



Loddon Parish Council

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

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Minutes of the Meeting of Loddon Parish Council (LPC) held on Wednesday 09 February 2022, 7.00pm in the Library Annexe Rear Hall.

Present: Cllr June Strickland, Vice-Chairman (JS), Cllr Arthur Morris (AM), Cllr Jane Hale (JH), Cllr Jessie Powell (JP), Cllr Margaret Wallace (MW), Cllr Colin Binfield (CB), Cllr Liz Marsham (LM), Cllr Alan Wildman (AW) and Cllr Daniel Scott (DS).

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

Absent: None.

1. **Welcome, Meeting Protocol and Etiquette:**

Cllr JS welcomed everyone to the meeting as the Chairman was unable to attend the meeting. The Vice-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.

2. **Apologies for Absence:** The Council accepted apologies from Cllr Stephen Jones (SJ) as he has a close family member with Covid-19 and Cllr Kay Mason-Billig (KB) as she is away from home.

3. **Declarations of Interest and Requests for Dispensations:** Cllr MW declared a non-Pecuniary interest in 5.1.

4. **To Approve the Minutes of the Meeting Held on the 12 January 2022:**

Minutes of the meeting held on the 12 January 2022 were **APPROVED** as a correct record of the meeting.

5. **Matters Arising:**

5.1 **Formal Complaint Hearing**

The Formal Complaint Hearing took place on the 02 February 2022 at 7.00pm in the Library Annexe Rear Hall and neither the Complainant nor a representative attended.

Within the Formal Complaint, the Complainant made several complaints without supplying examples or evidence to support these allegations.

The Council considered the Formal Complaint, and the additional statement provided on the 02 February 2022 at the Formal Complaint Hearing and unanimously **resolved** that none of the complaints made by the Complainant could be upheld.

However, the Council unanimously **resolved** that should the Complainant wish to provide examples and evidence of the complaints by the 28 February 2022, the Council will reconsider the Formal Complaint.

If no evidence is received by the 28 February 2022, the Council will dismiss the Formal Complaint and the Complainant will be informed of the Council's decision on the 10 March 2022.

5.2 **Electrical Cabinets on Church Plain, Staithe Car Park and Pyes Mill**

It was agreed to defer this item until Cllr KB was present to give an update.

5.3 Planning Application 2021/1569: Development of up to 130 market and affordable dwellings, with all matters reserved expect access at Land North and South of Norton Road, Loddon

The Planning Officer at South Norfolk Council (SNC) informed the Council via an email; "The applicant submitted additional ecology information and we are currently awaiting further comments on this from NCC. I also expect to receive further detail with regard to highways and access and I will reconsult the PC if this is received."

5.4 TRO High Bungay Road - PHA045

The Project Technician from Norfolk County Council (NCC) Highways informed the Council via an email; "Currently the scheme is now being led by myself, as I inherited it from another Technician who has now left our organisation. There was some dialogue with AJ Ward Butchers on High Bungay Road regarding customer parking outside of the shop which has been reviewed by Network Safety. One option suggested was to introduce a parking bay to Beccles Road that would provide short waiting times to allow customer parking. This however was not deemed suitable and as a result the existing single yellow line is likely to be retained.

I have a meeting tomorrow with my Project Engineer to discuss/check plans and should these be accepted the scheme proposal will go out to residents and statutory consultees within the coming weeks, yourselves of course included. This will provide an opportunity to give initial feedback on the scheme."

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

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

A report was received and circulated before the meeting.

6.2 Report from District/County Councillor Kay Mason-Billig

A report was received and circulated before the meeting.

6.3 Public Forum

Two members of the public reported that they had drainage issues on Milton Drive, which they had reported to NCC but had not received a reply. They were advised to speak to County Cllr Kay Mason-Billig.

Representatives from the Jubilee Hall Management Committee (JHMC) raised concerns about item 8.6 on the agenda as there is some ambiguity over which organisation has responsibility for the Jubilee Hall Car Park. It was agreed to have a meeting with LPC and JHMC once LPC has received guidance from Solicitor Allens Cadge and Gilbert establishing the legal situation.

A former Cllr attended and requested that if the 'Village of The Year' sign was replaced, that it was stored safely as members of the public worked hard to obtain it.

7. Reports from Council

7.1 Chairman's Report

None received.

