
Minutes of the Meeting of Loddon Parish Council (LPC) held on Wednesday 13 April 2022, 7.30pm in the Library Annexe Rear Hall.

Present: Cllr Kay Mason-Billig (KB) - Chairman, Cllr June Strickland (JS) - Vice-Chairman, Cllr Arthur Morris (AM), Cllr Jane Hale (JH), Cllr Jessie Powell (JP), Cllr Margaret Wallace (MW), and Cllr Stephen Jones (SJ), Cllr Liz Marsham (LM) and Cllr Daniel Scott (DS).

In Attendance: Emily Curtis (Parish Clerk), Jo Leonard (Administration and Allotment Officer, AAO), and seven members of the public.

Absent: None.

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

Cllr KB welcomed everyone to the meeting. 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.

2. **Apologies for Absence:** The Council accepted apologies from; Cllr Colin Binfield as he is self-isolating, Cllr Alan Wildman as he is away from home and Georgina Hirst, (Responsible Finance Officer, RFO) as she is on annual leave.

3. **Declarations of Interest and Requests for Dispensations:** EC declared a pecuniary interest in item 8.9.

4. **To Approve the Minutes of the Meeting Held on the 09 March 2022:**

Minutes of the meeting held on the 09 March 2022 were approved as a correct record of the meeting.

5. **Matters Arising:**

5.1 **Cycle Parking from Norfolk County Council (NCC)**

NCC informed the Council that Norse have been contracted to install the cycle parking and they hoped that the installations would be installed by the summer in the three agreed locations: Pyes Mill, Tennis Courts and Kitten's Lane Play Area.

5.2 **Staithe Footbridge**

LPC has received a response from SNC regarding the repairs required to the Staithe Footbridge; "Cabinet will be asked to make a decision on a funding commitment for this project on the 19 April 2022".

5.3 **Broadland Meadow Public Open Space Adoption**

The Public Open Space land valuation has been completed and the land was valued at £1. The fee for the valuation was included in the Solicitor's fees that have been reimbursed by Taylor Wimpey. LPC's Solicitor are progressing registering the land on LPC's behalf.

5.4 **Church Plain Bus Shelter**

The two broken panes on the Church Plain Bus Shelter have been replaced by Norwich Glass Ltd.

5.5 Playing Field Insurance Claim

After the storm damage to the trees and a resident's fence, repairs have been completed to 2 Old Market Green's fencing and details of the claim have been sent to Zurich Municipal.

5.6 Dwarf Fruit Trees at the Allotments

The Parish Clerk met with representatives from the B-Line and the Loddon Community Allotment Society. B-Line offered to compile a plan for the proposed trees to be planted at the front of the site, with a suggestion of seven trees in recognition of the Platinum Jubilee.

5.7 Complainant classified as unreasonably persistent or as behaving unreasonably

As agreed at the last meeting, a letter was sent to the Complainant setting out the restrictions on further communication and no further correspondence has been received.

5.8 South Norfolk Council (SNC) 'Welcome Back Campaign'

SNC have informed the Council that the hand sanitisers that were placed in the town as part of the 'Welcome Back Campaign' have now been removed but could be reinstated should the need arise.

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)

As mentioned last month, I'm working in conjunction with Loddon and Chedgrave Parish Councils to put together an Emergency Plan for our neighbourhoods, to ensure that help is available to every household in an emergency. The plan is really taking shape now and is being discussed and agreed by both Parish Councils. We'll let you know more details as they are agreed upon.

Over Easter we'll again be distributing flowers and Easter eggs to our over-60s friends and neighbours; the bags will include a hand-made card from children from Loddon Primary Foundation, which we're very grateful for.

Each District councillor has a members' grant of £1000 for local causes – please let me know if part of this could help your group and, as always, if you, or someone over-60 that you know, would like some help and maybe just some friendship, please phone ChetChat on 07876050110. Please ring me anytime on 07733323581 if I can help you, as many people do.

6.2 Report from District/County Councillor Kay Mason-Billig

Cllr KB reported that the roundabout has been completed, although a sign recently needed repairs. Cllr KB has asked First Bus if they would consider having a bus stop for the X2 on the A146, but not at the detriment of losing bus stops in the town.

Work is continuing with the plan for several Loddon Jubilee Walking Trails and Cllrs KB and JS have identified three suitable trails, and these will be printed on one map; Holy Trinity Church to Pyes Mill, Loddon Ingloss, Warren Hills.

