
Minutes of the Meeting of Loddon Parish Council (LPC) held on Wednesday 12 January 2022, 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), Cllr Colin Binfield (CB), Cllr Liz Marsham (LM), and Daniel Scott (DS).

In Attendance: Emily Curtis (Parish Clerk), Georgina Hirst, (Responsible Finance Officer, RFO), Jo Leonard (Administration and Allotment Officer, AAO) one member of the public and District Cllr Jeremy Rowe.

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 Alan Wildman (AW) as he was self-isolating.

4. **Declarations of Interest and Requests for Dispensations:** Jo Leonard, AAO declared a Pecuniary Interest in item 22 as an applicant is a close family member. Cllr JH declared a non-Pecuniary interest in item 9.10 as she is a Jubilee Hall Trustee.

5. **To Approve the Minutes of the Meeting Held on the 08 December 2021:**

Minutes of the meeting held on the 08 December 2021 were **APPROVED** as a correct record of the meeting.

6. **Matters Arising:**

6.1 **Formal Complaint Hearing**

The complainant has been informed that the complaint hearing will be held on the 02 February 2022 at 7.00pm in the Library Annexe Rear Hall. A response to the invitation has not been received from the complainant.

6.2 **Victorian Evening - Friday 10 December 2021**

Thanks to the Victorian Evening Committee, the Victorian Evening was a great success.

6.3 **Christmas Light Display**

Thanks to the Council's contractors, Cozens and Loddon Garden & DIY, the 2021 Christmas light display was a success. The new tree wraps on Church Plain were a significant improvement, and the starbursts at the Staithe helped to merge the display with Chedgrave. Several sets of replacement LED lights have been ordered for the households and

businesses for the 2022 display. Thanks were given to Cllr Morris for inspecting the lights over the Christmas period.

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

On the 6 January 2022 Walkers Construction temporarily closed 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. The completion date for the roundabout is the 18 March 2022.

Cllr JH Suggested that Loddon United Football Club (LUFC) needs to advise away players that there is no access to the Jubilee Hall Car Park via Bridge Street / High Street at present. Norfolk County Council have been discussing changing the A146 junction to Chedgrave. Several suggestions to make the junction safer have been proposed but the options have not been feasible.

Cllr KB informed the Council that South Norfolk Council (SNC) will propose some ideas to revamp the townscape and will consult Loddon Parish Council. DCllr JR wished to be included in the plans.

Cllr KB has kindly given her members budget of £1,250 towards the cost of replacement steel doors for the Staithe Toilets.

Application 2021/1658 / 2021 1765; change of use from chip shop to residential has been called in to SNC's Planning Committee.

Cllr KB delivered the thank you gifts to the people who kindly offered to supply power for the household/business Christmas light display.

7.3 Public Forum

A member of the public (MOP) reported that he was aware that whilst the roundabout was being constructed, buses were able to turn right from George Lane and enter the High Street.

Action: Cllr KB will check with Norfolk County Council.

Planning application 2021/1569; 130 houses on Norton Road application has yet to be decided. EIA screening has now been submitted. **Action:** AAO to contact planning officer for an update.

The MOP also enquired as to when the double yellow lines will be painted on High Bungay Road. **Action:** AAO to contact NCC Highways for an update.

MOP reported that Oleanders have been planted on Farthing Green, the Staithe Car Park and Church Plain Car Park. LPC is aware of the toxicity of the plants and SNC have confirmed that they will remove those planted on their land.

8. Reports from Council

8.1 Chairman's Report

The Chairman reported that people are removing posters from the Church Plain open Notice Board. LPC has placed notices on the board and their Facebook page requesting that people only remove their own posters.

8.2 Parish Councillors' Reports

Cllr MW enquired as to where the Covid plaque will be installed, and the Clerk confirmed it would be on the next agenda.

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

Public Open Space

Thank you to Cllr Morris for undertaking the weekly Skate Park and Play Area inspections over the Christmas period. We are also grateful to Cllr Morris for carrying out the weekly inspections on the Christmas lights over the Christmas period.

The Council has taken delivery of the picnic bench for the Kitten's Lane Play area and the contractor will install it the week commencing 17 January 2022.

The new signs have arrived for the public open spaces and will be installed in due course once the Parish Warden is employed by the Council.

Target trees have submitted applications to SNC for all the planned tree works and the work will be undertaken when the ground is sufficiently dry to allow vehicular access. If any nesting birds are discovered, work will be postponed on that area until after the nesting season (i.e. September).

