



Loddon Parish Council

The Library Annexe | Church Plain | Loddon | NR14 6EX

www.loddonpc.org.uk | clerk@loddonpc.org.uk | 01508 522 020

Minutes of the Meeting of Loddon Parish Council held on Wednesday 13 October 2021, 7.00pm at the Library Annexe Rear Hall.

Present: Cllr Kay Mason-Billig, Chairman (KB), Cllr June Strickland, Vice-Chairman (JS), Cllr Arthur Morris (AM), Cllr Mervyn Pointer (MP), Cllr Alan Wildman (AW), Cllr Stephen Jones (SJ), Cllr Margaret Wallace (MW).

In Attendance: Emily Curtis (Parish Clerk), Georgina Hirst, (Responsible Finance Officer, RFO), Jo Leonard (Administration and Allotment Officer AAO) and thirteen members of the public.

Absent: None.

1. Welcome

Cllr KB welcomed everyone to the meeting and thanked Bryon Sparkes for attending so that he could receive the 2021 Freedom of Loddon Award.

2. Meeting Protocol and Etiquette

The Chairman informed the Council that members of the public will be invited to contribute during the Public Forum. The Clerk confirmed that she wished to record the meeting.

3. Apologies for Absence: Cllr Jane Hale (JH) sent apologies as she was unwell.

4. Councillor Co-options: South Norfolk Council (SNC) have informed Loddon Parish Council that the vacancies were advertised, and no elections were called, therefore the Cllr vacancies can be filled by co-option. It was **resolved** to co-opt Jessica Powell, Daniel Scott and Colin Binfield, and they each signed their Acceptance of Office. **Action:** Clerk/AAO to organise inductions.

5. Declarations of Interest: None.

6. To Approve the Minutes of the Meeting Held on the 08 September 2021:

Minutes of the meeting held on the 08 September 2021 were **approved** as a correct record of the meeting with one amendment proposed by Cllr AW as a request to 'add item to the next agenda', not an informal meeting.

7. Matters Arising:

7.1 Permissive Path Update

Thanks were given to the landowner for re-opening the permissive path from the Marina to Pyes Mill/Holy Trinity Church. Loddon Parish Council (LPC) have purchased and will install some aluminium signs to encourage people to respect the landowners' rules. Cllr MP reported that SNC have repaired Pyes Mill Bridge and the bridge over the ditch will be repaired in due course.

7.2 Norfolk County Council (NCC) Cycle Parking Proposal

NCC confirmed that they had received LPC's proposals for cycle parking and will be in touch in due course.

7.3 Electrical Cabinets on Church Plain / Staithe Car Park

Thanks to Cllr KB's persistence, South Norfolk Council will carry out the 5-year fixed wiring tests on the electrical cabinets. Cllr KB requested that LPC consider adopting them. **Action:** Clerk to add this item to the next agenda.

7.4 Litter Bin on George Lane /Bridge Street Junction

NCC have given approval for the installation of a litter bin next to the finger sign on the junction. A bin will be ordered under Clerk's delegated authority. **Action:** RFO.

7.5 Sale Court Footpath

The Clerk had circulated details of the uncompleted application for the registration of the footpath to all Cllrs via Dropbox. Cllr KB has asked NCC for an update on the status of the footpath.

7.6 Picnic Table at Kitten's Lane Play Area

The wooden picnic table had been reported as it had been vandalised further and presented a health and safety risk. The Clerk has circulated several options to Council and a new picnic bench had been ordered under the Clerk's delegated powers. Thanks to Mr Billig for removing the picnic bench.

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

8.1 Report from District Councillor Jeremy Rowe (written by Jeremy Rowe)

I'd like to again thank everyone involved with our Hike to Hardley Mill which took place on a beautiful day earlier this month. Now that all of the money raised has been collected, I'm delighted to say that we raised just over £800, which has gone to two excellent local causes: Hardley Mill and Leeway womens' refuge.

As mentioned last month, we're grateful to The Saxonettes and Funky Feet for keeping us so brilliantly entertained and to Musker McIntyre, Rosy Lee's and to Minimum World for jointly sponsoring the event.

