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## Minutes of Loddon Parish Council meeting held on Thursday 09 April 2020 at 7.00pm remotely via GoTo Meeting

**Present:** Cllr June Strickland, Chair (JS), Cllr Arthur Morris (AM), Cllr Colin Binfield (CB), Cllr David Tarry (DT), Cllr Jane Hale (JH), Cllr Kay Mason-Billig (KB), Cllr Margaret Sloper (MS), Cllr Margaret Wallace (MW) and Cllr Sophie Waggett (SW).

**In Attendance:** Emily Curtis (Parish Clerk), Anne Barnes (Locum RFO), and a member of the public.

**1) Welcome:** The Chairman welcomed everyone to the remote meeting of the Council and thanked the Clerk and RFO for organising the 'GoTo Meeting'. The Clerk informed the Council that she wished to record the meeting.

**2) Apologies for absence:** Apologies were received and accepted from Councillor Gary Knight.

**3) Declarations of Interest:** None received.

**4) To Approve the Minutes of 12 March 2020:** The Minutes of the meeting held on 12 March 2020 needed item 7.2 amending; 'footpath' should be added after 'Churchyard to Mill Road'. The Minutes were then **APPROVED** as a correct record and will be signed by the Chairman.

### 5) Matters Arising:

**5.1) Permissive access for footpaths that lead from Kirby Cane, across Hales Green to Loddon.** FWAG would put together a five-year agreement if the Council were prepared to pay £1111.21 per annum to help maintain these well used footpaths. Cllrs were happy for the Council to contribute and enquired as to whether the other Parishes involved such as Kirby Cane and Hales would be contributing too. **ACTION:** RFO to enquire. It was **RESOLVED** that funds allocated for Community Grants could be used for this purpose. **ACTION:** RFO Request Mr E Crisp to complete Grant application form (note deadline; 31 August 2020).

**5.2) New Council Website:** The new website is under construction and the Clerk is meeting regularly with Steve Jackman to discuss content and appearance. **Action:** Clerk to circulate initial website for Councillors to view.

**6) To resolve to suspend the meeting to receive reports from County and District Councillors in attendance and Public Forum:** It was **RESOLVED** to suspend the meeting to hear from County and District Councillors in attendance and Public Forum.

**6.1) County Councillor:** Cllr Stone had sent a report for the Annual Meeting of the Council, deferred until May.

**6.2) District Councillor :** Cllr Mason-Billig reported significant progress with the George Lane roundabout. The outstanding issues relate to delays with the Utility companies unable to complete their testing due to Covid 19. The Planning Application 2013/1647 - 'To alter the occupation trigger in relation to the offsite highway works' was discussed by Councillors before the PC meeting to ensure that the consultation deadline was not missed. The Council agreed to comment; "Loddon Parish Council has no objection to the variation of the condition, on the proviso that the District Council can confirm that this is a necessary variation, to ensure the roundabout is built at the earliest opportunity and that varying the condition will not delay it further."

Cllr KB reported that the telephone number for SNC 'Help Hub' has at times been ineffective and is urging Parishioners to use the direct number for SNC should they require assistance: 01508 533 933. This will ensure there are no delays for support requests.

**6.3) District Councillor:** Cllr Rowe emailed his report thanking the volunteers who, in conjunction with the brilliant team at South Norfolk's Early Help Hub, have been working tirelessly to help speed up the work of the amazing team at Boots, deliver hundreds of prescriptions around Loddon, Chedgrave, Hales and Heckingham and Norton Subcourse, phone friends and neighbours in need, and carry out the buying and delivering of emergency shopping. Cllr Rowe's organised surgeries will be postponed. He can be contacted by ringing 07733 323 581 or emailing jrowe@s-norfolk.gov.uk.

