
Minutes of The Annual Meeting of Loddon Parish Council held on Wednesday 12 May 2021, 7.00pm at the Library Annexe Rear Hall.

Present: Cllr June Strickland, Chairman (JS), Cllr Kay Mason-Billig, Vice-Chairman (KB), Cllr Arthur Morris (AM), Cllr Jane Hale (JH), Cllr Sophie Waggett (SW), Cllr Mervyn Pointer (MP), Cllr Alan Wildman (AW), Cllr David Tarry (DT), Cllr Stephen Jones (SJ), Cllr Margaret Wallace (MW), Cllr Michael Martins (MM).

In Attendance: Emily Curtis (Parish Clerk), Georgina Hirst, (Responsible Finance Officer, RFO), and three members of the public attended remotely via Go To Meeting.

Absent: None.

1. Welcome

Cllr JS welcomed everyone to the meeting. The Clerk confirmed that she wished to record the meeting.

2. Remote Meeting Protocol and Etiquette

The Chairman informed the Council that members of the public will attend remotely and that microphones should be muted until the Public Forum, when they will be invited to contribute.

3. Election of Chairman and Declaration of Acceptance of Office

Two nominations had been received for the role of Chairman; Cllr JS proposed Cllr KB (seconded Cllr MW) and Cllr DT proposed Cllr JH (seconded Cllr AM). Cllr KB received 5 votes, and Cllr JH received 5 votes. The Chairman made the casting vote, and it was **RESOLVED** to elect Cllr KB as Chairman. The Declaration of Acceptance was signed.

4. Election of Chairman and Declaration of Acceptance of Office

Two nominations had been received for the role of Vice-Chairman; Cllr AW proposed Cllr DT and Cllr KB proposed Cllr JS (seconded Cllr MW). Cllr DT declined the nomination. Cllr JS was elected as Vice-Chairman. The Declaration of Acceptance was signed.

5. Apologies for Absence: District Cllr J Rowe.

6. Declarations of Interest

Cllr SW declared a non-pecuniary interest in item 12.

Cllr DT declared a pecuniary interest in items 12 and 16.

7. To Approve the Minutes of the Meeting Held on the 14 April 2021

Minutes of the meeting held on 14 April 2021 were **APPROVED** as a correct record with an amendment to the date of the War Memorial Centenary event, it should have read '23 May 2021'.

8. Working Party (WP) Membership and Outside Representatives

8.1 The existing working party membership was agreed, and it was **RESOLVED** to add Cllr JS to the Allotment WP. **ACTION:** Clerk.

- 8.2 It was **RESOLVED** to form a finance WP with automatic enrolment for the leaders of the Working Parties, Chairman and Vice-Chairman. **ACTION:** Clerk, timetable review of arrangements for 12 months' time.
- 8.3 It was **RESOLVED** to dissolve the budget WP. **ACTION:** Clerk.
- 8.4 It was **RESOLVED** to keep the existing Outside Representatives.
9. **Schedule of Policies**
The Schedule of Polies was considered, and it was **RESOLVED** to review the Health and Safety Policy at the June 2021 meeting. **ACTION:** Clerk.
10. **Asset Register**
The Asset Register was presented to Council for approval. The Clerk explained that it was in the process of being updated and that the Public Open Space WP will be reviewing the assets over three planned meetings. **ACTION:** RFO/POS WP.
11. **Insurance**
A copy of the insurance had been previously circulated to Cllrs via Droprox and it was **RESOLVED** that the Council was adequately covered.
12. **Council's expenditure incurred under section 137 of the Local Government Act 1972**
Section 137 (1) of the Local Government Act 1972 (LGA72) is a statutory power that gives the: ***Power of local authorities to incur expenditure for certain purposes not otherwise authorised. (1)A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants,***
There is a strict limit for the maximum amount of expenditure a parish council can make under the S.137 power, it is an annually set amount per elector in the parish. The Parish Council may only use this power when there is no other specific power available; it is therefore a '*power of last resort*'. Furthermore, the Parish Council may only use the power to benefit some or all parish inhabitants, not an individual. S.137 cannot be applied retrospectively.
For 2020-21 the max amount was £8.32 per elector x 2288 (number of electors) = £19,036.00. However, the amount in the 2020-21 budget was significantly lower at £50.00.
The S.137 expenditure incurred for 2020-21 was £55.50. This was three donations of £18.50 to the Royal British Legion for three poppy wreaths for VE Day, VJ Day and Remembrance Sunday.
For 2021-22 the max amount is £8.41 per elector x 2288 (number of electors) = £19,242.08. The amount in the 2021-22 budget is also significantly lower at £150.00.
13. **Meeting Dates for 2021**
The dates for the meetings had been previously circulated via Dropbox and it was **RESOLVED** to continue with the Council meeting on the 2nd Wednesday of the month at 7pm.
14. **Matters Arising:**
- 14.1 **Church Plain Car Park Streetlights**
The streetlights on Church Plain Car Park have been repaired by South Norfolk Council (SNC).
- 14.2 **Permissive Path (Pyes Mill/Holy Trinity Church, Pyes Mill/Marina)**
The Council has received an update from the landowner. The Permissive Footpath between Pyes Mill and Holy Trinity Church will reopen in a few weeks, after the landowner has received permission to carry out the culvert work, and the dredging work has dried out. This will allow visitors to walk into Loddon via Church Plain, thus giving access to Loddon businesses. The landowner has reported that signage that has been displayed has been removed/damaged

