



# Loddon Town Council

The Old School | Church Plain | Loddon | NR14 6EX

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## Minutes of the meeting of Loddon Town Council (LTC) held on Wednesday 8 January 2025, 7.00pm in the Hollies Rear Hall.

**Present:** Cllr Andy Woodman (AW) - Chairman, Cllr Mervyn Pointer (MP) – Vice-Chairman, Cllr Jane Hale (JH), Cllr Julie Appleby (JA), Cllr Steven Kellingray-Williamson (SKW), Cllr Alex Ashman (AA), Cllr Richard Hubbard (RH) and Cllr Kay Mason Billig (KMB).

**In Attendance:** Emily Curtis (Town Clerk), Jo Leonard (AAO), Anne Barnes (Locum RFO), Kerry Sturman (RFO) and four members of the public (MOP).

**Absent:** Cllr Sam Bailey (SB), Cllr Natalie Henry (NH).

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

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

### 2. **Apologies for Absence:**

None.

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

Cllr JH declared an interest on any items on the agenda relating to the Jubilee Hall as she is a Jubilee Hall Trustee.

Cllr JH declared a non-pecuniary interest in the Hollies item as she is a member of Loddon Building Preservation Trust.

Cllr JA declared a non-pecuniary interest in any items relating to St George's Park as she is a resident within the development.

### 4. **Minutes of the Meeting held on the 11 December 2024:**

The Minutes of the meeting held on the 11 December 2024 were approved as a correct record.

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

#### 5.1 **Defibrillator at the Staithe**

LTC's cleaning Contractor Top2Bottom has kindly donated £1,000 towards the cost of a new defibrillator at the Staithe. Heart2Heart has also kindly donated £500 towards the cost. King's Electrical kindly installed the defibrillator cabinet free of charge on the 17 December 2024. The defibrillator was registered on the Circuit prior to Christmas and will be transferred to LTC in due course. The defibrillator email address will need to be monitored 24 hours a day. **Action:** AAO to organise plaque. **Action:** RFO to add to Asset Register. **Action:** Clerk to send letter of thanks to all parties.

#### **A146 X2 Bus Stop**

LTC have received an update from Norfolk County Council and works should start in March 2025. LTC have requested more information on the scheme and the proposed changes to the bus services in Loddon.

### **5.3 Staithe and Staithe Footbridge/Pyes Mill/Staithe Toilets**

SNC's Asset Officer has provided an update. The Staithe footbridge repairs will commence week commencing 13 January 2025. The contractor will remove the woodwork, survey the bridge, and the fabrication of the steel components will be offsite.

Once the bridge work has been completed, SNC will be able to undertake further repairs at the Staithe using the remainder of the £150,000 that SNC has allocated for the area.

There is no further update on the transfer of the Staithe toilets to LTC.

The SNC Asset Officer continues to investigate the repairs required at Pyes Mill moorings.

## **6. To receive reports from County and District Cllrs and Public Forum:**

**6.1 Report from District Councillor Jeremy Rowe (written by Jeremy Rowe):** Appendix A  
A large amount of Christmas ChetChat hampers were successfully delivered this year. The regular St George's Park meetings with South Norfolk Council continue. The SNC Scrutiny Committee regularly meet to scrutinize SNC's decision making. The Police and Crime Commissioner has also been involved. Information on the upcoming devolution was given and more information will be unveiled in due course.

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

### **6.3 Public Forum**

A member of the public (MOP) raised concerns about one of the images used on a post on the Community Larder Facebook page.

A MOP reported his concerns regarding the switched off streetlighting on the A146 as he witnessed a driver accidentally missing the A146/Beccles Road turn off due to poor viability.

**Action:** Cllr Jeremy Rowe.

A MOP reported that the white lines also need renewing on the A146 around Loddon.

**Action:** Clerk to add to highways list.

Cllr AW reported that he will be attending a St George's Park meeting next week to discuss the developers progress and SNC's legal response. **Action:** Cllr AW.

