk plan submitted to Government

The Government is being urged to back plans for better services, local decision making and bigger savings, by replacing Norfolk's eight councils with one.

Norfolk County Council's cabinet has agreed to submit a business case which details how a single council for Norfolk would **save £39.8 million per year** and deliver the biggest benefits. The decision came after the case was discussed by full council on 25th September.

The Government wants to have fewer councils, known as unitary authorities, which run all services in their area. It has asked existing councils to submit detailed proposals by 26th September.

The county council's business case highlights a range of key benefits of having one council, including:

- **Saving £39.8 million per year**, compared to the current eight councils - money that can be invested in improving services
- Removing duplication and joining up services that are currently divided between councils, such as adult social services and housing
- A focus on **meeting local needs**, by setting priorities at neighbourhood area committees, closer working with town and parish councils and voluntary groups and delivering services through integrated neighbourhood teams
- Avoiding the risk of splitting up crucial, county-wide services such as adult social care, children's services and highways
- Being in a strong position to boost Norfolk's economy, by having a plan for the whole county

A New Relationship with Town and Parish Councils

The move to a single unitary council is about empowering, not centralising. Town and parish councils, over 550 across Norfolk, serving 70% of the population, are seen as essential to strong local leadership and democracy.

What's on Offer for Parishes

- More Local Influence: Parishes will have a **greater say in decisions**, with the option to take on more powers if they choose.
- Collaborative Working: Support for parishes to work in clusters, sharing ideas, managing services, and strengthening their collective voice while keeping local identity.
- Community Assets & Services: Clear, consistent options to take on local assets (like parks, halls, toilets) and services (e.g. grass cutting, minor road repairs, community transport), if they wish with associated funding.
- Support & Safeguards: Any transfers will be voluntary and well-supported, with training, templates, governance advice, and a focus on financial sustainability.
- Funding & Budgets: **More influence** over local spending, including devolved budgets, parish highways schemes, councillor funding, and access to grants and developer contributions.
- Shared Principles: The approach is rooted in co-design, flexibility, transparency, strong communication, and long-term sustainability.
- Clustering Support: **Help for parishes** to group together to manage services or assets, and share learning.
- Unparished Areas: In places like Norwich, Great Yarmouth, and King's Lynn, new Neighbourhood Area Committees will ensure local voices remain empowered
- Preservation of valued historic civic functions like mayors and aldermen.

Neighbourhood Area Committees (NACs)

Purpose:

NACs are local, democratic decision-making bodies that shape services, allocate budgets, and drive community-led change. They are not advisory panels, but empowered, place-based governance structures.

Geography:
Each NAC will cover 30,000–50,000 residents, with boundaries co-designed with communities to reflect local identity.
Membership:
Tailored to each area, typically including:

- Local councillors (for accountability)
- Statutory services (e.g. health, police, social care)
- Town and parish councils
- Voluntary and community organisations
- Residents' groups, businesses, schools, and other local leaders

Key Functions:

- Set priorities based on local insight
- Align council and partner activity
- Allocate devolved budgets
- Act as a democratic link between residents and the council
- Support collaboration among parishes

How They Work:
NACs will be inclusive, accessible, and action-driven, supported by officers and infrastructure. Meetings will be held locally, in plain language, with various ways for residents to engage.

Building on Existing Strengths:
NACs will build on successful models like Town Deal Boards, Health & Wellbeing Partnerships, and Youth Advisory Boards. Existing Neighbourhood Boards (e.g. Great Yarmouth, King's Lynn, Norwich) will be integrated into the new framework.

The Government is due to consult the public on different council options this autumn, before making a final decision, expected in spring next year.
You can find out more at **www.norfolk.gov.uk/onecouncil**.