within 24 hours and replacement is futile. Cattle fencing has been damaged and the gate from the paddock stolen. Unfortunately, this continual vandalism is delaying the work to the paths and putting others at risk from the cows and bull in the field. It was **RESOLVED** to install some temporary signage to advise people how to access the centre of Loddon. **ACTION:** Cllr SJ (Footpath Warden).

15. To receive reports from County and District Councillors in attendance and Public Forum:

15.1 County Councillor

Cllr KB informed the Council that the construction of the roundabout will commence in June 2021 and the work is anticipated to take 22 weeks. Cllr KB has been investigating the weeds growing on the pavement on Bridge Street and SNC have informed her that they are unable to clear the pavements, responsibility lies with the householders. Cllr KB will speak to the Co-Op about removal of weeds outside their building. **ACTION:** Cllr KB

15.2 District Councillor Jeremy Rowe

District Cllr Jeremy Rowe had circulated a report to Councillors prior to the meeting. Cllr JR's surgeries will resume in the summer when it should be safe to hold them again. In the meantime, Jeremy can be contacted on 07733 323 581.

15.3 District Councillor Kay Mason-Billig – Annual Report

The last 12 months have been incredibly difficult ones for all of us. None of us realised that Covid 19 would be with us for so long or affect so many. At South Norfolk we have been tasked with issuing government funding to help residents and businesses in need.

Our staff have stepped up during the year and have provided the following support locally:

- Taking over 51,000 calls to the Housing and Benefits team
- £73,000 paid out through the Covid-19 hardship fund
- £1,260,935 paid in extra Council Tax support
- 10,000 businesses called to offer support
- £84 Million in grants distributed to local businesses

On top of this we have:

- Collected 2,750 prescriptions
- Done 3,150 shopping trips
- Delivered 4,000 food parcels
- Supported 45 community groups, totalling 4,000 volunteers

We have also sheltered those in need by:

- Housing 739 residents
- Providing housing advice to over 1,600 people every month

Locally, as your councillor, I have been pursuing schemes to improve our environment including:

- Chairing the meetings of interested parties to get the Loddon roundabout built – we now have a start date of June 2021.
- Taking part in the Wherryman's Way steering group, pressing for the investment needed to reopen it along its whole length – dredging the river to reinstate the footpath will start in Autumn 2021.
- Championing phone mast applications to improve the abysmal mobile phone signal locally – we now have approval for two new masts, one in Chedgrave (at the telephone exchange on Langley Road) and one in Loddon (opposite the vets on Beccles Rd).

- • Assisting local businesses to get grants to help them through the Covid crisis by signposting them to council staff and providing information on what is available.
- • Using my Members Ward budget to get CCTV installed to prevent vandalism and anti-social behaviour and providing funding for Loddon on Call, so that they can replace their defibrillators with the latest models.
- • Liaising with the Police to tackle anti-social behaviour and vandalism.

As always it is a pleasure to meet local people and to do my best to assist where I can to improve our villages and protect our way of life.

15.4 Public Forum

A member of the public reported that the audio quality of the meeting was not clear. Another member of the public enquired as to why the Information Centre (IC) had not opened this year. The Clerk explained that the Council had **RESOLVED** to relocate the IC to the Library, and due to Covid-19, the Library were unable to accommodate the IC until 2022.

Cllr MM arrived at the meeting.

16. Reports from Council

16.1 Chairman's Report

The Chairman deferred the item as there were no items to report.

16.2 Parish Councillors' Reports

Cllr JH proposed that the bin on George Lane/Bridge Street junction should be relocated so that it serves all three takeaways. **ACTION:** Clerk to ask NCC Highways, Gary Overland if the bin can be relocated.

Cllr JH enquired as to whether the Public Spaces Protection Order Section 59 requests that dogs are kept on leads to reduce dog fouling. Clerk relayed SNC information informing Council that dog owners would be prosecuted for dog fouling but keeping dogs on leads was not enforceable. **ACTION:** Cllr KB to enquire at SNC.

Cllr MW had previously distributed leaflets explaining the role of the Loddon Town Estate Trust. Cllr KB has reported to PC Banes that vehicles are lifting a bollard on the pedestrian area on George Lane/Bridge Street to park there. **ACTION:** Report to SNC for repair.