## **7. Council Reports:**

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

The report is attached to the minutes at Appendix B.

### **7.2 Town Councillors' Reports**

None.

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

The report is attached to the minutes at Appendix C.

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

The report is attached to the minutes at Appendix D.

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

The report is attached to the minutes at Appendix E.

### **7.6 Data Protection Matters**

*Data report redacted.*

## 8. Finance Report:

Cllr AW introduced the new RFO, Kerry Sturman.

For information, the Locum RFO reported that the application for the Busseys Grant for the purchase cost of the Community Orchard trees has been successful. The price for PHS contract has been held for a further 12 months.

### 8.1 Bank Reconciliation to 31 December 2024

The balance of Loddon Town Council's accounts, including the Playing Field, as of 31 December 2024 was £333,619. This includes £198,119 of ear-marked funds, including CIL receipts of £4,179.01, and £135,500 of general funds.

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

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

### 8.3 Quarterly Finance Report

The Locum RFO presented the report and will investigate why the Rialtas report has some anomalies. **Action:** RFO.

Cllr AW reported that the new Finance and Governance Committee will consider these reports in detail on a bi-monthly basis.

### 8.4 Draft 2025/26 Budget and 2025/26 Precept Request

The Locum RFO had reviewed and amended the proposed LTC 2025/6 budget during several meetings with Cllrs and recommended that version 3 was approved at the meeting in order to meet SNC's Precept deadline (13 January 2025.)

Cllr JH mentioned that although the L & C PFC had reviewed their proportion of the 2025/26 budget at the October 2024 meeting, several amendments were requested. The revisions were made, and an updated version was circulated. A meeting has been proposed with Chedgrave Parish Council (CPC) and LTC representatives for the 15 January 2025 at 6.15pm to run through the budget prior to the next L & C PFC meeting. This meeting will be for information only, as the Locum RFO explained that any further amendments to Committee budgets cannot be made at this late stage of the budget setting process.

Despite the increase in LTC staffing hours to cover additional project work, and the increase in contract costs, there has been a minimal increase to the proposed 2025/26 budget, and it was **resolved** to adopt version 3 of 2025/26 budget. **Action:** RFO to add the agreed budget to Rialtas and the LTC website.

The SNC tax base for Loddon has increased to 1097 in 2025/26. The Precept was agreed at £188,903. This equates to an increase of £0.08 per week for a Band D household. **Action:** RFO to submit Precept request to SNC by 13 January 2025.

### 8.5 Savings Accounts

The Locum RFO proposed two new Council Saver accounts. LTC has investments of £85,000 in a Barclays Business Premium A/C (1.41%) and a CCLA account. Cambridge Building Society (2.4%) and Hinkley and Rugby Building Society (2.4%) are both offering Council accounts which can be opened with a maximum of 4 signatories each. H & RBS states the RFO must be one of the signatories and a charge will be incurred if a withdrawal is made of over £250,000. CBS states that withdrawals are made by cheque only payable to the Council.

It was **resolved** to open both new saver accounts, which will increase interest income and ensure that the FSCS limits are maintained in each bank account and close LTC's Barclays current/saver accounts.

It was **resolved** that the signatories would be:

Hinkley and Rugby Building Society: Cllr AW, Cllr MP and Cllr JA.

Cambridge Building Society: Cllr AA, Cllr AW, Cllr MP and Cllr JA.

**Action:** RFO.

With the Finance Report concluded, Cllr AW and Cllrs gave grateful thanks to the Locum RFO for her help and assistance covering the RFO role whilst the replacement RFO was recruited.

## **9. Planning:**

### **9.1 St George's Park**

*This item was discussed during the public forum.*

### **9.2 Planning Applications received from South Norfolk**

#### **2024/3309: Demolition of the existing building and erection of care home, Chedgrave:**

CPC have organised a public meeting to discuss the application on Thursday 9 January 2025 at 7.00pm at the Brian Clarke Rooms in Chedgrave.

