

LODDON PARISH COUNCIL

Minutes of the meeting of Loddon Parish Council held on Thursday 13th April 2017 at 7.00pm in The Library Annexe, Loddon

Present:	Anne Boles	(AB)	
	Paul Clemence	(PC)	
	Sophie Garrett	(SG)	
	Gary Knights	(GK)	
	Ray Lumley	(RL)	Chairman
	Michael Roe	(MR)	
	June Strickland	(JS)	
	Margaret Wallace	(MW)	

In Attendance	Colin Gould	(CG)	District Councillor
	Howard Keeling	(HK)	Finance & Projects Officer
	Anne Panella	(AP)	Parish Clerk

WELCOME

- 12 Chairman welcomed everyone to the meeting and confirmed that no-one wished to record the meeting.

APOLOGIES FOR ABSENCE

- 13 Were received from J Bussens, S Colman, J Coupe and B Stone

DECLARATIONS OF INTEREST

- 14 GK declared an interest in Agenda Item No 6a, Planning Application 2017/0650

APPROVAL OF THE MINUTES OF THE MEETING HELD ON THURSDAY 9TH MARCH 2017

Resolved: to approve the Minutes of the meeting held on 9th March 2017.
Proposed by JS, seconded GK. All in agreement.

MATTERS ARISING

- 15 Proposed works on Bridge Street: following a meeting with Highways the work to install two new gullies connected to the main drainage. The work will commence on 26th June for a period of no more than five nights; works will run from approx. 6.30pm to 11.00pm each night to minimise disruption to residents and businesses.
- 16 War Memorial: volunteers are required to carry out the 'soap and water' clean. It was discussed and agreed it will be possible to reach all but the very top of the memorial without the use of ladders.
- 17 Staithe Toilets: yet again the toilets had to be closed due to blocked drains. On the previous two occasions, SNC and Anglia Water cleared resulting in no charge to LPC. Dyno Rod reported that the water efficient cisterns together with a too large (6") pipe and insufficient 'fall' for the size of the pipe are the cause of the problem and can only be fixed by replacing the pipe. This would be prohibitively expensive so agreed to monitor the situation over the coming months.

- 18 The Lease has yet to be signed; LPC to seek clarification from SNC on past works required before presenting Lease to future LPC meeting for approval and signature.
- 19 Usage is average of 500 men and 400 women per week.
- 20 There have been incidents of vandalism: mirror broken, which will be removed and not reinstated; jumbo toilet rolls forced out of holders and thrown in the river.
- 21 Wherryman's Way: following recent dredging work the Chet will remain navigable; footpaths will shortly be reinstated; the repairs to bridges will commence once finance has been secured.

PLANNING

- 22 2017/0650L 1 Church Plain: change of door colour and removal of windows This is retrospective as the door has been in place for some time. Proposed by JS, seconded by MW to approve. All in agreement.
- 23 2017/0771 Land North of Atrium House, Little Money Road. Two-storey offices, warehouse and car parking: Proposed by MW, seconded by PC no views or comments. All in agreement.
- 24 **The following applications have been approved:**
2017/0138 plus Listed Building Consent, The Old Town Hall: change of use from former retail to letting of rooms.
- 25 2017/0516 Land North of George Lane: discharge of conditions (including standard estate roads, construction traffic management plan, external lighting permission).
- 26 2017/0065 Prospect House, Little Money Road; new steel framed storage buildings and additional car parking.
- 27 2017/0149 15 Norton Road; discharge of conditions regarding windows and doors.
- 28 2017/0137 1 Church Plain. Variation of permission 2014/2200; convert to opticians with two separate housing units. Windows omitted on south elevation and fenestration changes to south and west with roof-lights added to maisonette.

APPOINTMENT OF INTERNAL AUDITOR

- 29 Internal Auditor for 2016/17 has yet to be appointed. Quotations have been sought two have been received and one days work will be required. A budget of £350 is available but noted that a more detailed audit is recommended due to the appointment of new Clerk and RFO. It was noted that the 2015/16 Audit Report and Governance Statement do not appear to have been presented to LPC for approval.

Resolved: to appoint Auditing Solutions at a cost of £420 per day, plus VAT. Additional funds, £70.00 to be vired to meet this expenditure. Proposed by MR, seconded by AB. All in agreement.

PYES MILL

- 30 Grass Cutting: SNC have agreed that this contract can be given to another contractor of LPC choice.

Resolved: to appoint Loddon DIY to carry out grass cutting at Pyes Mill for 2017/18 for £735. Proposed by MW, seconded by MR. All in agreement.

- 31 In addition, Environmental Services have raised the possibility of Pyes Mill either been leased to LPC with a peppercorn rent or to be gifted to LPC.

- 32 The current Service Level Agreement (SLA) between SNC and BA will cease end October 2017; LPC may wish to enter a similar agreement with the Broads Authority but clarification is required on some issues. A meeting to be arranged with BA and report back to next meeting.

HK

- 33 It was noted work is required to the moorings, which would have to be carried out prior to any agreement on future management arrangements. The policing of Pyes Mill has seen some successes with the removal of long-term moorers; noted there are two further boats that remain.

- 34 Picnic Tables: the March meeting approved expenditure of 5 tables; one more is required at cost of £640. None have been purchased yet as awaiting confirmation of installation costs. Also, may require permission to place these picnic tables on what is SNC land.

Resolved: to approve purchase of one further picnic table at cost of £640. Proposed by MW, seconded by MR. All in agreement.