Parish Councils are becoming more and more dominated by local people understandably expressing profound concern about a series of proposed developments across our area. I understand these concerns; we all support additional housing being built, but it is right that our views be taken into account, especially concerning traffic impact and whether the local infrastructure can cope. I was pleased to see that the new Secretary of State for Housing has suspended the changes to local housing development, so I think we should watch this space! The integrity of our communities depends on it.

If you know anyone over-60 who might like a regular visit or phone call, or just some help, please let them know that we are here to help, on 07876050110.

My regular surgeries will start up again later this year, by which time it should be safe to hold them again. In the meantime, please ring me anytime on 07733323581 if I can help you.

It's a great privilege to be able to serve our fantastic community.

Thank you. Councillor Jeremy Rowe.

8.2 Report from District/County Councillor Kay Mason-Billig

Cllr KB has requested that SNC's solicitors Birketts investigate the S106 for the Millennium Garden to ensure that the public open space will be accessible from the restored Staithe footbridge.

Cllr KB thanked the Marina owner for sweeping up the loose stones at the entrance to the Marina off the road and will be approaching the King's Head Public House to ensure their stones are not encroaching on the highway.

SNC have 100 grants at £2,000 each available for shops and public fronting businesses, details will be on LPC's website and Facebook page.

Cllr KB reported that every house on the Loddon phone exchange will have fibreoptic lines by 2023.

It will be necessary to close George Lane for up to seven weeks whilst the carriageway is realigned for the George Lane roundabout. The work will start at October half-term. Buses leaving the village will turn left down Bridge Street and will access the A146 via Chedgrave. Cllr KB has considered asking the Jubilee Hall if they would allow George Lane residents to park their car in their car park whilst the roadworks are taking place. Residents on George Lane will have received a letter informing them of the work.

Cllr KB reported that she recently had a walkaround the village with PC James King, and a further meeting with the local Youth Workers and young people. Various improvements to the village facilities were discussed and Cllr KB will prepare a report for the Public Open Space Working Party.

Cllr KB met with Gary Overland, the Highways Engineer to discuss various local highways issues, including the reoccurrent flooding on Kitten's Lane. Various proposals are being considered to resolve the problem.

8.3 Public Forum

A member of the public asked if progress had been made regarding the illegal parking on the George Lane / Bridge Street junction. Cllr KB reported that a TRO to install curb flashes to prohibit any vehicles parking there, including delivery vehicles would cost approx. £6,500 but would ensure that parking enforcement officers could give parking tickets to offending vehicles. Cllr KB has requested additional parking enforcement officers for Loddon. SNC will install a sign on the finger sign advising of the local car parks. NCC have given consent for LPC to install no parking signs on the pavement bollards.

9. Reports from Council

9.1 Chairman's Report

The Chairman had no further information to report.

9.2 Parish Councillors' Reports

Cllr JS attended a Victorian Evening meeting, and the event will be held on the 10 December 2021. There are plans for a Punch & Judy show in the Library Annexe, a Father Christmas and stalls in Holy Trinity Church and St John's Hall. The committee will be seeking nominations for people that excelled during the pandemic, and these nominations (with the reason) will be displayed on the Library railings.

Cllr MW reported that she had been aware that several accusations had been circulated recently suggesting that she had abused her position as an LPC Cllr to obtain grants and premises for Loddon on Call. She explained that whilst she does represent the charity and LPC, the two roles have always remained independent, and interests openly declared.

Cllr MP asked the members of the public if the new seating layout for the meeting had improved the acoustics in the Annexe Rear Hall, and it was confirmed that the problem had been resolved.

9.3 Clerk's Report (circulated to Cllrs and displayed on the LPC website prior to the meeting)

Firstly, I would like to say thank you to John Henson, a Cllr at Poringland Parish Council for donating their redundant Community Cinema projector. John has informed us that the projector is thirteen years old, and on borrowed time but it will certainly be made use of until LPC has funds in its budget to consider purchasing its own projector.

It has been another busy month, which has included a Subject Access Request, event planning, and training, in addition to the meeting actions.

Events

The Parish Council has three planned events before Christmas. The Big Litter Pick on Sunday the 24 October 2021, Remembrance Sunday Parade on the 14 November 2021, and the annual Christmas lights which need to be installed before the Victorian Evening on the 10 December 2021.