The Parish Clerk and Cllrs Strickland, Hale and Morris met with Taylor Wimpey on the 05 January 2022 for a walk around Broadland Meadow to ensure the outstanding work had been completed satisfactorily. As agreed at the December meeting, Taylor Wimpey and the Council's solicitors have been informed that the adoption of the land can be completed.

A keycode lock has been purchased and installed by the cleaning contractor on the disabled toilet door so that the toilet can be secured overnight, as it appears that people have been forcing entry via the Radar lock.

Cllr Binfield reported that several Oleanders (a toxic plant) had been planted in three areas at the Staithe. South Norfolk Council (SNC) and BLine have confirmed that they were not responsible for the planting, and the plants will be removed by SNC in due course.

Library Annexe

The rotten exterior office window sills have been replaced. Redecoration will take place in due course.

All the hot water taps stopped working. Thanks to plumbing contractor East Anglian Plumbing & Heating Ltd for replacing the valve in a timely manner.

Cllrs/Staffing

Using Clerk's Delegated Powers, I have ordered and prepared a Samsung Tab A7 for Cllr Binfield to use in his Cllr role.

The AAO has completed her 6-month probation period and has been confirmed as a permanent member of staff.

The interviews for the Parish Warden role were successful with a good calibre of candidates applying.

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

The Contractor has removed the shed and cleared all the debris away to leave the area clear.

A survey has been sent to all 33 allotment holders asking if they would like the shed to be replaced, with replies requested by 11/01/22. An update will be given at the meeting on 12/01/22.

The perimeter ditch has also been cleared of debris to allow water from the site to flow into the river. The contractor has layered the organic debris (tree branches and hedge cuttings etc) under the muck removed so it will compost down over time.

I visited the site on the 10 January 2022 and the contractor has completed the work to an excellent standard and very little damage has been caused to surrounding areas, considering the wet weather. I was disappointed to see garden waste already dumped on the ditch edge. Tenants have been emailed about disposing of garden waste correctly, and the restriction with respect to not planting within one metre of the ditch.

There is currently one plot not allocated; I have contacted the top two people on the waiting list, the first has left Loddon, the second's contact information was not current. I am now speaking to the third on the list.

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

The AAO's report was discussed, and it was **resolved** to consult the tenants to ascertain what their requirements are for tool storage. **Action:** AAO.

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 KB will attend the office to authorise the above payments.

Action: Cllr JS/Cllr KB/RFO.

Date	Payee	Item	Payment Method	Amount / £
10/12/2021	Lloyds Bank	Credit Card Nov 2021	DD	177.69
10/12/2021	Adept IT Solutions	IT support	DD	31.20
13/12/2021	British Gas	Staithe Electricity	DD	96.13
13/12/2021	Everflow Water	Staithe Water	DD	210.75
17/12/2021	British Gas	Office Gas	DD	149.59
19/12/2021	Saffron Housing	Garage Rent	SO	54.17
19/12/2021	SSE Southern Electric	Streetlights Electricity	DD	218.54
20/12/2021	Plusnet	Phone & Broadband	DD	40.80
21/12/2021	BNP Paribas	Photocopier costs	DD	193.55
23/12/2021	Information Commissioner's Office	Data Protection Annual Renewal Fee	DD	35.00
28/12/2021	British Gas	Office Electricity	DD	39.48
05/01/2022	South Norfolk Council	Office Rates	DD	434.00
08/01/2022	intY Ltd	2 x Office 365	DD	22.56
10/01/2022	Adept IT Solutions	IT support	DD	31.20
12/01/2022	Lloyds Bank	Credit Card Dec 2021	DD	402.71
31/12/2021	Unity Trust Bank	Bank Charges 05/09/20 - 04/12/21	BC	18.00
12/01/2022	HM Revenue & Customs	Tax & NI - Jan 2022	300032	529.91
12/01/2022	The Church in Loddon	Church Grant	300033	660.00
12/01/2022	J Hale	Repair floodlight on alley to Old Market Green	300034	18.00
12/01/2022	SLCC	Membership Fee	BACS	241.00
12/01/2022	Cozens	Streetlight maintenance Nov 2021	BACS	36.00
12/01/2022	Loddon Garden & DIY	Grounds Maintenance	BACS	50.00
12/01/2022	GSL Dardan Security	Security at Staithe toilets	BACS	558.00
12/01/2022	Paul Frost	Allotments grounds maintenance	BACS	280.00
12/01/2022	Paul Frost	Remove Allotment shed & ground maintenance	BACS	600.00
12/01/2022	Roberts & Sons	Parish Map leaflets	BACS	50.40