PUBLIC FORUM

- 35 No issues were raised.

CHAIRMAN'S REPORT

- 36 RL attended the Hales Green meeting where SNC confirmed they are seeking volunteers from residents to take over the management of the area. New, improved car parking arrangement are due to be implemented shortly.

RECEIVE AND APPROVE RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE

- 37 Change of opening hours of LPC offices: 9.00 am to midday, Tuesday, Wednesday and Thursday.

- 38 Holiday payment for RFO: LPC will include an element of holiday pay within the RFO salary thereby removing entitlement to take annual leave from the contract. The additional payment will be £54 per month.

- 39 Training attending by RFO: any hours attending training courses to be in additional to contractual hours and be paid at current hourly rate.

- 40 Pay scale for Tourist Information Co-ordinator: SCP 6: £7.804 per hour.

Resolved: to approve the above. Proposed by SG, seconded by MW. All in agreement.

41 **FINANCIAL REPORT AND ACCOUNTS FOR PAYMENT**

Loddon Garden DIY	Padlock for Playing Field	£8.69
E.On	Electricity – Pyes Mill	£18.71
Adept IT	PC repairs	£216.00
South Norfolk DC	Grass Cutting (Part 2 of 2)	£5,930.40
LCPAS	Annual Subscription	£100.00
Anne Panella	Litter picking hoop (for D Greeves)	£16.31
Anne Panella	March Salary	£1,035.11
Lesley Fish	March Salary	£163.88
Howard Keeling	March Salary	£730.00
Norfolk LG Pension Fund	March payments	£321.17
David Greeves	March Salary	£218.52
HMRC	March PAYE payments	£253.16
TalkTalk	Telephone and Broadband	£37.95
Countrywide Publications	Advert in Broadcaster	£1,500.00
Roberts & Sons	Printing and envelopes	£59.52
Howard Keeling	Mileage Expenses for training	£9.45
Anglia Surface Care	Moss Removal Tennis Courts	£1,378.32
See the Difference!	Toilet Cleaning	£1,426.78
	TOTAL	£1,3423.97

42 In addition, £100 for PAT testing was proposed for LPC equipment.

Resolved: to approve the payments as detailed above. Proposed by JS, seconded by MR. All in agreement.

43 Litter Bins: two, sited on the Playing Field, have been seriously damaged. Costs for replacements to be presented to May meeting. One other is damaged, on Kittens Lane, but this is the responsibility of SNC.

44 Grass cutting of Churchyard: invoice for £500 to church for annual contribution.

45 Arrangements for transfer of funds to ensure do not breach £85K compensation scheme: to be carried over to May meeting.

HK

TO RECEIVE, FOR INFORMATION, THE NOTES OF THE MEETING HELD WITH JUBILEE HALL USERS ON 8TH MARCH

46 This was received for information only.

REPORTS FROM PARISH COUNCILLORS

47 Car parking on corner of Bridge Street/George Lane: Clerk has sent evidence to Highways of cars regularly parked on the pavement, either for repairs or those using the fast-food restaurants, thereby preventing pedestrians and those with buggies from using the pavement. However, it was noted that the cars parked here are the owners of the businesses at this junction. A row of bollards, sited close together, is required to prevent such parking. Letter to be sent to the owners of these restaurants highlighting the obstruction that customers are causing.

AP

- 48 Grass Cutting: confirmed that the contract with Loddon DIY is now in operation. Noted that Farthing Green urgently requires cutting.
- 49 Cleaning of gullies and drains: CG will check progress with SNC on this work which has requested approx. 6 weeks ago.
- 50 Car parking charges: SNC have increased charges for residents who do not have their own garage or driveway by 50%. However, noted that whilst this equates to approx. £4 per week/car some residents may now choose to park on the road thereby creating an element of congestion.
- 51 MW and MR attended the funeral of Dorothy Jones, a former long-standing Parish Councillor.
- 52 Tree in river at Staithe: a number of complaints have been received that this large branch remains in the river. It was noted that BA and SNC have been informed but have yet to action.
- 53 Jubilee Hall AGM: confirmed as Monday 22nd May, 7.00pm in the JH.
- 54 Loddon Buildings Preservation Trust AGM: Wednesday 7th June in the Library Annexe.
- 55 Use of JH car parking for funding raising event: in principle this was agreed providing it does not prevent other activities at the JH or on the Playing Field. The date for this event has yet to be confirmed: AB to inform LPC once the date is known so confirmation of use can be considered.
- 56 Resignation of Parish Councillor: AB tendered her resignation as Parish Councillor with immediate effect.

REPORTS FROM DISTRICT AND COUNTY COUNCILLOR

- 57 Nothing further was added.

SIGNIFICANT CORRESPONDENCE

- 58 The list was presented and further action on some is already in place.
- 59 Friday 28th April, 7.30 pm: Invitation to the church to view new lighting and art exhibition of Hobart High School students. RL, MW and HK will attend.
- 60 Police report: this was received after despatch but noted that three incidents of drug dealing that were reported to the Police are not included in this report. A meeting with the Police Beat Manager is required to address a number of issues that have yet to be adequately addressed.

AP

DATES OF FUTURE MEETINGS

- 61 Thursday 11th May, to include Annual Parish Council Meeting. Agenda Items to Clerk by 2nd May.

Thursday 8th June. Agenda items to Clerk by 30th May

The meeting ended at 10.00 pm

