



# Loddon Parish Council

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

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## Minutes of the Meeting of Loddon Parish Council held on Wednesday 08 December, 7.00 pm in the Library Annexe Rear Hall.

**Present:** Cllr Kay Mason-Billig, Chairman (KB), Cllr June Strickland, Vice-Chairman (JS), Cllr Arthur Morris (AM), Cllr Stephen Jones (SJ), Cllr Jane Hale (JH), Cllr Jessie Powell (JP), Margaret Wallace (MW) and Cllr Colin Binfield (CB).

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

**Absent:** None.

### 1. Welcome

Cllr KB welcomed everyone to the meeting.

### 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:** The Council accepted apologies from Cllr Liz Marsham (LM) as she was away from home, Daniel Scott (DS) as he was unwell and Alan Wildman (AW) as he had other commitments.

**4. Declarations of Interest and Requests for Dispensations:** None.

### 5. To Approve the Minutes of the Meeting Held on the 10 November 2021:

Minutes of the meeting held on the 10 November 2021 were **APPROVED** as a correct record of the meeting.

### 6. Matters Arising:

#### 6.1 Norfolk County Council (NCC) Cycle Parking

NCC have replied with three proposed sites for cycle parking: Kitten's Lane Play Area, Pyes Mill and the Tennis Courts. These proposed sites have been checked and the Clerk has replied with small amendments.

#### 6.2 Victorian Evening - Friday 10 December 2021, 6.30 pm – 8.30 pm

Thanks to the Victorian Evening Committee, the Victorian Evening will return for 2021, and the event will be the official switch on for Loddon's Christmas lights.

- 6:30 pm - Church Plain 'the grand switch on' of the Christmas lights
- 6:30 pm - Father Christmas will be in his grotto at Bay Tree House
- 6:45 pm & 7:15 pm - Punch & Judy Show in the Library Annexe Rear Hall

#### 6.3 Pandemic Plaque Presentation

Deputy Lieutenant Reverend Matthew Hutton presented a plaque to Cllr Strickland on Monday 29 November 2021 to acknowledge the work of the community which pulled together

in the challenging times of the Pandemic. Thanks to all that attended, including Loddon First Responders.

#### **6.4 Electrical Cabinets on Church Plain**

The electrical contractor has incorrectly sent the invoice for the 5-year Fixed Wiring tests for the three cabinets to the Council. In addition, they have estimated that there is £196 of remedial work required to the Staithe Car Park electrical cabinet. Clerk has advised the contractor to forward the estimate and invoice to South Norfolk Council (SNC). **Action:** Clerk to follow up.

#### **6.5 Retirement Gift for Litter Picker and Play Area Inspector**

Unfortunately, the former employee has been unwell and is not well enough to attend a presentation. The gift will be given to the recipient in the office and if agreeable, a photo circulated to Council. **Action:** Clerk.

*The Chairman brought forward item 22 Planning for the benefit of the members of the public that were in attendance to discuss planning application 2021/2437.*

## **22 Planning**

**22.1 Planning Working Report:** No report circulated.

### **22.2 Planning Application; 2021/2437: Erection of 9 self-build dwellings and 171 dwellings with access, parking, open space and landscaping, on land to the east of Beccles Road, Loddon**

Several Councillors recently attended a meeting with SNC's Planning Officer to discuss planning application 2021/2437.

The Council discussed the application, and the following comments were made;

- The site has not been adopted by the GNLP, but it is the preferred site for housing, and it is likely to be adopted in Autumn 2022.
- There is no buffer between the proposed properties and Norton Road as previously agreed.
- The proposed children's play area is too isolated and should be located centrally on the site. The management company on the site will maintain the toddlers play area.
- There is no provision for older children, so LPC should request a contribution towards a sports facility in the village.
- Drainage basins are not included in the Public Open Space calculations, and they are there to catch water run-off from the hard surfaces. The basins become overgrown, unsightly areas.
- The one bed apartments have allocated parking spaces, but minimal visitor parking on the whole site.
- There are nine self-build properties, and no Community Infrastructure Levy (CIL) is paid on these properties.
- Concerns regarding the widths of the roads, especially if vehicles park outside their homes on the pavements.
- Most properties have driveways and allocated parking, but some parking spaces are triple stacked, which is unpractical and not realistically used.
- Woodland walk is 4 trees wide.
- Concerns regarding local infrastructure and amenities such as doctors and dentists.
- Gardens are not equal between the properties.
- Crossing point is not adequate for children walking to school.
- No consideration to 'green homes' such as solar panels or heat source pumps.

Cllr JH informed the Council that the applicant has submitted a second identical application (twin tracking).

