

LODDON PARISH COUNCIL

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

Present:

Paul Clemence	(PC)	
Sarah Colman	(SC)	Chair
John Coupe	(JC)	
Sophie Garrett	(SG)	
Gary Knights	(GK)	
Ray Lumley	(RL)	Vice Chair
Michael Roe	(MR)	
Margaret Wallace	(MW)	

In Attendance

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

WELCOME

152 Everyone was welcomed to the meeting and confirmed that no-one wished to record the meeting.

APOLOGIES FOR ABSENCE

153 Were received from J Strickland and B Stone. J Bussens was also not present.

APPOINTMENT OF CO-OPTED PARISH COUNCILLOR

154 SC and GK, of the Personnel Committee, with AP met with the three applicants that had expressed an interest in being co-opted for the remaining of the current election period, ie: to May 2019 and their recommendation is now before LPC.

155 However, MW raised a query why the previous practice of meeting with potential candidates was not used on this occasion. Previous practice has been to invite each candidate to meet separately with all the Parish Councillors, in a closed session.

156 After much discussion it was agreed not to confirm the proposed appointment at this time but to invite the three candidates back to meet with all/most of the Parish Councillors at a date to be agreed for a recommendation to be brought to the September meeting.

DECLARATIONS OF INTEREST

157 Were received from:

- MR for Planning Application 2017/0688 although noted this is on the Agenda for information only, not a decision.
- SG for Planning Application 2017/1571: Land to the rear of 1 Church Plain (now renamed Wanderer Place)

APPROVAL OF THE MINUTES OF THE MEETING HELD ON THURSDAY 8TH JUNE 2017

- 158
- P Clemence included on Attendance in error
 - Minute 119: noted the wording for this item was correct but misunderstood (see 156 above)
 - Minute 129: confirmed that the Internal Audit report was scrutinised and all recommendations, apart from two, agreed in full
 - Minute 131: to add ... to charities inside **and outside** the village

Resolved: to approve the Minutes of the meeting held on 8th June 2017 with the above amendments. Proposed by MR, seconded RL. All in agreement.

MATTERS ARISING

- 159 War Memorial: it was hoped that the Scouts and/or Army Cadets would be able to carry out this work, however, the leaders have stood down and the future of these groups is currently uncertain. RL, JB and MR have volunteered to clean the war memorial with soapy water as recommended by the stonemason, a practice carried out by in other villages.
- 160 Staithe Toilets: SNC have now gained accessed and carried out an extensive survey of the pipework underground by an independent surveyor; LPC are awaiting the report.

PLANNING

- 161 Installation of street furniture (bollards) outside takeaway restaurants on junction of Bridge Street and George Lane: following on-going complaints of cars being parked on the pavement at this junction, forcing pedestrians to walk in the road, the Parish Council have sought advice from Highways. Discussion with the restaurant owners requesting they keep the pavement free from obstruction was unsuccessful. Parking Enforcement at SNC are aware; however, they are obliged to wait five minutes before issuing a parking notice in which time the cars are moved only to return once the Enforcement Office has left the area. Highways have now granted permission for the installation of 9 timber posts on this corner with red-white reflectors. Total cost £1,337.82.
- 162 BS has funds available for small Highways projects and a request will be made but success is not required to go ahead with the proposal. Other suggestions have been made and discounted to prevent parking on the pavement: benches: litter will be left in the area as people sit to eat takeaways; flower towers: the ground is sloping and the stability of the tower cannot be assured. There are double yellow lines in this area and if cars park the registration numbers can be passed to SNC for appropriate action.

Resolved: to accept the Highways quotation; seek some funds from BS and inform the restaurant owners and Conservation Officer at SNC. Proposed by MR, seconded by MW. All in agreement.

- 163 2017/1424 28 High Street: single storey rear extension. Agreed this is hidden from view but if Councillors have any comments to inform Clerk by Monday 17th July.

164 2017/0761 Flat 1, 24 High Street: replacement of sash window to front east facing. No views or comments, as replacement is like-for-like.

165 Signage for Loddon Tourist Information: the previous venue for the TI was on the High Street and highly visible: since the move to the LPC offices there has been a noticeable reduction in footfall to the service. Additional signage, in the form of banners and/or flags, are required and placed in Church Plain carpark to provide clear signposting. Suggested to place notice on the Information Panel at the Staithe with the directions to the TI. Parish Councillors to note signage within the village and make comment on any proposed improvement.