Cllr MW reported that there was graffiti on two of the benches on Church Plain.

It was agreed that Clerk could use delegated powers to purchase a tablet so that Cllr MW can access her meeting papers and emails digitally. **ACTION:** Clerk, add to next Agenda for ratification.

It was mentioned that Farthing Green had not yet been cut, but this was likely to be due to the contractor waiting for the bulbs to die back.

16.3 Clerk's Annual Report

Firstly, I would to thank Cllr June Strickland, our outgoing Chairman for her unwavering support to both Georgina and I over the last year, and we look forward to working with the new Chairman and Vice-Chairman. The Pandemic has given us additional challenges to face in the office, but despite that, and with the support of the Council and the Cllrs, the Council has worked hard to improve the facilities and services that Loddon Parish Council is able to offer the community.

Community Engagement

The Loddon Parish Council Facebook page has grown its audience from 200 followers to in excess of 500 in the last twelve months. I have shared relevant, unbiased information on a regular basis, and the increased engagement from the public has meant that Cllr vacancies have been filled almost immediately, and we have been pleased to welcome new Councillors to the Council. Facebook is also an excellent tool for asking for help, and we have been very

grateful to receive offers from volunteers on projects within the community, such as the recent restoration of the two wooden village notice boards and the installation of the tree plaques.

The Council has received positive feedback about the new website, and the accessible content, and the officers work hard to keep the information current for parishioners and compliant with the Transparency Code.

The magazine contributions to the now named ChetContact have been regular, and the additional content in the updates have been well received.

The flower towers throughout the village have also been well kept thanks to volunteers' efforts. The office has received countless emails and phone calls from parishioners over the last year and have worked hard to ensure that responses were provided in a timely manner and queries where possible have been resolved.

Events

The Council supported the Royal British Legion with the organisation of the Remembrance Sunday event, and despite Covid-19 concerns, it was a very poignant occasion. The Council were very grateful to Caroline Dwen and her volunteers for providing additional marshal support to ensure that the event was Covid-19 safe, and we are hopeful that this year, the full parade will be able to go ahead without any restrictions.

The Christmas light display was as impressive as always, despite a few initial challenges. The community offered consent to display lights, and provided electrical supplies for the installation and the Loddon Swan even offered a Christmas Tree to ensure the event went ahead. Thanks again to Cllrs Morris and Pointer, plans are well underway for the 2021 Christmas light display.

Staffing

Sadly, LPC had to make a long serving employee redundant this year as the Information Centre has been unable to open for a further year due to Covid-19. The Council is hopeful that the Information Centre will relocate to the Library as planned in 2022, although unfortunately it will no longer be able to have volunteers assisting the visitors.

The last twelve months have been a busy time for recruitment, with our new RFO, Georgina welcomed into post in September 2020 and an Admin and Allotment Officer soon to be in post. Thanks to David for consistently working hard to keep the Playing Field and Hockey Field clear of litter and the Play Areas safe.

Having now been in post for a year, I have obtained my Certificate in Local Council Administration, and I look forward to another year at LPC, building on my experience and existing qualifications.

The Council in General

The staff have worked hard to reorganise the office and to ensure that the Council is compliant, particularly in respect to statutory compliance for the Parish facilities.

Another recent improvement to the village has been the installation of CCTV at the Staithe toilets. Thanks to District Cllr Kay Mason-Billig for offering her Members Grant to cover the cost. The CCTV has reduced antisocial behaviour and is supporting the Police when crime and vandalism has been reported. Georgina and I are also very grateful to the support of Cllr Tarry and Wildman for inspecting the Staithe toilets twice daily and ensuring that they are locked at night.

Additional improvements include the following:

The Council has;

- Adopted 30 streetlights from SNC and upgraded those streetlights to LED lanterns to reduce energy supply costs.
- Worked closely with SNC to improve the Staithe and were recently delighted to receive the news that SNC have taken responsibility for the Staithe footbridge.

- Sourced new and affordable Freedom of Loddon Plaques.
- Improved the management of the allotments, including a new scaled plan, plot signs and the newly formed Allotment Officer role. There is now a healthy waiting list for Loddon Allotments.
- Near completion of the adoption of the public open space on Broadlands Meadow.
- New signage for the Staithe WCs.
- Progressed a joint Neighbourhood Plan with Chedgrave Parish Council.