#### **6.4) Public Forum**

- Parishioner voiced concerns that people may need financial support during the Covid 19 restrictions, particularly with Council Tax bills. Cllr KB replied that SNC 'Help Hub' are there to support people and have hardship funds available.
- Parishioner wanted to pass on her sincere thanks to the local businesses that have worked so hard to make daily lives easier and as safe as possible during Covid 19.
- Parishioner was concerned that the speeding continues in George Lane. Cllr KB addressed these concerns by informing Parishioner that a Zebra crossing and speed hump is planned.
- Parishioner requested to know if progress had been made with the installation of the Sam2 speeding device. Cllr CB has been unable to meet with Parishioner that has offered to install the Sam2 due to Covid 19. **ACTION:** Cllr CB to meet with parishioner to discuss sites once restrictions lifted.
- Parishioner thanked the Council for continuing to operate despite difficulties relating to Covid 19.

#### ***The Meeting resumed.***

**7) Covid 19 (Coronavirus):** Cllr Strickland summarised the recent events that have occurred at the Council since the last meeting, due to the pandemic. The Staithe Public Conveniences, Skate Park and Play Areas have closed to prevent the transmission of the virus. Inspections of the play areas will take place monthly (not weekly) to comply with insurance whilst we are restricted. **ACTION:** Clerk to ensure that the next inspection is carried out at the end of April.

PC Steve Banes and Norfolk Police are regularly visiting Loddon and dispersing groups, particularly young people. They have requested that we use tape to close the facilities to help deter users of the play area and skate park. Previous council installed signage was removed immediately. It was noted that the Police have attempted to deter users with Police tape.

The Allotments will be kept open although users must adhere to social distancing. The Tourist Information Office has not re-opened. The Council Litter Picker and TIC worker have been told they cannot work at this time, although cannot be furloughed due to their salaries being paid directly from the Precept.

The Parish Council remains in operation, with meetings and staff working remotely. The Council can be contacted at 01508 522 020 on Tuesdays, by post or by emailing clerk@loddonpc.co.uk.

Cllr KB has advised that refuse collections continue but the depot are struggling with the large volume of waste as people are using the lockdown as an opportunity to spring clean.

## 8) Planning:

### 8.1) Planning applications received were considered:

- 2020/0648 - Land North of Atrium House Little Money Road Loddon NR14 6JD. New two storey office building with basement car parking and access – The application was discussed, and it was **RESOLVED** that the Council had no objections. **ACTION:** Clerk to reply to SNC consultation on behalf of LPC.

### 8.2) To note decisions on planning applications received from South Norfolk Council:

- **2020/0547** - Land North of George Lane Loddon Norfolk App Type: Non Material Amendment 2016/0853 - revisions to plots 77-115, 137-144, 176-180, 183, 190-200.
- **2020/0317** - 11 Norton Road. Erection of conservatory to rear of dwelling. Approved With Conditions.
- **2020/0466** - 11 Elm Close Loddon NR14 6LG - Single storey front extension. Approved With Conditions.

### 8.3) To note decisions on planning applications received from Broads Authority: None

## 9) Finance Update

9.1) To approve accounts for payment in accordance with the budget: It was **RESOLVED** to approve the following accounts for payment in accordance with the Budget.

### 2019/20 Payments

| Date           | CHQ/SO/DD       | Payee                                        | Item                       | Amount |
|----------------|-----------------|----------------------------------------------|----------------------------|--------|
| 19.3.20        | DD              | Saffron Housing                              | Garage Rent                | 52.00  |
| 31.3.20        | 104243          | Eastern Rivers<br>Community Gym at<br>Loddon | Grant                      | 80.00  |
| 31.3.20        | 104244          | Elegance                                     | Cleaning                   | 648.00 |
| 31.3.20        | 104245          | Norfolk & Suffolk Services                   | New immersion heater       | 132.00 |
|                |                 |                                              |                            |        |
| <b>2020/21</b> | <b>Payments</b> |                                              |                            |        |
| 9.4.20         | 104076          | Hosting UK                                   | Website Hosting – May 2020 | 11.00  |
| 9.4.20         | 104077          | HTS Supplies Ltd                             | Supplies – Toilets         | 111.55 |

