

LODDON PARISH COUNCIL

Minutes of Loddon Parish Council meeting held on Thursday 14th November 2019 at 7.00pm
in The Library Annexe, Loddon

Present: Colin Binfield
Jane Hale
Gary Knights (arrived late)
Kay Mason-Billig
Sophie Waggett
Margaret Wallace
David Tarry (Co-opted)

In Attendance: Deborah Sarson, Locum Clerk
Donna Hodds, Finance & Projects Officer
27 members of the public

As the Chairman was not in attendance, Councillor Wallace proposed Councillor Mason-Billig to chair the meeting

180 Welcome

The Chairman welcomed everyone to the meeting and asked if anyone wished to record the meeting, it was confirmed no one did.

The Chairman introduced Deborah Sarson, the Locum Clerk

181 Apologies for absence

Apologies were received and accepted from Councillors Strickland and Scott

182 Councillor Co-option

David Tarry had expressed an interest in joining the parish council and provided a short bio for councillors to consider. It was **RESOLVED** to co-opt David Tarry to Loddon Parish Council.

Mr Tarry signed the Declaration of Acceptance of Office and was invited to join councillors at the table

183 Declarations of Interest

Councillor Mason-Billig declared a pecuniary interest in item 191

184 Minutes

The minutes of the meetings held on 12th September 2019 were agreed as a correct record and signed by the chairman. The minutes of the 10th October 2019 were amended to remove the final sentence at 168c 'Christmas lights' as there was some

confusion over what was agreed. With this amendment, the minutes were agreed as a correct record and signed by the chairman.

185 Matters Arising

Cllr Wallace asked if the letter to Lesley Fish had been sent and it was noted this was yet to be done. She advised that she has most of the information required about defibrillators which would be available for the next meeting in December.

It was agreed to bring the public forum item forward

186 Public Forum

Members of the public were given an opportunity to bring matters to the attention of the Council and to ask questions.

Roundabout - an update was requested about the proposed roundabout at the junction of the A146 and George Lane. Councillor Mason-Billig advised that the scheme design has still not been signed off and she will continue to pursue the matter with Norfolk County Council.

Jubilee Hall – there were grave concerns about the management of the Jubilee Hall expressed by various members of the public in attendance. The main concerns raised included:

- appears to no longer be run for benefit of the community with availability for community use extremely limited and/or over priced
- concern there are insufficient people on the management committee and those who are there have 'vested interests'.
- the top bar has been closed for five weeks and this along with other reported restrictions on letting and loss of business for the hall is resulting in significant loss of income
- irregularities in the employment of staff and the management of contracts
- trustees and management committee all in together and appear to be giving free use of the facility to friends and family.
- the impact of closed facilities on the football club who are required by the FA to provide refreshments to visiting teams which is currently compromised.
- The lack of repairs to the building

A number of suggestions were made including the parish council taking over management until matters are sorted out and referring the matter to the Charity Commission.

Planning delegation – A member of the public expressed concern that if consideration of planning applications were delegated, that they would not be considered in public which is not transparent enough. A number of assurances were provided including that the council is legally able to delegate to the clerk, that the clerk would be responding in consultation with the working group, that the responses would still be available to view on the planning portal. Concern was expressed that there was no

definition for 'contentious' applications that would require a meeting to be called and it was noted that terms of reference would be agreed.

Proposed Loddon bus route change - concern was expressed that there are a number of vulnerable and elderly people who regularly use the bus stops on High Bungay Road and would be severely affected by moving the route to Beccles Road. There was also concern to ensure there would be wide consultation on any proposed bus route change.

Highways matters - Issues with the 'ironmongery' in High Bungay Road and signs that have been tampered with and it was agreed that these matters would be reported.