Cllr JH commented that the application falls outside of the Chet Neighbourhood Plan, as the plan requests that the developer must prove that the employment area is not viable prior to proposing redevelopment as a residential area. Concerns were also raised regarding the additional pressure on the sewage/water infrastructure and the impact of the construction traffic. It was **resolved** to object to the application. **Action:** Clerk/AAO.

*Cllr KMB arrived.*

### **9.3 Decisions on Planning Applications from South Norfolk Council: Please refer to the Planning Report (Appendix H).**

### **9.4 Planning Applications from the Broads Authority: Please refer to the Planning Report (Appendix H).**

### **9.5 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 (Speed Awareness Message) Reports**

The Sam2 reports were circulated. Cllr AA was unable to help with the recent relocation to George Lane as he was away from home, however he presented the two most recent Sam2 reports. Cllr MP requested that Cllr AA compiles a report to address the speeding issues in the 20mph zone on Beccles Road. **Action:** Cllr AA.

*Cllr MP declared a non-pecuniary interest as he and his relatives live in the vicinity of Beccles Road.*

Cllr KMB suggested rumble strips could be installed as part of a future Parish Partnership Bid (subject to a successful trial in Langley). Cllr KMB will raise Loddon's Highways issues, including A146 streetlighting with NCC's Highway Engineer at their upcoming meeting. Westcotec have confirmed that the Sam2 device does not require calibration.

### **10.2 Library Annexe Refurbishment**

*Cllr AW moved this item to the closed session of the meeting.*

## 11. Governance:

### 11.1 Jubilee Hall – Loddon - LTC Representative

Cllr RH has offered to attend a Jubilee Hall – Loddon meeting to find out more about the trustee role/charity. **Action:** Clerk to add to next agenda.

### 11.2 Finance and Governance Committee Terms of Reference

Item deferred.

## 12. Updates from Committees, Representatives and Working Parties:

### 12.1 Chet Valley Events Working Party

The report is attached to the minutes Appendix I.

### 12.2 Loddon & Chedgrave Playing Field Committee (and Tennis Subcommittee)

The report is attached to the minutes Appendix J.

### 12.3 Chet Neighbourhood Plan

The report is attached to the minutes at Appendix K.

### 12.4 Love Loddon Community Group (LLCG)

Our thanks to Cecil Amey for sponsoring the 2025 flower towers and container displays. Plaques will be installed at Farthing Green, Church Plain and the Staithe. **Action.** AAO.

Cllr JA will be meeting with the Church Warden on the 9 January 2025 as part of her Churchyard Liaison role for LTC. **Action:** Cllr JA.

The report is attached to the minutes at Appendix L.

### 12.5 Chet Valley Community Larder (CL)

Thirty-one local households received Christmas food bags and people continue to register for weekly food bags.

The next CL meeting will be held on the 14 January 2025 in Loddon Library.

The Council is meeting with the lead volunteers to define the CL's Council status on the 14 January 2025.

The council gave thanks to the many kind people that donate to the larder and to the volunteers for their time providing this valuable service.

The report is attached to the minutes at Appendix M.

### 12.6 Jubilee Hall - Loddon

The Council currently has no representative.

The report is attached to the minutes at Appendix N.

## 13. Correspondence:

All correspondence has been previously circulated.

## 14. Items for a future agenda:

- Noticeboard on Church Plain
- Cllr Co-option
- Finance and Governance Committee Terms of Reference

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

The next full Council meeting will be held on Wednesday 12 February 2025 at 7.00pm, held in the Hollies Rear Hall. (Agenda items to Clerk by the 4 February 2025).

- L & C PFC Meeting – 15 January 2025 at 7.00pm
- Personnel Committee – 12 February 2025 at 6.15pm
- Full Council – 12 February 2025 at 7.00pm
- Finance and Governance Committee – 26 February 2025 at 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.

## 10.2 Library Annexe Refurbishment

*This item was deferred earlier in the meeting.*

A fire occurred on the 20 December 2024, but fortunately minimal damage occurred. Our thanks to the Community Gym, Loddon Library and Loddon Fire Service for their assistance. The Old School fire alarm isn't live and connected to emergency services and it was **resolved** to contact NCC and request that the alarm is linked. **Action:** Clerk.