|                |               |                        |                               |               |
|----------------|---------------|------------------------|-------------------------------|---------------|
| 9.4.20         | 104078        | Norfolk County Council | Library Rent                  | 500.00        |
| 9.4.20         | 104079        | Norfolk Pension Fund   | Superannuation                | 324.47        |
| 9.4.20         | 104080        | HM Revenue & Customs   | Tax & NI                      | 444.89        |
| 9.4.20         | 104246        | D. Greeves             | Salary                        | 252.70        |
| 9.4.20         | 104247        | L. Fish                | Salary                        | 273.61        |
| 9.4.20         | 104248        | A Barnes               | Salary                        | 895.31        |
| 9.4.20         | 104249        | E. Curtis              | Salary                        | 1027.29       |
| 9.4.20         | 104250        | E. Curtis              | Library – Keylock             | 55.99         |
| 9.4.20         | 104251        | Norfolk PTS            | Subscription                  | 430.00        |
| 5.4.20         | DD            | South Norfolk Council  | Toilets – Rates               | 166.60        |
| 5.4.20         | DD            | South Norfolk Council  | Library – Rates               | 435.30        |
| 6.4.20         | DD            | Talk Talk              | Phone/Broadband               | 46.95         |
| 6.4.20         | DD            | Inty Ltd               | Office 365 Subscription       | 11.28         |
| 19.4.20        | DD            | Apogee                 | Photocopier Charges           | 123.70        |
| 19.4.20        | DD            | Saffron Housing        | Garage Rent                   | 53.39         |
| 22.4.20        | DD            | Eon                    | Pyes Mill - Electricity       | 8.73          |
| 28.4.20        | DD            | British Gas            | Staithe Toilets - Electricity | 290.88        |
| 28.4.20        | DD            | British Gas            | Library – Electricity         | 397.24        |
| 28.4.20        | DD            | British Gas            | Library – Gas                 | 405.66        |
| 9.4.20         | 104252        | Adept IT Solutions     | IT Support                    | 24.00         |
|                |               |                        |                               |               |
| <b>2019/20</b> | <b>Income</b> | <b>Received from</b>   | <b>Item</b>                   | <b>Amount</b> |
| March          |               | Brownies               | Hall Hire                     | 120.00        |
| March          |               | Various                | Allotment Rents               | 120.00        |

The RFO has been unable to obtain the Bank Statements to the Year End 31 March 2020 but has balanced accounts to 20 March 2020. **ACTION:** RFO to produce Financial Statement to 31 March 2020 at the May Parish Council meeting.

**9.2) To consider quotations for replacement heater for the rear hall:** Jarrett's £1,369 + VAT, Gasway £1,881 + VAT and B & S Services £1,375 + VAT. **ACTION:** RFO to contact Jarrett's and B & S Gas Services and ask when they could undertake work.

**9.3) To receive quotations for the replacement Hockey Field gates:** The RFO has offered Procastle the opportunity to quote for installing metal gates. Cllrs noted that construction supplies are limited at present due to pandemic. **ACTION:** To discuss quote once it has been received.

**9.4) Staithe Toilets:** The RFO has completed searching for an alternative sanitary bin servicing contract and has been unable to better PHS quote due to the toilets being unmanned.

**9.5) To Consider Quotations For Local Council Support:** The RFO reported that we had received two quotes; Norfolk ALC: £459.60, Norfolk PTS: £430.00. The RFO advised that if we chose NPTS we will receive a discount on the Clerk's CiLCA training. It was **RESOLVED** to subscribe to Norfolk PTS. **ACTION:** RFO to unsubscribe from Norfolk ALC and subscribe to Norfolk PTS.