Loddon and Chedgrave Playing Field Committee (PFC)

Both Chedgrave and Loddon PC's jointly share responsibility for the Playing Field, and the RFO and I work for the PFC as the Treasurer and Secretary respectively. Below is a brief summary of the work we have implemented on behalf of the PFC in the last twelve months;

- Tree work has been completed (particular on the leylandii around the Tennis Courts)
- The Tennis Courts have been cleared of moss.
- An online booking system has been set up to allow people to book the tennis courts at any time.
- The area near the containers which had caused concern with its antisocial behaviour has been cleared of vegetation, trees and sharps.
- A joint CCTV venture between the users of the Playing Field and the Jubilee Hall has been agreed, and it is hoped that it will reduce antisocial behaviour and dog fouling issues.
- A grant of £6,000 has been obtained from the Lawn Tennis Association to install a keycode system to make the Tennis Courts booking process simpler.

16.4 Clerk Report - April/May Update

In the last four weeks, in addition to the usual tasks, the focus has been on the recruitment of the new Administration and Allotment Officer. Thank you to the Personnel Working Party, particularly Cllr Strickland and Pointer for interviewing the candidates over the two days. The Council was pleased with the calibre of candidates, and we look forward to working with the new appointee.

Cllr Wallace has finalised the War Memorial Centenary event, and the newly renovated Notice Board has been installed on Church Plain in readiness for the new poster detailing the history of the War Memorial.

The Parish Office/Rear Hall now has a waste collection service. We are grateful to SNC for agreeing to provide the service at a reduced cost, due to the Council's provision of a community hall.

Also, thanks to Cllr Morris for volunteering to deliver the recently delivered SNC 'Shop Safely' posters to Loddon's High Street businesses. More copies are available from the office.

17. Finance Report

17.1 Annual Accounts

The Financial Statement for 2020-2021 and the final bank reconciliation to 31/03/2021 had been circulated to Cllrs via Dropbox. It was **RESOLVED** to approve the Financial Statement.

17.2 Accounts for Payment in Accordance with the Budget

The RFO presented the list of payments and it was **RESOLVED** to approve this list of payments. **ACTION:** RFO

Date	Payee	Item	Payment Method	Amount / £
13/04/2021	Amazon Business UK	Cleaning equipment	CC	41.99
15/04/2021	Buzz Networks Ltd	Virtual Landline	CC	5.95
17/04/2021	Amazon Business UK	Meetings - IT equipment	CC	50.30
20/04/2021	Amazon Business UK	IT equipment	CC	51.05

23/04/2021	Post Office Ltd	Signed for post	CC	2.25
26/04/2021	Lidl	Wipes and hand gel	CC	5.56
02/05/2021	LogMeIn Technologies	GoTo Meeting	CC	13.20
26/04/2021	Lloyds Bank	Multipay card charges	BC	6.00
03/05/2021	Everflow Water	Staithe Water	DD	257.39
05/05/2021	South Norfolk Council	Staithe Toilet Rates	DD	170.00
05/05/2021	South Norfolk Council	Office Rates	DD	434.00
05/05/2021	British Gas	Staithe Electricity	DD	134.72
08/05/2021	intY Ltd	2 x Office 365	DD	22.56
10/05/2021	Adept IT Solutions	IT Support	DD	28.80
18/05/2021	British Gas	Office Gas	DD	146.28
22/05/2021	SSE Southern Electric	Streetlights	DD	131.40
24/05/2021	British Gas	Office Electricity	DD	32.43
19/05/2021	Saffron Housing Trust	Garage Rent	SO	54.17
12/05/2021	Tas Valley Fire (UK) Ltd	Fire safety + emergency lighting - Annexe	300016	703.20
12/05/2021	HM Revenue & Customs	Tax & NI - May 2021	300017	712.88
12/05/2021	Norfolk County Council	Office Rent May 2021	BACS	500.00
12/05/2021	Adept IT Solutions	New Admin laptop setup	BACS	164.91
12/05/2021	Loddon Garden & DIY	Grounds Maintenance	BACS	705.04
12/05/2021	Norwich Glass Company	Annexe window repairs	BACS	556.92
12/05/2021	Top2Bottom	Cleaning	BACS	1,113.17
12/05/2021	Micropress Printers Ltd	Broadcaster Advert	BACS	240.00
12/05/2021	Viking Direct	Stationery and sweeper	BACS	102.35
12/05/2021	South Norfolk Council	Annual Annexe waste and recycling collection	BACS	87.50
12/05/2021	Plot 1A	Allotment rent refund	BACS	35.00
12/05/2021	*Redacted*	Noticeboard renovation	BACS	111.92
12/05/2021	South Norfolk Tree Services	Tennis court - tree/ivy work and oak tree crown	BACS	900.00
12/05/2021	Salaries	May 2021	BACS	2,770.63
12/05/2021	E Curtis	Expenses	BACS	6.99
12/05/2021	Norfolk Pension Fund	Pensions - May 2021	BACS	908.58
Total Payments				11,207.14
Date	Received From	Item	Payment Method	Amount / £
23/04/2021	South Norfolk Council	Local Restrictions Support & Restart Grant	BACS	8,573.43
30/04/2021	South Norfolk Council	Precept: April-Sept 2021	BACS	64,351.50
11/05/2021	Get Me Out the Four Walls	Rear Hall Hire inc. £50 returnable deposit	CHQ	110.00
12/05/2021	Allotments 4A, 4B	2021-22 Allotment rent	CHQs	65.00
09/04/21 - 12/05/21	Allotments 2B, 6A, 7A	2021-22 Allotment rent	BACS	50.00
11/05/2021	Bridge Stores	Shower Tokens	CASH	148.00
11/05/2021	Kings Head PH	Shower Tokens	CASH	33.00
Total Receipts				73,330.93

