

LODDON PARISH COUNCIL

The Minutes of the meeting of Loddon Parish Council held on Thursday 9th
February 2017, 7.00pm in The Library Annexe, Loddon

Present:

John Bussens	(JB)	
Paul Clemence	(PC)	
Sarah Colman	(SC)	Vice Chair
Sophie Garrett	(SG)	
Ray Lumley	(RL)	Chairman
Michael Roe	(MR)	
June Strickland	(JS)	
Margaret Wallace	(MW)	

In Attendance

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

WELCOME

237 Chairman welcomed everyone to the meeting and confirmed that non-one wished to record the meeting.

APOLOGIES FOR ABSENCE

238 Were received from A Boles, J Coupe, G Knights and B Stone

DECLARATIONS OF INTEREST

239 None were received

APPROVAL OF THE MINUTES OF THE MEETING HELD ON THURSDAY 12TH JANUARY 2017

240 Minute 233: current annual charge for Dog Bin emptying is £65 per bin, not £45.

Resolved: to approve the Minutes of the meeting held on 12th January 2017 with the above amendment. Proposed by MW, seconded PC. All in agreement.

MATTERS ARISING

241 Bridge Street: response from Highways has been disappointing; no Engineers report exists although query was raised what was the purpose of closing the road in 2016 for four weekends; what was the findings of this exercise? Highways have now stated that a site inspection was carried out on 15th November 2016 and detailed plans will be forwarded to LPC by end of January 2017. To date this information has not been received.

PLANNING

242 2017/0139 & 1040 Old Town Hall: change of use from retail to letting rooms with minor alterations to building As a listed building it is expected no alterations will be permitted to the original internal decoration (lantern

windows and, in particular, the tiled floor in the Entrance Hall. LPC currently has a 2-year agreement with the Applicant for the Tourist Information service to be sited in the Old Town Hall: this arrangement ends at end of September 2017.

243 **Resolved:** to approve the application subject to clarification of works proposed to the external windows, lantern window and tiled floor in the entrance hall. Also, LPC suggest this application is referred to the Development Management Committee for decision. Proposed by JS, seconded by MW. All in agreement.

244 2016/0065 Prospect House, Little Money Road: new steel framed storage building and additional car parking: this appears to be a retrospective application as the trees have already been severely pollarded and other works appear to be progressing.

245 **Resolved:** to approve application with comments regarding retrospective. Proposed by JS, seconded by MR. All in agreement.

246

2017/0133 Works to TPO trees at rear of 38 Cannell Road: For information:

247 **The following application has been approved:**

2016/2803 13 Bridge Street: demolition of existing kitchen, extension and associated works. Approval with Conditions.

POLICIES

248 A condition of membership of LCPAS is that a Data Protection Policy is in place. The document presented is a standard template with additional information with reference to LPC. Request for an additional section on the accountability of parish councillors and the use of private shared laptops/PCs for the receipt and retention of LPC documents.

249 Also agreed that all Parish Councillors receive Data Protection training.

COMMUNITY GOVERNANCE REVIEW

250 The presentation provided by South Norfolk Council was provided; the review on Parish Councils is to determine the creation, merger, altering or abolishing any that may no longer be viable. Agreed that LPC continues to reflect the interests of the community; delivers effective local services; governance and finance are robust and transparent and is able to maintain the full complement of 11 Parish Councillors. There have been contested elections within the past 10 years indicating a high level of engagement with the community.

251 Agreed that LPC does not wish to consider any variation of the current arrangements and this will be conveyed to the Review Committee by the deadline of 12th June 2017.

AP

POLICE

252 The format for the police report has changed again; a monthly newsletter with crime figures will be provided with any other relevant news. However, the information provided is of little value as the report covers a

number of villages yet the breakdown of criminal activity does not state in which locality it has occurred. Anti-social behaviour on Church Plain is to be a Police priority; update expected in next months' report.

STAITHE TOILETS

253 Agreement with South Norfolk: this has been issued previously and queries raised, all now addressed. Confirmed that the emergency contact procedure is working well; remains some remedial work to the toilet doors; use is being monitored weekly as for Church Plain.

254 The Local Government Finance Bill published January 2017 gives Local Authorities discretion to levy rates on public toilets. CG to seek clarification from SNC if Staithe will be subject to rate relief.

255 *Subsequent to the meeting it was confirmed that as LPC is in receipt of discretionary rate relief on the Council Offices and SNC will only give rate relief on one property to a precepting body with other owned premises attracting business rates. The new LG Finance regulations will come into force in April 2018 when the District Council will give rate relief on the toilets on the Staithe. The Church Plain toilets business rate will continue to be paid by SNC unless the Parish Council takes over management. The business rate for the Staithe was £3900 but is subject to the general rate rise which will bring it up to approx. £4700.*

Resolved: to approve the five year agreement between LPC and SNC for the management of the Staithe toilets. Proposed by SG, seconded by PC. All in agreement.

256 Review of Cleaning Contract with See the Difference! HK conducted a three month review of the cleaning contract. The standard is high, positive comments have been received from residents and, on occasion, minor repairs have been carried out by contractor. No issues have been raised. Agreed to continue with this contract with regular updates to LPC.