The project is nearing completion, and a further site meeting will be held with the contractors on the 10 January 2025.

## 17. Grants:

The Council received an update and discussed any necessary action. **Action:** Council.

## 18. Community Spaces:

The drafted community consultation will be submitted to ChetContact by the 8 February 2025 for inclusion in the March edition. **Action:** Clerk.

## 19. Clear Councils:

Clear Councils have requested a declaration form all Cllrs. Declarations are outstanding from Cllrs NH and SB. **Action:** Cllrs NH and SB.

## 20. Personnel Committee Update:

Cllr MP informed the Council that Kerry Sturman had accepted the RFO role. The next meeting is the 12 February 2025 at 6.15pm.

## 21. Purchase of Saffron Land:

Saffron has responded to LTC's offer. **Action:** Cllr KMB will contact Saffron to discuss.

**The meeting closed at 21.02pm.**

## **Appendix A - Report from District Councillor Jeremy Rowe**

Welcome to what can be the bleakest time of the year, as the decorations are taken down and Christmas becomes another memory for all of us. Let's remember that the days are growing longer, new shoots will start to appear, and many of our birds will be pairing up in readiness to mate.

I'd like to start by saying many thanks for the generous donations towards the 100 hampers our ChetChat volunteers delivered this year, especially to everyone from Chedgrave Bowls Club. Each one delivered says "you mean a lot to me".

Thanks also to the members of our Town and Parish Councils. The work undertaken by these teams forms an essential part of civic life across our area and can often go unnoticed. In terms of wider local politics, a lot of work will be taking place over the next two years as our District and County Councils prepare for the creation of unitary authorities. I'll pass on, via this column, what I hear and find out about decisions made which will affect all of us.

I'm about to award three payments from my £1000 Members' Grant to excellent local projects. Please get in touch if your project would benefit from financial support.

Finally, my next surgeries, at Loddon Library, are 15 February 2-4pm & 26 April 2-3pm. Please come down if there's anything I can support you with, or, as ever, give me a ring on 07733323581.

## **Appendix B – Chairman's Report**

I will start by wishing all councillors, staff, and residents a healthy and happy new year for 2025.

Fortunately, it has been a quiet month since our last meeting – providing a well-earned and deserved rest for everyone at LTC towers.

Since the last council meeting, I have:

- attended several LTC Personnel committee meetings, interviewed the shortlisted candidates and appointed our new Finance and Projects officer.
- reviewed the budget for next year as proposed to this council meeting
- attended, and greatly enjoyed, the variety of Christmas events across the town
- met with LTC staff on a regular basis
- attended Chedgrave Parish Council and related meetings
- met with various councillors and residents on several topics
- engaged in email threads regarding council business and local issues

I look forward to a productive and enjoyable 2025 for Loddon Town Council.

Cllr Andy Woodman

## **Appendix C - Clerk's Report**

In addition to managing the Council's facilities and staff, and further to the reports on the agenda and matters arising, the Clerk has information on the following matters.

### **Office**

There Clerk has attended the following Committee meetings since the last TC meeting:

- Personnel Committee – 11 December 2024
- Tennis Club Subcommittee – 3 January 2025

Future Meetings:

- Library Annexe Refurb meeting with contractor and Contract Administrator – 10 January 2025

- L & C PFC – 15 January 2025

LTC's new RFO commences in post on the 13 January 2025 and will be attending the Town Council meeting on the 8 January 2025. A half day training session with Rialtas has been booked and Clerk induction training has also been provisionally booked.

The new Reverend at Holy Trinity Church is due to start Easter 2025.

### **Public Open Space and Assets**

The defibrillator was installed at the Staithe on the 17 December 2024. Our thanks to the main financial contributor Top2 Bottom and Heart2Heart for their considerable financial contribution. Our thanks also go to the electrical contractor, King's Electrical who carried out the electrical requirements free of charge.

