

LODDON PARISH COUNCIL

Minutes of Loddon Parish Council meeting held on Thursday 8th June 2017
at 7.00pm in The Library Annexe, Loddon

Present:

Sarah Colman	(SC)	Chair
Sophie Garrett	(SG)	
Gary Knights	(GK)	
Ray Lumley	(RL)	Vice-Chair
Michael Roe	(MR)	
June Strickland	(JS)	
Margaret Wallace	(MW)	

In Attendance

Howard Keeling	(HK)	Finance & Projects Officer
Anne Panella	(AP)	Parish Clerk
Barry Stone	(BS)	County Councillor

WELCOME

114 Chair welcomed everyone to the meeting and confirmed that no-one wished to record the meeting.

APOLOGIES FOR ABSENCE

115 Were received from J Coupe and C Gould. J Bussens and P Clemence were also not present.

DECLARATIONS OF INTEREST

116 None were received for the meeting.

APPROVAL OF THE MINUTES OF THE MEETING HELD ON THURSDAY 11TH MAY 2017

117 Minute 103: amend to read: *to date funds have been allocated in the region of £500K.* And remove the final sentence.

Resolved: to approve the Minutes of the meeting held on 11th May 2017.
Proposed by JS, seconded SG. All in agreement.

MATTERS ARISING

118 Minute 80 Cleaning of War Memorial: to be carried over

RL

119 Minute 111 Parish Councillor vacancy: the vacancy has been advertised and, to date, a number of potential applicants have responded. Agreed to wait until mid-June to make arrangements to meet with candidates and make a co-option appointment at the July meeting.

120 Staithe Toilets Survey: SNC arrived but were unable to gain access; a further date is currently being arranged.

TO RECEIVE, FOR INFORMATION, REPORT FROM COUNTY COUNCILLOR

- 121 BS congratulated SC on her election as Chairman of LPC. With the General Election there has been limited activity; BS commented on the success of the Loddon Street Fayre: he has been appointed a Cabinet Member of the Finance & Resources Committee; £6K has been awarded to each County Councillor to spend on local Highways projects (this funding is in addition to any other Highway funding available); the latest information on the George Lane roundabout is that clarification on the re-routing of a gas main has yet to be confirmed but noted that a similar problem in Aylsham cost in the region of £1 million: Hales roundabout work will commence in January 2018; no update on the Wherrymans Way.

PLANNING

- 122 Skateboard Park: proposed designs have been received from two contractors. One received only today; clarification is required on a number of issues and then agreed a Working Party (SC, MR, GK) be convened study the designs and make proposals for consideration.

123 For Information:

2017/0618 27 Beccles Road: front porch

124 The following applications have been approved

2017/0397 Staithe Court, Bridge Street: replacement of windows and doors.

Approval

2017/0816 The Pink House, 15-19 Church Plain: replacement of garden shed with greenhouse. Approval with conditions.

2017/0516 Land North of George Lane: discharge of conditions: lighting, street management etc. Approval

2017/1157 32A Norton Road. Non-material amendment to proposed garage and workshop. Approval

2017/0771 Land North of Atrium House, Little Money Road: two-storey offices and warehouse building with car parking. Approval with Conditions.

2017/0934 Listed Building Consent at 25 High Bungay Road: retrospective application for retention of windows, damp proofing work and replacement of one uPVC window. Approval with Conditions.

PUBLIC FORUM

- 125 Bridge Street water leak: this was reported to Anglian Water and an engineer attending. The works carried out do not appear to have fully resolved the problem.

- 126 Road Closure: Bridge Street to Farthing Green will be closed to traffic for the Carnival on 25th June between 1.00 – 2.00pm.

- 127 Roadside advert: approaching the A146 near Little Money Lane. A hoarding advertising an antiques fair in Peterborough. First person to pass will collect and dispose of this. Suggestion to put something in Contact that residents may wish to remove such roadside notices to keep the village clean.

CHAIRMAN'S REPORT

- 128 Nothing further to add.

ANNUAL GOVERNANCE STATEMENT and ANNUAL ACCOUNTS 2016/17

- 129 An Internal Action Plan has been drawn up by the Internal Auditor with 14 recommendations.
- 130 R4: Contract Value: agreed that the contract value of £5K to remain above which formal tendering is required.
- 131 R5: members allowance (£136 for Councillors, £369 for Chairman) have previously been used to make donations to charities inside and outside the village. Agreed the annual amount to be held in a Grant fund and local organisations can make applications for funds. Funds will also be made available for claims by Parish Councillors for such items as mileage and babysitting when required.
- 132 Fixed Assets: this has reduced year-on-year due to the sale of the Old Town Hall.
- Bank Accounts: the Unity Trust account had been closed due to the imposition of charges. However, with the level of funds held by LPC it is necessary to ensure accounts remain below the FSA Compensation level so a further account with this bank will be opened. Charges will still be incurred.
- 133
- 134 All other recommendations accepted and the Plan to be monitored until completion.