17.3 Bank Signatories

It was **RESOLVED** that Cllrs MP and JS will attend the office to authorise the above payments. **ACTION:** Cllr MP/Cllr JS/RFO.

17.4 Bank reconciliation to 30 April 2021

It was **RESOLVED** to approve the bank reconciliation. The balance of Loddon Parish Council's bank accounts as of the 30 April 2021 was £170,007.44.

17.5 Contribution to the Playing Field Committee CCTV System

It was **RESOLVED** to decrease LPC's contribution and to utilise the existing financial arrangement between Chedgrave Parish and Loddon Parish Council (LPC); the Loddon & Chedgrave Playing Field Committee. LPC's contribution will be £2,227.08, as LPC will be solely paying for the PTZ camera that covers the Skate Park and Play Area and contributing toward the installation costs and the Hockey Field camera. **ACTION:** Clerk/RFO.

Equipment	Location/Area to cover	Total	LPC	PFC	Jubilee	LUFC
Hikvision 4TB hard drive (DS-7608 NVR)	Installed in Jubilee Hall Office	366.67	91.67	91.67	91.67	91.67
CCTV Monitor	Installed in Jubilee Hall Office	83.33	20.83	20.83	20.83	20.83
1 - Hikvision 4K Bullet camera	External Building - Football garage and containers	250.00	-	125.00	62.50	62.50
2 - Colourvu 8MP camera	External Building - Front car park	291.67	-	145.84	72.92	72.92
3 - Hikvision 4K Bullet camera	External Building - Playing Field	250.00	-	125.00	62.50	62.50
4 - Hikvision 4K Bullet camera	External Building - Playing Field and Terrace	250.00	-	125.00	62.50	62.50
5 - Colourvu 8MP Camera	External Building - Car park entrance, Hockey Field	291.67	72.92	72.92	72.92	72.92
6 - Hikvision 4K PTZ camera	Play Area and Skate Park	1,958.33	1,958.33	-	-	-
Installation	Internal Building	333.33	83.33	83.33	83.33	83.33
Total		4,075.00	2,227.08	789.59	529.17	529.17

17.6 Replacement Tree Wraps for Church Plain Christmas Display

The existing tree wraps are approx. seven years old, and they have exceeded their lifespan of five years. Cozens have been instructed to remove the five tree wraps on Church Plain week commencing 24/05/2021. South Norfolk Council will then be carrying out tree pruning. The quote to purchase and install five new low voltage LED tree wraps is £4,524.95 + VAT. It was **RESOLVED** to accept this recommendation. **ACTION.** RFO

17.7 Additional Christmas light display at the Staithe

Cozens have quoted for 3 cool white and 3 warm white mistletoe (starbursts) installations to be installed on the large tree fronting the Staithe Car Park. The cost to purchase these lights is £1,238.68. The cost to install these lights annually is £510.00. This proposal will bridge Chedgrave's and Loddon's Christmas light display. It was **RESOLVED** to vire £2,100 from General Reserves to cover the additional amount required for these additional Christmas lights. **ACTION.** RFO

17.8 Play Area Inspection Costs

The Council considered several quotes for the annual RoSPA Safety inspection of the Kittens Lane Play Area and Skate Park.

RoSPA Play Safety

£182.50 + VAT

David Bracey Play Safety Inspections

£180.00 + VAT

Eastern Play Services £190.00 + VAT
The Council **RESOLVED** to accept the quote from David Bracey Play Safety Inspections.
ACTION: RFO.

17.9 Internal Audit and Annual Governance and Accountability Return (AGAR)

The Internal Audit will be completed before the June meeting, and sections one and two of the AGAR will need to be signed at the June meeting of the Parish Council. **ACTION:** RFO

17.10 Statement of Internal Control for 2020-2021

The Council **RESOLVED** to adopt the Statement of Internal Control 2021-2021. **ACTION:** RFO.

17.11 Subscriptions

Current membership subscriptions for 2021-22 are:

Norfolk Parish Training and Support	£500.00
Norfolk Association of Local Councils	£136.55
Society of Local Council Clerks	£166.00
Total	£802.55

The 2021-22 budget for subscriptions is £814.00.

18. Correspondence

18.1 Armed Forces Covenant

It was **RESOLVED** to sign the Armed Forces Covenant. **ACTION:** Clerk.

