

LODDON PARISH COUNCIL

Minutes of Loddon Parish Council meeting held on Thursday 10th May 2018 at
7.00pm in The Library Annexe, Loddon

Present:
David Bingham (DB)
Sophie Garrett (SG)
Ray Lumley (RL)
Michael Roe (MR)
June Strickland (JS)
Margaret Wallace (MW)

In Attendance
Howard Keeling (HK) Finance & Projects Officer
Anne Panella (AP) Parish Clerk

WELCOME

42 The Clerk welcomed all to the meeting and confirmed that no-one wanted to record the meeting.

ELECTION OF CHAIRMAN

43 DB proposed JS as Chair and this was seconded by SG. All in agreement and JS was declared Chairman.

ELECTION OF VICE-CHAIRMAN

44 MR proposed RL as Vice-Chair and this was seconded by MW. All in agreement and RL was declared Vice Chair.

APOLOGIES FOR ABSENCE

45 Were received from Paul Clemence, John Coupe, Gary Knights, Barry Stone and Colin Could. John Bussens also did not attend but did not send apologies. A query was raised as to JB's attendance and confirmed he has attended one meeting during 2018.

DECLARATIONS OF INTEREST

46 None were declared

ELECTION TO COMMITTEES, WORKING PARTIES AND OUTSIDE REPRESENTATIVES

47 GK has already confirmed he has stood down as Trustee from the Jubilee Hall Management Committee. MR has confirmed he no longer wishes to continue on the Loddon Buildings Preservation Trust. No other councillors offered to stand as LPC representatives on these committees.

48 DB offered to be on the Personnel Committee and the Sports & Leisure Working Party, replacing Sarah Colman who resigned in March. All other representatives to be remain as current. Schedule of representatives for 2018 to be confirmed at June meeting. **AP**

49 *After despatch MPs accepted the Government amendment to exempt Parish Councils from appointing a DPO under the General Data Protection Regulation.*

To review and approve:

- 50
- a. Standing Orders
 - b. Information Protection Policy: wording at 7.8 to be amended as follows: '*... recipients of LPC emails are prohibited from forwarding, copying or blind copying to any third party outside of the Council.*'
 - c. Retention of Documents Policy

Resolved: to approve the three documents above, with the above amendment. Proposed by MW, seconded by RL. All in agreement.

APPROVAL OF THE MINUTES OF THE MEETING HELD ON THURSDAY 12TH APRIL 2018

- 51 **Resolved:** to approve the Minutes of the meeting held on 12TH April 2018. Proposed by RL, seconded MW. All in agreement.

MATTERS ARISING

- 52 Minute 26: quotation for removal of shelter at Skatepark remains outstanding.
- 53 Minute 27: Confirmed that a quotation for a number of repair works (tennis courts, war memorial amongst them) remain outstanding after several weeks. A formal letter requesting an update has been issued.

REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

- 54 CG stated that discussions are on-going between Broadland and South Norfolk Councils regarding closer working and a pilot is due to commence shortly with regard to back office services.
- 55 BS stated in his report forwarded to LPC Councillors that, as yet, no agreement has been reached between NCC and Halsbury Homes with regard the amended designs for the George Lane roundabout. The Hales roundabout is currently 2/3 weeks behind schedule and the expectation is that George Lane should commence once Hales is completed.

PLANNING

The following applications required a decision from the council:

- 56
- a. 2017/2905: Land at Swan Court: Amended plans to provide 3 letting room and associated landscaping.
- the only difference from the earlier version is the removal of one parking space. The objections made by LPC previously, remain. Proposed by MR, seconded by RL. All in agreement
- 57
- b. 2018/0843: 11 High Bungay Road: single storey extension to dwelling, internal alterations and formation of dormer to rear
 - c. 2018/0844: 13 High Bungay Road: single storey extension to dwelling, internal alterations and conversion of former garage
- Nos 11 and 13 High Bungay Road are submitted by same applicant. No views or comments. Proposed by RL, seconded by MW. All in agreement.
- 58
- d. 2018/0850: 43 Bridge Street and Loddon Mill Barn: form two dwellings
- no alterations appear to be planned for The Mill, a listed building. Motorised access may be an issue. Proposed by MR, seconded by MW. All in agreement.