All

Resolved: to provide two double-sided pavement swing signs to be placed in the car park for price of £115 inclusive of VAT per sign. Proposed by SG, seconded by MW. All in agreement.

166 Harlequin Group: Pre-application proposal for a base station at junction with George Lane and A143: Harlequin are aware of the proposed roundabout at this junction and confirmed that will not impact on the proposed siting of the base, which will be similar in size/capacity as the one at Thurton. Noted that the comments in the Parish Plan refer to the poor mobile reception in the area which this proposal should address. No additional comments were received.

167 2017/1571 Lane to the rear of Wanderer Place: proposed erection of one and a half storey dwelling:

- Residents have been unable to make comment as the name 'Rear of Wanderer Place' is not known locally
- the plan is inaccurate as details two garages whereas there are three
- the potential garage owners (who are not the applicant) have right of way to their garages but this does not appear to have been recognised nor incorporated into the plans
- an additional parking space has been allocated for the flat; this would severely restrict what is already a very tight area for manoeuvring cars
- exit from the area may likely be by reversing into the High Street, which is illegal
- the area is severely over-developed with shop, residential, garages and now this latest development of further offices
- is there any amenity land associated with this proposal?
- drainage work was required to be completed by 22nd June under the permission for the current work: this drainage work has not yet started
- proposal is to incorporate a listed wall at the rear of the property; this wall is structurally unsound and is the boundary wall of houses in Sale Court. Have these house-owners been informed of the proposals which would likely overshadow these properties, a material consideration
- Its not clear if there are windows in the proposed plans that would overlook properties and impinge on privacy of residents in Sale Court
- The current building work is causing heavy nuisance and disturbance together with materials strewn onto the main highway
- Members of the public were reminded to comment individually on planning matters

Resolved: to object to this planning application with the above comments.
168 Proposed by RL, seconded by GK. All in agreement.

169 **For Information**

2017/06818 8 Beech Close: works to trees in conservation area

The following applications have been approved

2017/0618 27 Beccles Road: front porch, with Conditions

2017/0982 Prospect House, Little Money Road: Discharge of Condition 6 (lighting)

PUBLIC FORUM

170 Access between Kings Head and Boat Yard: a concrete bollard was previously sited here that gave clear indication not to use the area for parking. The bollard was damaged and removed in the past 2/3 years. It would be helpful to have this reinstated.

171 Shingle on pavement: the properties at the Old Bank have shingle on the frontage which continually falls onto the pavement causing difficulty for people with mobility issues, child buggies. To request the builder if an alternative can be found or increase the height of the retaining border.

172 Safety Signs at all junctions into Loddon on A146: following the recent fatal accident a *Dangerous Junction*, or similar, sign may help to remind motorists of the hazard of access the main road from all the junctions. Seek advice from the Highways Agency. **AP**

173 Planning Application for 79 Starter Homes: the SNC website shows this decision is still Pending. It is likely, due to the volume of objections, that this will be referred to the Planning Committee – timescales not known.

174 Footpath behind The Swan: clerk has requested NCC keep this file open pending submission of application by LPC to have it made a Public Right of Way

JUBILEE HALL PLAYING FIELD

175 Minutes of the PFC meeting held on 12th June were presented; no queries were raised.

176 RoSPA reports: three inspections have been conducted: skatepark, childrens' play areas on Jubilee Playing Field and the Taylor Wimpey development on Beccles Road (the latter is not the responsibility of LPC).

177 Play Area, Jubilee Playing Field: overall risk rating is Medium. Since inspection signs have been vandalised and will be repaired; there are worn ground areas that would benefit from some remedial work although noted that any improvement is quickly removed by the level of play.

178 Beccles Road Play Area: Noted that the overall rating for Beccles Road is Medium; this would require to be Low at the time when LPC will take on responsibility.

