



Loddon Parish Council

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

www.loddonpc.org.uk | clerk@loddonpc.org.uk | 01508 522 020

Minutes of the Meeting of Loddon Parish Council (LPC) held on Wednesday 08 June 2022, 7.00pm 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 Margaret Wallace (MW), Cllr Liz Marsham (LM), Cllr Daniel Scott (DS), Cllr Colin Binfield (CB), Cllr Jessie Powell (JP) and Cllr Alan Wildman (AW).

In Attendance: Emily Curtis (Parish Clerk), Jo Leonard (Administration and Allotment Officer, AAO), Georgina Hirst (Responsible Financial Officer, RFO) and four 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:** None.

3. **Declarations of Interest and Requests for Dispensations:** Cllr MW declared a non-pecuniary interest in item 18.

4. **To Approve the Minutes of the Meeting Held on the 11 May 2022:**

Minutes of the meeting held on the 11 May 2022 were approved as a correct record of the meeting. Cllrs CB and JP abstained as were not in attendance.

5. **Co-option of Councillor**

The Council had received two applications for the Cllr vacancy. The applications were considered, and the Council **resolved** to co-opt Julie Appleby on to the Council. **Action:** Clerk to arrange Cllr Induction and training.

6. **Matters Arising:**

6.1 **Staithe Toilet Doors**

Healthmatic have carried out a further survey to ensure that the shower system will work correctly with the payment system and to see if this existing timer network can be utilised. Despite the surveyor chasing, we are still awaiting the final drawings to be signed off.

6.2 **Kitten's Lane Play Area Refurbishment**

The refurbishment to the Play Area was completed over four days and the Parish Warden approved the completed works. The contractor replaced the picnic bench and the Parish Warden stained both benches and cleaned the remaining equipment in preparation for the Platinum Jubilee Fete that was held on the Playing Field on the 04 June 2022.

6.3 **Jubilee Hall Car Park Proposal**

The Jubilee Hall Management Committee have sought quotes but have not received replies so have been unable to compile a proposal.

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)

As previously mentioned, we're making good progress in our work with Loddon and Chedgrave Parish Councils to put together an Emergency Plan for our neighbourhoods, to ensure that help is available to every household; please let me know if you might be interested in becoming one of the team of community wardens, who will have a very important role to play if an emergency does occur.

As mentioned last month, each District Councillor has a members' grant of £1000 for local causes – I've now allocated £600 of this; 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.

I'm delighted to confirm that my next surgery will be 2-3pm Saturday 25 June; please drop in if I can help with anything, or just to say hello!

Please ring me anytime on 07733323581 if I can help you, as many people do. Thank you.

7.2 Report from District/County Councillor Kay Mason-Billig

Cllr KB has contacted Norfolk County Council (NCC) regarding the trees on the new roundabout and NCC currently have no details of this planting scheme. NCC are waiting to receive the design for Phase 2 of the roadworks which will include a crossing point on George Lane. The replacement Oak Tree is still outstanding.

Cllr KB has investigated Filbert Road Play Area and confirmed it is SNC's responsibility and has reported the anti-social behaviour.

Potholes on the path between Garden Court/Bridge Street have been investigated but it has been confirmed that this land is in private ownership. The Council will write to Young's Landlord asking for the repairs to be actioned.

South Norfolk Council (SNC) are launching Treasure Trails, and these are available to download; www.southnorfolkandbroadland.gov.uk/communities/south-norfolks-queens-treasure-trail.

Cllr KB has a meeting organised with SNC to discuss the revamp of Loddon Town Centre and will bring forward any proposals to a future Parish Council meeting.

SNC are moving to a carbon neutral building (the Horizon Centre) at the end of 2022 which will save £750,000 in annual running costs. An outreach office in the Diss area and a mobile outreach will be provided.

7.3 Public Forum

A member of the public reported that they have contacted Halsbury Homes regarding the dead Oak Tree that Halsbury have yet to replace.

A member of the public thanked the Council for arranging the Platinum Jubilee Fete, it was a great success.

A member of the public mentioned the South Yare Wildlife event that was planned on the 21 August at the Jubilee Hall and Playing Field and asked if the Council could support it. **Action:** Clerk to send small grants info.

8. Reports from Council

8.1 Chairman's Report

Nothing to add.

8.2 Parish Councillors' Reports

Cllr DS mentioned that he is standing for co-option at Chedgrave Parish Council.

Cllr JS mentioned that parishioners have requested that food waste (compostable) collection should be collected separately. Cllr KB replied that SNC have investigated and are waiting to see if the Government legislate for a mandatory service, so that grant funding can be obtained to set this up and any new service would comply.

Cllr JH informed the Council that the Jubilee Hall has a meeting on Monday and have recently put new lighting in the hall, are planning new fire doors and french windows and are trying to obtain a grant to install a disabled WC.