- 59 The following applications have been approved
- a. 2018/0147: 23 Low Bungay Road: replacement dwelling with attached new dwelling. Approval with Conditions
 - b. 2018/0385: Works to TPO trees: 1B Kittens Lane. Overall reduction of six lime trees
 - c. 2018/0166: 11 Watermeadow Close: single storey rear extension. Approval with conditions

PUBLIC FORUM

- 60 Minutes 33-34: following the closure of the footpath that crosses private land a member of the public has offered to gather evidence forms as some residents would like this to be registered as a formal Public Right of Way. It was noted that this could take several years during which time the landowner is not obliged to permit access to the pathway by members of the public. LPC offered to collate the Evidence Forms and submit to NCC in due course.
- 61 Confirmed that the footbridge behind Loddon Marina has been 'adopted' by the Broads Authority who will repair the structure week commencing 13th August.
- 62 Boat Yards in Loddon: a number of complaints has been received by members of the public of Health & Safety breaches in the area, such as putting raw sewerage into the river. Enquires to the relevant authorities confirm that evidence is required before this matter will be investigated. A number of caravans appear to be staying long-term on this land; it is understood, though not confirmed, that the business is no longer registered with a national caravan organisation. However, providing there are less than five caravans at any time, facilities do not have to be provided.
- 63 Church Plain Toilets: in answer to queries as to why these were closed it was confirmed that South Norfolk Council closed the toilets following the decision by LPC that the continued provision of this facility was too expensive. It was reminded that in the latest Parish Plan residents agreed they would like to retain this facility but did not want to pay for it through their Council Tax or Precept bills.
- 64 George Lane roundabout: concerns expressed that this roundabout will not be built as no agreement can be reached as to the final design. If it were in place, combined with the Hales roundabout, this would assist in reducing the overall speed on the A146, which is at times, very dangerous. A previous request to Highways to implement a 50 mph limit was refused.

FINANCIAL REPORT AND ACCOUNTS FOR PAYMENT

65	Roberts & Son	Printer Paper	£16.20
	Eon	Electricity - Pyes Mill	£9.23
	Anglia Water Business Ltd	Water Rates - Church Plain toilets	£168.97
	Saffron Housing Trust	Garage Rental	£52.00
	Crook Power washing	White lining - tennis courts (PFC)	£300.00
	Loddon Garden & DIY	Grass cutting	£1809.99
	Norfolk Pension fund	2016/17 Pay strain payment	£1000.00
	See The Difference!!!	Toilet Cleaning	£893.67
	Loddon Garden & DIY	Key cutting	£21.00
	Lesley Fish	April Salary	£220.68
	David Greeves	April Salary	£220.85
	Anne Panella	April Salary	£1030.61
	Howard Keeling	April Salary	£482.73
	Norfolk Pension fund	April contribution	£330.48
	HMRC	April contribution	£289.18
	South Norfolk Council	Planning application fee for Skate Park	£234.00
		TOTAL	£7,079.59

66 Invoices received after despatch:

Inty Cascade	£11.28
SNC: Business Rates	£178.00
Npower	£167.42
Talk Talk	£42.99
Roberts: stationery	£92.40
Rigour Survey	£647.50*

67 * This cheque was issued in April, but the recipient lost it. Cost of stopping the cheque is £12.50, which has been deducted from the original invoice of £660.

68 Shower Tokens: this financial year £300 has been taken for these tokens. However, some tokens do not get used and, as a result, new ones are required. 100 new tokens are required at £1 per token.

Resolved: to approve all the expenditures above and the purchase of 100 shower tokens. Proposed by MR seconded by SG. All in agreement.

69 Staithe Toilets: following the closure of the Church Plain toilets these are now experienced significantly increased footfall. The cleaning contractor has suggested a second clean in the afternoon may be appropriate. A total of 1.5 hours per day, rising to 2.00 hours per day in the summer season. A second visit will be made but if nothing is required then LPC will not be billed.

70 It was also agreed that a different style of toilet roll dispenser is provided as most of the toilet rolls are currently being removed.

71 Painting of shower cubicle: it transpires that ordinary emulsion was used to paint the shower area, not water or mould resistant paint. It is now urgently in need of painting as mould is forming on the ceiling.