7.2 Parish Councillors' Reports

Cllr JS suggested that the Chet Working Party meet, as they have not met for some time, and suggested that they discuss the issues raised by a member of the public regarding planning issues at Loddon Marina.

7.3 Clerk's Report *(circulated to Cllrs and displayed on the LPC website prior to the meeting)* **Office and staff**

The office had to close to the public for one week, due to two members of staff having Covid-19 in their household. The remaining member of staff was on annual leave. Working from home was the current 'Plan B' guidance at that time.

Under Clerks Delegated Authority, the necessary IT has been purchased and set up for the Neighbourhood Plan Project Officer (NPPO). The officer commenced their role on the 26 January 2022 and have received their induction. The email address for the NPPO is; neighbourhoodplan@loddonpc.org.uk.

The Parish Warden has signed their offer letter and employment contract. Under Clerks Delegated Authority, the necessary hardware and PPE has been purchased for the Parish Warden. The Parish Warden (PW) will commence their role on the 22 February 2022. The email address for the PW is; parishwarden@loddonpc.org.uk. An excel spreadsheet of items that need repairing in the Parish has been created, if you have any suggestions, please email them to the Clerk.

The Loddon Parish Council Facebook page has increased its followers/audience to 747, from 200 in March 2020.

Public Open Space

The picnic table is due to be installed at the Kitten's Lane Play Area week commencing the 07 February 2022.

South Norfolk Council have informed the Council that the Oleanders have been removed from the Staithe. The Parish Warden will remove the plants from Farthing Green later in the month.

Norfolk County Council have added the permissive path (Holy Trinity Church/Marina/Pyes Mill) back to their website.

Target Trees are still in the process of obtaining permission from South Norfolk Council to undertake the tree work.

Taylor Wimpey could not find any proof of making the S106 payment of £125,935.00 to the Parish Council for the adoption of Broadland Meadow and offered to make the payment again. Whilst the Chairman and the Clerk signed the adoption papers on the 02 February 2022, the Solicitor, Allens Cadge and Gilbert confirmed that they had been holding the funds since 2018 and will transfer the money when Taylor Wimpey has settled their account with the Solicitor. A valuation of the land will need to be undertaken to complete the Land Registration (included within the Solicitor's fees).

Church Plain

The owner of the former public toilets informed the Council that work will be commencing imminently. South Norfolk Council have offered the contractor two spaces on Church Plain Car Park whilst the work is being undertaken.

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

The Plot Letting Agreement & Invoices for the year 2022-23 have been sent out this month, and many have already been returned.

I have had a meeting with the Chair of the Loddon Community Allotment Society at the allotments, this was very constructive and positive. We discussed the changes to Loddon Allotment Gardens Plot Letting Terms, which he welcomed. The Society cancelled their January meeting due to Covid, it has been re-booked for March and I have been invited to attend.

There is one plot not yet allocated, the prospective tenant has been unwell and unable to complete the procedure at this time.

I have emailed all allotment holders to pass on the results of the survey about replacing the shed, asking their opinions on their preferred replacement.

I continue to monitor the standards at the Allotment Gardens and communicate regularly with the holders.

8. Finance Report

8.1 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 JS/Cllr AM/RFO.

Date	Payee	Item	Payment Method	Amount / £
13/01/2022	British Gas	Staithe Electricity	DD	104.00
18/01/2022	British Gas	Office Gas	DD	187.00
19/01/2022	Saffron Housing	Garage Rent	SO	54.17
19/01/2022	Plusnet	Phone & Broadband	DD	40.80
19/01/2022	Apogee Corp Ltd	Photocopier	DD	147.89
22/01/2022	SSE Southern Electric	Streetlights Electricity	DD	245.41
28/01/2022	British Gas	Office Electricity	DD	25.90
08/02/2022	intY Ltd	2 x Office 365	DD	22.56
09/02/2022	Lloyds Bank	Credit Card Jan 2022	DD	503.00
09/02/2022	HM Revenue & Customs	Tax & NI - Feb 2022	300035	401.47
09/02/2022	The Church in Loddon	Church Grant	300036	150.00
09/02/2022	SLCC	Training 03 & 10 May 22	BACS	72.00
09/02/2022	Cozens	Streetlight maintenance Dec 2021	BACS	36.00
09/02/2022	Loddon Garden & DIY	Erect and Remove Christmas Lights	BACS	1,344.00
09/02/2022	Allens Cadge & Gilbert	Land Registry and Title Deed work	BACS	1,061.00
09/02/2022	Graphix Bank	Posts for new Playing Field signage	BACS	85.00
09/02/2022	Top2Bottom Commercial	Cleaning Dec 2021	BACS	962.24
09/02/2022	Top2Bottom Commercial	Cleaning & security Jan 2022	BACS	1,312.80