SNC has instructed consultants to carry out an assessment of Loddon's street scene and Cllr KB has received the initial report that includes a suggestion to reduce the size of the Church Plain Car Park to protect the space/vista surrounding the War Memorial, create a new car park to replace the fire station. Norfolk Fire are investigating relocating their fire station to a site on the A146 near the roundabout.

Cllr JH reported that the Norfolk Record Office opens at 10.00am, and then closes for 1.5 hours during the middle of the day for cleaning, which restricts the viewing window of time for people who travel to view the records. **Action:** CCllr KB.

6.3 Public Forum

A parishioner enquired if there was to be seven dwarf trees planted at the allotments for the Platinum Jubilee.

A parishioner reported that there are issues with dog fouling on the Old Hockey Field and requested more signs advertising the bye-law that are dogs are not permitted on that field.

A parishioner reported that waste/litter had been deposited on the Old Hockey Field near the new fence installed by Halsbury Homes.

A parishioner reported that a mobile mast needs to be installed for Health and Safety reasons around the George Lane/A146 area.

7. Reports from Council

7.1 Chairman's Report

Nothing to add.

7.2 Parish Councillors' Reports

Cllr AM reported that ChetChat distributed 80 Easter bags, and recipients were delighted to receive them.

Cllr JS raised concerns regarding the lack of streetlighting on the roundabout.

Cllr JP said that she had received positive comments regarding the improved management of the Loddon Allotments.

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

The Parish Clerk mentioned that SNC had investigated the step that appears to have dropped near the War Memorial and it is due to the adjacent tree root lifting the side of the step. It was agreed to add the item to the next agenda.

The Parish Clerk attended the SLCC Conference, which had some excellent and informative speakers as well as experienced Clerks to obtain advice from.

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

I completed Managing Allotments training on 17 March 2022, some changes to our existing terms are needed, which I will present in due course.

All Plots have paid their 2022-23 rental, two agreement forms are outstanding.

A new tenant has taken on the empty plot and is very keen to get started.

The ditch clearance at the front of site will go ahead as soon as possible.

A contractor is due to clear the debris left following the previous clearance.

I am looking at possibilities for replacing the shed as requested.

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

The AAO attended the Loddon Community Allotment Society meeting on the 13 April 2022 and summarised the meeting with the Society's comments; they were happy for dwarf fruit trees to be planted along the hedge line, although did not wish them to be for community use. The society also agreed that the land previously allocated for community planting could be reallocated as a plot and they mentioned the need for a gate to secure the site from dog walkers when funds allow.

7.5 Parish Warden Report

Key areas of focus in the month:

Progressing Contracts for; Annexe gate repair, Staithe Toilet roof moss clean and windows accident damage, War Memorial refurbishment, and Allotment waste removal.

- Poisonous Oleander plants removed from Farthing Green.
- Repair completed to vandalised bin on Playing Field.
- Repairs completed to Parishioner's fence in wake of fallen tree damage.
- Playground inspection training undertaken. Playground inspections now established as routine, various maintenance issues addressed (protruding screw hazard) and swing re-instated.
- Responded to four Parishioner reports of hazards; Fallen tree removed from Footpath 10, reported highways defects on High Street and two on Kittens Lane, investigated obstruction on permissive path.
- Supervision of Target trees during contracted works; Jubilee Field, Hockey Field, Allotments, and A146 Woodland.
- Oversaw removal of contentious green waste from Allotments.

8. Finance Report

8.1 Accounts for Payment in Accordance with the Budget

The Clerk presented the list of payments, and it was **resolved** to approve this list of payments.

Action: RFO.