Start the new school year with the Safe School Run Pledge
As the new academic year kicks off, Norfolk County Council's Public Health Road Safety team is inviting schools, parents, and carers across the county to take part in the **Safe School Run pledge**, an initiative promoting safer, healthier, and more sustainable travel during school drop-off and pick-up times.
Last year, nearly sixty schools joined the pledge, making a real difference. Participating schools reported a **10% increase** in walking, scooting, or cycling, fewer cars at busy times, and greater road safety awareness among children and their families.
This year, schools will receive **updated resources** to support safe parking, reduce engine idling, and improve air quality around school entrances. These free materials, created by Norfolk County Council's Public Health Road Safety team with input from Norfolk Constabulary and Norfolk Fire and Rescue Service, are designed to help schools engage their communities in making streets safer and cleaner for everyone.
The pledge encourages simple but effective actions such as parking a short distance away and walking the last stretch, switching off engines while waiting, and choosing active travel options like walking, wheeling, or cycling whenever possible.
Schools interested in joining the pledge or accessing the free resources can visit the **Norfolk County Council's website** or contact the Road Safety team for support.

Norfolk County Council Invites Communities to Grow Greener with Discounted Tree Packs
Tree planting in Norfolk is set for another boost this season as Norfolk County Council continues its drive towards 1 million trees for the county.
The council's subsidised tree scheme is also open again, offering individuals, parish councils, community groups, businesses, schools and landowners the chance to apply for tree packs and protection materials at up to **50% off the original price**.

For those who want to do their bit to boost the number of trees in Norfolk but don't have space for woodland, subsidised tree packs are available to order now.
For the first time this year, a limited number of 'Taller Tree Packs', grown at Gressenhall Community Tree Nursery, are also available. These include larger beech, oak, and birch trees, making it possible for more people to take part and be 1 in a million.
For more information on Norfolk's One Million Trees initiative visit **www.norfolk.gov.uk/milliontrees**.

Strong progress in transforming SEND education in Norfolk
Norfolk County Council is making significant strides in improving education for children and young people with special educational needs and/or disabilities (SEND), according to a recent report.
New teams and initiatives are enhancing support for inclusion within mainstream schools, while hundreds of additional places in specialist resource bases (SRBs) are enabling more children to remain in their local mainstream schools with tailored support.
The report, presented to the council's cross-party Children, Families and Communities Select Committee, highlights the council's substantial progress despite national delays in SEND reform and ongoing funding challenges.
Thanks to Norfolk's Safety Valve agreement, the council has secured over £130 million in joint investment with the Department for Education. Despite managing a cumulative Dedicated Schools Grant deficit of £131.9 million, Norfolk has committed more than £15 million in additional funding to bolster SEND services and continues to collaborate with the DfE to secure further funding aimed at reducing the deficit.

Councils launch package to support staff at Lotus Cars
The taskforce set up by Norfolk County Council and South Norfolk Council has launched a comprehensive support package designed to help employees and their families impacted by the recent announcement of redundancies at Lotus Cars.
The package that will be offered to Lotus employees and those affected in its supply chain, provides a holistic range of services designed around three key pillars of support, hardship and financial stability, employment and skills, and business start-ups.
The taskforce will use the time between now and the end of the financial year, when the redundancies are expected, to work with Lotus and its staff and help them navigate their next steps.
The comprehensive support package, detailed below, offers practical assistance focused on three key areas: hardship and managing finances, finding a new job and business start-up.

District Cllr Jeremy Rowe

Hi all – we're getting towards the end of the year, with many events and key moments still to look forward to.

This month I'd like to pass on my thanks to the excellent contribution made to our community by Reverend Alison Ball, who has been a friend to mine, and countless other, families, as well as a tireless giver of her time and energy across our area over many years.

I'd like to highlight our annual ChetChat Christmas hampers, which has become a bit of a local tradition, and which we're looking forward to distributing again this Christmas. Please let me know if you'd like to nominate someone – they need to be over-60, and a person who'd appreciate knowing that they mean a lot to someone.

Finally, it was great to be joined by our local MP Ben Goldsborough at my most recent surgery. My next one is **2-3pm 29 November** in Loddon Library.

If there is anything I can help with, please get in touch. We are elected to serve you, not the other way around.