Resolved: to approve the Governance Statement and Annual Accounts 2016/17. Proposed by MR, seconded by SG. All in agreement

FINANCIAL REPORT AND ACCOUNTS FOR PAYMENT

135	Lesley Fish	Keys for volunteers to PC Office	£85.00
	E.ON	Electricity Pyes Mill	£7.94
	JW Smartmeters	Tokens for Staithe Shower	£72.00
	Howard Keeling	One month rental deposit on garage	£48.00
	Howard Keeling	Travel expenses to SHT	£14.40
	Elect-Tech Electrical Service Ltd	PAT Testing	£144.00
	Community Action Norfolk	Playground Inspection training (x2)	£120.00
	Loddon Garden & DIY	Grounds Maintenance	£953.73
	TalkTalk	Telephone & Broadband	£38.21
	Norfolk Pension Fund	May contribution	£324.54
	Lesley Fish	May salary	£220.68
	Anne Panella	May salary	£1,026.57
	Howard Keeling	May salary	£649.41
	David Greeves	May salary	£220.65
	HMRC	May contribution	£192.06
	Signs Express (Chair's Action)	TIC Banner	£24.70
		SUB-TOTAL	£4,123.89

In addition, the following were presented for approval:

- See the Difference: Toilet Cleaning	£1,528.12
- First Connect: annual Fire Alarm Service	£72.00
- EON: electricity	£7.94
Grand Total	£5,731.95

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

LODDON MARINA/PYES MILLL/BROADS AUTHORITY

- 136 Discussions were held with the Broads Authority (BA) on the possibility of LPC taking over the Service Level Agreement (SLA) currently in place between the BA and SNC. The BA carry out regular surveys on the safety and maintenance of equipment at Pyes Mill; these surveys are sent to SNC for their action. Subsequent to the meeting SNC confirmed that all the work will be carried out during the summer. LPC would only be interested in taking over the SLA once all works have been carried out.
- 137 Under the SLA, the BA will provide fortnightly inspections in summer, monthly in winter and report issues to the relevant authorities for corrective action. Complaints of anti-social behaviour and drug dealing have been received; these should be referred to the BroadsBeat (river police) who are in place all year round.
- 138 H&S issues, such as homemade pontoons, are currently referred to SNC and are quickly enforced.
- 139 The Environment Agency needs to be informed about live-aboards, as these contravene the boatyard licences.
- 140 An estimate of potential costs were outlined:
- The longevity of the moorings is currently being assessed: an estimate of cost is £1,200 per metre for a total of 300 metres should this work be required
 - Ladders must be placed every 100 metres along the mooring; cost £600 per ladder
 - Currently there are no safety chains along the moorings where at least one, possibly two, should be provided depending on rise and fall of the tide
 - Public Liability Insurance will be required as LPC would be held liable in the event of an accident/incident
- 141 Clarification from the BA is being sought on the possibility of a 3-way SLA but the information above would indicate this SLA would be prohibitive to LPC.

REPORTS FROM PARISH COUNCILLORS

- 142 Jubilee Hall: the AGM was held on 22nd May; two of the existing trustees resigned and new people appointed. An extensive maintenance and decorating programme has been drawn up to address long-standing issues, in particular the changing rooms and the possible replacement of the boiler. Discussions have been held with some of the user groups with a view to resolving access and cost issues.

143 The issues of the Agreement between the Football Club and the Playing Field
Committee (PFC) and charges for 2017 will be discussed at the PFC meeting on
12th June.

144 Church Plain toilets: have been maintained to a very high standard. Thanks to be
sent to contractor.

145 Flower Tubs: these have now all been planted.

SIGNIFICANT CORRESPONDENCE

146 The list was presented and additional comments:

147 Footpath behind the Swan: the case file remains open until discussions have been
held on the possibility of diverting the path within the area. Clerk to contact NCC
with regard to registering the existence of the path (the exact route could probably **AP**
be amended following the above discussion)

148 Additional Recycling Centres: no further sites were identified.

149 Barclays Bank: will now be closed each Tuesday and Thursday from July.

150 Allotments: noted that a birdfeeder has been placed on the Parish Council land by
homeowner with boundary to Allotments: permission is required but does not **AP**
appear to have been sought.

DATES OF FUTURE MEETINGS

151 Thursday 13th July. Agenda items to Clerk by 4TH July

Thursday 10th August. Agreed this meeting will only be held if urgent business
arises.

The meeting ended at 9.30 pm