179 Skatepark: overall risk rating is High. A range of items required to be replaced/repaired:

- i) Rivets have come loose and damaged the riding surface; work was carried out within the last six months due to 'wear and tear'
- ii) Springs on gates
- iii) Matting in shelter
- iv) Holes in shelter roof
- v) Fasteners, fixtures and fitting throughout the areas are missing
- vi) Weeds growing around base of equipment
- vii) Offensive graffiti has been removed but likely to reoccur

180 If the level of vandalism continues the skatepark will require regular on-going expenditure to ensure the facility is maintained to an acceptable standard. Awaiting quotation from Fenland Leisure for the latest repair costs; if too expensive the alternative is to close the facility and enclose with Heras fencing. Previous measures to close the park have been ignored and further damage caused accessing the facility.

Resolved: to undertake the current repairs and leave the Skatepark open. HK HK
 181 to keep parish councillors informed of costs – and place item on agenda for further review in October. Proposed by MR, seconded by SG. All in agreement.

Fortnightly inspections: these are required and suggestion is that two parish councillors conduct these, with the appropriate form and guidance notes, and report to each monthly LPC meeting. SC and MR volunteered to do these
 182 inspections.

Grass cutting of play area: need to confirm if this work is undertaken by LPC contractor or SNC. **HK/AP**

EMPLOYMENT AND GOVERNANCE

183 Tourist Information Co-ordinator: following acceptance of the the Internal Auditor recommendation the TIC contract, which is not full-time, to specify the start and end dates (Hours of Work): this will be two weeks before Easter and end on 30th September each year. Agreed that if the season carries on into October then volunteers can be asked if they are available; alternatively, the Clerk and Finance Officer are in the office three days a week to assist when available.

Resolved: to approve the amendment to the TIC contract as above. Proposed by MR, seconded by SG. All in agreement.

Small Grants Policy: following recommendation from Internal Auditor to place the Councillors Allowance funds for 2017/18 (amount to be agreed at time of setting Precept in subsequent years). Agreed that any applications received will be discussed and approved, or otherwise, at monthly Parish Council meetings.

184 The draft Policy was presented and following amendments agreed:

- grants will not **usually** be for running/everyday costs
- remove paragraph regarding prioritisation if funding is over-subscribed. Each application will be considered on its own merits
- **Small** grants given are generally no more than £100

Minor amendment to Application Form requesting information on how much funding the organisation is putting towards the proposed project

Resolved: to approve the Small Grants Policy and Application Form with above amendments. Proposed by SG, seconded by RL. All in agreement.

REVIEW OF CHURCH PLAIN TOILETS

- 185 Detailed report presented following the end of the 6-month trial period; usage in the period 1/1/17 to 4/7/17 has been a total of 19,298 which is 28.7% of total usage across both sets of toilets in the village.
- 186 Costs were discussed but noted that SNC have been unable to confirm water/sewerage and electricity costs, which are excluded in the report as is the PHS service that SNC continues to provide at present. A survey of the building is required to identify any structural and drainage issues, in particular, due to the recent drainage overflow at the back of the building. The building is single skin construction; suffers from damp at all times; the roof is uninsurable without a full survey; the area behind the toilets requires securing to prevent access by unauthorised personnel.
- 187 The issue of maintaining these toilets is linked to the continued lease of the LPC offices and the possibility of providing public toilets in that building. If Church Plain were closed – the costs and soundness of the building indicate on-going costs to maintain will become prohibitive – it was discussed if local businesses would contribute to the running costs, but considered unlikely. It was recorded that it would be inappropriate to put on-going rising costs onto the Precept when many of the residents of the village are unlikely to use the facility. Noted that of all the costs there is no further possibility of savings within any contracts.

Resolved: to commission a full structural survey up to a cost of £500 and to request SNC consider LPC maintain the toilets under the current arrangements for a further six months or until the survey report is received and a final decision confirmed. Proposed by PC, seconded by JC. All in agreement.

ALLOTMENTS

- 188 Review of Allotment Rental: rent should be reviewed annually even if the decision taken is not to make any change. The current rate is 20p per square metre and has been at this level for four years. Approximate annual income is £750, not including officer time to administer the Allotments.

Resolved: to increase the rent to 25p per square metre from April 2018. Proposed by MR, seconded by SG. All in agreement.

- 189 Maintenance on Allotments: Up to six of the Allotments have not been taken on and these, together with the paths, are now severely over-grown and potential tenants do not want to take on this additional work. Loddon DIY have quoted £100 to carry out a one-off grass cutting on the Allotment.

Resolved: to approve the expenditure to cut the grass as above. Proposed by SG, seconded by MR. All in agreement.