257 Mill Arts use of Staithe toilets: Mill Arts do not have on-site toilet facilities and have provided a list of dates when they require the Staithe toilets to be open. Now that Loddon residents are responsible for the cleaning, maintenance and insurance of this facility agreed that a fee be levied to cover costs including time for HK to open and close the facility.

Resolved: to levy a fee of £25 each time the Staithe toilets are opened for Mill Arts events during winter months. Proposed by PC, seconded by SG. All in agreement.

PUBLIC FORUM

258 Clearing of leaves: a number of reports on leaves on footpaths, becoming slippery and raising concerns of people falling. CG had contacted SNC Depot but, to date, nothing further has been done. *Subsequently, the Depot stated that the roads had been cleaned five weeks ago; as this is not evident further works will be carried out before end February.*

CHAIRMAN'S REPORT

259 Community Gym Following the success of last years' event another course will run in 2017 from 2th April to 6th September, each Wednesday 7.00 – 8.00pm on the Old Hockey Field. Following discussion agreed not to levy any charge in line with the practice of 2016.

FINANCIAL REPORT AND ACCOUNTS FOR PAYMENT

260	Polydon Industries Ltd	Bus Shelter repair, High Bungay Road	696.00
	Loddon Building Pres Trust	Q4 Rent	1157.63
	The Loddon Town Estate charity	J. Strickland Councillor Allowance	138.00
	Adept IT Solutions	Office IT improvements	414.00
	Loddon Town Estate charity	M. Wallace Councillor Allowance	138.00
	Loddon United Football Club	S Colman Councillor Allowance	138.00
	Loddon Town Estate charity	Michael Roe Councillor Allowance	138.00
	Roberts & Son	Toner Cartridge	20.40
	Loddon Garden & DIY	Keys & Gloves (for D Greeves)	44.89
	HMRC	January contribution	108.02
	David Greeves	Litter Picking	210.00
	Anne Panella	January Salary	926.80
	Howard Keeling	January Salary	469.58
	Norfolk Pension Fund	January contribution	276.04
	Talk Talk	Telephone & Broadband	37.95
	See the Difference!!	Toilet cleaning	1303.72
	EACH	G.Knights Councillors Allowance	138.00
	Jubilee Hall	A.Boles Councillors Allowance (50%)	69.00
	Loddon Building Pres Trust	A.Boles Councillors Allowance (50%)	69.00
	Post Office	Stamps	112.00
	The Black Sheep Cricket Club	P.Clemence Councillors Allowance	138.00
	Norfolk Parish Training & Support	Training courses (2) for H.Keeling	90.00
	RSPCA	J Bussens Councillor Allowance	138.00
	Loddon DIY	Rat bait for Allotments	£30.00
	Loades Signs	For Skateboard Park	£60.00
	Broadcaster Advert 2017	S Garrett Councillor Allowance	138.00
	Broadcaster Advert 2017	J Coupe Councillor Allowance	138.00
		Meeting Tables in LPC offices	132.00
	Danwood	Printer charges	32.81
		TOTAL	£7501.84

Resolved: to approve payments as presented above. Proposed by SG, seconded by MR. All in agreement.

REPORTS FORM PARISH COUNCILLORS

- 261 Churchyard visit: the report was presented and accepted the perimeter wall will require more specialised maintenance; insurance and H&S considerations would prevent a Working Party approach to rectify this. Community Service is no longer in operation.
- 262 HR issues: Confidential paper to March meeting for approval.
- 263 Dr. Bennett: his recent death was noted; he was the third winner of the Freedom of Loddon Award in 2007.
- 264 Victorian Evening 2017: the group that has overseen this in recent years has disbanded; the organisation of the event will now rest with the LDBA.
- 265 BACT Community Transport: following a restructure a Dial a Car service will be in operation from April which will be operate across County boundaries.
- 266 Poppy Appeal: the Loddon Branch of the Royal British Legion won the 'Under 100 members' category for the amount of funds raised. The cup will return to the LPC offices for a further year.
- 267 Abandoned car: this was driven in to the RPA car park by the owners during working hours. As it has not been reported stolen the Police are unable to assist.

REPORTS FROM DISTRICT AND COUNTY COUNCILLOR

- 268 B Stone provided a report with an update on the George Lane Roundabout; it is still expected work will commence April/May. Funds are in place and only remains for the final administration elements to be confirmed.
- 269 Pyes Mill: the Service Level agreement between SNC and Broads Authority is only until end September 2017. LPC were asked to consider making a contribution to the annual costs. It was noted that LPC already pay for grass cutting and the provision of the picnic tables in the area, and some require replacement for the 2017 season. The officer at SNC responsible for overseeing the SLA has offered to attend LPC meeting to discuss. **HK**
- 270 A meeting will be arranging with all interested parties and users of Hales Common to confirm what SNC is obliged to do on this land and what is feasible.

SIGNIFICANT CORRESPONDENCE

- 271 The list was presented and action agreed as follows:

War Memorial: two companies offered differing approaches to the cleaning of the memorial. Agreed that a Working Party to meet to consider the options for presentation to a future LPC meeting. **AP**

MW will contact the local branch of the Royal British Legion to request **MW** assistance.

DATES OF FUTURE MEETINGS

Thursday 9th March 2017. Agenda Items to Clerk by 28th February

Thursday 13th April, to include Annual Parish Meeting. Agenda Items to Clerk by 4th April.

The meeting ended at 9.40 pm