

LODDON PARISH COUNCIL

Minutes of Loddon Parish Council meeting held on Thursday 14th September 2017
at 7.00pm in The Library Annexe, Loddon

Present:	David Bingham	(DB)	
	John Bussens	(JB)	
	Paul Clemence	(PC)	
	Sarah Colman	(SC)	Chair
	John Coupe	(JC)	
	Sophie Garrett	(SG)	
	Gary Knights	(GK)	
	June Strickland	(JS)	
	Margaret Wallace	(MW)	
In Attendance	Colin Gould	(CG)	District Councillor
	Howard Keeling	(HK)	Finance & Projects Officer
	Anne Panella	(AP)	Parish Clerk
	Barry Stone	(BS)	County Councillor

WELCOME

- 202 Everyone was welcomed to the meeting and confirmed that no-one wished to record the meeting. Agreed that BS agenda item be brought forward for all future meetings.

APOLOGIES FOR ABSENCE

- 203 Were received from R Lumley and M Roe.

APPOINTMENT OF CO-OPTED PARISH COUNCILLOR

- 204 Following a second interview panel the recommendation is to co-opt David Bingham to May 2019 who was welcomed to the meeting.

DECLARATIONS OF INTEREST

- 205 None were received.

APPROVAL OF THE MINUTES OF THE MEETING HELD ON THURSDAY 13th JULY 2017

Resolved: to approve the Minutes of the meeting held on 13th July 2017.
Proposed by SG, seconded JC. All in agreement.

MATTERS ARISING

- 206 Shingle on footpath by Bank houses: the owner has now re-evaluated this and agreed to place low chain links between the fence posts to prevent pedestrians walking on the shingle area. This will be reviewed after a period of time.
- 207 Highway Signs at A146 junction: a request regarding the possibility of placing has a 'Think Bike' sign at the Chedgrave/Langley junction has been submitted to Highways.

- 208 Bollards at junction of Bridge Street and George Lane: this is on the Works Programme with Ketteringham Depot and completion is expected within eight weeks. BS confirmed this project would likely be eligible for funding under Members Budget for small Highway projects.

REPORT FROM COUNTY COUNCILLOR

- 209 NCC has three major infrastructure projects: third river crossing at Great Yarmouth, Long Stratton Bypass and the Norwich western link connecting the Northern Distributor Road (NDR) to the A47.

- 210 George Lane Roundabout: the responsibility for providing this, under the terms of the Planning Permission, lies with the developer and must be completed before the 125th house is occupied. The developer has confirmed they have the funds to go ahead including the work to divert the medium pressure gas main; therefore it is not clear why NCC then decided to seek funding from elsewhere to build the roundabout. A letter to Richard Bacon MP by LPC did not elicit a more concise answer.

- 211 The total cost is approximately £4.4 million with the developer paying 30% and the NCC 70%. If NCC's bid to the Dept of Transport is not successful (outcome will be known October/November) the responsibility for providing the roundabout will revert back to the developer and Enforcement Action will be approved if the work is not undertaken.

- 212 A number of queries were raised:
- what would happen if the developer chose to cease work on the site before building the 125th house?
 - There is a proposal to build an access road in the near future onto the building site to ease congestion: is this part of the quoted costs
 - What funding (CIL or Section 106) will Loddon receive as part of this project
 - BS would seek clarification if an insurance bond is in place and whether Halsbury Homes have already received the cash

- 213 The Parish Council requested that BS provide a response to the queries raised and this can be put on the LPC website.

- 214 The Hales roundabout already has funding in place and will be constructed in 2018. The Loddon roundabout timescales are currently:

- April 2018: design and advance works
- August 2018: procurement
- February 2019: construction commences

PUBLIC FORUM

- 215 Speed Reduction on Bungay Road/Dulls Road: residents are seeking to have the speed limit reduced from 60mph to 40mph for the entire road through to Ditchingham where a 30mph limit is in place. The road is not wide enough for two cars to pass at speed and there are no passing places the length of the road.