Jeremy

07733 323 581

Appendix B – Chairman's Report

10th September - Attended Personnel meeting following full council meeting.
12 September - Meeting with councillor Phil Varney (Chedgrave) to discuss the role of councillor.
17th September - meeting between Loddon and Chedgrave councils to agree new terms for PFC.
24th September - remote meeting with Loddon and Chedgrave to agree terms for PFC.
25th September - meeting with Jermy Rowe and a resident to look at traffic flow suggestion.
25th September - St Georges Park residents meeting with SNC Planning department
1st October - Fire safety training in office.
1st October - Tenis club subcommittee meeting.
2nd October - one to one meeting with Emily (Clerk)
2nd October - Attended Chedgrave Parish Council October meeting.
Any questions please ask at the October full council meeting.

Appendix C - Clerk's Report

Meetings attended

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
24 September 2025	Remote meeting to discuss L & C PFC Terms of Reference
1 October 2025	Tennis Club Subcommittee

Future meetings

8 October 2025	Full Council meeting
15 October 2025	L & C PFC meeting
22 October 2025	Informal budget meeting
5 November 2025	District Cllr meeting
12 November 2025	Full Council 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. 18/9/25 – contractor visited. 24/9/25 – contractor chased. 3/10/25 – 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. 3/10/25 – gas bonding still outstanding.
	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.

	Fire Alarm activated	10/9/25 – Gym called 999. No fire. Nore attended and removed dust from smoke detectors.
Hollies	Proposed CIO	25/9/25 – asked CAN if they will assist with objectives.
		3/10/25 – CAN replied confirming they will assist prior to CIO instruction.
Highways		
	Parish Partnership Bid 24/25 – Jubilee Hall Pedestrian Access	Work to take place 20/10/25 for 5 days – Jubilee Hall informed. LUFC, CPC, Jubilee Hall contacted for contributions. LUFC declined. Jubilee Hall declined. 2/10/25 - CPC approved £500.
	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. Residents to set up speed watch group?
	Bus Shelter Scheme replacement scheme on High Bungay Road	9/7/25 – proceed with bid for replacement bus shelter on High Bungay Rd. Deadline 31 October 2025. 4/9/25 – emailed regarding replacement of shelter on High Bungay Road. 3/10/25 – contacted Westcotec for quote.
	Church Plain Trip Hazard	3/9/25 - Chased Highways Engineer.
	Overflow Car Park at Hobart	LTC has requested use of car park on Sundays. 20/8/25 - Chased for a reply. 2/10/25 – 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. 4/10/25 – Bus shelter will be installed. 5/10/25 - X2 bus stops will be operational. There will be no trod to Cannell's Rd, footpath.
	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.
	Road markings on High Street	1/10/25 - AAO reported yellow lines, white lines and curb markings on High Street need refreshing.
Planning		
	Hopkins Homes Street Names	5/9/25 - plans received and circulated to Cllrs
	Cripps Developments	2/9/25 - Street Naming Request 25/9/25 – LTC replied requesting Norfolk Wildflowers.
	Cripps Developments	2/9/25 – streetlighting. 25/9/25 – LTC replied declining streetlighting.
	Land West Garden Court	10/9/25 – extension requested from NCC and added to September agenda. 11/9/25 – objection sent. 11/9/25 – District Cllr KMB called in to SNC Committee. Also investigating classification of POS.
Staff		
	Training	RFO has further Rialtas training booked and CiLCA training commences September 2025. Cllr MP is booked to attend NPTS Autumn Seminar.
	Fire Safety Training	1/10/25 – fire training carried out. All staff in attendance plus, Cllrs IA, MP and AW.
	CAN bespoke Charity Training	Waiting for agreement from LBPT before training is booked.
Staithe		
	Ladies Toilets Flooded	1/10/25 – flush continual and toilet blocked. Cleaner rectified. 2/10/25 – PW ordered replacement flush.
	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. 3/10/25 – LTC instructed a CCTV drainage survey to be carried out at £180.
	SNC Tree Work	2/9/25 – Tree work and car park closure scheduled for 5 to 7 November 2025.
	Staithe Toilet Vandalism	14/9/25 – Flooring damaged in men's toilet by electric scooter. Reported and CCTV sent to Police.
	SNC moorings - tap	16/9/25 – reported tap leaking again 24/09/25 – SNC turning tap off and replacing.
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. 8/10/25 – LTC to consider project delivery.
	Kittens Lane Play Area	29/09/25 - Replacement basket swing ordered. 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. 2/10/25 – new floodlights to be installed at no additional cost. Waiting for install date.
	Playing Field	The memorial bench for Colin Binfield has been installed. 3/10/25 – the family would prefer not have a formal unveiling.
	Playing Field Committee	17/9/25 – landowners meeting 24/9/25 – landowners meeting to discuss terms of reference.
	Permissive Footpath Agreement (Kirby Cane)	4/9/25 – RFO returned completed agreement and requested invoice. 23/9/25 – invoice received.
	Stubbs Green	24/9/25 – meeting planned with SNC Common Land Officer for 16/10/25.
	Allotments - Removal of conifer	3/10/25 – NCC consented.
Assets		
	Streetlights	14/7/25 – TT Jones supplied and fitted a Light Nuisance Reduction Baffle Col no. 004 Leman Road.
	Benches	
	Bins	2/10/25 – LTC's recycling bin on Church Plain damaged.
	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 - 9 November 2025.	3/10/25 – AAO working through checklist for the event logistics.
	Christmas Lights	3/10/25 - AAO is working through checklist.
	Volunteer Event (2026)	To be discussed by the Events Working Party.
Community Engagement		
	Contact magazine.	1/10/25 – contact magazine submitted for November.
	Social media	Various updates throughout the month