The Council **resolved** to object to the application and will stipulate the reasons why. The Planning Working Party will circulate a response to Council, which will be submitted to SNC by the 14 December 2021. **Action:** Planning WP.

**Planning Application 2021/2438; Temporary change of use of the land for 5 years, to retail and storage of motor vehicles, including associated car parking and additional site compound with temporary site office and erection of security fencing. Land at junction of A146 Beccles Road, Loddon.**

The Council **resolved** to object to application due to its prominent and unsightly location. Little benefit to Loddon and it does not have safe access for pedestrians. **Action:** AAO.

## **7. To receive reports from County and District Councillors in attendance and Public Forum:**

### **7.1 Report from District Councillor Jeremy Rowe (written by Jeremy Rowe)**

A report was received and circulated before the meeting.

### **7.2 Report from District/County Councillor Kay Mason-Billig**

There is swift progress on the roundabout construction. The signage on the George Lane/Bridge Street junction blew down, but it has since been reinstated. The police are still having to enforce the temporary 'no access' on George Lane.

George Lane will re-open to allow vehicles to travel both ways and access to the temporary roundabout from George Lane will be in place over Christmas. A letter will be sent to residents updating them of the changes.

On the 6 January 2022 Walkers Construction will temporarily close George Lane to traffic entering from the High Street and Bridge Street to build the other half of the roundabout. A 2-way traffic signal will be on the A146. Mundham Road will be closed and a lengthy diversion in place. The completion date for the roundabout is the 18 March 2022.

South Norfolk Council have recently invested in Harleston's town centre at a cost of £750,000. Cllr KB has asked SNC to consider investing into an improvement scheme for Loddon. Phil Courtier will be visiting Loddon on the 13 December 2021 to assess Loddon and consider an improvement scheme. The Council as stakeholders would be involved.

### **7.3 Public Forum**

2021/2437

- A resident from Norton Road informed the Council that the woodland walk was installed to reduce the impact of the elevated houses on the proposed site.
- Concerns regarding the water run-off from the elevated site to properties on Norton Road and that the water would not be absorbed by the proposed measures on the plan.
- Concerns about village amenities not coping with the additional residents.
- Concerns about the additional traffic from 180 houses. It would equate to 840 movements over a 12-hour period in addition to existing traffic.
- Boundary with Norton Rd is not a filtered view as promised.
- Woodland walk is uninspiring.
- Penetration basins are much larger than originally proposed due to hydraulic engineering advice. These basins should not be considered as public open spaces.

A member of the public enquired when the pavements in St George's Park will be completed – Cllr JP informed that it would be when the last house has been built.

## 8. Reports from Council

### 8.1 Chairman's Report

The Chairman had nothing to add.

### 8.2 Parish Councillors' Reports

Cllr JP reported that a meeting took place on the 30 November 2021 to discuss the proposed Platinum Jubilee event and it was agreed that LPC will be hosting the event. The suggested date and time will be 1.00 pm to 4.00 pm on the 04 June 2022 subject to the agreement of the Jubilee Hall and PFC Committee. It will be run as a summer fete. The event will be mainly funded by grants but suggested that LPC should allocate £500 for the event. Chedgrave PC appear to be keen to join in with the event and have offered to lend their mobile beacon  
**Action:** Clerk to let interested residents know about the event.

Cllr MW reported that the PFC Parish Council Representatives met on the 30 November to discuss the Terms of Reference.

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

It has been a busy month preparing for the annual Christmas light display.

#### Public Open Space and Facilities

Cllr Marsham and I met with Hags to discuss the Kitten's Lane Play Area refurbishment; a quote will be received in due course. The replacement picnic table will not arrive until the New Year, due to manufacturing delays.

Following on from the concerns raised by the Allotment Officer, I inspected the allotments, and informed the Council that due to Health and Safety concerns, the shed would need to be removed and the ditch work completed as soon as possible. The contractor is carrying out the work on the 09 December 2021.

The broken bollards on Church Plain Car Park have been twice reported to South Norfolk Council.

A member of the public reported that the bin on the green between Leman Grove and Hobart High School footpath required repairs. Thanks to South Norfolk Council for replacing the bin so promptly.

A member of the public reported that the static speed sign broken on the Beccles Road/Low Bungay Road junction was not working. It has been reported to Norfolk County Council.

It has been agreed that LPC's cleaning contractors Top2Bottom will secure the toilets daily from the 01 January 2022. **Action:** Give Dardan Security notice.

#### Office/Council

Cllr Liz Marsham attended her induction and will be attending Cllr training.

The Council received full Council training from Norfolk Parish Training and Support on the 17 November 2021.