(Action: Clerk)

Councillor Knights entered the meeting

It was agreed to bring the following item forward

187 Jubilee Hall

Councillors expressed grave concern about the issues raised and noted it was a matter of urgency because of the loss of income, the impact on the Football Club and the general lack of availability of the facility to the community. It was noted that Councillor Hale, who had been appointed as the Council's representative to the trustees had not attended their recent meeting because she had not been made aware of the timing of the meetings. It was noted that if the council was going to report the trustees to the charity commission, then a formal resolution would be required and as this is a serious matter which requires proper consideration, it was agreed to ensure it is an item on the next agenda. It was noted that a member of Chedgrave Parish Council was in attendance but also they must also be involved in any matters involving the Jubilee Hall.

Members of the public in attendance were asked to provide evidence in writing to the Parish Clerk and it was **RESOLVED** to set up a working group consisting of Councillors Binfield, Mason-Billig, Hale and Knights to review the evidence provided. It was also **RESOLVED** that Councillor Hale be instructed to contact the trustees asking them to call an urgent meeting to discuss the current situation. **ACTION: JH, KM-B, CB, GK, Clerk**

The majority of the members of the public in attendance left the meeting.

It was agreed to bring the following item forward

188 Proposed Loddon Bus Route Change

The concerns expressed about the proposed bus route change were noted. It was reported that Cllrs Binfield and Waggett are due to meet with the bus company on 26th November and will be reporting to the next meeting. The Highways Authority had apparently carried out a route survey and a copy of this is being sought. **ACTION: Clerk**

189 Reports from District and County Councillors

Councillor Mason-Billig reported on the following:

A matter had been brought to her attention that cows were regularly escaping from the Common because the gate and fence between the Loddon Marina campsite and the Common are inadequate to keep them in. She has reported the matter to the County Council which has agreed to take the matter up.

She has been investigating ways to manage the issue of boats over-staying their mooring or mooring where they shouldn't and has ascertained South Norfolk Council's land ownership in Loddon. She has arranged for a team to clear the piece of land they own at the Staithe which is currently overgrown. They would be minded to consider transferring ownership to the parish council if it was interested in taking it on.

Ownership of the "bridge to nowhere" still remains unclear and the condition of it is a major concern. It cannot be demolished because of the water/sewage pipe which runs underneath it.

She noted that CCTV on the Staithe toilets will help to deal with criminal damage and she is pursuing this with SNC.

She advised that she had spoken to planning officers about the planning application for 56 entry level houses proposed on land to the east of High Bungay Road and advised that if they were minded to approve the application, then she will call it in for consideration by the Development Management Committee.

A report from District Councillor Rowe was tabled. He noted his next surgeries will be held on Saturdays 14th December and 15th January from 2-4pm at Loddon library.

190 Planning

a) Planning applications received were considered

- i) 2019/2113 - Works to trees in Conservation Area, 5 Garden Court Loddon Norfolk NR14 6LP. It was **RESOLVED** to recommend this application for approval.
- ii) 2019/2198 - Listed Building Consent: Replacement front door with some ironmongery retained at 48 High Street Loddon NR14. It was **RESOLVED** to recommend this application for approval. **ACTION: Clerk**

b) Planning applications received and not considered because of the deadline were noted

- i) 2019/1920 - Listed Building Consent: Proposed single storey rear extension and associated works as permission 2018/2148, to include roof light at 13C Beccles Road Loddon NR14 6JQ Deadline: 1st November 2019

c) Decisions on planning applications by South Norfolk Council were decided:

- i) 2019/1677 - The Lodge, Stubbs Green, Loddon, Norfolk, NR14 6EA. Replacement windows - Refused