Training

The Clerk attended the NPTS seminar on the 30 September 2021, which was very informative and included relevant Council updates.

The Clerk also attended Norfolk ALC resilience training.

The RFO has attended the first of several days of CILCA training.

The AAO has received her Legionella training.

Public Open Space and Facilities

The bulbs and pansies have been ordered for the flower towers. Thanks to Brian and Sophie for planting up and watering the towers and planters over the summer. A letter has been sent from the PC thanking them.

Andrew Carver has treated the Annexe yard for weeds.

The picnic table at the Kitten's Lane Play Area has been replaced with a recycled plastic robust bench as its predecessor was in disrepair and represented a Health and Safety risk. The electrical work recommended during the five-year fixed wiring test for the Annexe has been completed and the kitchen light repaired.

The Management Asbestos Survey for the Library Annexe has also been completed, a copy of the report and recommendations will be circulated when received.

The Annexe Office and Kitchen equipment and the Christmas Lights have had their annual Portable Appliance Test (PAT Test).

On the 27 September 2021, the Staithe toilets were blocked. Thanks to Nick Hurst Williment from B & F Gas for clearing the blockages. A new toilet tissue is being trialled to see if this will improve the issue. The internal lock on the shower door was also broken but has been temporarily repaired by the Chris Knott. The winter hours will take effect on the 01 November 2021 and the cleaning will reduced to two hours every other day.

The office has received several reports of overgrown hedges, all of which have all been reported to Norfolk County Council.

A second-hand desk has been purchased for the AAO and as a result the office has been reorganised to accommodate the new desk. The smaller desk remains as a hot desk and has already been well utilised.

Thanks to Paul at GraphixBank for completing the sign writing for the Freedom of Loddon board.

The footpaths from Holy Trinity Church to Mill Road and Beccles Road have been reported as being overgrown and will have their hedges cut in November. The Clerk has requested that the hedges on Kitten's Lane adjacent to the Play Area and Skate Park are cut as soon as possible.

South Norfolk Council have completed the tree work on Church Plain. As a result Cozens, the Car Park Christmas light contractor will now be able to complete the installation of the new tree wraps.

Loddon & Jubilee Playing Field Committee

Progress is being made with the installation of the Tennis Court gate system and RWB electrics will be connecting the electric to the Jubilee Hall, in order to allow CIA to install the gate in mid-October. The ClubSpark website is now working for the Tennis Courts, and they can now be booked via a website or Phone App. Full details are on LPC's website.

The Loddon & Chedgrave Playing Field / Jubilee Hall CCTV is working remotely for all necessary parties and has been advertised on the Loddon Eye Facebook page. The Beccles and Bungay newspaper also picked up on the article, which advertised the CCTV system further.

The Parish Council representatives met to discuss the draft Terms of Reference and made several amendments. The revisions have been considered by Clare Fiander at Community Action Norfolk and the PFC reps will meet again this year to ensure that they are content with the document before passing them to the respective Parish Councils to be considered. This will be the sixth meeting of the PFC this year (they usually meet three times a year).

9.4 Administration and Allotments Officer Report (circulated to Cllrs and displayed on the LPC website prior to the meeting)

I am continuing to deal with the issue of unworked plots. Currently I am in communication with 3 tenants about improving the standard of their plot and monitoring 1 other, during my regular inspections.

I attended the recent meeting of Loddon Community Allotment Society, several things were discussed, including problems with flooding which I will investigate to see if we can resolve them. We discussed the allocation of plots and both the Chair & Secretary are happy to offer advice & guidance to new holders.

The long-awaited pump has now been fitted, Councillor Pointer feels the pump would benefit from a non-return valve to keep water in the system and a 'basket' to prevent debris from entering the pipe. Generally, the Allotment Holders are not pleased with the functioning of the pump. Discussions were had around alternative suggestions, ranging from investigating the cost of a bore hole, to acquiring a large agricultural tank to collect rainwater from the garages. These will be investigated and reported on when possible.

Officer Recommendation: Non return valve & basket be installed on pump.