A projector screen has been ordered, but due to stock issues it will not be received until the New year. Thanks to Loddon based firm PA Hire LTD for hiring the Council a screen at a nominal cost.

Planning Application 2021/2437: Large paper plans have been provided by Lanpro and are available to view at Loddon Parish Council's office, Tuesday to Thursday, 9.00 am till 12.00 pm.

The lights in the Library Annexe Rear Hall and office have been replaced with energy efficient LED lights and the electrical contractor will undertake the agreed repair work at the Staithe Toilets the week commencing 13 December 2021.

Lastly, the office will be closed over the Christmas period on the 21-23 December and 28-30 December 2021. Staff will be on annual leave, but the Council can still be contacted on the emergency phone number (01508 486 128) if required.

### **Loddon & Chedgrave Playing Field Committee**

The installation of the automatic keycode gate at the Tennis Courts has been completed and the gate is now fully operational. The Tennis Courts can be booked and paid for online via the LTA or LPC website. On completion of payment a unique access code is generated and provided for access to the court.

#### **8.4 Admin and Allotments Officers Report** (circulated to Cllrs and displayed on the LPC website prior to the meeting)

I met with our digger contractor about completing the ditch clearance, he made the following recommendations:

1. Clear the ditch round the site so it can drain into the river.
2. Dig out and create a ditch along front edge, to the left (whilst facing from the road), to accommodate the existing drainage pipes from the road.
3. Place a conduit under the entry way to connect the two front ditches.
4. Remove the existing shed, as it is an obstruction and a Health & Safety hazard, with the potential that someone could become trapped inside, unable to exit, should the door disintegrate any further. Possible fire risk as full of old straw.

The shed is due to be removed under Clerk's delegated powers on 09 December 2021. Tenants have been notified and asked to remove personal items stored inside.

The ditch clearance (item 1) will be carried out as soon as possible after this, tenants have again been notified.

Two plots are currently available, which will be offered to the waiting list, one due to termination of the tenancy as the plot was not being cultivated, and one through voluntary termination. Another plot has been successfully allocated to a new tenant.

Currently I am in communication with one tenant about improving the standard of their plot. I am waiting for information to confirm if a non-return valve & basket can be fitted to the water hand pump.

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

## **9. Finance Report**

### **9.1 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 JS and AM will attend the office to authorise the above payments. **Action:** Cllr AM/Cllr JS/RFO

Date	Payee	Item	Payment Method	Amount / £
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11/11/2021	Everflow Water	Staithe Water	DD	213.38
12/11/2021	British Gas	Office Gas	DD	88.39
19/11/2021	Saffron Housing	Garage Rent	SO	54.17
19/11/2021	Plusnet	Phone & Broadband	DD	40.80
19/11/2021	SSE Southern Electric	Streetlight electricity	DD	124.00
26/11/2021	British Gas	Office Electricity	DD	41.62
05/12/2021	South Norfolk Council	Office Rates	DD	434.00
08/12/2021	intY Ltd	2 x Office 365	DD	22.56
08/12/2021	HM Revenue & Customs	Tax & NI - Dec 2021	300031	328.47
08/12/2021	Norfolk County Council	Qtr Office rent - 25/12/21-24/03/22	BACS	1,500.00
08/12/2021	Target Trees	Tree Survey	BACS	800.00
08/12/2021	Loddon Garden & DIY	Grounds Maintenance	BACS	616.26
08/12/2021	Chris Knott	Cleaning - November	BACS	869.50
08/12/2021	GSL Dardan Security	Security at Staithe toilets	BACS	486.00
08/12/2021	Viking	Stationery, paper and stamps	BACS	175.69
08/12/2021	Norfolk ALC	Training 27/10/21, 23 & 24/11/21	BACS	132.00
08/12/2021	NPTS	Training 15/11/21, 17/11/21, 24 & 31/01/22 and 17/03/22	BACS	424.00
08/12/2021	Cozens	Christmas Lights: installation at Church Plain and the Staithe, inc new Staithe Starbursts	BACS	4,378.42
08/12/2021	Cozens	Christmas Lights: supply and install new Church Plain Tree Wraps	BACS	5,429.94
08/12/2021	Salaries	December 2021	BACS	2,662.84
08/12/2021	E Curtis	Expenses	BACS	104.33
08/12/2021	Norfolk Pension Fund	Pensions - Dec 2021	BACS	878.93
<b>Total Payments</b>				<b>19,815.30</b>

Date	Received From	Item	Payment Method	Amount / £
15/11/2021	Rosie Matthewson Pilates	Rear Hall Hire Nov 2021	BACS	170.00
19/11/2021	South Norfolk Council	DCllr J Rowe Cllr Budget towards PFC CCTV	BACS	200.00
25/11/2021	Plot 1a	Allotment rent	BACS	35.00
Nov 2021	Bridge Stores	Shower Tokens	CASH	55.00
Nov 2021	Kings Head PH	Shower Tokens	CASH	16.00
<b>Total Receipts</b>				<b>476.00</b>

## 9.2 Bank reconciliation to 30 November 2021

It was **resolved** to approve the bank reconciliation. The balance of Loddon Parish Council's bank accounts as of the 30 November 2021 was £224,806.08.