	Website	Various updates throughout the month
	Freedom of Loddon	10/9/25 – 6 x plaques ordered using Delegated Powers
Other		
	Blue Plaques	Consent gained from residents and NCC. First plaques installed on the 3/9/25. Info added to website. Further plaques installed. 2/10/25 – AAO assisting with draft of booklet.
	NCC Pride in Place	20/8/25 - 3 bids submitted. Staithe noticeboard, Church Plain hanging basket trees/hanging Christmas trees, tourist website. 3/10/25 – funds for LED Christmas Trees offered. Requested funds for the hanging basket trees.
	2 x Cllr Vacancies	19/9/25 – Induction with Cllr Terry carried out. LTC free to co-opt for one vacancy.
	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 – 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. 1/10/25 – revised licence received.
	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. 14/10/25 – Secretary email address failed.
	LUFC Adults	21/07/25 – 2024/25 AGM Minutes and Financial Accounts received
	LUFC Juniors	2023/24 and 2024/25 financial accounts outstanding.

Appendix D – Admin and Allotments Officer's Report

All plots are now tenanted. There are 2 people 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, with no issues highlighted.

The quarterly Health & Safety check of the allotments was completed on 2/10/25 with no defects found. I continue to regularly inspect & monitor the site to ensure that all plots are well cultivated and kept to a good standard.

I have started the process of organising the Remembrance Day parade, this includes liaising with Loddon & District RBL, organising a road closure with NCC, requesting a partial closure of Church Plain car park from SNC, organising professional stewards to assist with traffic control, advertising the event, contacting local groups for wreaths, ensuring Police, our MP and other dignitaries are invited. We need councillors to assist with road closures please, this just involves standing at certain points along the parade route to ensure drivers can't pull out into the parade, to maintain everyone's safety, a hi vis & walkie talkie will be provided.

I have just started the Christmas Lights prep as the lights will go up in November & I have to contact approximately 72 residential properties & 36 business properties. I may need some councillors help with delivering letters please.

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 September I responded to 291 emails, dealt with 16 phone calls & 27 visitors & placed 9 posters in the new noticeboard.