- ii) 2019/1193 - The Swan Inn, 23 Church Plain, Loddon, NR14 6LX. Discharge of condition 3 - materials of permission 2017/2905 - Approval
- iii) 2019/19 - 13C Beccles Road, Loddon, NR14 6JQ. Non material amendment to 2018/2148 - The introduction of a 1200 x 1200 clear glazed rooflight to the approved standing seam zinc roof covering - Approval with no Conditions
- iv) 2019/1395 - Norfolk House, Sterling Close, Loddon, Norfolk, NR14 6UG. Erection of site office, including 6x parking spaces and cycle storage - Approval with Conditions
- v) 2019/1695 - 44 High Street, Loddon, Norfolk, NR14 6AH. Refurbishment of front sash windows and replacement of all rear windows with wooden casement windows. Repairs to roof, installation of 2x skylights and internal alterations - Approval with Conditions
- vi) 2019/1572 - 2 Filbert Road Loddon Norfolk NR14 6LW, Works to TPO trees; T1 Oak - Crown (8m) to be reduced by 2-2.5m on the side of 8 George Lane, and <2m on the side of 2 Filbert Road together with the removal of deadwood - Approval with Conditions
- vii) 2019/1959 - Land North Of George Lane Loddon Norfolk. Non material amendment of 2016/0853 - revision to 19 bungalows - Approval with no Conditions
- viii) 2019/1843 - Householder Single storey rear extension at 4A Beccles Road Loddon Norfolk NR14 6JQ (not considered by Parish Council as deadline expired before next meeting – Approval with conditions
- ix) 2019/2008 - Works to trees in Conservation Area 18 High Street Loddon Norfolk NR14 6AH Proposal : T1 - Hawthorn - Remove and replace with Scarlet Japanese Rowan - No objections

d) Giving delegated authority to the Clerk to respond to planning applications with deadlines that cannot be considered at scheduled meetings, in consultation with the Planning Group appointed by this council, was considered on the proviso that in the instance of a contentious application, an extraordinary council meeting would be called to consider it.

The comments about this matter from the member of the public were taken into account and it was agreed to define the word ‘contentious’ in respect of giving delegated authority and that the three members of the working group would discuss each application together and if there was any disagreement the matter would be brought to an extraordinary meeting of the parish council. On that basis it was **RESOLVED** to give delegated authority to the Clerk to respond to planning applications with deadlines that cannot be considered at scheduled meetings, in consultation with the Planning Group appointed by this council, on the proviso that in the instance of a contentious application, an extraordinary council meeting would be called to consider it. **ACTION: Clerk**

191. Finance Update - DH

a) To approve accounts for payment

Voucher		Amount	
268	DD	-320.5	British Gas Electricity - Library Annexe

270	DD	-9.23	Eon	Electricity
271	DD	-52.00	Saffron Housing	Garage Rent
255	DD	-11.28	intY Ltd	Office 365
254	DD	-24.00	Apept IT	IT Support
242	CHEQUE	-135.00		REFUND: Hire of the Rear Hall
243	CHEQUE	-11.00		Freedom of Loddon
244	CHEQUE	-234.98	Norfolk Pension Fund	Pension Contribution
245	CHEQUE	-2,027.22		Salary
249	CHEQUE	-150.00	Chet Valley Festival	Small Grant - Victorian Evening
250	CHEQUE	-57.58	Roger Harrison	Small Grant - Loddon in Norfolk
251	CHEQUE	-133.34	HTS Supplies Ltd	Consumables for Staithe Toilets
252	CHEQUE	-1,296.00	Elegance	Cleaning
253	CHEQUE	-73.76	Elegance	Repairs
256	CHEQUE	-1,107.25		Locum Clerk
257	DD	-797.59	Wave (Anglia Water Business.)	Water Charges - Staithe
258	CHEQUE	-2,969.99	Loddon Garden & DIY	Grass Cutting
259	CHEQUE	-200.00	Toms Trees	Tree Cutting - recycling centres
260	DD	-44.00	Talk Talk	Telephone and Broadband
274	CHEQUE	-600.00	Steve Crisp Holdings	Christmas Light Erecting
272	DD	-1,827.83	PHS	Sanitary Services

Invoices received for payment after the agenda was issues and approved at the meeting:

276	CHEQUE	-18.50	Royal British Legior	Supply wreath
278	CHEQUE	-308.47	HMRC	October tax & NI
277	CHEQUE	-179.48	HMRC	Underpayment
280	CHEQUE	151.31	Procastle Ltd	Handyman repairs

Cllr Mason-Billig abstained from voting on this item

It was noted that the contract for grass cutting is due for renewal and quotes are being sought for a new contract.