A heater caused a small fire in the rear of the Old School. Fortunately, the local fire service attended, and the damage was minimal. Thanks to the Community Gym and the Library for raising the alert.

A meeting will be held with the contractor and Contract Administrator on the progress of the Library Annexe kitchen and toilet refurbishment on the 11 January 2025. SNC Pride in Place have sent over the full amount of capital funding and the remaining revenue funding is still to be requested.

There have been some intermittent issues with the external sewage pipes at the Staithe, and this has been reported to Anglia Water.

The missing bollards at Pyes Mill have been replaced by SNC.

SNC have also temporarily removed the water hose at the Staithe in compliance with their legionella risk assessment.

The hedge on the Old Hockey Field has received its annual cut.

A gas leak was discovered in the Annexe gas supply on the 13 December 2024 and was rectified on the 18 December 2024. The office was without electricity and heating on the 17 December 2024.

A heater in the Rear Hall is not currently working and our heating contractor is having difficulty sourcing the replacement parts.

Vehicle damage was noted to Farthing Green on the 11 December 2024.

A D lock on a kissing gate on footpath 16/27 near Warren Hills was reported and dealt with promptly by NCC's Trails Officer.

### **Events**

Victorian Evening – The Events Working Party and Community Larder had a successful evening raising funds for the two funds.

The Christmas lights have been removed by Loddon Garden & DIY and Cozens. Thanks were given to the residents and businesses that provided power in the upcoming ChetContact via LTC's contribution.

### **Appendix D – Admin and Allotments Officer's Report**

All plots are now allocated and tenanted. I continue to regularly inspect & monitor the site to ensure that all plots are well cultivated and kept to a good standard. There is currently 3 people on the waiting list.

The new rental agreements & invoices will be sent out to tenants shortly. I expect this will instigate some tenants giving up their plots as is usual.

I continue to cover the day-to-day admin in the office, including dealing with planning matters, responding to Parishioners enquiries, answering emails and phone calls.

### **Appendix E – Parish Warden's Report**

Key activities since the December Council meeting:

- Contracted works:
  - Sourced quote for 'Boxing in' switchgear in football changing rooms



- Contracted for annual Conifer cutting on Old Market Green/Tennis Cts.
- Organised repairs to address Annex gas meter leak
- Arranged repairs to rectify gas heater defect in Community Gym
- Response to Councillor/Parishioner concerns/reports:
  - Addressed fly tipping at Broadland Meadow Playground
- Playground maintenance:
  - Regular repairs to Safety mats under Kittens Lane Swings
  - Cleared fly tipped rubbish from Broadland play area
- Completed annual testing of all portable electrical equipment (PAT testing)
- Managed Defibrillator installation at Staithe toilets
- Weekly inspection; Public open spaces, Parish trees, Annex Offices and Staithe
- Tennis courts inspected and leaf vacuumed weekly. Weed spraying repeated.
- Routine litter picking; Jubilee field, Hockey field, Pyes Mill.
- Ad-Hoc Litter picking; George Lane, High Street, Bridge Street, Sale Court, Mill Road, Pyes Mill Road, Transport Lane, Roundabout Lane, Stubbs Green Lane.
- Regular inspection of Staithe toilets, Car park area and Waterfront
- Monthly inspection at Pyes Mill
- Allotment water pumps serviced
- Legionella flushing and temperature control readings completed (Annex controls suspended whilst building works underway)
- Fire Alarm System, Emergency lighting, and CO Monitor checks complete
- CCTV Cameras checked and cleaned
- War Memorial inspected and swept
- Footpaths: 8, 9,10,11,14,15, 16 & 18 Inspected and litter picked.