Recently the tenancy for Plot 1a was terminated, I have not yet re-allocated this plot as I was asked to look into splitting the plot. The average allotment plot size is considered to be 10 poles, the equivalent to 250 square metres, according to The National Allotment Society; Plot 1a is 113.6 m², so way below the average plot size. Currently there are only 9 plots over 100 m² in size from a total of 43 plots. I don't recommend splitting plots further, particularly in view of the accepted average plot size, but their allocation needs to be well managed going forward, to ensure a good fit with a committed tenant. Existing tenants are not keen to further split plots either. There will also be an additional cost of re mapping the site should it be split up. **Officer Recommendation:** Plot is not divided & allocated as soon as possible.

Following recent reports about the Broads Authority dredging rivers locally, I spoke to the River Engineer who assured me that they would not be dredging around the allotments, or dumping dredged materials there. I sent an email to all Holders passing on this information. It has recently been noted that Chedgrave Parish Council are prioritising Chedgrave residents for allotment on their site. I think we should continue to include both Loddon & Chedgrave residents equally in our allocation procedure because of the location of Loddon's allotment gardens. **Officer Recommendation:** The Officers have discussed this & recommend no change to existing arrangements.

I continue to note suggestions for amendments to the current terms & conditions for consideration by the Working Party/Council next year

10. Remembrance Sunday Parade and Purchase of a Tommy

The Chairman brought this agenda item forward so it could be discussed earlier in the meeting.

The AAO has been liaising with the Royal British Legion and overseeing the organisation of the event. The road closure has been applied for, the temporary one-hour closure of Church Plain Car Park and Caroline Dwen has been approached regarding volunteer marshals for the event. The Council considered the purchase of two 'Tommys' to display in the village and it was **resolved** to purchase a male and female Tommy at a total cost of £350. **Action:** Clerk.

11. Big Litter Pick - 24 October 2021

The Chairman brought this agenda item forward so it could be discussed earlier in the meeting.

The event has been advertised, and the initial meeting place will be Church Plain car park at 10.00am on Sunday 24 October 2021. Little pickers and bags will be provided. Cllr MP suggested contacting the local Scout and Army Cadet group for additional volunteers. **Action:** AAO.

12. Finance Report

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

Date	Payee	Item	Payment Method	Amount / £
09/09/2021	Lloyds Bank	Credit Card August 2021	DD	207.21
10/09/2021	Adept IT Solutions	IT Support	DD	28.80
13/09/2021	Everflow Water	Staithe toilets water	DD	210.75
13/09/2021	British Gas	Staithe Electricity	DD	50.83
17/09/2021	British Gas	Office Gas	DD	42.11
17/09/2021	Saffron Housing	Garage Rent	SO	54.17
19/09/2021	SSE Southern Electric	Streetlights electricity	DD	120.53
20/09/2021	Plusnet	Phone & Broadband	DD	40.80
21/09/2021	BNP Paribas	Photocopier rent	DD	241.55
23/09/2021	British Gas	Office Electricity	DD	33.24
05/10/2021	South Norfolk Council	Office Rates	DD	434.00
08/10/2021	intY Ltd	2 x Office 365	DD	22.56
11/10/2021	Adept IT Solutions	IT Support	DD	28.80
11/10/2021	Everflow Water	Staithe toilets water	DD	204.80
11/10/2021	Lloyds Bank	Credit Card Sept 2021	DD	299.75
12/10/2021	British Gas	Staithe Electricity	DD	75.85
30/09/2021	Unity Trust Bank	Bank Charges 05/06/20 - 04/09/21	BC	18.00
13/10/2021	HM Revenue & Customs	Tax & NI - Oct 2021	300026	574.97
13/10/2021	The Church in Loddon	Church Grant	300027	660.00
13/10/2021	Cozens	Streetlight maintenance	BACS	36.00
13/10/2021	Norfolk County Council	Qtr Office rent - 29/09/21- 24/12/21	BACS	1,500.00