12/01/2022	Collective Community Planning Ltd	Chet Neighbourhood Plan Consultant Fees	BACS	1,920.00
12/01/2022	Broxap Ltd	Map Board keys	BACS	58.80
12/01/2022	Loddon and Chedgrave Jubilee Hall	Small Grant Floor cleaning machine	BACS	500.00
12/01/2022	East Anglian Plumbing & Heating Ltd	Office maintenance	BACS	45.00
12/01/2022	East Anglian Plumbing & Heating Ltd	Office maintenance	BACS	65.00
12/01/2022	Norwich Glass Company Ltd	2 x new windowsills - Library Annexe office	BACS	487.20
12/01/2022	Salaries	January 2022	BACS	3,023.80
12/01/2022	E Curtis	Expenses	BACS	68.30
12/01/2022	Norfolk Pension Fund	Pensions - Jan 2021	BACS	1,035.89
Total Payments				12,382.67

Date	Received From	Item	Payment Method	Amount / £
08/12/2021	Plot 13C	Allotment Rent	BACS	15.00
20/12/2021	Rosie Matthewson Pilates	Rear Hall Hire Dec 2021	BACS	110.00
31/12/2021	Unity Trust Bank	Bank Interest	BC	2.79
31/12/2021	Barclays Bank	Bank Interest	BC	7.72
04/01/2022	K Bowles Pilates	Rear Hall Hire Deposit	BACS	50.00
06/01/2022	Get Me Out the Four Walls	Rear Hall Hire	CHQ	70.00
Dec 2021	Bridge Stores	Shower Tokens	CASH	17.00
Total Receipts				272.51

31st December 2021 Balance b.fwd - bank reconciliation	204,504.75
Total January Payments	11,117.77
Total January Receipts	137.00
12th January Balance	193,523.98
Earmarked Funds	79,425.00
General Fund	114,098.98
Total	193,523.98

9.2 Bank reconciliation to 31 December 2021

It was **resolved** to approve the bank reconciliation. The balance of Loddon Parish Council's bank accounts as of the 31 December 2021 was £204,504.75.

9.3 Draft Budget 2022/2023

Following the budget meeting on the 14 December 2021, several adjustments were made to the 2022/2023 budget; the community grant was reduced due to the low take up, and the use of Section 106 funds from the Broadland Meadow public open space will be increased. It was **resolved** to finalise the budget at £184,905.00. **Action:** RFO.

9.4 Precept 2022/2023

Following the budget meeting on the 14 December 2021, the recommendation for the precept was £140,708.00, a 5% annual increase to Band D properties (annual increase of £6.47). The shortfall of £3,207 will come from General Reserves. It was **resolved** to request a precept of £140,708.00. **Action:** RFO.

9.5 Financial Risk Management

It was **resolved** to approve the revised Financial Risk Management document. **Action:** RFO.

9.6 Quarter 3 Budget Monitoring report

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

9.7 Community Infrastructure Levy (CIL) Report 2020/2021

The RFO submitted the CIL report to South Norfolk Council. LPC has £1,029.82 available in CIL funds. Cllr JH requested that the criteria for CIL expenditure was circulated. **Action:** RFO.

9.8 Staithe Toilets Shower Token Cost from 01 April 2022

It was **resolved** to increase the cost of a shower token by 50p, from £2.00 to £2.50. **Action:** AAO to inform the King's Head and Bridge Stores by letter/Clerk to order new signs for Staithe.

9.9 Library Annexe Rear Hall Hire Charges

It was **resolved** to increase the cost of profit-making business bookings from £10.00 to £12.50. **Action:** AAO to update the hall bookings and website.

9.10 Grant Application from Jubilee Hall Management Committee

It was **resolved** to grant an amount of £500 towards a new floor cleaner that will cost £1,657. Cllr DS abstained from the vote. **Action:** RFO

10. Covid-19 Update

The Omicron variant of the Covid-19 virus has meant that the Government has moved to Plan B, and these measures will be in place until the 26 January 2022.

11. Emergency Plan Formation

Cllr Morris presented a report regarding a Parish Emergency Plan. There was a discussion about the support that the Parish Council could offer in an emergency. DCllr JR suggested that ChetChat support the plan as the organisation stores information regarding vulnerable individuals in the Chet area. It was a **resolved** to consult Chedgrave Parish Council to see if they wished to contribute to the plan. **Action:** Cllrs DS, AM and DCllr JR.