Cllr JP reported that there is dog fouling not been cleared up on Cannell Road near the crossing with the A146 and a parishioner has requested a dog foul bin. **Action:** Parish Warden to investigate if SNC vehicle can attend the bin.

8.3 Clerk's Report *(circulated to Cllrs prior to the meeting)*

Facilities

TPI Security have attended and installed remote access for the Staithe CCTV. The Clerk is investigating a 'guest network' for the Staithe Wi-Fi. More details to follow.

Hags UK completed the refurbishment of Kitten's Lane Play Area. The contractors were excellent and were able to advise the Parish Warden of required future repairs. The new picnic bench has also been installed.

The Parish Warden is pushing ahead with obtaining quotes and overseeing repairs to parish facilities, particularly to the Staithe Toilets. The shower token box was vandalised, the shower has required replacement as it had reached the end of its lifespan and the macerator in the disabled toilet was blocked with kitchen roll. The plumber is sourcing a new heavy-duty macerator with the intention of installing it asap as the disabled toilet cannot open whilst the macerator is not working.

The new Annexe gates were installed this week and have improved the security and aesthetics of the building.

The Annexe Office and Hall had their annual gas safety check, and unfortunately the old hall heater was condemned. Quotes will be presented once obtained.

Both the vehicle barriers on the Playing Field were repaired before the fete. Loddon Tennis Club officially launched on the 06 June 2022 and membership and coaching has now commenced.

Staff & Cllrs

The Platinum Jubilee Fete was a great success, thanks to Cllrs Powell and Marsham for their dedication and perseverance to ensure the event ran smoothly, and to the Cllrs who supported them. Thanks to LPC's staff for all their hard work, especially on the day itself.

The Admin and Allotment Officer has just completed one very successful year at the Council.

8.4 **Admin and Allotments Officer's Report** *(circulated to Cllrs prior to the meeting)*

Three plots have been allocated to new tenants.

I am still waiting for the contractor to complete the ditch clearance at the front of site and still hoping it will go ahead as soon as possible.

I have sought 3 quotes to replace the shed, but only managed to secure 2. Contractor A recommends a concrete base and has quoted £919.20 plus the cost of the shed. Contractor B recommends slabs laid on a prepared sand base and has quoted £850 to include a 6X6 metal shed. Recommendation: Contractor B offers best value, I feel a concrete base is unnecessary, a slab base is more than adequate.

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

8.5 **Parish Warden Report**

Key areas of focus since May Council meeting:

- Responded to vandalism of Shower token box, effected temporary repairs, identified and ordered replacement parts.
- Sourced fittings and rehung vandalised door on Staithe male toilet.
- Repaired holes in Tennis court fencing and removed broken glass from courts following spate of vandalism.
- Responded to 'call out' to make good broken glass hazard following damage in Disabled WC at Staithe.
- Litter picking on Jubilee field and Skate Park required frequently to address a high level of littering being experienced.
- Supervised Contracted repair works, monitoring safe systems of work at Kittens Lane playground.
- Sanded and painted benches and cleaned play equipment at Kittens Lane.
- Continued to address outstanding RoSPa defects at Kittens Lane playground alongside routine maintenance tasks (repegging mats, securing climbing wall holds, replacing bolts on Basket swing etc.)
- Surveyed potential Jubilee fete equipment from Annex sheds.
- Arranged electrical contractor for fixed wire testing and fitting of additional Fused spurs to support introduction of door payment system at Staithe toilets.
- Liaised with Window repair contractor to finalise insurance claim for Staithe toilets vehicle damage
- Facilitated Plusnet install of Internet at Staithe toilets.
- Supported Staithe bridge meeting with SNC and Loddon PC.
- Supported Events committee with erection of Jubilee fete banners.
- Routine inspections of; Kittens Lane and Broadlands Playgrounds, Broadlands public opens space, Local Footpaths, War Memorial, and Pyes Mill completed.
- Routine for Legionella temperature control readings established.
- Developed Contract specification and Scope of work to support establishment of plumbing services contract.
- Responded to out of hours call to fit replacement lock on Staithe Toilet door.
- Cleaned all Parish CCTV Cameras.

The Council discussed the possibility of the making the community aware of the vandalism and litter and requested that reports of the damage be added to Facebook, and Cllr JP suggested using a poll. Also, a reminder that CCTV is in operation. **Action:** Clerk.

9. **Finance Report**

9.1 Annual Accounts 2021-2022

It was **resolved** to approve the Annual Accounts 2021-2022. Cllr DS mentioned the cost of the streetlights, and the RFO replied that the supplier will be sending out rectified bills and a new deal would need to be organised in good time for the renewal in October 2022.

9.2 Statement of Internal Control for 2021-2022

It was **resolved** to approve the Statement of Internal Control 2021-2022.