13/10/2021	Roberts & Sons	Planning Mtg display & 4 SNC map boards	BACS	124.80
13/10/2021	Loddon Garden & DIY	Grounds Maintenance	BACS	611.26
13/10/2021	PKF Littlejohn LLP	External Audit fees	BACS	480.00
13/10/2021	Chris Knott	Cleaning - September	BACS	1,377.22
13/10/2021	GSL Dardan Security	Security at Staithe toilets	BACS	486.00
13/10/2021	Glasdon	Picnic Bench	BACS	829.10
13/10/2021	Norfolk ALC	Training 07/10/21	BACS	48.00
13/10/2021	SLCC	Training 19/10/21, 28/10/21 & 04/11/21	BACS	90.00
13/10/2021	RWB Electrical Services	Supply and install new kitchen light PAT testing - office and Christmas lights	BACS	198.00
13/10/2021	Adept IT Solutions	IT support	BACS	109.39
13/10/2021	Chedgrave PCC	Chet NPlan Consultant Interviews room hire	BACS	52.00
13/10/2021	Spooncake Ltd	Chet NPlan Consultant Interviews catering	BACS	55.00
13/10/2021	<i>National Environmental</i>	<i>Library Annexe Asbestos Survey</i>	<i>BACS</i>	<i>474.00</i>
13/10/2021	Salaries (incl NPlan salary costs)	Salary - Oct 2021	BACS	3,501.80
13/10/2021	E Curtis	Expenses	BACS	14.08
13/10/2021	Norfolk Pension Fund	Pensions - Oct 2021	BACS	1,082.70
Total Payments				14,629.07

12.2 Bank reconciliation to 30 September 2021

It was **resolved** to approve the bank reconciliation. The balance of Loddon Parish Council's bank accounts as of the 30 September 2021 was £ 184,667.50.

12.3 Amendment to the September Payments List

The Small Grant payment of £100 to Loddon and District Local History Society was paid by BACS, not by cheque 300026.

12.4 2021-2022 Quarter 2 / Half year Financial Statement

The financial statement had been circulated to Cllrs, explaining the % variance between quarter 2 / half year budgets against receipts and payments.

12.5 Annual Grant to the Jubilee Hall in Lieu of the Recycling Area Grant from SNC

Mini Recycling Centre (MRC) Adopter payments for both the Lemn Grove MRC (£200) and Jubilee Hall MRC (£250) will shortly be received from SNC. In previous years, the Jubilee Hall MRC payment has been paid to the Jubilee Hall, however the Jubilee Hall MRC hedge maintenance and litter picking has been carried out by LPC. It has been agreed with the Jubilee Hall that LPC will claim the MRC adopter payment and it was **resolved** to give an annual grant of £250 in recompense to the Jubilee Hall. **Action:** RFO.

12.6 Quotes for Electrical Work at Library Annexe and the Staithe Toilets

The Clerk and RFO have obtained quotes, but it has become apparent that there is large amount of outstanding work, and it was **resolved** to create a Building Refurbishment Working Party to oversee, and project manage the work. Cllrs DS, AM, AW and JP offered to join. **Action:** Clerk to draft Terms of Reference for next meeting.

12.7 Parish Tree Safety Survey

Three quotes were circulated, and it was **resolved** to instruct Target Trees to carry out the survey at a cost of £666.67. **Action:** RFO.

12.8 Library Annexe External Window Sills

It was **resolved** to appoint the existing window contractor Norwich Glass Company to replace the two rotten exterior sills at £406.00. **Action:** RFO.

12.9 Quotes for Library Annexe Rear Hall Acoustic Survey

Three quotes for a survey had been obtained, but it was **resolved** that an acoustic survey was no longer required as the new seating layout had improved the hall acoustics.

12.10 Full Council Training

It was **resolved** to appoint NPTS to give in person training to the full Council at a cost of £300. **Action:** Clerk to organise training date.

12.11 Conclusion of the Audit and External Auditor's Report for 2020-2021

The public notice of conclusion of audit and the external auditor's report have been displayed on the Parish Council noticeboard and website. The notice, and letter from PKF Littlejohn have been previously circulated to Cllrs.

13. Steel Doors and Frames at the Staithe Toilets

Due to the complexity and expense of these doors and frames, it has been necessary to carry out further checks to ensure that they are compatible with the existing automatic locking system. It was **resolved** that the Building Refurbishment Working Party could ascertain whether professional services are required to advise on the installation. **Action:** Building Refurbishment Working Party.