Resolved: to implement a second clean, painting of the shower cubicle and investigate alternative dispensers. Proposed SG, seconded RL. All in agreement.

72 Staff Pay Rises: Unison have now agreed the pay rises for 2018 and 2019; for the Clerk and Project Officer this is 2% each; for the TIC Co-ordinator and Litter Picker is 9% due to the removal of the lower Spinal Column Points and the implementation of the Living Wage.

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

73 Internal Auditor: the IA has been conducted and no issues have been raised other than the recommendation to provide a quarterly reconciliation Budget to Actual.

74 Risk Register: LPC owns woodland by the A146 but this land is not included on the Asset Register. HK will confirm the exact location and boundary of this land via Land Registry and ensure it is included within the Asset and Risk Registers. **HK**

REPORTS FROM PARISH COUNCILLORS

75 BACT: the DfT is consulting with Community Transport organisations.

76 Leader: over £1 million has been spent in the Waveney Valley; there is currently £60K remaining.

77 LDBA: a new chair was appointed at the recent AGM. The committee has agreed it no longer wishes to have any connection with the Library Annexe. Heads of Terms are to be issued shortly by the landlord (NPS) to LPC when the current lease expires in September 2018.

78 Skatepark: the owner of the shop in Beccles has visited Loddon and viewed the proposed plans; to date no comments have been received. Grant applications will be made to WREN, Sport England, CAN and NPFA. Confirmed that costings are required from Freestyle for formal approval at the June or July LPC meeting.

79 Following the meeting with students at the school they would like to see the shelter retained; the basketball area is currently under-used and any refurbishment is not included within the current plans but the club at the school is over-subscribed and would welcome an additional facility.

80 The plans have been amended following comments at consultation with the removal of some activities as likely to be under-used but will be replaced with an outdoor gym area that is expected will appeal to a wider range of users. Freestyle have been requested to provide an updated version of the plans and detailed costings to be made available for the June meeting.

81 Freestyle is currently sourcing a local contractor to carry out groundworks on the site.

82

83 UK PowerNetworks: a mobile generator is providing power to the roads around Filbert Road. No update or clarification has been provided to residents why this is necessary.

84 Jubilee Hall Management Committee: RL reported that the finances of the committee are now in a stronger position and the loan offered by LPC to cover the installation of the new boiler is not required. However, following recent resignations new Trustees are urgently required. The Accounts have been completed and should be available shortly. The contract with the Football Club has been negotiated and finalised.

Royal British Legion: In previous years RL has arranged a Police escort but this is now not possible due to resource shortages and parades no longer been included within duties that Police will cover. The necessary training would be up to £1,000 per person and therefore too expensive for the RBL branch to fund. Two stewards are required, each for 30 minutes; costs to be obtained from a private company and confirm if LPC Public Liability would cover these contractors. The next meeting is Monday 21st May at 10.00 am at Kings Head.

SIGNIFICANT CORRESPONDENCE and agree any necessary actions

85 Freedom of Loddon: to date three nominations have been received with a deadline of early June. Clerk to arrange meeting of all Councillors to consider the nominations and make a formal proposal for the June meeting. **AP**

86 Public Open Spaces: RL and the Clerk met with the solicitor regarding the handover of the POS on the Taylor Wimpey site. The commuted sum of £125,935 will be paid on completion of the relevant documentation by both parties. All queries have been answered satisfactorily. AP to arrange for the Chair and Vice Chair to sign the handover document which will take effect on date to be agreed.

87 Co-opted Vacancy: following the resignation of Sarah Colman the vacancy is to be advertised in Contact. To date, one application has been received.

88 Playground Inspections: these will be conducted by RoSPA in June and confirmed that work already identified will be undertaken before that date (see Minute 53).

89 Allotments: homeowner has enquired if LPC would sell some land, within the Allotments, for incorporation into their garden. Clerk to meet and ascertain the exact area proposed. It was noted that whilst the provision of Allotments is a statutory duty there are currently a number of plots which remain vacant despite frequent advertising of their availability. **AP**

DATES OF FUTURE MEETINGS: all at 7.00pm in LPC office

- 90
- Thursday 10th June. Agenda items to Clerk by 5th June
 - Thursday 12th July. Agenda items to Clerk by 3rd July

The meeting ended at 9.30 pm