## Appendix F – Data Protection Matters

*Redacted.*

## Appendix G – Payments for Approval

05/12/2024	Barclays Bank plc	Bank Charges	15.59
29/12/2024	Norfolk Lawn Tennis Association	Loan repayment	52.00
29/01/2025	Norfolk Lawn Tennis Association	Loan repayment	52.00
05/01/2025	South Norfolk Council	Office Rates	434.00
30/12/2024	BT	Tennis Phone	37.14
05/12/2024	South Norfolk Council	Office Rates	434.00
15/12/2024	EE	Phone	45.95
23/12/2024	Information Commissioner's Office	Data Protection Registration	35.00
10/01/2024	BT	Staithe Broadband	67.66
31/12/2024	SSE	Electricity	124.20
09/01/2025	Barclays Bank plc	Bank Fees	0.10
31/12/2024	Unity Trust Bank	Bank Fees	3.60
10/01/2025	Adept IT	IT/Website	31.20
17/01/2025	EDF	Electricity - Staithe	84.48
17/01/2025	E-On Next	Office Gas	129.72
10/01/2025	Lloyds Bank	Credit Card	1287.83
08/01/2025	Roberts & Son	History Poster	36.00
08/01/2025	The Alarm Company	Annual Service	90.00
08/01/2025	Adept IT	IT	84.60
08/01/2025	Cozens	Street Lighting Maintenance	36.00
08/01/2025	Loddon Garden & DIY	Grounds Maintenance	410.73

08/01/2025	Mrs J. Leonard *	Mileage	4.68
08/01/2025	Top 2 Bottom	Cleaning	840.00
08/01/2025	Loddon Building Preservation Trust	Hall Hire	120.00
08/01/2025	Salaries and associated costs	January 2025	7,306.17

## Appendix H – Planning Report

App Number	App Type	Address	Proposal	Application/Decision	Decision	Date of Decision
2024/1134	Full Planning Permission	Saxon House Kittens Lane Loddon Norfolk NR14 6JE	Erection of 6 no. bungalows for supported living Amended 14/11/24 Erection of 4 no. bungalows for supported living	D	Approval with Conditions (Delegated)	13/12/2024
2024/3713	Non Material Amendment	Saxon House Kittens Lane Loddon Nor	Non material amendment of 2024/1124 - internal amendments to bedrooms, to include additional stud partitions to create separate areas LTC not consulted	A		

## Appendix I – Chet Valley Events Working Party

A message is going out to all members to arrange a meeting to discuss the way forward for 2025.

Cllr Jane Hale.

## Appendix J - Loddon & Chedgrave Playing Field Committee

Nothing much as there is a meeting next week.

Cllr Jane Hale.

## Appendix K – Chet Neighbourhood Plan

The Plan is 'Made' and I have asked for copies to be printed as all Councillors and staff, together with several groups within both parishes should have a copy as this document forms the spine of development of the community, not just houses.

This Plan is live until 2038 so all new Councillors should receive a copy so that they are aware of what is required in both Loddon and Chedgrave should new developments come forward. The Scott site will need to meet the requirements of The Plan and The Plan also affects the proposed development of the Chedgrave site as it does not adhere to the ethos of The Plan.

Cllr Jane Hale.

## Appendix L – Love Loddon Community Group - October/November 2024

No activity to report since our last council meeting.

Planning meeting scheduled for Saturday the 1st of February, 10am in The Swan, to discuss areas of focus for the group for Spring and Summer

Cllr Julie Appleby

## Appendix M – Community Larder

The Larder, with considerable donations, was able to provide an additional 31 Christmas bags to those in need. These bags (actual bag donated by the Co-Op) contained seasonal goodies and were charged at £1 for anyone registered with the Larder. Regular bags with staples were also available at £1.

We have seen an uplift in registrations which is both good and bad as we are able to get to those who need the help and if we have an influx of food we can contact them direct to let them know, like

this week we had 24 ready meals put into the fridge – all those registered were advised so that they could make the most of the donation.

We received very generous donations from Hobart and Loddon Junior Schools, staff from Chet Valley Medical Centre, Chet stores both customers and staff, Loddon Deli, M Gaze and lots of help from Loddon library staff.

Cllr Jane Hale.

**Appendix N - Jubilee Hall - Loddon**

No Cllr Representative at present.