Appendix E – Parish Warden's Report

Main activities since the September Council meeting:

- Contracted works:
    - Supported Tennis Court lighting contractor site meeting
- Response to Councillor/Parishioner concerns/reports:
    - Investigated BT Manhole issues on Bridge Street
    - Investigated and reported missing sign on Beccles Road
- Playground maintenance:
    - Multiple weekly visits for Litter, glass, debris, broken shopping tollies etc.
    - Supported development of quotes to replace mats under swings
- Staithe Toilets:
    - Investigated, reported and isolated leaking Standpipe
    - Repaired defective cistern fill and 2x leaking flush valves
- Installed Blue plaques as directed by History group at ten locations
- 'Fly' tipping at Jubilee Hall Car Park and Staithe reported
- Repaired Allotment shed door
- 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; Norton Road, Mill Lane, George Lane, Kittens Lane, High Street, High and Low Bungay Roads, Leman Grove, The Walks, Princess Anne Terrance, Cannel road 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. Blockage cleared and damaged pump repaired
- Legionella flushing and temperature control readings completed
- Fire Alarm System, Emergency lighting, and CO Monitor checks complete
- Christmas lights tested ready for November deployment

- Commenced annual PAT testing of Council electrical assets
- CCTV Cameras checked and cleaned
- Annual Emergency lighting check completed
- War Memorial inspected, weeded, and swept
- Footpaths; 8, 9,10,11,14,15, 16 & 18 Inspected and pinch points cut back.

Appendix F – Data Protection Matters

Report redacted.

Appendix G – Payments for Approval

Date	Payee	Item	Amount / £
08/10/2025	Staff	Salary - October 2025	310.91
08/10/2025	Staff	Salary - Overtime 2025	70.72
08/10/2025	Loddon and Chedgrave Arts Festival	Community Grant	100.00
08/10/2025	GB UK Systems Ltd	RFO Laptop	594.00
08/10/2025	Julie Appleby	Love Loddon Expenditure	50.62
08/10/2025	Clear Councils	2025-26 insurance premium	1,883.53
08/10/2025	TT Jones	Street Light Maintenance	34.66
08/10/2025	Rialtas	Training	84.00
08/10/2025	Sign Cast	Freedom of Loddon Plaques	624.00
08/10/2025	Jane Hale	Community Larder Expenditure	11.99
08/10/2025	Ross Wilson	TC Coaching sessions	400.00
08/10/2025	PKF	2024-25 External Audit	756.00
08/10/2025	Cloud Next	IT/Website	60.00
08/10/2025	Robert Atkinson	TC volunteer expenses	54.00
08/10/2025	Steve Jackman	Website Support 2025-26	140.00
08/10/2025	Kirby Cane Hall Farms	Permissive Footpath agreement	70.58
08/10/2025	Emily Curtis	Expenses/Mileage	33.74
08/10/2025	Ross Wilson	TC Coaching sessions	200.00
08/10/2025	Top2Bottom Cleaning	Cleaning office & staithe	1,440.00
08/10/2025	ESS Ltd	Fire Safety/Extinguisher training	420.00
08/10/2025	SLCC	Training	180.00
08/10/2025	Norfolk Pension Fund	Pension Contributions - Oct25	1,706.70
08/10/2025	HMRC	Tax/NI - Oct 25	692.97
08/10/2025	Roberts & Son	Printing – wartime trails	36.00
08/10/25	Loddon Garden & DIY	Grounds Maintenance	1,271.97
15/10/25	Salaries	October 2025	4370.85