- 216 The road is used every day as a 'cut through' for cars and lorries and although narrow with many bends motorists continue to drive at speeds incompatible with the conditions of the road. During the winter months the road is not treated resulting in frequent near-misses being reported locally; lorries/cars ending up in ditches; a number of fatalities over the years; more recently a car hit a house causing substantial damage. It has become a favourite route for large numbers of cyclists, but the speed of cars is a potential hazard for the safety of all users.
- 217 However, as many of the accidents and incidents did not result in injury or death they have not been included in the Police data: the Traffic Management Officer (TMO) at Wymondham was unaware of many of the incidents and states, confirmed by BS, that the road does not meet the required criteria for speed reduction as there are no shops or schools and only limited residential frontages which does not exceed 400 metres in length at any one point.
- 218 The TMO will visit the site and has requested some signage, although noted that enforcement will not be possible; the signs are advisory only: SLOW written on bends; marker posts on outer curves; warning of slippery road surfaces; chevron boards and warnings of deer in the road. BS has raised the issue with Highways and requested a traffic survey to better understand the vehicle usage.
- 219 It was agreed that LPC is in support of seeking a speed reduction on this road but evidence in the form of video/photographs together with a record of incidents and near-misses is required in order to build up a case for seeking a formal speed reduction.
- 220 High Bungay Road: again speed of vehicles is causing concern. There are no speed bumps, due to the route being used by buses. Noted that there is a version of a speed bump by the Mill, although it is less 'aggressive' – is a square plate quite low to the road. Residents would like the 20mph that is in Davy Place extended along much of High Bungay Road but accept that 20mph is advisory only and not enforceable. Again, photographs/videos and a diary of incidents are required.
- 221 Barclays Bank Closure: confirmed this will happen as of 15th December 2017. The LDBA are writing to Barclays to raise their concerns but accept the decision will not be reversed. The cash machine will remain until about May/June 2018. The Post Office will accept deposits and cash withdrawals. Discussion as to whether the Co-op would accept a cash machine, preferably outside the building, so providing 24/7 access.
- 222 Footpath behind Swan Pub from Sale Court to High Street: current resident surveys are required together with a recent application to maintain this as a right of way.
- 223 Police: GK has been in correspondence with a Chief Inspector regarding the non-recording of the finding of Class A drugs at the Jubilee Hall. The Police confirmed that this was not recorded on their database, as 'no crime has been committed'. GK to meet with Police and seek advice on preventative measures, ie: CCTV.

PLANNING

- 224 2017/1936: Land adjacent to Unit L, Little Money Road. Two new industrial units with six car parking spaces per unit.

Resolved: to approve this application. Proposed by SG, seconded by JB. All in agreement.

- 225 2017/1896 LB: Stubbs Cottage, Stubbs Green. Replacement of all windows and doors, demolish porch and replace with French doors to rear, re-style external store roof, replace external drainage pipework, repair guttering and other associated works.

Resolved: to approve this application. Proposed by DB, seconded by SG. All in agreement.

226 The following applications have been approved:

- i. 2017/1720: 13 Bridge Street. Discharge of Condition 3 (roof tile, details of new windows and gable joinery)
- ii. 2017/2466: Land North of George Lane. Discharge of remaining conditions
- iii. 2017/1424: 28 High Street. Single storey rear extension plus Listed Building Consent
- iv. 2017/0761: Flat 1, 24 High Street. replacement of window to front, east facing, sash

227 For information:

- i. A new Temporary Tree Preservation Order (TPO) has been served on the trees on the triangular parcel of land at Old Market Green. This land is designated as 'landscaped area' on the original plans. 20 letters in support of the TPO have been submitted with one objection.
- ii. 2017/1506: 20 High Street. Work to trees in conservation area; reduce height of Poplar to 10.6 metres
- iii. 2017/1757: 15 Norton Road. Change the roof design to a flat roof
- iv. A new Tree Preservation Order has been served on trees at 20 High Street
- v. 2017/8046: Land west of Express Plastics, Beccles Road: has been used for storage of building materials and gave rise to complaints. At current time, SNC propose no further action but will monitor.

228 Refusal:

- i. 2017/1571: Land to rear of Wanderer Place. Proposed erection of 1.5 storey dwelling.
- ii. 2017/1727: installation of 20 metre communications mast at junction of George Lane and A146.