## 9.3 Draft Budget 2022/2023

This item was deferred, and it was **resolved** that the Cllrs should meet on the 14 December 2021 at 7.00 pm to discuss the budget. **Action:** RFO.

**9.4 Precept 2022/2023**

It was **resolved** to defer this item until January meeting. **Action:** RFO.

**9.5 ICO Annual Renewal**

It was **resolved** to confirm the ICO renewal as it compulsory for public sector organisations. **Action:** RFO.

**9.6 Financial Risk Management**

It was **resolved** to defer this item until the January meeting. **Action:** RFO

**9.7 Emergency Phone Line**

It was **resolved** to continue the emergency line on a permanent basis. **Action:** RFO.

**9.8 Replacement shed at Loddon Allotment Gardens**

The RFO reported that there is £750 in the earmarked reserves for a replacement shed. It was **resolved** to defer the decision until the AAO has consulted the allotment tenants to see if there is a need for a replacement shed. **Action:** AAO.

**10. Covid-19 Update**

The Omicron variant of the Covid-19 virus has meant that the Government is moving to Plan B and from the 10 December 2021 people should work from home if possible. The Officers will carry out a Risk assessment in the New Year and consider office closure and working from home. **Action:** Clerk.

**11. Formal Complaint**

The Council has received a formal complaint. It was a **resolved** to have an additional Council meeting on the 02 February 2022 at 7.00 pm to hold the hearing. **Action:** AAO to inform complainant.

**12. Allotment Terms**

The Council **resolved** to adopt the proposed amendments to the Allotment Terms. **Action:** AAO.

**13. Pandemic Plaque Location**

The plaque is currently displayed in the office. It was **resolved** to defer deciding on a location. **Action:** Clerk to add to the next agenda.

**14. Parish Tree Survey Report**

The survey of the parish trees had been circulated to Cllrs prior to the meeting. It was **resolved** to carry out the recommended tree work as a matter of health and safety as soon as possible at a cost of £5,500 (excluding VAT). No planned tree work has been undertaken for several years and it was agreed that work should be carried out annually going forward.

It was also **resolved** to instruct Target Trees Ltd to carry out an annual trim on all four areas of parish land at a cost of £800. **Action:** RFO to accept quotes and to include these costs in the budget. A proportion of costs will be met by the PFC for the tree work on the Loddon and Chedgrave Playing Field.

**15. Remembrance Sunday Parade**

Thanks to the support of the Royal British Legion the event went well. The Council has overall responsibility for the event and the Clerk recommended that more stewards are required for future events to ensure that the Church Plain Car Park and the roads are safely closed. Walkie

talkies could be borrowed from a local organisation for future years. **Action:** Cllr JS to ask Victorian Evening where they borrow theirs from.

## 16. Christmas Light Display

Thanks to Jo, our Admin and Allotment Officer and Cllr Morris for obtaining consent forms from over 100 Loddon businesses and households to allow the lights to be installed throughout the village. Thank you to the four businesses; The King's Head, The Terrace, Allens Cadge and Gilbert, Rosy Lee's Tea Room and the resident on the High Street for providing power, and to the many properties that offered to supply power this year. Cozens have installed the new tree wraps on Church Plain, the new starbursts at the Staithe, and the annual Christmas Tree lights. Loddon Garden & DIY have installed the LED lights on the High Street, Bridge Street and Church Plain. Thanks to the Loddon Swan for sponsoring the Christmas Tree. Also, thanks to Cllr Morris for offering to regularly inspect the Christmas lights whilst they are installed to ensure they are working and in safe condition. There are a several broken strings that will need to be replaced for the 2022 display. **Action:** Cllr KB offered to deliver the thank you gifts to the power suppliers.

## 17. Broadland Meadow POS

Cllr JH has inspected the site, and the Council **resolved** that it is ready to adopt the land. **Action:** Clerk to inform Taylor Wimpey and request sum for replacement diseased plants.

## 18. Governance

**18.1 Data Protection Policy:** It was resolved to adopt the existing Data Protection Policy with no amendments. **Action:** AAO.