Appendix H – Planning Report

App Number	App Type	Address	Proposal	Application/ Decision	Decision	Date of Decision
2025/2831	Works to TPO Trees	38 Cannell Road Loddon Norfolk NR14 6DW	T3778 Common Oak TPO ref SN330 - Reduce the overall crown as follows: N - by 2m from 7.5m to 5.5m. S - by 2m from 7.5m to 5.5m. E - by 2m from 7.5m to 5.5m. W - by 2m from 7m to 5m. Height - by 3m from 18m to 15m and remove any deadwood over 1cm in diameter.	A		
2025/2847	Notice of works to trees in Conservation Area	31 Mill Road Loddon Norfolk NR14 6DR	T1 Lombardy poplar - To fell.	A		
2025/2986	Householder	Stubbs Cottage Stubbs Green Loddon Norfolk NR14 6EA	Replacement of existing garage with a new outbuilding	A		
2025/2987	Listed Building Consent	Stubbs Cottage Stubbs Green Loddon Norfolk NR14 6EA	Replacement of existing garage with a new outbuilding	A		
2025/3047	Householder	14 Leman Grove Loddon Norfolk NR14 6LH	Proposed single storey flat roof rear extension.	A		
2025/0658	Approval of Condition Details	The Angel Inn 15 High Street Loddon Norfolk NR14 6ET	Details of conditions 5, 7 (part) and 13 of 2022/1131 - (5) Timber cladding (7) Decking and (13) Block paving	D	Approval of details - Approved (Delegated)	12/09/2025
2025/0841	Removal/Variation of Condition (S73 / S19)	The Angel Inn 15 High Street Loddon Norfolk NR14 6ET	Variation of condition 2- Revised Drawings of original planning permission 2022/1131	D	Approval with Conditions (Delegated)	10/09/2025
2025/0861	Removal/Variation of Condition (S73 / S19)	The Angel Inn 15 High Street Loddon Norfolk NR14 6ET	Variation of condition 2- Revised drawings of original planning permssion 2022/1132 (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)	10/09/2025
2025/2477	Works to trees in Conservation Area	5 Beccles Road Loddon Norfolk NR14 6JQ	T1 Beech- approximately 17m high. Reduce over extended limbs to formative prune into shape by around 3-4m to suitable growth points. T2 Cypress- approximately 5m high- Fell. T3 Crab apple- approximately 5m- Reduce by 2-3m. G4- 3 Wild Plum stems, approximately 7-8m tall- Pollard to 2-3m.	D	Approval with Conditions (Delegated)	10/09/2025
2025/2479	Works to trees in Conservation Area	25 Mill Road Loddon Norfolk NR14 6DR	T1 Crabapple - to reduce the entire crown of the crabapple tree by 1.5m, bringing the height and the crown spread from approximately 6m to 4.5m. To also crown raise the tree by 2.3m	D	No objections (Delegated)	12/09/2025
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	D	No objections (Delegated)	03/10/2025

Appendix I - Loddon & Chedgrave Playing Field Committee (& Tennis Subcommittee)

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 – September/October 2025

Following our well-attended meeting on 6th of September in The Swan, we stripped the planters on Sunday 21st of September and such was the turn-out, we also managed to pot-up the geraniums up for overwintering (about 30 strong plants), weed around the town sign at Farthing Green, cut the overgrowth back by the Co-op and weed the bed by the deli.
Coffee was enjoyed afterwards in Larry & Sophie's Garden, which was very generous, so a big thank you to them!

The winter bedding violas have been delivered by Homestead nurseries, which will be planted up this coming Sunday 5th of October, a week later than scheduled, owing to the plants being a bit on the small side. Fingers crossed they can get established before the really cold weather sets in.

Weather permitting and a good attendance from the volunteers, we will also make a start to tidy the borders around St John's car park, having gained permission from the Church and Daphne & Barry Gibson, volunteers now in their eighties who are struggling to manage it.
At our LLCG meeting it was decided that any new planting there should attract pollinators, owning to the Bee-line bed being overgrown and unsuccessful of late. One of our volunteers potted up the few remaining healthy plants from the Bee-line bed and they will eventually be replanted in St Johns.

We have purchased 800 mixed crocus bulbs to be planted on 19th of October. 400 will be planted by the Brownies (permissions gained) on the verge along the Beccles Road again, 250 in the grassed areas at Farthing Green and 150 in the grass on the entrance to Church Plain. Hoping for dry weather for planting.

Blue Plaques are still being worked on. The first ten are all now in stalled, thanks to our Parish Warden Paul and we have had some positive feedback. We hope to create another four and the trail booklet is still being finalised by Carol

I have suggested an idea to position a Christmas Tree on the mound opposite Bridge Stores and Emily is kindly obtaining quotes for this. I think it would be a good addition to the Christmas light display in Loddon and show our continued dedication to making small improvements to the town.

A reminder of our current meeting dates:

<u>LLCG meet 10am, Church Plain (unless otherwise stated)</u>
Sun 05/10 - 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.