JUBILEE HALL

229 Draft Minutes of the meeting held on 14th August provided for information.

230 GK reported that the building has not been well maintained in the past few years; the contract with the Football Cub and the Leisure Club have yet to be confirmed although the current Trustees are seeking to address these issues.

231 Agreement for Loan to purchase Boiler: LPC agreed in principle in July to loan up to £10K to the Jubilee Hall for the purchase of a new boiler. The order for this has now been placed and it will be installed in October. Agreed to invite the Trustees to attend the next LPC meeting to present their accounts for scrutiny (as a charity

they are obliged to provide accounts to whoever asks to receive them) together with a repayment schedule prior to LPC approval of the loan.

Resolved: in order to address any concerns of affordability and fiscal management and to manage/address risk associated with a loan it was agreed to invite Trustees to the next meeting. Proposed by JS, seconded by MW. All in agreement.

REVIEW OF CHURCH PLAIN and STAITHE TOILETS

232 Church Plain: a survey report was commissioned for the Church Plain toilets; the results show that the single-skin structure is adequate. However, the location, under trees and in permanent shade, together with a flat roof and no formal ventilation, contributes to the poor internal environment. Damp and condensation are always present and thus contribute to on-going and increasing levels of maintenance that will be required. The drains are understood to be the responsibility of either Anglian Water or Barclays but confirmation has yet to be provided.

233 Recommendations with the survey:

- i. an electrically operated ventilation system, in the region of £4K
- ii. external insulation to reduce the risk of condensation and damp. This would require alterations to the parapet, window reveals, rainwater gutters and drainage downpipes: £6K
- iii. replacement of the flat roof: £4K
- iv. consideration to be given to annual maintenance such as clearing the flat roof and gutters, cutting back the surrounding trees to provide better solar gain

234 Running costs are currently in the region of £15/£20K per annum, before consideration is given to the above recommendations. As Barclays will be leaving their premises in December 2017 and, as yet, no decision has been notified as to the future owner/tenant of the building, which may impact on the future provision of public toilets in this area, it was agreed that the Church Plain toilets will continue to be maintained until December 2017 and LPC will consider again in January 2018.

235 Staithe: SNC have agreed to divert the drains as recommended in the recent survey report. The work will be carried out before the end of the calendar year.

236 Noted that £1,500 in the sale of the shower tokens has been achieved to date. The Kings Head continue to provide these; other businesses have offered to sell them but the pub has the longer opening hours and, at present, there is no need to change or amend this arrangement. A new flush plate has been ordered for £21.76 slightly damaged (new would cost £120).

ANNUAL EXTERNAL AUDIT REPORT

237 The Audit has been completed and is in accordance with proper practice and no matters of concern were raised by Mazars.

FINANCIAL REPORT AND ACCOUNTS FOR PAYMENT

238 This includes payments made in August under Chairs Action

Vital Pest solutions	Mole treatment - Old Hockey Field	£59.97
Adept IT Solutions	Support for Onedrive Issue	£84.00
Anne Panella	July Salary	£1026.77
Lesley Fish	July Salary	£220.68
David Greeves	July Salary	£220.65
Howard Keeling	July Salary	£533.72
HMRC	July Contribution	£274.46
Norfolk Pension Fund	July Contribution	£324.54
Loddon Garden & DIY	Grounds Maintenance & Repairs	£985.00
See the Difference!!!	Toilet Cleaning	£1303.13
Roberts & Sons	Printer paper	£36.60
Norfolk County Council	Bollard Installation - George Lane/Bridge St	£1337.82
Lesley Fish	Eco Swing Pavement sign for TIC	£110.40
JW Smartmeters	Shower Tokens	£114.00
Roberts & Sons	Envelopes	£17.52
EON	Electricity – Pyes Mill	£8.10
Saffron Housing Trust	Garage rental	£52.00
P Bowyer Associates Ltd	Drain Survey- Church Plain toilets	£312.00
TalkTalk	Telephone & Broadband	£39.70
Lesley Fish	August Salary	£275.85
David Greeves	August Salary	£220.65
Anne Panella	August Salary	£1026.77
Howard Keeling	August Salary	£554.30
HMRC	August Contribution	£267.06
Norfolk Pension Fund	August Contribution	£324.54
Playing Field Committee	Tennis fees	£15.00
Loddon Garden DIY	Grass Cutting	£722.98
See the Difference!	Toilet Cleaning	£1689.83
Adept IT Solutions	Printer Fix	£43.20
Howard Keeling	Expenses: flush plate	£21.76
	TOTAL	£12,223.00