09/02/2022	Roberts & Sons	PFC and Hockey Field signage	BACS	117.60
09/02/2022	Collective Community Planning Ltd	Chet Neighbourhood Plan Consultant Fees	BACS	240.00
09/02/2022	Anglia Surface Care	Tennis Courts moss treatment	BACS	468.00
09/02/2022	Loddon and District Horticultural Society	Small Grant Horticultural Show	BACS	£100.00
09/02/2022	Rosie Matthewson Pilates	Rear Hall Hire Damage Deposit return	BACS	50.00
09/02/2022	Salaries	Salaries - Feb 2022	BACS	2,954.01
09/02/2022	Norfolk Pension Fund	Pensions - Feb 2022	BACS	990.68
Total Payments				11,575.53

Date	Received From	Item	Payment Method	Amount / £
Jan 2022	Plots 2B, 3, 4A, 7B, 13, 13C, 18A, 18B, 19B	Allotment Rent	BACS	210.00
Feb 2022	Plots	Allotment Rent	BACS	0.00
Feb 2022	Plots 2A, 8B, 8C, 9A, 9D, 13B, 13D, 14, 15, 19A	Allotment Rent	CHQs	200.00
04/02/2022	Get Me Out The Four Walls	Rear Hall Hire	CHQ	30.00
Jan 2022	Bridge Stores	Shower Tokens	CASH	15.00
Jan 2022	Kings Head PH	Shower Tokens	CASH	4.00
Total Receipts				459.00

8.2 Bank Reconciliation to 31 January 2022

This item was deferred and will be circulated to Cllrs after the meeting. **Action:** RFO.

8.3 Quarter 3 Budget Monitoring Report

The Quarter 3 Budget Report was circulated prior to the meeting. Additional funds have been spent on Staithe maintenance due to the security company locking the toilets. Overall income is on target, but expenditure is slightly underspent.

8.4 Community Infrastructure Levy (CIL)

Further to the CIL report that was circulated at the January 2022 meeting, SNC have given a breakdown of all the developments that have contributed to Loddon's CIL funds. The RFO has circulated the criteria for spending CIL as requested.

8.5 Grant Application from the Loddon and District Horticultural Society

It was **resolved** to grant an amount of £100 to Loddon and District Horticultural Society. **Action:** RFO.

8.6 Five Year Stakeholder Grant to the Jubilee Hall Management Committee for Car Park Maintenance

The responsibility of the Car Park was discussed during the Public Forum, and it was **resolved** to defer the grant decision and reconsider the Clerk's advice from the November

2021 meeting and instruct Solicitor Allens Cadge and Gilbert to ascertain who has responsibility for the maintenance of the Jubilee Hall Car Park. **Action:** Clerk.

8.7 Front Ditch at Loddon Allotments

It was **resolved** to instruct the contractor to complete the ditch work on the front of the site. Cllr LM requested a report of expenditure and income at the Allotments over the last 10 yrs. **Action:** AAO/RFO.

8.8 Internal Auditor 2021-2022

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

8.9 2022/2023 Budget Summary

Breakdown of the budget was circulated to Cllrs prior to the meeting.

8.10 Replacement Glass Quote for Church Plain Bus Shelter

It was **resolved** to appoint Norwich Glass Ltd to replace the broken bus shelter panes with toughened glass at a cost of £481.73. This item was reconsidered as the previously approved quote had not been actioned by the contractor. **Action:** Clerk.

8.11 War Memorial Survey

Howham Memorials replied to say they were not qualified to provide a safety survey of the War Memorial. Additional companies had been contacted but had not yet replied. It was suggested that the Clerk contact Norfolk ALC specialist in Memorials for advice regarding the War Memorial. **Action:** Clerk.