Date	Payee	Item	Payment Method	Amount / £
10/03/2022	Adept IT Solutions	IT support	DD	31.20
11/03/2022	Everflow Water	Staithe water	DD	162.73
14/03/2022	Lloyds Bank	Credit Card Feb 2022	DD	273.03
14/03/2022	EE	Parish Warden mobile	DD	19.20
19/03/2022	SSE Southern Electric	Streetlights Electricity	DD	204.44
21/03/2022	BNP Paribas	Photocopier	DD	193.55
21/03/2022	Plusnet	Phone & Broadband	DD	40.80
22/03/2022	British Gas	Office Gas	DD	144.12
28/03/2022	British Gas	Office Electricity	DD	32.92
05/04/2022	British Gas	Staithe Electricity	DD	64.59
05/04/2022	South Norfolk Council	Office Rates	DD	435.30
08/04/2022	intY Ltd	2 x Office 365	DD	22.56
10/04/2022	Adept IT Solutions	IT support	DD	31.20
11/04/2022	Lloyds Bank	Credit Card March 2022	DD	533.18
31/03/2022	Unity Trust Bank	Bank Charges 05/12/21 - 04/03/22	BC	18.00
13/04/2022	HM Revenue & Customs	Tax & NI - April 2022	300038	526.55
13/04/2022	Kirby Cane Hall Farms	Community Grant yr 3/5	300039	111.21
13/04/2022	The Church in Loddon	Church Grant	300040	660.00
13/04/2022	Cozens	10 x 10m string lights	BACS	385.20
13/04/2022	Cozens	Streetlight maintenance Feb 2022	BACS	36.00
13/04/2022	Loddon Garden & DIY	Parish Warden supplies	BACS	69.99
13/04/2022	Target Trees	Playing Field Tree work	BACS	1,200.00
13/04/2022	Gary Allard	Fence repairs	BACS	150.00
13/04/2022	A1 Clearance & Recycling	Allotment tree debris clearance	BACS	228.00
13/04/2022	Loddon Community Gym	Community Grant	BACS	TBC
13/04/2022	Hugh Harris Ltd	Parkour bolt cap repairs	BACS	132.00
13/04/2022	NPTS	Subscription 2022-23	BACS	525.00

13/04/2022	Norfolk ALC	Subscription 2022-23	BACS	140.65
13/04/2022	B Davies	Hall deposit return	BACS	50.00
13/04/2022	Norwich Glass Co.	Bus shelter repairs	BACS	578.08
13/04/2022	Micropress Printers	Broadcaster Advert	BACS	240.00
13/04/2022	Viking	Stationery and paper	BACS	66.48
13/04/2022	Viking	Projector Screen	BACS	109.16
13/04/2022	Jubilee Hall Man Cmmtt	Internet for tennis courts	BACS	50.00
13/04/2022	RWB Electrical Services	New lights Office & Hall	BACS	1,112.06
13/04/2022	Salaries	April 2022	BACS	3,547.07
13/04/2022	E Curtis	Mileage and Expenses	BACS	47.71
13/04/2022	J Leonard	Mileage	BACS	30.60
13/04/2022	P Leonard	Mileage and Expenses	BACS	67.22
13/04/2022	Norfolk Pension Fund	Pensions - April 2022	BACS	1,232.23
Total Payments				13,502.03
Date	Received From	Item	Payment Method	Amount / £
12/04/2022	Chet Contact Magazine	Flyer distribution (subsidised by donation)	BACS	20.00
12/04/2022	Zurich Municipal	Event Insurance Premium	BACS	111.99
Total Events Committee Payments				171.99

8.2 Bank Reconciliation to 31 March 2022

The balance of Loddon Parish Council's bank accounts as of the 31 March 2022 was £296,537.48. This includes the transfer of funds from the adoption of Broadland Meadow Public Open Space (10-year commuted sum) of £126,397.90.

8.3 Quarter 4 Budget Monitoring Report

The quarter 4 budget monitoring report had been previously circulated to Cllrs and there were no comments or questions.

8.4 Loddon War Memorial

The Parish Council has strived for three quotes for repairs but has only received one from Abbey Memorials. It was **resolved** to apply for a grant from War Memorials Trust before instructing a contractor to carry out the necessary repairs. **Action:** RFO.

8.5 Donation to Priscilla Bacon Hospice

It was resolved to give £100 to the local charity Priscilla Bacon Hospice to support the costs for their new lodge. **Action:** RFO. Cllr MW and JH abstained from the vote.

8.6 Platinum Jubilee Plaque for the Allotment Dwarf Fruit Trees

It was resolved to purchase a plaque with stakes from the Royal British Legion at a cost of £154.99 to display near the Queen's Platinum Jubilee Trees to be planted at Loddon Allotments. **Action:** Clerk.

8.7 Replacement Gates for the Library Annexe Yard

Three quotes were considered, and it was **resolved** to instruct Hales Fencing to construct and install the replacement wooden gate for the Library Annexe Yard at a cost of £1,150.00 excl VAT. **Action:** Parish Warden.

8.8 Small Grant Application from Loddon Community Gym

It was **resolved** to donate £100.00 to the Loddon Community Gym to support their advertising.
Action: RFO.

8.9 Principal Designer and Contract Administrator for installation of the Staithe Toilet steel doors

Healthmatic have been instructed to install automatic locking doors at the Staithe Public Toilets. The contractor has asked for the works to be dealt with under a JCT MW contract. The Parish Council is aware of the CDM Regulations 2015, and as Healthmatic have confirmed that there is more than contractor involved, the Parish Council is required to appoint a Principal Designer, to arrange for Pre-Construction H&S information and prepare a Health and Safety file on completion of the works.