239 Invoices received after despatch:

Eon electricity Pyes Mill	£7.94
Npower electricity Staithe Toilets	£53.95
Npower electricity Church Plain Toilets	£53.70
Frith Blake Consulting: Survey on Church Plain Toilets	£417.60

Came & Co Insurance: LPC is currently on a 3-year deal and annual cost is £1,652.34
GRAND TOTAL £14,408.53

240 Grant Applications

Grant for Loddon Football Club for new goalposts: to be referred to Playing Field Committee which meets on 3rd October.

Grant to host loddon.org.uk: £35.99 agreed.

Grant to Loddon & District Day Centre: £100 agreed

Chet Valley Victorian Evening: £130 agreed.

Two Replacement Litter Bins: up to £120 per bin, agreed

Resolved: to approve all the expenditures above. Proposed by SG, seconded by JS. All in agreement.

LODDON MARINA/PYES MILLS/BROADS AUTHORITY

241 The Service Level Agreement (SLA) is currently being drawn up for consideration by LPC. SNC have stated they will not pay the £1,500 annual fee, which will fall to LPC if they wish to have an SLA in place.

242 Current insurance will not cover the removal of abandoned/damaged/burnt boats; this would be shared between LPC and the Broads Authority and likely cost in the region of several thousand pounds per boat. Came & Co are currently finding insurance to cover the probability of this risk.

243 Refuse Collection: there is no regular collection and due to the difficulty of accessing the site – large refuse freighters cannot access the narrow road - it may prove difficult to find a contractor who would remove refuse for a reasonable cost.

244 The current SLA ceases at the end September 2017; the new draft contract will be presented to LPC in due course for consideration and approval or otherwise.

LODDON TOURIST INFORMATION REPORT

245 New banners have been purchased but noted that the numbers visiting are significantly below 2016; this is very likely due to the change of location. A full report for analysis and action will be considered later in the year.

REPORTS FROM PARISH COUNCILLORS

246 Vandalism on Old Hockey Field: reported that a tree on the field has been vandalised and the tree has died.

247 Parish Councillor interview: the second candidate was thanked for their interest; an email was sent as was not possible to speak with them personally.

248 Bunting and Christmas Lights: the LDBA is arranging for all the bunting to be removed. The Christmas lights will go up 19th November; it was proposed to keep them in place until February but agreed this is too long. Street Fair will be held on 27th May and proposal is to close Bridge Street.

249 BACT: awaiting the outcome of a court case which may have major impact on the provision of community transport, nationally. It is likely that such initiatives may

have to cease as the Department of Transport appears to have little understanding of how these projects work or the positive impact on local communities.

REPORTS FROM DISTRICT AND COUNTY COUNCILLOR

- 250 Street Lighting: street lighting across the District is provided by either NCC, SNC, parish councils and management companies of new developments, or more likely a mixture of the above. SNC is seeking to hand the responsibility of street lighting over to the 10 town and parish councils in the district where SNC manages lighting. Loddon currently has no responsibility for this service.
- 251 Currently residents pay for street lighting as part of their Council Tax payment to NCC and SNC; is it proposed that council tax bills will be reduced by these organisations in direct proportion to the cost being transferred to Parish Councils? If LPC were to take over responsibility the cost would have to be levied on the Precept and householder Council Tax bills.
- 252 Consultation will commence shortly although no timescale has been provided.

SIGNIFICANT CORRESPONDENCE and agree any necessary actions

- 253 The list was received and no further action required.
- 254 Allotments: the current agreement states the allotments are available only to residents of Loddon and Chedgrave yet there are enquiries from Hales residents and plots available. Agreed to bring an amended Terms & Conditions to the October meeting.

DATES OF FUTURE MEETINGS

- 255 - Thursday 12th October. Agenda items to Clerk by 3rd October
- Thursday 9th November. Agenda items to Clerk by 31st October

The meeting ended at 10.20 pm