It was **RESOLVED** to approve the accounts for payment. **ACTION: RFO**

b) Agreement and continued use of the hire of Rear Hall

It was noted that discussions with Norfolk County Council over the terms of the lease are ongoing. The parish council is currently drafting a budget for the next

financial year and recruiting a new clerk both of which will hopefully result in a resolution to these issues.

- i) Agreed T&C's of use - it was noted that although terms and conditions of hire exist, they are not being given to all users and there has been inconsistency in asking to view evidence of their public liability insurance
 - ii) Security and storage of items in Rear Hall – there appears to be no record of who holds keys; users are storing items in the hall with consent but it has recently been established this is not covered under the Council's insurance policy
 - iii) Issues to date – there is no caretaker to check the building between users. This is resulting in a situation where bingo has found a loose floor tile so have ripped it up 'to make it safe' and Brownies have come in the next morning and deemed it a trip hazard so have taped the offending tiles with blue tape. Both parties have complained to the office. One heater has been inspected because it wasn't working and found it to be faulty beyond repair. Replacement cost is being sought but is likely to be up to £2,000 which the Council currently has no budget for.
- c) Flower Tubs
An exact price can only be determined once it is known how many plants are required but it was agreed that as the Clerk has delegated authority to spend up to £100 from miscellaneous budget items, that this should be actioned immediately.
- d) Christmas Lights
A price from Cozens for installation of lights on Church Plain Car Park as per previous years of £1800 + VAT has been received. There are insufficient funds available in the budget allocation for Christmas lights because the council agreed to pay the cost of £500 (+ VAT) for installation of lights for the Victorian Evening Committee, leaving £1500 remaining. It is recommended, that as there is an under-spend in 'Miscellaneous', the remaining £300+VAT of the quote could be funded from this budget heading.
- i) It was **RESOLVED** to approve the price received from Cozens to install Christmas lights on Church Plain Car Park with funds vired from the Miscellaneous budget heading to cover the full cost.
 - ii) Confirmation of whether the Christmas tree will be donated by the Swan as in previous years is still awaited so in the meantime to ensure there would be one, it was **RESOLVED** to allocate up to a further £300 for a Christmas tree from the miscellaneous budget if necessary. **ACTION: RFO**
- e) Petty Cash Policy and Financial Regulations – councillors considered the draft Petty Cash policy prepared by the RFO and the subsequent specific amendment to the Financial Regulations and it was **RESOLVED** to approve the Petty Cash policy and approve the amendment to the Financial Regulations. It was noted that the Financial Regulations would be properly reviewed at a later date. **ACTION: RFO**
- f) Budget meeting - a new date for a working group to consider the draft budget for recommendation to the next meeting of Loddon Parish Council was set for 28th November at 7pm in the parish office. **ACTION: RFO**
- g) Second quarterly report – Councillors received the second quarterly report and noted the financial position of the Council.

It was noted that B-line had provided quotes to plant bluebells in the allotments with all priced coming in under £100, which was agreed within the delegated authority for expenditure for the clerk; it was also noted that repairs to the Staithe toilets were required, and that the prices received were within the Clerk's authority to spend.

191 SAM 2

Councillors noted that the SAM 2 speed indicator device is now ready and to agree who will receive the available training in its use. There was no information available about what the parish council previously agreed to in respect of this because the original decision was taken before the election and the clerk has since left. More clarity was required about the type of device, its purpose and how it is to be used, the time commitment involved in managing the SID device and who to send for the training. It was suggested that Bryan Sparks would be ideal if he would be interested, Cllr Hale agreed to contact him once she has the detail. **(Action: Clerk/JH)**

192 Loddon & Chedgrave Playing Field Supplemental Trust Deed and Registry Form (Supplemental Agreed Terms as per the joint report)

It was **RESOLVED** that the **Loddon & Chedgrave Playing Field Supplemental Trust Deed and Registry Form** be signed by two councillors and witnessed by the proper officer in accordance with Standing Order 23.