9.3 Internal Audit Report for the Year Ended 31 March 2022

The Internal Audit Report was circulated, and the contents noted.

9.4 Annual Governance Statement 2021-2022

The Annual Governance Statement 2021-2022 was considered and approved and signed by Cllr KB and the Clerk.

9.5 Accounting Statement 2021/2022

The Accounting Statement 2021-2022 was considered and approved and signed by Cllr KB.

9.6 Notification of Commencement of Dates for the Exercise of Public Rights

The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return was circulated in advance to Cllrs. The dates for inspection of the accounts are the External Auditor's suggested dates of Monday 13 June 2022 to Friday 22 July 2022. As required this period is 30 working days and covers the first 10 working days of July. The notice will be placed on the LPC website and Church Plain noticeboard on Thursday 09 June 2022, prior to the inspection period commencing. The 2021-2022 Annual Internal Audit Report and AGAR sections 1 and 2 will be placed on the website at the same time.

9.7 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.

Date	Payee	Item	Payment Method	Amount / £
13/05/2022	EE	Parish Warden mobile	DD	20.98
13/05/2022	British Gas	Office Gas	DD	114.71
14/05/2022	PHS	Sanitary Contract	DD	787.07
16/05/2022	Plusnet	Staithe Wi-Fi	DD	2.63
19/05/2022	Plusnet	Phone & Broadband	DD	41.63
21/05/2022	SSE Southern Electric	Streetlights Electricity	DD	497.98
26/05/2022	British Gas	Office Electricity	DD	39.63
05/06/2022	South Norfolk Council	Office Rates	DD	434.00
08/06/2022	intY Ltd	2 x Office 365	DD	22.56
08/06/2022	HM Revenue & Customs	Tax & NI - June 2022	300049	746.09
08/06/2022	The Church in Loddon	Church Grant	300050	660.00
08/06/2022	Cozens	Streetlight maintenance April 2022	BACS	36.00
08/06/2022	Top2Bottom Cleaners	Cleaning & security March 2022	BACS	1,557.98
08/06/2022	Target Trees	Tree safety survey maintenance	BACS	5,400.00
08/06/2022	Adept IT Solutions	IT Support	BACS	62.28

08/06/2022	T Reed - Tom's Trees	Trim hedges 2 x MRCs & PF George Lane	BACS	650.00
08/06/2022	Glasdon	2 x waste bins	BACS	408.11
08/06/2022	HAGS-SMP Ltd	Kittens Lane Play Area renewal works	BACS	13,273.11
08/06/2022	Westcotec	SAM2 brackets	BACS	133.80
08/06/2022	Sonya Blythe	Internal Audit	BACS	150.00
08/06/2022	Roberts & Son	Signage and printing	BACS	544.80
08/06/2022	Viking	Stationery and paper	BACS	60.76
08/06/2022	First Connect	Alarm service	BACS	90.00
08/06/2022	Hales Fencing & Paving	Replacement Annexe yard gates	BACS	1,089.60
08/06/2022	Loddon Garden & DIY	Grounds maintenance	BACS	1,394.06
08/06/2022	Silver Screen Studio	LPC Hi-Vis vests	BACS	75.60
08/06/2022	Ikon Ambulance Service	Fete First Responder	BACS	265.00
08/06/2022	Salaries	June 2022	BACS	3,665.70
08/06/2022	E Curtis	Mileage & expenses	BACS	168.87
08/06/2022	J Leonard	Expenses	BACS	55.34
08/06/2022	P Leonard	Mileage & expenses	BACS	45.16
08/06/2022	Norfolk Pension Fund	Pensions - June 2022	BACS	1,321.08
Total Payments				33,814.53

9.8 Bank Reconciliation to 30 April 2022 and 31 May 2022

The balance of Loddon Parish Council's bank accounts as of the 30 April 2022 was £284,165.72.

The balance of Loddon Parish Council's bank accounts as of the 31 May 2022 was £340,772.69.

9.9 Installation of a Shed Base and Shed at Loddon Allotments

The AAO had sought three quotes, two were considered. It was **resolved** to install the 6x6 shed and base at a cost of £850. It was also **resolved** to install a sign internally in the unlocked shed that items left in there were left at the owners' risk and no liability would be accepted by LPC and to add this statement to the Allotment letting terms. **Action:** AAO.

9.10 Structural Survey of Loddon War Memorial

The Clerk had contacted several surveyors but only two quotes were obtained. It was **resolved** to instruct Anna High to carry out the Structural Survey. **Action:** RFO.

10. Events Committee Update

Cllr KB presented a gift to both Cllrs JP and Cllr LM as a thank you for their hard work which contributed to the success of the Platinum Jubilee Fete.