8.12 Kitten's Lane Play Area Refurbishment

The Council considered two quotes (the third quote was delayed) and **resolved** to instruct Hags UK to carry out the works, focusing on repairing the Health and Safety issues reported in the RoSPA report. It is hoped that the Play Area repairs will be completed in time for the Queen's Platinum Jubilee Fete in June 2022. **Action:** Clerk.

8.13 Event Committee Budget

LPC have allocated £500 towards the Queen's Platinum Jubilee (QPJ) event. DCllr KMB has also offered £200 to both Loddon and Chedgrave Parish Councils.

9. Emergency Plan Update

Chedgrave Parish Council (CPC) have agreed to contribute to the Emergency Plan. Cllr DS and Cllr AM met with DCllr JR to discuss ideas for how to execute an emergency plan. The proposal is to create a system of volunteer Street Wardens, that can look after the approx. 1,400 properties in Loddon and Chedgrave and aid vulnerable people. The RFO suggested that Framlingham is contacted as they designed a similar system and may be able to help. **Action:** Cllr AM and Cllr DS.

10. Events Committee Update

Cllr JP gave a verbal update. The Committee met to discuss the Queen's Platinum Jubilee event on the 01 February 2022; seven members of the public and six Cllrs attended. The Committee formed five task groups, to concentrate on organising various elements of the event, and each task group will include membership of a Cllr. The official name of the QPJ event will be decided at the next Committee meeting and where any profit will be allocated. Cllr JP has created a website for the event and an advert has been placed in ChetContact. The Committee is looking for more volunteers to assist, especially from Chedgrave Parish Council. Cllr AM offered to contact the local businesses to see if they would sponsor the event or contribute an item to the raffle. **Action:** Cllr AM.

10.1 Chedgrave Parish Council (CPC)

CPC have confirmed that they wish to be involved in the QPJ event, and therefore wish to have voting rights on the committee.

10.2 Events Committee Terms of Reference

The Council **resolved** to adopt the amended Terms of Reference to ensure that neighbouring Parish Councils have voting rights when a combined event is being organised. **Action:** Clerk.

10.3 Draft Minutes - Events Committee

Draft Minutes from the Events Committee meeting on the 01 February 2022 were circulated to Cllrs for their information.

10.4 Meeting Dates of the Events Committee (to be held at 8.00pm in the Library Annexe Rear Hall)

16 February 2022

02 March 2022

16 March 2022

30 March 2022

11. Land Registration of Farthing Green

The Council's Solicitor Allens Cadge and Gilbert has advised the Council that as the land at Farthing Green is unregistered, the Council should consider registering it. A discussion took place regarding the liability of the land it was **resolved** not to register the land to LPC.

12. Broadland Meadow Update

Both the Parish Clerk and Cllr KB signed the paperwork at Allens Cadge and Gilbert on the 01 February 2022. Once the Solicitor's fees have been paid by Taylor Wimpey, the land adoption will be completed. The Parish Clerk has received a fee quote for the land valuation fees and the Council's Solicitor will consult Taylor Wimpey and ask for the fee to be incorporated into their fees.

LPC's grounds maintenance contractor and insurer have been informed and the land has been added to the Asset Register.

13. Loddon & Chedgrave Playing Field Committee (PFC)

The Chedgrave Parish Clerk has sent the Terms of Reference to Norfolk ALC for approval. There will be an update in due course. The next meeting of the PFC is on the 22 February 2022.

14. Neighbourhood Plan Working Party

An update from the Neighbourhood Plan Project Officer was circulated prior to the meeting. Cllr JH added that a survey will be circulated to Loddon and Chedgrave residents, and a logo is being designed.

15. Building Refurbishment Working Party

The Working Party met on the 02 February 2022 to discuss the replacement Staithe doors. The Council have received five estimates, and it was **resolved** at the January 2022 meeting to receive two fixed price quotes from two contractors; Healthmatic and Door Technik. The proposed doors will be steel, have automatic locking systems and allow the Council to charge a fee for the use of the toilets. Charging a fee will ensure that the cost of the toilets is proportionally shared between visitors and the residents of Loddon.

A survey had been conducted in three Loddon shops to establish if cash or contactless payment methods were used. It was established that 20% of people used cash, and 80% used a card to make payments.