FINANCIAL REPORT AND ACCOUNTS FOR PAYMENT

190	E.ON	Electricity Pyes Mill	£7.94
	JR Cozens Wiley Ltd	Broadweed treatment to Jubilee Hall Field	£111.00
	Auditing Solutions Ltd	Internal Audit	£504.00
	Howard Keeling	Expenses: Mileage to training course	£31.50
	Anne Panella	June Salary	£1,026.57
	Lesley Fish	June Salary	£275.85
	Howard Keeling	June Salary	£679.91
	Norfolk LG Pension Fund	June payments	£324.54
	David Greeves	June Salary	£220.65
	HMRC	June PAYE payments	£218.66
	Loddn DIY	Grass cutting, key cut, bulbs and repairs	£733.25
	See the Difference!	Toilet Cleaning	£1,228.78
	GW Townsend	Church Clock winding	£150.00
	Playsafety Ltd	Play Area RoSPA inspections	£260.40
	LBPT	Quarterly rent of LPC Offices	£1,215.52
	P Bower Associates Ltd	DnyoRod Drain clearing (Church Plain toilets)	£114.00
	Adept iT Solutions	On-line Tennis Calendar	£42.00
	TalkTalk	Telephone and Broadband	£37.95
	Paul Frost	Transfer of equipment from office to garage	£45.00
	Anne Panella	Expenses: Hazard Tape	£12.36
	Saffron Housing Trust	Garage Rental	£52.00
		TOTAL	£7,291.88

- 191 In addition, the Unity Trust Bank Account has now been opened and £85K transferred here to ensure accounts remain below the FSA limit.

Resolved: to approve the Payments as noted above. Proposed by RL, seconded by SG. All in agreement.

- 192 Reserves: a detailed report was provided showing allocation of funds to cost headings. The overall percentage of General Reserves to Precept is 38%. Any comments or clarifications required to inform HK.

LODDON MARINA/PYES MILLS/BROADS AUTHORITY

- 193 SNC are still interested in Loddon Parish Council taking over the day to day management of Pyes Mill and have confirmed this would include refuse collection and Loddon PC would need insuring the site. SNC would take responsibility for any infrastructure work such as repair to the pilling. The lease would clearly define each party responsibilities.
- 194 SNC believe an SLA would work most effectively if it were between Loddon PC and the Broads Authority, but again, if any large infrastructure/capital work arises from site inspection that work would fall to SNC as agreed in the Lease.

- 195 Agreed that LPC requires to have a Draft Agreement for the September meeting before making a decision. **HK**

REPORTS FROM PARISH COUNCILLORS

- 196 Jubilee Hall: a meeting has held on 10th July; one issue is the need to clarify the status of members of the Management Committee. A further issue is that one of the two boilers has been decommissioned as it is no long safe. Cost of a new boiler in the region of £9,000 although only one quote has been received to date. Following extensive discussion agreed to loan £10,000 to the Jubilee Hall for a period of 10 years at 0% interest. Also, to pursue grant applications although noted funds received will unlikely amount to much.

Resolved: to loan £10,000 to the Jubilee Hall for the purpose of replacing the boiler, as above. Proposed by MW, seconded by PC. All in agreement.

- 197 George Lane Roundabout: further conflicting timescales have been received and no definitive answer is being provided by NCC. Agreed to contact the MP, Richard Bacon to assist in accessing information from Highways.

REPORTS FROM DISTRICT AND COUNTY COUNCILLOR

- 198 BS report was presented; further clarification is requested on the progress with the George Lane roundabout. It was understood this work was to have commenced, as funding was in place, in March 2017. Now it appears that NCC are seeking funding for 70% of the total cost with the developer contributing the remainder. The Hales roundabout has been confirmed and work will commence in January 2018. Agreed Clerk to contact the MP, Richard Bacon, with a view to getting clarification from Highways. **AP**
- 199 CG had nothing further to add.

SIGNIFICANT CORRESPONDENCE

- 200 The list was presented and no further action required.

DATES OF FUTURE MEETINGS

- 201
- Thursday 10th August: there is no LPC meeting but agreed to use this date for parish councillors to meet with candidates
 - Thursday 14th September: Agenda items to Clerk by 5th September
 - Thursday 12th October. Agenda items to Clerk by 3rd October

The meeting ended at 10.20 pm