EC left the meeting room whilst the Council considered the quotes.

The RFO had strived for four quotes, but two Surveyors had declined to quote. It was **resolved** to instruct JC Surveyors at a cost of £1,150.00 excl VAT. **Action:** RFO.

8.10 Summary of Receipts and Payments at the Allotments

A report had been previously circulated to the Council detailing the receipt and payments at the Allotments over the last 10 years. Prior to 2019-20 there was no separate Allotments payments budget heading, so it was not possible to identify all allotments expenditure, although the last 6 years are definite amounts. It was **resolved** to send the report to the Loddon Community Allotment Society as requested. **Action:** AAO.

8.11 Insurance Claim against PHS's insurers for damage to the Staithe toilets

The CCTV at the Staithe had identified the PHS vehicle colliding and damaging the Staithe Toilet roof, guttering and window sill. PHS have accepted responsibility and the Parish Warden is obtaining a quote for the repairs to be completed. **Action:** Parish Warden.

8.12 Staithe Roof Cleaning

The Parish Council has strived for three quotes but only received two for the removal of the moss from the roof of the Staithe Toilets. It was **resolved** to use Anglia Surface Care at a cost of £560.00 excl VAT. Cllr KB suggested installing copper wire to prevent the build-up recurring. **Action:** Parish Warden.

8.13 Local Area Network Connection at the Staithe Toilets

The Council resolved at the March 2022 Parish Council meeting to install broadband at the Staithe toilets for the benefit of the visitors and to provide a link to the existing CCTV security cameras and the proposed new automatic steel doors. As Plusnet is the Council's existing supplier and works well in Loddon, and their quote had been cheaper than other providers, the Parish Clerk requested that Plusnet undertake a survey to establish if the connection could be made. If the survey finds that they are unable to provide the service, LPC will be refunded. Plusnet quoted £18 plus VAT for broadband and £22 plus VAT for fibre for a 2-year contract. Setting up an additional account with Plusnet will save the Council £1.20 per month on the existing office broadband and calling package. The Parish Clerk will update the Council when OpenReach have established whether the proposal is viable. **Action:** Clerk.

9. Emergency Plan Update

Cllr AM reported that he had met with two representatives from Chedgrave Parish Council (CPC) to discuss the Emergency Plan, but CPC have yet to confirm if they wish to be involved. Cllr AM will continue with the plan and will meet with SNC's Emergency Plan representative. **Action:** Cllr AM.

10. Events Committee Update

10.1 Draft Minutes - Events Committee

Draft Minutes from the Events Committee meetings on the 16 and 30 March 2022 were circulated to Cllrs for their information.

10.2 Events Committee Update

Cllrs LM and JP gave a verbal update and presented the draft plan of the Platinum Jubilee Fete that is due to be held on the Loddon and Chedgrave Playing Field on the 04 June 2022. The Committee have been meeting every two weeks to plan the Fete.

Thanks were given to Cllr AM for collecting sponsorship from businesses in Loddon to fund the event and any remaining funds will be given to a community project after the event. The Committee are awaiting information on what pledges CPC Cllr Johnson has received from Chedgrave businesses.

The entertainment schedule has been completed and many food stalls have agreed to attend.

The adverts and flyers have been created by a local volunteer, and thanks to Roberts and Son for a donation towards the printing costs of the flyers and raffle tickets. Many raffle prizes have already been offered and collected from local businesses.

The Committee is looking for more volunteers to help on the day, and their next meeting is the 26 April 2022 at 8.00pm in the Library Annexe Rear Hall.

10.3 Volunteers to man the LPC Marquee during the Platinum Jubilee Event

Cllr KB and Cllr JS offered to man the LPC marquee during the event. **Action:** Cllrs JS and KB.

10.4 Volunteers to sell raffle tickets for the Platinum Jubilee Event

A lottery license has been obtained from SNC and raffle tickets will be sold in shops prior to the event.

Cllr LM agreed to advertise the event on Radio Norfolk. **Action:** Cllr LM.

11. Jubilee Hall Car Park

The Council instructed LPC's Solicitor Allens Cadge and Gilbert to establish the Council's legal standing with respect to the ownership and maintenance of the Car Park at the Jubilee Hall. The Council has received a reply from the Solicitor;

"The land comprising the playing field, tennis courts, Jubilee Hall and the car park is registered at the Land Registry and the legal owners shown on the title are Loddon Parish Council and Chedgrave Parish Council. They hold all this land on trust as per the earlier Declarations from 1982, 1986 and the Supplemental Trust Deed from 2019.