18.2 Closure of Permissive Footpath Pyes Mill/Marina

Copies of the emails received had been circulated via Dropbox prior to the meeting. The item was discussed earlier in the meeting.

18.3 Closure of South Norfolk Council's (SNC) Condolence book for HRH The Prince Philip, Duke of Edinburgh

The Council did not agree a contribution.

18.4 Chet Valley B-Line

An update was received from Andrew Milner. No action required.

18.5 Parking on George Lane/Bridge Street Junction

Further correspondence has been received from a resident regarding the parking issues, and despite several emails, a meeting has yet to be arranged with Ali Pridmore at SNC. It was **RESOLVED** that Cllr KB will send a reminder to Ali Pridmore. **ACTION:** Cllr KB.

18.6 Bird Scarer on Norton Road

Cllr KB has tried to contact the landowner as the scarer is emitting noise too early in the morning. Information regarding the use of bird scarers is available on SNC's website.

18.7 Asset of Community Value

SNC have confirmed that the Swan Bowls Green has been approved as an Asset of Community Value and will be added to the Council's Community Asset register for a period of five years. Should the Swan Bowls Green be put up for sale, the community will be given the opportunity to purchase it, through Community Right to Bid (CRTB). **ACTION:** Clerk to inform Bowls Club.

19. Centenary of Loddon War Memorial

Cllr MW informed the Council that the Centenary event will take place on Sunday 23 May 2021 at 4.00pm. This outdoor Public Rededication Service will be held at Loddon War

Memorial by Reverend David Owen, and the bells will be rung on completion of the service. New content for the Notice Board has been printed by GraphixBank in Chedgrave. It was **RESOLVED** to temporarily close the five spaces opposite the War Memorial and Cllr AM agreed to put out the traffic cones to advise drivers. It was **RESOLVED** to ask Andrew Carver to clean the War Memorial before the event. **ACTION:** Cllr MW/Cllr AM/Clerk.

20. Loddon and Chedgrave Playing Field Committee (L & C PFC)

Cllr JH reported that there have been further incidences of vehicles driving on the Playing Field and damaging the pitch surface, and the installation of the CCTV is required as soon as possible. The amount that the L & C PFC will contribute to the proposal will need to be agreed before the contractor can be instructed.

21. Report from the Chet Working Party – written by Cllr DT

Loddon Staithe

During the early part of 2021, we saw a huge improvement in the appearance of the Staithe area. SNC has cleared away much of the previously overgrown landscaping and prepared the patio base ready to accommodate the promised (SNC) barbeque stand/shelf. SNC has replaced the damaged quay headings and mooring posts, the car park bay markings have been re-painted and the road-side information board has been repaired and upgraded.

SNC has accepted responsibility for the pedestrian footbridge to the Millennium Garden and we now await advice as to when funding will be made available to repair the bridge and bring it back into public use.

Pyes Mill has also had the posts and barrier replaced.

Loddon Staithe Toilet Block

Following repeated damage incidents, CCTV has been installed at either exterior end of the block, the cameras being protected by wire cages.

Members of the working party check the toilet blocks two (or more) times daily and liaise regularly with the contract cleaner.

Recent incidents of serious fouling of the toilets and shower, combined with on-going maintenance issues, lead us to recommend the following:

- Reduce Summer opening hours so as to close the block at 07.00pm each day; and correct information signage as appropriate
- Arrange for repair of the broken lock on the shower door
- Arrange to replace the missing exterior handle on the shower door
- Arrange inspection/repair of button cistern flushes, some of which are not functioning as they should (sticking)
- Arrange to correct automatic lighting on/off times

Pyes Mill

No major day to day issues have occurred at Pyes Mill, although we are seriously concerned at the failing state of the footbridge leading into the field.

The permissive footpath across the field remains closed until further notice. We are advised it is the landowner's intention to re-route and re-open the footpath once land works are completed, but no timescale is available at the date of this report.

Over-Staying Boats

Throughout the Covid-19 lock down periods, BA suspended mooring stay time limits. This resulted in a number of poorly maintained/undesirable craft being tied up at the quay (and at Pyes Mill) for extended periods. We had no power to deal with this situation.

Now that Covid restrictions are gradually being removed, BA stay times are once again enforceable and rangers are actively working with members of the working party, with considerable success, to minimise stay time abuse.