**18.2 Equal Opportunities Policy:** It was resolved to to adopt the existing Equal Opportunities Policy with an amendment. Remove 'men and women' and replace with 'persons'. Amendment to read; 'Promoting a good and harmonious learning environment in which all persons are treated with respect and dignity and in which no form of intimidation or harassment is tolerated'. **Action:** AAO.

## 19. Playing Field Committee

Chedgrave and Loddon Parish Council Representatives met to finalise the Committee's Terms of Reference. Once Norfolk ALC have inspected them to ensure that they are lawful, the Parish Councils will be asked to consider adopting them.

## 20. Neighbourhood Plan Working Party

**20.1 Neighbourhood Plan Steering Group Terms of Reference:** Cllr JH reported that Chedgrave Parish Council have suggested that Committee language needs to be incorporated into the Neighbourhood Plan Steering Group Terms of Reference. Item deferred until the Terms of Reference have been updated by the Steering Group. **Action:** RFO.

**20.2 Neighbourhood Plan Memorandum of Understanding:** It was **resolved** to adopt the Memorandum of Understanding. **Action:** RFO.

## 21. Building Refurbishment Working Party

The Clerk has obtained four quotes for four automatic locking steel doors for the Staithe toilets. Cllr JP reported that further enquires would need to be completed before the working party could make a recommendation. **Action:** Cllr JP.

**22. Planning – this item was discussed earlier in the meeting.**

## 23. Highways



### 23.1 **Speed Awareness Message (Sam2)**

The Sam2 reports had been previously circulated to Council. The Sam2 is currently positioned on High Bungay Road north. Thanks to Council volunteer for relocating the Sam2 on a four-weekly basis. The Clerk is liaising with Cllr Morris to enable the reports to be shared publicly on the Council website. **Action:** Clerk.

23.2 **TRO Mundham Road** – These documents have previously been circulated to Cllrs, and parishioners informed by way of the LPC website and FB page.

24. **Correspondence** – *all correspondence had been previously circulated to Cllrs*

24.1 **Climate Emergency poster** – Council happy for Clerk to determine if posters are suitable to be shared publicly on the website.

24.2 **Victorian Evening** – Thanks given to LPC for supplying equipment and Rear Hall hire.

24.3 **Member of the Public/Broads Authority** – For information only.

24.4 **Broads Authority Settlement and Services** – For information only.

24.5 **St George's Day** – SNC had enquired as to whether LPC would hold an event, LPC confirmed they would not be. **Action:** AAO to inform SNC.

24.6 **Broads Authority Marketing and Viability Guide** – For information only

24.7 **GNLP Local Plan Examination** – For information only

### 25. **Working Parties (WP) and Committees**

25.1 The Council **resolved** to create an 'Events Committee' to ensure that they have a delegated budget and powers to organise the Jubilee Platinum event in June 2022. Cllr JP offered to draw up the agendas and minutes. **Action:** Committee to draft Terms of Reference.

#### 25.2 **Terms of Reference for the Building Refurbishment Working Party**

The Terms of Reference were deferred. **Action:** Clerk to add to next agenda.

#### 25.3 **Membership of Working Parties**

It was resolved to appoint Cllr LM to the Public Open Space WP. Cllr JP resigned from the Personnel WP but offered her assistance if needed in the future. **Action:** AAO.

### 26. **Items for a Future Agenda**

- Terms of Reference for Building Refurbishment WP
- Terms of reference for Events Committee
- To consider a 'Personnel Committee' rather than a Personnel WP
- 2022-2023 Budget
- 2022-2023 Precept
- Financial Risk Management
- Neighbourhood Plan Terms of Reference
- Automatic Locking Steel Doors for Staithe Toilets
- Pandemic Plaque Location
- Parish Warden recommendation from the Personnel WP

27. **Exclusion of Public and Press** - It was **resolved** to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A SS1 & 2

### 28. **Parish Warden Role**

The Clerk updated the Council on the recruitment process and confirmed that interviews would be taking place on the 06 January 2022. The Personnel WP will make a recommendation to Council at the meeting on the 12 January 2022.

**29. Neighbourhood Plan Project Administrator**

The RFO informed the Council that the Neighbourhood Steering Group has **resolved** to employ a 'Neighbourhood Plan Project Administrator'. This person will be employed by LPC on a fixed term contract. **Action:** Neighbourhood Plan Steering Group.

**30. Date of the Next Meeting**

The next meeting of the Parish Council will be Wednesday 12 January 2022 at 7.00 pm. (Agenda items to Clerk by 04 January 2022).

**The meeting ended at 9.43 pm.**