**9.6) Churchyard Grass Cutting:** LPC's previous internal auditor, Auditing Solutions highlighted an issue; LPC currently pays for the Churchyard grass cutting contract and invites a donation from the Church. The correct protocol is the Parochial Church Council to organise their own grass cutting contract, with the Parish Council offering a Grant towards the churchyard grass cutting costs. The Council is concerned that it can no longer justify this level of contribution to the grass cutting. It was **RESOLVED** that with effect from 01 April 2020 the Parish Council no longer organises the contract for the churchyard grass cutting and reduces the Grant awarded from £9,100 to £7,000, with a view to lowering it further in the future. The Council agreed to continue to pay a Grant of £300 for the Church clock winding, although as before, the PCC must organise and pay directly for these services. **ACTION:** RFO to inform PCC treasurer of Council decision.

**9.7) Playing Field Committee:** The RFO reported similar concerns regarding the Playing Field Committee expenditure. The RFO suggested that LPC could look after PF Committee bank accounts and ringfence their funds. The main expenses of the PF Committee are the salary for the Litter Picker, grass cutting, hedge cutting and tennis court maintenance. The only income at present is from the tennis courts. The Football Club does not pay fees but maintains the football pitch. The PF Committee could still make the day-to-day running decisions as they do at present, however, any requests for additional items of expenditure must be put to the Parish Council and authorised first. It should be noted that although Loddon and Chedgrave jointly own the playing field land (50/50) the payments are re-charged to Chedgrave on a 27/73 split based on the population of each parish. Therefore, Chedgrave only pays for 27% of the expenses.

It was **RESOLVED** that should the PF Committee and Chedgrave PC be agreeable to this solution, it would resolve the financial issues relating to the Playing Field accounts. The Cllrs suggested that perhaps Chedgrave PC could donate 27% of Loddon PC's admin costs within the expense payment. **ACTION:** RFO to relate this information to the Playing Field Committee and Chedgrave PC for discussion at their next meetings.

**9.8) Asset Register:** The RFO has completed an updated Asset Register, to include all recent purchases including the Skate Park, office fixtures and fittings, SAM2 machine and the container on the Playing Field. **ACTION:** RFO will send the revised Asset Register to LPC Insurer, Came & Co in order that the Insurance Policy can be updated.

**9.8) External Audit Arrangements 2019/20:** The RFO reported that the date for External Audit has been delayed from 30 June 2020 to 31 August 2020 due to the Covid 19. At present the end of year PAYE, Pensions, VAT Return, Asset Register are completed and either submitted or ready to submit. The accounts are up to date pending the final bank statements and Bank Reconciliation. A Financial Statement will be prepared, and the accounts will be handed to the Internal Auditor as soon as they are complete.

The Playing Field accounts are completed and awaiting the final bank statements, but these will not form part of the Parish Council accounts. They will be audited independently to LPC accounts.

**9.8) Hirer's Agreement:** The draft Hirer's Agreement has been circulated to Cllrs and it was **RESOLVED** to adopt the new agreement. **ACTION:** RFO to implement new hiring form for future hirers of the hall.

**9.8) Unity Trust Bank:** Interest rate on Instant Access Savings Account reducing to 0% from 21 May 2020.

**9.8) Loddon On Call Request for grant for defibrillator:** Cllr Margaret Wallace has requested the funds to be released for Loddon On Call Defibrillators. The Grant was awarded in Budget 2020/21 - £540.00. **ACTION:** Cllr MW to contact FRO with payment details.

**9.9) Norfolk Pension Fund:** Employer's Contribution Rates for next three years are:

- 1 April 2020 to 31 March 2021 - 23.0%
- 1 April 2021 to 31 March 2022 - 23.5%
- 1 April 2022 to 31 March 2023 - 24.0%

**9.10) Adepta Accountancy:** The RFO reported that the Council has received a letter informing us that a full refund will be received from Adepta Accountancy for the Internal Audit of 2018/19 accounts. **ACTION:** RFO to check the refund has been received.