- 22. Report from the Public Open Space Working Party – written by Cllr JS**
Broadland Meadow - The Council had concerns about the safety of the steps, and Taylor Wimpey (TW) have offered to install a matching handrail.
TW have offered to paint the Play Area fencing in situ using Hammarite paint, (colour to match the gates).
The Council requested a resin/gravel (or another permanent solution to be agreed with LPC) within the going of the steps to prevent the surface being washed away in future. **ACTION:** Clerk.
The Working Party have scheduled village asset inspections; 26 May, 29 June and 27 July 2021. **ACTION:** POS WP.
- 23. Report from the Allotment Working Party – written by the RFO**
The two tenants discussed at last month's meeting who do not live in Loddon or Chedgrave have been given notice to vacate their plots.
Following the annual rent renewal and people moving away, several plots were given up and have been newly allocated to four local residents. There is one remaining plot, 11A which is not yet allocated – 11A is a small new, uncultivated plot and is very close to the road so it is understandable that people are not too keen to take it on.
There are currently ten people on the waiting list.
- 24. Report from the Christmas Lights Working Party – written by Cllr AM**
- Lighting Strings up and down the Street**
At the April meeting LPC resolved to appoint Loddon Garden Centre (Andrew Carver) to install and take down the lights at the start and end of the lighting season (usually early Dec to early Jan) on a 3-year contract.
The lights are currently being stored at the LPC office and Cllr's Pointer & Morris will sort out PAT testing etc in September to ensure they are in good order and identify any strings that need replacing.
- Tree wraps Church Plain**
Again, as reported at the April meeting, the tree wraps have reached the end of life stage. A quotation was received from Cozens (currently our other "specialist" Xmas light contactor) for removal of the old tree wraps, and this was accepted by the council. This work will be co-ordinated with work South Norfolk Council will do in relation to tree pruning etc.
Quotations will be obtained for new wraps to be installed in time for the 2021 Xmas season.
- Motifs suspended from lamp standards at Church Plain and Staithe car parks.**
There are 4 motifs that are connected to lamps standards at Church Plain and 6 small motifs at the Staithe car park. The work is usually undertaken by Cozens who store the motifs on behalf of LPC.
Given that Cozens maintain and store these motifs on our behalf at no additional cost it would be difficult to appoint a different contractor and recover the motifs and hand over to a new installer.
- Additional decoration at the Staithe Car Park**
It was also agreed at the April 2021 meeting that we should seek quotations for additional lighting (mistletoe ball type decorations) to be hung from the large tree at the entrance to the car park for the 2021 Xmas season. A quotation has been received and is part of the Finance Report.
- 25. Report from the Neighbourhood Plan Working Party – written by Cllr JH**
The Neighbourhood Plan Steering group will meet on the 4th Wednesday of each month. The Neighbourhood Plan Steering Group/Working Party has met a couple of times remotely. It was confirmed that we need to get a consultant on board as soon as possible as we don't

really know the best way forward. Georgina, as the designated officer for the project, is getting quotes for several companies who undertake and specialise in this type of work and it is hoped by the next meeting (last Wednesday of each month) we will have a list to enable a short list of possible companies to be asked to quote for the work. We will have grants from various bodies to enable this to be undertaken within budget, hopefully.

I am to have a meeting with Colin Gould as Chedgrave Chairman and a representative on the steering group to go through a document that Chedgrave want to put in place, a Terms of Reference document for the Steering Group. Trying to get everyone to understand that this is not just a Parish Council project, it is a community project and we want as many members of both parishes as want to be involved, to be involved in some way. There will be many small groups within the project looking at different areas – e.g. the environment, footpaths, transport just to name a few, not just ‘how many houses will we accept’ and both Chedgrave and Loddon will have their own distinct take on these issues and this will be written into the plan as such – this is not an exercise in one rule fits all, Chedgrave and Loddon are two distinct parishes and if it is their wish to remain individual, that is fine. If they want to join forces, that is also fine.

The Steering Group will report back monthly, particularly when it comes to making payments for any consultants.

26. Report from the Planning Working Party – written by Cllr JH

It was **RESOLVED** to appoint Cllr JH as the leader of the Planning Working Party.

The Planning Working Party met with representatives of Hopkins Homes to consider their Master Plan for the proposed 180 dwellings off Beccles Road, opposite to the Loddon Business Park. This was a full and frank discussion with the WP pointing out various aspects of the proposed designs including the lack of parking for visitors, poor parking solutions for some of the properties which will in turn cause residents to park on the nearest available piece of hard standing. They have allowed for 2 parking spaces which is above the County planning requirement but may still be insufficient.

They have provided green open spaces within the site – small and not well placed. There is a scrubby hedge/tree barrier on the northern/eastern boundary of the site which they are gloriously calling a ‘woodland walk with trim trail’ with adjacent children’s play area. It was pointed out that this play area was inappropriately placed as it was not overlooked by any property and posed both a safety threat to young children and a collection point for youngsters.

Concern was raised regarding overlooking of the properties on Norton Road, the Hopkins Homes representatives assured us that they had met with the residents and that mitigating works would ensure no or very little overlooking with bungalows being placed along the northern boundary. It is intended for some 40 affordable homes, 1, 2 and 3 bedroomed properties. There are a mix of styles and Hopkins Homes say they are taking on board the style of properties in the village. It is regrettable that not every property will have adjacent parking as this is always a concern as it creates lots of on-street parking which in itself is a hazard for emergency vehicles.