193 Footway Lighting Transfer from SNC

An update on the review of the draft agreement and annex from South Norfolk Council was received. Cllr Mason-Billig advised that there are a number of discrepancies and it was noted that it's not clear when the lights were last assessed. Advised of action points including ensuring all poles are marked as being the responsibility of LPC (and reporting this) and notified on the website. A contract for future maintenance will also have to be in place prior to transfer. It was **RESOLVED** to delegate responsibility to Councillor Mason-Billig to take these matters up with SNC. **Action: KM-B**

194 Lease Agreement

Councillors received an update following the meeting with Norfolk Property Services to discuss the lease and consider potential future options. It was noted that it is a full maintaining lease so the parish council should be paying for maintenance of the building. There was discussion about the possibility of approaching the County Council with a view to purchasing the building and it was **RESOLVED** to set up a working group to review the options made up of Councillors Hale, Wallace, Mason-Billig, Waggett and Knights. **Action: WG**

195 Training and Membership

Three options for membership of a support organisation were provided. The locum clerk advised on membership and then left the meeting for the discussion on training. It was **RESOLVED** to subscribe to the Norfolk Association of Local Councils and to pay

for Society of Local Council Clerks membership for the RFO and the Clerk. **(Action: Clerk/RFO)**

Councillors considered training options provided and it was **RESOLVED** to appoint the locum clerk Deborah Sarson to provide whole council introductory training and for the RFO to attend appropriate finance training. **(Action: Clerk)**

196 Policies And procedures

Councillors noted that a review of policies and procedures including Standing Orders and Financial Regulations will be undertaken by the Locum Clerk and reported to Council in due course.

197 Report from the Chairman

The Chairman tabled a meeting and reported that she has been busy supporting the locum clerk and she laid the wreath on behalf of the council at the Remembrance Day service.

198 Reports from Parish Councillors

Cllr Binfield – in respect of the proposed bus route change, the councillor expressed concern about the safety of a crossing on Beccles Road where a future bus stop might be located should the bus route change proceed. It was noted that a pedestrian crossing request had previously been rejected by the Highways Authority. It was suggested that pinch points may be a way to slow traffic down and it was **RESOLVED** that the Highways Authority be asked to consider pinch points on Beccles Road given the speed of traffic in the 20 mph zone. **(Action: Clerk)**

Cllr Hale – reported that a light on the side of her house was installed to provide light for the footpath beside her property which operates on a sensor but currently the sensor is not facing in the right direction. It was **RESOLVED** to ask the Council's appointed handyman to adjust the sensor so that it comes on when people use the path. **(Action: Clerk)**

199 End of Year Report from TIC

Councillors received the end of year TIC report and noted that it is proposed to move the TIC service into the nook in the library which is no longer required by the library service. This is considered a better location as it will be more visible and will cause less disturbance in the parish council office where it is currently located. It was noted that correspondence had been received expressing concern that the TIC might not be funded in future years but this concern is unfounded as the parish council has no plans to cease delivering the service.

200 Significant Correspondence

The list of correspondence had previously been circulated. It was noted that damage had been reported to the skate park/play area and the RFO was asked to seek prices for repair **(Action: RFO)**

201 Items for future agenda

The following items were agreed for a future meeting:

- a) timings of meetings
- b) progress on the Taylor Wimpey funds
- c) scheme of delegation for the clerk
- d) defibrillators

202 Exclusion of public and press

It was **RESOLVED** to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A ss 1) & 2)

203 Appointment of Clerk

Councillors noted that the candidates interviewed for the Clerk vacancy were not considered suitable to meet the needs of the parish council and considered various recommendations for the way forward. It was **RESOLVED** to create an administrative assistant post on 9 hours per week and to reduce the Clerk's hours to 15 hours per week on a salary scale range SCP24 – 28, all within the existing staffing budget and to start the recruitment process for both positions as soon as possible. **(Action: Clerk/Staffing Committee)**

204 Dates of Next Meetings (all at 7.00pm in LPC offices unless otherwise stated)

The dates of the next meetings of the parish council were noted as Thursday 12th December 2019 (agenda items to Clerk by 4th December), 9th January, 13th February 2020.

The meeting ended at 10.28pm