

LODDON PARISH COUNCIL

Minutes of Loddon Parish Council meeting held on Thursday 12th December 2019 at 7.00pm
in the Rear Hall, The Library Annexe, Loddon

Present: Colin Binfield
Jane Hale
Kay Mason-Billig
June Strickland
Daniel Scott (Co-opted)
David Tarry
Sophie Waggett
Margaret Wallace

In Attendance: Deborah Sarson, Locum Clerk
29 members of the public

205. Welcome

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

206. Apologies for absence

An apology was received and accepted from Councillor G Knight

207. To elect a Vice Chairman

It was noted that Councillor Knights had resigned from the role of vice chairman owing to other commitments. It was **RESOLVED** to elect Councillor Mason-Billig as Vice Chairman for the remainder of the civic year.

208. Councillor Co-option

Daniel Scott stood for co-option as a parish councillor having changed his mind about standing down from the parish council. It was **RESOLVED** to co-opt Daniel Scott on to the parish council. He signed a Declaration of Acceptance of Office and joined councillors at the table.

209. Declarations of Interest

Councillor Wallace declared a non pecuniary interest in item 228 iv) regarding a defibrillator for the Loddon on Call service.

210. Minutes

The minutes of the meeting held on 14th November 2019 were approved as a correct record and signed by the Chairman.

211. Matters Arising

There were none.

212. Jubilee Hall

a) A report following the meeting with the Jubilee Hall Trustees to address the concerns raised about issues with the management of the Jubilee Hall was presented. The parish council has powers only as a representative member organisation but in accordance with the charities charter document, two representative member organisations can call a meeting of the trustees. Loddon Parish Council and Loddon & Chedgrave Playing Field Committee called the meeting which was held on Tuesday 10th December. The meeting was attended by all the trustees and a majority of the representative member organisations and addressed all the complaints that had been received at and since the last parish council meeting. The meeting was very constructive. The trustees were acting in good faith but did not understand the rules they needed to be adhering to. The following was discussed and it was agreed that they need:

- more volunteers
- to operate in a more business-like way
- may need to increase the fees to help cover the running costs
- to be more transparent
- to advertise meetings properly
- to keep proper records
- to better advertise the facility
- to advertise tenders and jobs
- the whole committee needs to meet regularly
- to organise fund raising activities
- to ensure the building is properly maintained and well presented
- to treat all users equally
- to improve the facilities, including upgrading disabled toilet facilities.

Users are asked to address any concerns to the office in the first instance.

The parish council is here to hear what has to be said and try to assist the trustees in managing the facility in a responsible manner.

b) It was **RESOLVED** to suspend the meeting to hear from members of the public in attendance for this item.

Concern was expressed that things have changed considerably in the last few years if the trustees have stopped functioning properly. It was noted there have been issues with contracts and that a civil case has now been taken out against them with regard to a breach of contract. It was suggested that an emergency general meeting could be called where trustees could be held to account, however the charter deed only permits the trustees to call a general meeting, which it is required to do annually. It was suggested that the current trustees should no longer stand but it was noted that nobody would want to stand as a trustee given the current issues and the civil case now being taken against them.

There was some discussion as to whether the trustees would be personally financially liable.

The meeting resumed.

- c) councillors considered what actions to now take as a parish council including whether to refer the matter to the Charity Commission. It was **RESOLVED** that the parish council would be willing to be held to account by the community over the action points agreed at the meeting with the trustees and to seek the assistance of South Norfolk Council to support the trustees and to defer a decision about whether to report the trustees to the Charity Commission to allow them time to rectify matters.

213. Reports from District and County Councillors

No report was received from Councillor Stone. Councillor Mason-Billig reported back on the CCTV for the Staithe toilets which would could be funded from her members ward budget; she advised that the area at the Staithe owned by South Norfolk Council has now been cleared which will assist with managing the issue of illegal mooring. The issue of illegal mooring which the Broads Authority has not dealt with was discussed and this was agreed to be discussed under item 217 below.

214. Planning

a) Planning applications received were considered:

- i) 2019/2295 - 44 High Street Loddon Norfolk NR14 6AH. Listed Building Consent application to remove wooden shed, external alterations to windows and doors, insert skylight window and internal alterations. Available online at: <https://info.south-norfolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>
Comments deadline: 11th December 2019
It was **RESOLVED** that this application appears to be acceptable
- ii) 2019/2331 - Land North Of Atrium House Little Money Road Loddon Norfolk. Variation of condition 2 of planning permission 2017/0771 - amended design. <https://info.south-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q19LASOQG6300> Comments deadline: 13 December 2019; extension granted to 18th December 2019
It was **RESOLVED** that this application appears to be acceptable
- iii) 2019/2275 - Works to trees in Conservation Area; land t Low Bungay Road and Davy Place Loddon. Comments deadline: 26th December 2019
<https://info.south-norfolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>
It was **RESOLVED** that this application appears to be acceptable
- iv) 2019/2371 - 2 Lemn Grove Loddon NR14 6LH. Householder application Erection of single storey side and rear extension and removal of storage shed. Comments deadline: 18th December 2019
<https://info.south-norfolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>
It was **RESOLVED** that this application appears to be acceptable

b) Decisions on planning applications by South Norfolk Council were noted:

- i) 2019/2275 - Works to trees in Conservation Area, Land At Low Bungay Road And Davy Place Loddon Norfolk. Decision: No objections

215. Public Forum

The playing field was vandalised yesterday which has rendered the pitch unplayable. The football club had already requested assistance from the Playing Field Committee as they had spent in excess of £2,000 on pitch maintenance. Following the recent meeting, investigation had revealed that the pitch itself is not covered by insurance. An emergency meeting of the Playing Field Committee is being called. There was concern that there could be a caravan incursion of the field over the Christmas period.

Thanks were registered for the lights display and the Victorian Evening which has been very much appreciated in the village. It was asked whether the lights could be left up until the end of January but it was advised that the take-down date had already been set with the contractors.

In response to a query, an update on the proposed bus route change was provided and it was advised that a site meeting with the Highways Authority is awaited. It was noted that over 100 people per day would be affected by the bus route change if it were to go ahead.

216. Finance Update

- a) Accounts for payment were approved.

Voucher		Amount		
272	DD	-1,827.83	PHS	Sanitary Services
281	CHEQUE	-1076.42		Salary
283	CHEQUE	-25.00	Chet Valley Festival	PAT Testings
284	CHEQUE	-90.35	HRMC Berg Apton	
285	CHEQUE	-80.50	Conservation Trust	B-Line
286	CHEQUE	-5.45		Stationery
287	CHEQUE	-110.49	Elegance	Repairs to Shower
292	CHEQUE	-100.00	CASH	Petty Cash
293	DD	-183.62	Apogee	Photocopier Charges Christmas Lights on Church Plain
294	CHEQUE	-1,198.50	Cozens	
295	CHEQUE	-1,483.50		Locum Clerk
296	DD	-7.04	Eon	Pyes Mill - Electricity
298	CHEQUE	-1,794.24	South Norfolk Council	Dog Bin Emptying
299	CHEQUE	-11.82		Stamps
300	CHEQUE	-4.99		Cash tin for Petty Cash
305	CHEQUE	-161.00	Norfolk Association of Local Councils	Annual Subscription (Pro-rated)
307	CHEQUE	-82.76	HTS Supplies Ltd	Consumables for Staithe Toilets

308	CHEQUE	-1,024.00	Elegance	Cleaning
309	CHEQUE	<u>-24.00</u>	Adept IT	IT Support
		<u>£9291.81</u>		

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

312	CHEQUE	-46.37	Donna Hodds	2nd class stamps
311	CHEQUE	-9.36	Deborah Sarson	Postage and advertising
310	CHEQUE	-723.66	Loddon Garden & DIY	Grounds Maintenance

It was noted that the amount to be paid to PHS appears to be high and the amount was considered excessive especially as it appears to be a monthly fee; it was suggested that Everflow be considered as an alternative, more price competitive, water utility provider for the Staithe as the council would not be tied into a contract with Wave, the current provider. **ACTION: DH**

It was asked that when the asset register has been completed, councillors be provided with the information. **ACTION: DH**

It was **RESOLVED** to approve the accounts for payment

b) **Budget 2020/21**

Councillors noted that the budget is to be approved at the January 2020 meeting. It was asked that the costs for an induction loop be added to the budget (cost around £120) and it was noted the Council ought to be budgeting for Operation London Bridge, a national initiative to ensure all authorities and local councils are prepared in the event of the death of a senior royal (cost around £250). **ACTION: DH**

217. Loddon Staithe/Pyes Mill

The issues raised by a regular casual boat visitor to the Staithe and Pyes Mill were considered. The Broads Authority are contracted to maintain and police it and this has not been happening. It was **RESOLVED** to write a letter of complaint to the Broads Authority complaining about the lack of policing and enforcement on the broads in the Loddon area impacting on tourism, Loddon's reputation on the Broads, local businesses and potentially impacting on jobs. The lack of enforcement was in breach of the SLA which the parish council was paying the Broads Authority for. **Action: Locum Clerk**

It was noted that David Tarry, in his role as Manager of Loddon Marina had organised a meeting with John Packman, Chief Executive of the Broads Authority in the New Year which Kay Mason-Billig would also be attending.