10.1 Draft Minutes - Events Committee

Draft Minutes from the Events Committee meetings on the 10 and 24 May 2022 were circulated to Cllrs for their information.

10.2 Events Committee Update

Cllr JP reported that the event was a huge success. There was fantastic turnout, approx. 3,000 people throughout the event. The volunteers were fantastic, and everyone worked together to ensure the event was a success. Takings on the day were approx. £2,900 although the final figure is not yet available as there are still outstanding donations from the food sellers.

More volunteers and a louder PA system would be required if there was a future event.

11. War Memorial Ramp

South Norfolk Council have informed LPC that the cost of installing a ramp would be approx. £5,000. LPC **resolved** that a ramp would be an excellent addition and once a formal quote has been received, the Council can consider the proposal further. **Action:** Clerk.

12. Draft Broads Plan 2022-27

It was **resolved** to defer the reply to the next meeting as Cllr AW offered to compile a response. The RFO also suggested that the Draft Broads Plan can also be considered by the Neighbourhood Plan Steering Group. **Action:** Cllr AW/NP Steering Group.

13. Emergency Plan

13.1 It was **resolved** to form a Working Party in conjunction with Chedgrave Parish Council to form an Emergency Plan.

13.2 Cllr AM reported on a meeting with the SNC Emergency Planning Officer. The Emergency Plan was well advertised with a banner at the recent fete and an email address has been created for people to register their interest to volunteer.

14. Loddon & Chedgrave Playing Field Committee (PFC)

The next meeting of the PFC is the 28 June 2022. Cllr JH is unable to attend the next meeting.

15. Chet Neighbourhood Plan

15.1 Neighbourhood Plan Project Officer (NPPO) Report

1. Attended the NP SG meeting on 20 April 2022. At the meeting the NP SG went through in great detail the survey results. The NP SG confirmed that feedback received from children was low so a short survey will be prepared and distributed to schools and made available online.
2. The NP SG were presented with three website quotes. The three quotes were considered, and it was decided to go ahead with appointing Steve Jackman as his quote was very reasonable and Wix websites are familiar to Carla so no training would be required.
3. Steve Jackman has been contracted to start setting up the new website.
4. AECOM are currently working on preparing a Housing Needs Assessment.
5. AECOM will be visiting Loddon on 13 May 2022 to start preparing the Design Codes report. Focus groups have been set up and these groups will all meet up at least once before the public consultation day.
6. A public consultation day has been arranged on 9 July 2022 10.00 am – 2.00 pm at The Hollies.
7. Prepared a flyer advertising the Consultation Day. The A5 flyers will be inserted into the Chet Contact magazine. Posters will also be printed to advertise the event.
8. Provided LPC with an article for inclusion on their page in the next issue of Chet Contact magazine. Financial Report.
9. Started to complete the Locality funding application form with Georgina. The form will be completed next week and then submitted to Locality.
10. Waiting for an update on the submitted SNC NP grant application.
11. The next NP SG meeting is on 25 May 2022.

15.2 Minutes from the Chet Neighbourhood Plan Steering Group Meeting – 27 April 2022

These minutes had been previously circulated for Cllrs information.

16. Planning

16.1 Planning Applications from South Norfolk Council

- 2022/0982: Rear single storey extension Location at 10 Lemn Close Loddon, NR14 6LJ. No objections. **Action:** AAO.

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

16.3 Planning Applications from the Broads Authority: None.

16.4 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 will be repositioned north on High Bungay Road. Thanks to the Council volunteer and Cllr Morris for relocating the Sam2 on a four-weekly basis.

18. Correspondence

All correspondence had been previously circulated to Cllrs.

Deputy Lord Lieutenant Matthew Hutton has contacted the Council regarding the creation of a Community Larder in Loddon and Chedgrave. It was **resolved** to set up a meeting with interested parties to discuss how this could be achieved. **Action:** Clerk to invite all parties to a meeting including Cllr JH, JP and AM, Chedgrave PC, Rev David Owen and other interest parties.

Several pieces of correspondence have been received regarding health and safety concerns at Loddon Marina. The Council have met with the Broads Authority representative, and they have confirmed they are dealing with it.

19. Items for a future agenda

- Grant for South Yare Wildlife Group
- Draft Broads Plan 2022-27 reply
- Gifts for Freedom of Loddon recipient

20. 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.

21. Approach from Community organisation

The Council considered a proposal from a community organisation who wish to have exclusive hire of the Rear Hall. It was **resolved** to accept the proposal, but various details would need to be considered, such as cleaning contracts, utility bills and rates prior to the arrangement being formalised. **Action:** Clerk to arrange a meeting.

22. Next meeting date:

The next Parish Council meeting will be on Wednesday 13 July 2022 at 7.00pm. (Agenda items to Clerk by 05 July 2022).

The meeting ended at 21.05pm.