12. Broadland Meadow Update

Cllrs Morris, Strickland and Hale walked over the public open space with Taylor Wimpey, and all remaining concerns have been addressed by Taylor Wimpey. The Council's solicitors Allens Cadge, and Gilbert have been informed that the adoption of the public open space can be completed, and the Parish Clerk and Cllrs KB will sign the paperwork at Allens Cadge and Gilbert on the 01 February 2022. **Action:** Clerk to inform grounds maintenance contractor. RFO to inform insurers.

Cllr JH requested that the Play Area gate adjacent to the river is locked on completion of the adoption due to safety concerns regarding children accessing the beck. **Action:** padlock to be purchased.

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 will be received during staffing matters as the update is concerning the recruitment of the Neighbourhood Plan Project Officer.

15. Building Refurbishment Working Party

15.1 Thanks to Cllr JP for seeking additional information to support the estimates received from the contractors for the automatic locking steel doors at the Staithe Toilets and compiling the spreadsheet. It was **resolved** to obtain accurate quotes from Healthmatic and Door Technic.
Action: Cllr JP.

15.2 It was **resolved** to adopt the Building Working Party Terms of Reference. **Action:** Clerk.

16. Planning

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

16.2 **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. The Council had no additional comments to make.

Planning Application 2021/2763: Installation of 1x Arqiva smart metering Omni mounted on 12m streetworks pole, 1x Arqiva smart metering GPS antenna on streetworks pole, 1x Arqiva smart metering 3G Omni antenna mounted on streetworks pole and 1x Arqiva smart metering equipment enclosure to be installed on a root foundation. Location: Grass Verge at Little Money Road, Loddon. Deadline: 15 January 2022.

The Council **resolved** to respond with no objections. **Action:** AAO.

Planning Application 2021/2810: Demolition of existing garage and side lobby. Erection of front porch, side and rear two storey extensions with Juliet balcony. Location: 21 Beccles Road, Loddon. Deadline: 28 January 2022.

The Council **resolved** to delegate the decision to the Clerk in consultation with the Planning Working Party. **Action:** AAO.

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

16.4 **Planning Applications from the Broads Authority:** None.

16.5 **Planning Decisions from The Broads Authority:** None.

17 Highways

17.1 Speed Awareness Message (Sam2)

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

17.2 Roundabout Construction Update from Walker Construction

An update has been received from Walker Construction which had been previously circulated to Cllrs and has been shared via LPC's website and Facebook page.

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

18.1 **GMLP Local Plan Hearings** – declined the invitation to attend the hearings. **Action:** Clerk.

18.2 **GMLP Update** – For information only.

18.3 **Broads Authority/Member of the public Correspondence** – For information only.

18.4 Transport Lane Cattle Grid – For information only.

18.5 Staithe Footbridge – **Action:** Clerk to write to David Disney SNC asking for an update and Cllr KB has contacted Birketts for a legal opinion on the Section 106.

18.6 South Norfolk Police Engagement Officer Update – For information only.

18.7 Norfolk Police Budget Consultation, increase of 3.59% – No comment.

19. Events Committee

Cllr JP gave a verbal update. The Jubilee Hall is happy to be involved in the event, the Loddon band has been booked, the Church will be providing afternoon teas, and a PA system and gazebos have been sourced. They will be placing an advert in ChetContact and Loddon Eye Facebook page requesting volunteers and local talent. A list of the committee members and helpers will be held by the Council for insurance purposes.

Clerk requested that when third party correspondence is sent, an officer is copied in.

19.1 The Council **resolved** to adopt the Events Committee Terms of Reference. **Action:** Clerk.

19.2 It was **resolved** that the membership of the committee will be Cllr JH, JS, LM and JP. **Action:** AAO.

20. Items for a Future Agenda

- Neighbourhood Plan Terms of Reference
- Automatic Locking Steel Doors for Staithe Toilets
- Quotes for War Memorial Survey
- Personnel Working Party changing to a Personnel Committee
- To consider replacing the 'Village of the year' sign with the Pandemic Plaque
- Quarter 3 Budget Monitoring report

21. 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.

22. Parish Warden Role

A report regarding the recruitment of the Parish Warden had been circulated to Cllrs and it was resolved to accept the Personnel Working Party's recommendation and offer the position to candidate 1. **Action:** Clerk.

23. Neighbourhood Plan Project Officer

The role has been advertised and the interviews will be taking place on the 14 January 2022. The Council **resolved** to delegate the decision regarding the appointment of the Neighbourhood Plan Project Officer to the RFO. **Action:** Neighbourhood Plan Steering Group/RFO.

30. Date of the Next Meeting

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

The meeting ended at 9.17 pm.