The 1982 Declaration gives the beneficial interest in the land edged red on the "1982 Plan", as attached to this email, to the Jubilee Hall Management Committee. Though the 1982 Plan is old and doesn't use up to date mapping techniques, it appears to include the car park within the area shown edged red.

The 1986 Deed of Declaration and Release, exchanges the hard standing area where the tennis courts are found, with the Hall so that the Parish Council is responsible for the Tennis Courts and the Jubilee Hall Management Committee is responsible for the Jubilee Hall. The "1986 Plan", also as attached to this email, shows the areas in question.

The 2019 Supplemental Trust Deed sought to clarify the legal ownership of the land as previously it was registered in just the name of LPC. Once completed, the title register was

amended to reflect that both Parish Councils are the legal owners of the land and this document also set out the areas of responsibility for the various parts of the land as understood by the PCs at that time.

To clarify, the LPC and Chedgrave PC are the legal owners of the land on which is car park is found, however, the 1982 Declaration gives the car park and the Jubilee Hall (the red area on the plan attached) to the Jubilee Hall Management Committee for them to manage.”

The Council **resolved** to meet with CPC and the Jubilee Hall Management Trust to discuss the next steps. Cllr AM and Cllr KB offered to represent LPC at the meeting. **Action:** The Clerk will circulate the Solicitor’s response to CPC and JHMC and propose a meeting.

12 Loddon & Chedgrave Playing Field Committee (PFC)

The Council representatives are meeting on the 21 April 2022 to finalise the Terms of Reference for the Committee.

13. Chet Neighbourhood Plan

13.1 Neighbourhood Plan Project Officer (NPPO) Report

An update from the Neighbourhood Plan Project Officer will be circulated after the meeting. Cllr JH reported that a recent consultation survey had received nearly 200 replies.

13.2 Chet Neighbourhood Plan Steering Group Terms of Reference

The Council noted that the Steering Group did not wish to be a Committee, and therefore the NPPO will need to be given Delegated Powers to ensure the Steering Group has the power to make timely decisions. A draft Terms of Reference was considered by the Council and it was **resolved** to delegate the adoption of the Chet Neighbourhood Plan Steering Group Terms of Reference to the Clerk. **Action:** Clerk.

14. Building Refurbishment Working Party

14.1 Healthmatic have been instructed to install the automatic steel doors and they have carried out their survey. The schedule of works indicated that the work will be completed by the 06 June 2022. **Action:** Parish Warden.

14.2 The Council noted that Cllr DS has resigned from the Building Refurbishment Working Party.

14.3 It was **resolved** to dissolve the Building Refurbishment Working Party. **Action:** AAO.

15. Working Parties

15.1 It was **resolved** to dissolve the Public Open Space Working Party. **Action:** AAO.

15.2 It was **resolved** to dissolve the Neighbourhood Plan Working Party. **Action:** AAO.

16. Revised Scheme of Delegation

It was **resolved** to defer the adoption of the revised Scheme of Delegation until the Cllrs had met to discuss it. **Action:** Clerk.

17. Planning

17.1 Planning Working Report: No report circulated.

17.2 Planning Applications from South Norfolk Council

2022/0659: First floor rear extension. 20 Low Bungay Road Loddon Norfolk NR14 6JW
– no objections. **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 the High Street facing North. Thanks to the Council volunteer and Cllr Morris for relocating the Sam2 on a four-weekly basis. Additional sites on George Lane to be agreed with Highways Engineer. **Action:** Clerk.

19. The Big South Norfolk Litter Pick

It was **resolved** to hold a 'Big South Norfolk Litter Pick' on the 26 June 2022. **Action:** AAO.

20. Correspondence

All correspondence had been previously circulated to Cllrs.

Cllr AM commented on the email from a parishioner wishing to create a food bank in Loddon and offered to liaise with the parishioner. Cllr KB reported that SNC may have some funding available, and Cllr JS commented that it would be an excellent way to distribute surplus produce during the summer months. **Action:** Clerk to pass on information to the parishioner.

21. Items for a future agenda

- Complaints Procedure
- Quotes for War Memorial survey
- Determine the winner of the 2022 Freedom of Loddon Award

22. Next meeting date:

The Annual Parish Council meeting will be on Wednesday 11 May 2022 at 7.00pm. (Agenda items to Clerk by 04 May 2022).

The meeting ended at 9.37pm.