15.1 Coin/Contactless Payment System for the Staithe Doors

The Council considered whether it was necessary to have a coin and card payment system. It was **resolved** to proceed with a contactless payment system, with a view to add in an additional coin/token operated system if it became necessary. Cllr CB and AW abstained from the vote. **Action:** Building WP. It was suggested that a discretionary Radar key could be held at Bridge Stores.

15.2 Replacement Steel Doors at Loddon Staithe Toilets

The Council **resolved** to obtain a fixed quote from Healthmatic as the Council is unable to progress on an estimated cost. **Action:** Building WP.

16. Governance

The Council **resolved** to adopt the Lone Working Policy. **Action:** Clerk.

17. Planning

17.1 Planning Working Report: No report circulated.

17.2 Planning Application 2020/0016: Erection of a commercial building to accommodate manufacturing and technology facility and community facilities Location: Land North of Beccles Road, Loddon.

The Council **resolved** to support the application. **Action:** AAO.

17.3 Decisions on Planning Applications from South Norfolk Council: *Please refer to the Planning Schedule on the LPC website.*

17.4 Planning Applications from the Broads Authority: None.

17.5 Planning Decisions from The Broads Authority: None.

18. Highways

18.1 Speed Awareness Message (Sam2)

The Sam2 report had been previously circulated to Council. The Sam2 is currently positioned on Bridge Street. Thanks to Council volunteer and Cllr Morris for relocating the Sam2 on a four-weekly basis.

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

19.1 Hales Green Working Party – The LPC representative; Cllr JH will attend the meetings.

19.2 Loddon 0-5 Network Meetings – Cllr LM offered to attend. **Action:** Clerk to send details.

19.3 Proposed Dog Bin on George Lane – it was agreed that the Clerk should use Delegated Powers to purchase and install a litter bin on George Lane verge. **Action:** Clerk to obtain consent from NCC and order the litter bin.

19.4 Victorian Evening Date - 09 December 2022 – Date for information only.

19.5 Correspondence regarding D1 Exemption at Loddon Marina. The Marina is under the Broads Authority jurisdiction. The Chet Working Party suggested a meeting is organised with the Broads Authority representative. **Action:** Clerk.

19.6 Complainant Emails – The draft Minutes from the Complaint Hearing will be displayed on the website within the normal timeframe. Further emails from the Complainant will be

acknowledged and referred to the Council's email outlining the outcome of the Formal Complaint Hearing.

20. Replacement of 'Village of The Year' Sign

The Council **resolved** to not replace the 'Village of the Year' sign with the Pandemic Plaque. Should Loddon receive the 'Queen's Platinum Jubilee Town of the Year' from SNC, it could replace the 'Village of the Year' sign. In this event the existing signage would be retained and stored safely. It was **resolved** that the Pandemic Plaque will be displayed in the Annexe Office.

21. Replacement of Personnel Working Party with a Personnel Committee

The Clerk had previously circulated a report outlining the disadvantages and advantages of replacing the existing Personnel Working Party with a Personnel Committee. It was **resolved** that a Personnel Committee is formed with Delegated Powers. The Clerk added that due to the additional Committees that had been formed by the Council recently, it will be necessary to reconsider employees contracted hours and pay scales. **Action:** Clerk/Personnel Committee to draw up Terms of Reference.

22. Freedom of Loddon Award

The Council **resolved** to present the Freedom of Loddon Award at the QPJ Fete on 04 June 2022. **Action:** AAO to advertise the event.

23. Items for a Future Agenda

- Neighbourhood Plan Terms of Reference
- Automatic Locking Steel Doors for Staithe Toilets
- War Memorial Survey
- Freedom of Loddon Award
- Personnel Committee Terms of Reference

24. Exclusion of Public and Press - It was **resolved** to not exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A SS1 & 2.

25. Personnel Working Party Report

Offer of employment and employment contracts have been sent to the new employees, the Parish Warden and Neighbourhood Plan Project Officer. References have been received.

The Parish Warden will commence his role on the 22 February 2022 and the Neighbourhood Plan Project Officer commenced her role on the 26 January 2022.

26. Neighbourhood Plan Project Officer

This item was covered earlier in the meeting.

27. Date of the Next Meeting

The next meeting of the Parish Council will be Wednesday 09 March 2022 at 7.00pm. (Agenda items to Clerk by 02 March 2022).

The meeting ended at 9.48pm.