**9.11) PKF Littlejohn External Auditor:** PKF Littlejohn has noted that the Council's 2018/19 Accounts were incorrectly stated and have agreed that they can be re-stated in 2019.20. **ACTION:** RFO to re-state 2018/2019 accounts on AGAR.

**9.12) Contract of Employment for Locum RFO:** The contract has been circulated to the Personnel Working Party and it was **RESOLVED** to approve the contract. **ACTION:** Clerk to ensure Council holds a signed copy and RFO receives a signed copy.

**9.13) Remote Council Meetings Software:** RFO recommend a monthly subscription is taken with 'Go To meeting' to allow remote meetings to be held in May and June (if required) at a cost of £11 per month. It was **RESOLVED** to continue using 'GoTo Meeting' and pay monthly. **ACTION:** Clerk to organise subscription.

**9.14) CIL Payment from South Norfolk Council:** LPC received notification from SNC that LPC will receive a CIL payment of £539.39 in September 2020. LPC will have five years to spend the CIL payment in accordance with the SNC terms.

**10) Library Annexe Lease:** The Cllrs noted that Business Rates are likely to be scrapped this year, although we are yet to receive written confirmation. A quote has been received for a 'Schedule of Condition' which would limit the Council's repairing liability to building maintenance costs on the Library Annexe and our solicitor has requested that landlord pay for the preparation of this document. It was **RESOLVED** to add this item to the next Agenda. **ACTION:** CLERK to add to May agenda.

**11) Footway Lighting Transfer from South Norfolk Council:** Loddon Parish Council has **RESOLVED** to adopt 19 'Needed Lights', and 14 'Not Needed lights' from SNC. The total amount Loddon PC will receive is - 19 'Needed' - £32,300, 14 'Not Needed' - £11,200. Total £43,500. **ACTION:** RFO: To obtain maintenance, supplier and insurance quotes. Clerk to inform SNC that the terms are agreed and discuss the transfer date.

**12) Significant Correspondence:**

- **Broads Authority Consultation** – Extension requested by email as documents cannot be viewed in public areas until the pandemic restrictions are lifted. **ACTION:** Clerk emailed Broads requesting extension.
- **Norfolk Constabulary** – Reports of young people congregating at the skate park. Police have added Police tape as a deterrent.

- **Parishioner Email** – Requested that Public Conveniences be closed due to Covid 19 (toilets already closed) and concerns regarding Council undertaking lease at Library Annexe. **ACTION:** Clerk to reply to Parishioner email.
- **Royal British Legion** – Wreath for VE Day. Cllr JS is happy to place wreath on behalf of Council. **ACTION:** Cllr MW to organise wreath and Clerk to reply to RBL.
- **Outstanding Skate Park Repairs** – LPC need to notify Freestyle Places by 07 May 2020 of work to be completed. **ACTION:** Cllr CB to identify and photograph outstanding repairs. Clerk to contact Freestyle Places with information.
- **Parishioner** – Speed bumps on High Bungay Road. **ACTION:** Clerk to reply to Parishioner advising that concerns should be directed to NCC Highways.

**13) Items for Future Agenda:** All items to Clerk by 06 May 2020.

**14) Staffing Update:** One application received so far for the RFO position. Closing date for applications is the 14 April 2020. **ACTION:** Clerk to report to Personnel Working Party with update on 15 April 2020. Interviews to be held on the 23 April 2020.

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

- The date of the next meeting was agreed as Thursday 14 May 2020 (agenda items to Clerk by 06 May 2020) - Annual Meeting of the Parish Council.
- Extraordinary Meeting at 7pm 30 April 2020 to discuss RFO appointment.
- Extraordinary Meeting at 7pm 04 June 2020 for Council to discuss Internal Audit Report and approve Financial Regulations prior to the ordinary meeting on 11 June 2020.

**ACTION:** Clerk to email dates to Cllrs.

**There being no further business the meeting ended at 20.50 pm.**