There will be cycle/footway routes throughout the site, and we indicated that street lighting would not be needed but some footway lighting might be required in some locations. It is intended that there will be further parish consultation – a flyer was suggested in Chet Contact to engage with residents. A revised plan was requested but Hopkins Homes are anticipating putting in a planning application possibly during June. It is anticipated that to gain approval could take up to a year to get everything right. It is hoped a revised Master Plan will be lodged

with the Clerk, so it is available for everyone to have a look and we hope submit comments to the Clerk for collation and reporting to Council for when Council actually have to comment on the application.

The Council **RESOLVED** to concentrate on five main areas of improvement for the development. **ACTION:** Planning WP.

26.1 Planning Applications Received from South Norfolk Council:

- **2021/0953**, Works to trees in Conservation Area. Monkey puzzle - Fell due to very poor condition and possible honey fungus. 4 Low Bungay Road Loddon NR14 6JW. **Deadline: Not Consulted.**
- **2021/0797**, Proposal: Extensions and alterations, new brick pier and double garage. Location: 7 Bridge Street Loddon NR14 6LZ. **Deadline: 04 May 2021. Clerk replied using Delegated Powers – No objections.**
- **2021/0798**, Listed Building; Proposal: Extensions and alterations, new brick pier and double garage. Location: 7 Bridge Street Loddon NR14 6LZ. **Deadline: 05 May 2021. Clerk replied using Delegated Powers – No objections.**
- **2021/0806**, 3 Norton Road Loddon Norfolk NR14 6JN. Remove existing timber garage, erect new timber garage with connecting shed. Proposed greenhouse. **Deadline: 05 May 2021. Clerk replied using Delegated Powers – No objections**
- **2021/0728**. Proposal: Replacement of existing garage with new barn structure. Location: Stubbs Cottage Stubbs Green Loddon NR14 6EA. **Deadline 07 May 2021. Clerk replied using Delegated Powers – No objections**
- **2021/0955** Proposal: Listed Building. Double Garage with storage above. Location: 2 Beccles Road Loddon NR14 6JQ. **Deadline: 22 May 2021. Clerk replied using Delegated Powers – No objections**
- **2021/0954** Proposal: Double Garage with storage above. Location: 2 Beccles Road Loddon NR14 6JQ. **Deadline: 22 May 2021 - Clerk replied using Delegated Powers – No objections.**
- **2021/0931** – Proposal: Extension to storage unit, Unit 6 Douglas House Little Money Road Loddon Norfolk NR14 6JD. **Deadline: 28 May 2021 - No objections.**
- **2021/0985** – Request for an EIA Screening Opinion for the proposed erection of 180 dwellings. Land To the East of Beccles Road, Loddon. **Deadline: 27 May 2021. – No comment.**

26.2 DECISIONS on Planning Applications by South Norfolk Council:

- **2021/0521**, 120 Oak Avenue Loddon Norfolk NR14 6FW. Erection of conservatory to rear. Approval with Conditions. Date of Decision: 27 April 2021
- **2021/0665**: 6 High Bungay Road Loddon Norfolk NR14 6JT. Pollard Myrobalan Plum at 1.5m. No objections. 28 April 2021
- **2021/0755**. 23 Gunton Road Loddon Norfolk NR14 6DP. Rear extension to dwelling, with rear wall to contain bi-fold style doors. Roof will be lean-to design containing 2 x Velux style windows. Approval with Conditions. Date of Decision: 28 April 2021
- **2021/0079** Works to trees in Conservation Area 18 High Street Loddon Norfolk NR14 6AH. T1 & T2 Acer - fell, T3 Beech - Reduce and shape to approximate 5m. No objections.

26.3 PLANNING APPLICATIONS received from Broads Authority: None.

26.4 DECISIONS on planning applications by Broads Authority: None.

27. Highways

27.1 Speed Awareness Message (Sam2)

A report was circulated to the Cllrs prior to the meeting. The Council gave thanks to Bryon Spark for moving the Sam2 to its new location each month.

28. Items for Future Agenda

- Ratification of a tablet purchased for Cllr access of emails/Dropbox.
- Tourist village map.
- Vandalism to the Staithe toilets.
- Working Party membership.

29. Exclusion of Public and Press

It was **RESOLVED** to exclude the public and press.

30. Personnel Working Party Update

The Personnel Working Party recommended that candidate 2 should be offered the position of Loddon Parish Council's Administration and Allotment Officer. It was **RESOLVED** to appoint candidate 2. **ACTION:** Clerk.

31. Date of the Next Meeting

Wednesday 09 June 2021 at 7.00pm. (Agenda items to Clerk by 01 June 2021).

The meeting ended at 21.40pm.