14. Loddon and Chedgrave Playing Field Committee (PFC)

14.1 Deferred, as the minutes of the meeting held on the 04 October 2021 had been drafted but not circulated due to some outstanding budget information.

14.2 The draft Terms of Reference are still being discussed and will be brought to council for consideration when the PFC are satisfied with the document.

15 Pandemic Memorial Token

The offer from Norfolk ALC of a pandemic memorial token had been reconsidered in light of new information received, and it was **resolved** to accept the token and to consider the location once it arrives. **Action:** Clerk.

16. Report from the Christmas Lights Working Party (Written by Cllr AM)

PAT testing of lighting strings

The PAT testing for the lighting strings was completed on 29 September 2021, thanks to Emily and Jo for supporting the contractor. This task was undertaken on behalf of Loddon & Chedgrave PCs. The process identified:

3 LPC strings being defective and a shortfall in the inventory of:

Lighting strings	11
Power supplies	5
5 metre extensions	1
10 metre extensions	3
1.5 metre extensions	0
T bars	2

Loddon PC will need to purchase an additional 6 strings for this year's display (including the 3 replacement strings) and an as yet unknown number but a maximum of 3 power supplies.

Installation of Lighting Strings for Xmas 2021

Andrew Carver is the appointed contractor for this work. At the last meeting we agreed to aim for an installation to allow us to have the lights on from 1st Dec at the latest, and for the lights to be taken down as soon possible after 2nd January.

We should start the process of property owner/occupier permissions in late October 2021. The work we undertook last year has enabled us to build a data base of property owner/occupiers with email addresses phone numbers etc. The working party now need to move this forward so that all permissions are received before installation commences.

Tree wraps and motifs (including the new Starbursts) Church Plain and the Staithe

Georgina has been in touch with Cozens, the contractor for this part of the project:

Church Plain Tree Wraps – South Norfolk Council is working on tree pruning as I write this report so, assuming the job is complete by the end of this week, installation of the new tree wraps can take place. The new wraps will be lit up at the same time as the motifs on the car parks.

Existing Church Plain and Staithe car park motifs – these will be installed so that they are erected before the first Friday in December.

New Staithe mistletoe lights – as reported last month Marcus of Cozens is confident that these will be received and installed ready for this season.

The Clerk will purchase the six additional LED light strings using delegated powers. **Action:** Clerk.

17. Report from the Public Open Space Working Party

The report from Cllr JH had been discussed at the last Parish Council meeting.

18. Allotment Working Party

Cllr MP reported that pump had been installed and the ditch clearance was due to take place on the 14 October 2021. The division of Plot 1A was discussed but as there was so few large plots, all substantially smaller than the standardised plot size, no change was necessary to the existing allotment map.

19. Report from the Neighbourhood Plan

The Neighbourhood Plan Steering Group have agreed to change the name of the Neighbourhood Plan from the 'Loddon and Chedgrave Neighbourhood Plan' to the 'Chet Neighbourhood Plan' to better reflect the joint nature of the plan.

Interviews were held for a consultant to support the work of the Neighbourhood Plan. Three consultants were interviewed; the successful, appointed organisation is Collective Community Planning, a local planning consultancy who have worked on several successful Neighbourhood Plans, including Poringland, Rollesby and the ongoing Diss and District.

Prior to engaging the consultant, the Steering Group have been working on declarations of interests and a skills matrix for the Steering Group, the vision for the Neighbourhood Plan and sustainability issues that will be integral to the whole plan.

Now the consultants are in place, detailed plans for initial consultation events can be organised, other initial work will include gathering an evidence base and undertaking character appraisals; all of which will inform the development of Neighbourhood Plan policies.

The Steering Group will continue to meet on the 4th Wednesday of each month and will be inviting all relevant interested persons to meetings as necessary.

20. Planning

20.1 Report from Planning Working Party

All bar application 2021/216, applications were replied to using Clerk's delegated powers. The planning schedule is available to view on the LPC website.