With respect of all the issues raised, many of which there is no solution for, the relevant issue is the post that has been removed from Pye's Mill which is a serious health and safety issue and it was noted this was South Norfolk Council's responsibility and Kay agreed to take it up. The Locum Clerk would respond to the complainant. **ACTION: Locum Clerk**

218. Jubilee Hall Playing Field

The purchase of an additional dog bin and signage for the Jubilee Hall playing field following issues with dog poo on the playing field affecting matches was considered. It was noted there are three dog bins already located on the playing field which was considered sufficient. Those who are not picking up their dog waste are not likely to use a bin even if it was provided. It was **RESOLVED** not to purchase an additional dog poo bin.

219. Library Annexe Lease Agreement

The terms of the lease were considered including a request by the parish council for amendments to the lease. NCC would agree to a term of 15 years with five yearly break clauses and will agree to it being backdated to the 1st September 2018, the end of the previous lease agreement. The council will need to register the lease at its own cost. However, the sublet conditions are considered to be too restrictive as they would prevent users such as bingo, yoga, whist drives as examples.

- i) It was **RESOLVED** to accept the terms except the subletting clauses and to request that NCC reconsider the restrictions and provide a list of acceptable activities (not requiring prior consent).
- ii) It was **RESOLVED** that the rental payments due from September 2018 can now be invoiced.

ACTION: Locum Clerk

220. Christmas Lights

It was **RESOLVED** to approve ownership of the lights in conjunction with Chedgrave Parish Council at a 70/30 ratio and to accept the funds from the LDBA as set out in the report.

It was suggested that it would be desirable to continue the lights across the river to join up the two parishes and it was agreed to consider this for next year.

221. SAM 2

It was reported that Bryan Sparkes has volunteered to undertake the SAM2 training and new dates for this are awaited from Westcotec. The Clerk needs to follow up on the Memorandum of Understanding with the Highways Authority to confirm the specific locations and agree a date and location schedule for the device. **ACTION: Locum Clerk**

222. Councillor Vacancy

The vacancy created by the resignation of Daniel Scott was noted.

223. Scheme of Delegation for the Clerk

It was **RESOLVED** that the locum clerk would review the scheme of delegation for the Clerk and delegation to committees as part of the review of policies. **ACTION: Locum Clerk**

224. Play Inspection Checks

The weekly play inspection checks were noted. Discussion was held around whether the inspections needed to be weekly over the winter months.

225. Report from the Chairman

Councillor Strickland welcomed David Tarry the new councillor co-opted at the last meeting from which she was absent; she noted that the Victorian Evening was a success; reported that the clerk and administrative positions have now been advertised; noted a few problems with the use of the Rear Hall and discussion was held about hiring a caretaker and it was agreed to consider budgeting for this.

ACTION: DH

226. Reports from Parish Councillors

- i) Councillor Hale thanked Councillor Mason-Billig for taking the minutes of the meeting of the Jubilee Hall Trustees.
- ii) Councillor Scott reported problems with issues about parking outside Loddon Infant School and asked if anything could be done. It was noted that Saxon House staff have started parking in the layby and taxis are also parking there and it was **RESOLVED** to write to Saxon House and 321 asking politely for their staff not to park obstructing the layby during school pick up and drop off times **ACTION: Locum Clerk**
- iii) Councillor Wallace reported attending the Playing Field Committee meeting and the Victorian Evening; with respect to the defibrillator proposal discussed at the Budget Working Group meeting, it was noted that the proportion of use in Loddon was relatively small in comparison to other parishes and she was asked whether the Loddon On Call volunteers would be prepared to communicate with the other parishes about funding also; it was noted that the funding would not be required until the 2021/22 financial year which allows time for considering including provision at council budget setting time next year.

227. Significant Correspondence

It was **RESOLVED** to revert to the previous method of reporting correspondence with a list on the agenda. **ACTION: Locum Clerk**

228. Items for Future Agenda

- i) Christmas Lights
 - a. To agree a timetable to start planning for Christmas 2020
 - b. To appoint a councillor to represent the parish council on the Victorian Evening and consider setting up a Christmas working party
- ii) Proposed Loddon Bus Route Change
- iii) Footway Lighting Transfer from SNC
- iv) To receive information about a defibrillator for use by First Responders (February)
- v) Taylor Wimpey Funds Update

229. 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)

230. Staffing Matters

- i) An update on recruitment noted that the parish clerk and administrative assistant posts are being advertised with a closing date of 6th January and interviews later in the month.
- ii) A confidential report was tabled and it was **RESOLVED** to seek three quotes for HR support to be considered at the next meeting and to seek a different locum clerk from January 2020 with the current locum to continue on a consultancy basis. **ACTION: Locum Clerk**

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

Thursday 9th January 2019 (agenda items to Clerk by 18th December), 13th February and 12th March 2020.

The meeting ended at 22.07pm