20.2 Planning Applications Received from South Norfolk Council: Please refer to Planning Schedule on LPC website.

- **2021/2431** Proposal: Variation of condition 3 of 2019/0334 - to allow annexe to be let to holidaymakers, for short term lets of no more than 14 days at a time, as well as occasional use by family members. Limited to no more than two people and one vehicle
Location: Garage Building At Willowdale Barn Mundham Road Loddon Norfolk
Applicant: Mr Ian Newton. Application Type: Removal/Variation of Condition (S73 / S19).

The Council **resolved** to object to this application as they wish that Condition 3 be retained. The Council wishes to stop this type of hidden development due to concerns that further applications to separate the two dwellings may well follow. **Action:** AAO.

20.3 Decisions on Planning Applications by South Norfolk Council: Please refer to Planning Schedule on LPC website.

20.4 Planning Applications received from Broads Authority: None.

20.5 Decisions on planning applications by Broads Authority: None.

21. Highways

21.1 Speed Awareness Message (Sam2)

The Council thanks Sam2 volunteer Bryon Sparks and Cllr AM for relocating the Sam2 and the two recent reports have been circulated to Council prior to the meeting.

21.2 Parish Partnership Scheme

The Clerk had explored the possibility of a fixed speeding sign on High Bungay Road with the Highways Engineer, but the engineer did not support the proposal due to the limitations and cost of the device.

21.3 George Lane/ A146 Roundabout Update from Walker Construction – This document had been previously circulated to Cllrs and parishioners informed by way of the LPC website and FB page.

21.4 Proposed Highway Signs – It was **resolved** to approve the location of the proposed Playing Field signs on George Lane and the dead-end sign on Market Place. Thanks to County Cllr KB for funding these signs from her member's budget. **Action:** clerk to inform Highways Engineer.

21.5 TRO's – These documents had been previously circulated to Cllrs and parishioners informed by way of the LPC website and FB page.

- 22 Correspondence** - had been circulated to the Council prior to the meeting.
- 22.1 Gambling License Consultation from SNC** – LPC agreed no comment.
- 22.2 Allotment Working Party (WP)** – An email was received detailing complaints about the Allotment WP conduct. It was agreed the Clerk would reply. **Action:** Clerk.
- 22.3 Management of the Staithe** – two parties had emailed showing interest in managing the moorings at the Staithe. Cllr KB reported that as SNC manage the Staithe, there was no decision for LPC to take at present but suggested that the Chet WP consider the proposal when SNC consults them in due course.
- 22.4 Permissive Footpath** – An email was received asking if the landowner has public liability insurance on the Permissive Path from the Marina to Pyes Mill/Holy Trinity Church. LPC has no powers regarding landowners' insurance. The member of the public also suggested that the Marina Campsite could be nominated as an Asset of Community Value. It was suggested that a Working Party could consider this suggestion if historical information could be obtained.
- 22.5 Old Hockey Field** – It was agreed to obtain a quote for the land registration. **Action:** Clerk.

23 Working Parties and Membership

- 23.1** It was **resolved** to appoint Cllr CB and Cllr DS to the Neighbourhood Plan Working Party and as LPC representatives to join the Neighbourhood Plan Steering Group. **Action:** Clerk update representative list.
- 23.2** It was **resolved** to dissolve the Allotment Working Party as work was being duplicated now that the AAO was in post. **Action:** Clerk to update WP list.
- 23.3** The Clerk asked the Working Party leaders to discuss their priorities for 2022-2023 so that these ideas can be incorporated into the finance meeting on Wednesday 03 November 2021. **Action:** Working Parties/Cllrs.

24 Items for a Future Agenda

- Terms of Reference for Building Refurbishment Working Party.
- Meeting Dates 2022
- Old Hockey Field Land Registration Quote
- Adoption of Electrical Cabinets

- 25 Exclusion of Public and Press** - It was **resolved** to exclude the public and press.

26 Staffing Update

LPC's Litter Picker and Play Area Inspector will need to take two weeks off work due to ill health. The AAO will cover the Play Area Inspections. **Action:** AAO.

27 Date of the Next Meeting

The next meeting of the Parish Council will be Wednesday 10 November 2021 at 7.00pm. (Agenda items to Clerk by 03 November 2021).

The meeting ended at 21.17 hours.