
Minutes of Loddon Parish Council meeting held on Thursday 12 March 2020 at 7.00pm in The Library Annexe, Loddon

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

In Attendance: Emily Curtis, Parish Clerk, Anne Barnes, Locum RFO, Cllr Jeremy Rowe, Edward Crisp and several members of public.

1) Welcome: The Chairman welcomed everyone to the meeting, introduced the new Parish Clerk and asked if anyone wished to record the meeting; it was confirmed no one did.

2) Apologies for absence: Apologies were received and accepted from Councillors Margaret Sloper, David Tarry and Gary Knight.

It was resolved to suspend the meeting to receive reports from Edward Crisp:

Edward Crisp, representing Kirby Cane Farms, gave a presentation regarding permissive access for footpaths that lead from Kirby Cane, across Hales Green to Loddon. Mr Crisp informed the Cllrs that the deadline of August 31 2020 was approaching and that FWAG would put together a five year agreement if the Council were prepared to pay a figure of £111.21 per annum to help maintain these well used footpaths, to ensure that these footpaths remain maintained and separate to the farmland. It was agreed that the item should be placed on the April agenda as perhaps funds allocated for community grants could be used for this purpose. **ACTION Clerk** to add to April agenda and Grant application form printed in preparation.

The Meeting resumed.

3) Councillor Co-Option: There was one nomination from Arthur Morris. It was **RESOLVED** to co-opt Arthur Morris onto the Council and he signed the Declaration of Acceptance of Office and will complete the Register of Member's Interests within 28 days. After Daniel Scott's resignation after the February meeting SNC have confirmed that we are now able to co-opt to fill this vacancy. **ACTION:** Clerk to advertise vacancy.

4) Declarations of Interest: None received.

5) To Approve the Minutes of 13 February 2020: The minutes of the meeting held on 13 February 2020 were amended on item 267.3 'Church Street' to read 'Church Yard'. The Minutes were then **APPROVED** as a correct record and signed by the Chairman.

6) Matters Arising: The signs with 'Broads National Park' are still in-situ, reminder to contact Broads/NCC to have them removed. **ACTION:** Clerk to investigate.

7) 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.

7.1) County Councillor – Cllr Stone had sent his apologies and a report detailing his forthcoming meeting with the Russell Wilson, District & County Councillors, Broads Authority and Loddon & District Business Association.

7.2) District Councillor – District Councillor Mason-Billig reported that significant progress had taken place with regard to the George Lane roundabout. A meeting took place with NCC Highways, SNC and the developer, and the only outstanding issues are with regard to the utilities, as the gas main has to be realigned, and a sign-off required from Anglian Water and BT. Construction is likely to start in April/May 2020, with completion by Winter 2020. Funds are in place and a legal agreement is being drawn up. Cllr KB mentioned that the landscaping of the roundabout will need to be considered as any grass cutting on this proposed roundabout would involve a temporary road closure. Suggestions of wildflowers and artificial grass were discussed but consultation is needed with Chedgrave PC. **ACTION:** Cllr KB

The PC has received A Progression of Permanent Traffic Regulation Order, C203 for the Highway works detailing:

- C203 - George Lane South/North and 7P592 Oak Avenue - Prohibition of Waiting Order - To amend the existing TRO and introduce new waiting restrictions on the north side of George Lane.
- C203 George Lane - 30 M.P.H Speed Limit - To amend the existing TRO for the new road alignment.
- C203 George Lane - To introduce a new zebra crossing on a road hump (only indicative proposal at this stage for your information) - Notice for a Zebra crossing and a Road Hump.

The Cllrs had no adverse comments regarding these amendments.

Cllr KB also agreed to look into why Sale Court was not being swept, and if SNC was responsible for the cleaning of the Church Yard to Mill Road footpath. **ACTION:** Cllr KB

7.3) District Councillor – Cllr Jeremy Rowe mentioned that his next surgery was at Loddon Library, 16 May 2020, 2-4pm. Cllr Rowe raised the issue of the speed of traffic along Dull's Road and Loddon Road. He has been in touch with Norfolk County Council and asked for a speed safety survey to be carried out. He reported that it looks like the proposed changes to the bus route through Loddon have been shelved which will come as a relief to many local residents. He can be contacted by ringing 07733323581 or emailing jrowe@s-norfolk.gov.uk.

7.4) Public Forum

- Parishioner requested information regarding the increase in the Precept. Cllr JS explained that the Council had kept it low for many years and had been dipping into reserves and unfortunately now faced a shortfall. In order to keep the current services maintained, combined with the additional costs of The Staithe public conveniences (and repairing the recent vandalism) the Precept had to be increased. The Council are now responsible for more services than ever before and unfortunately those costs had to be budgeted for and ultimately passed on to the Parishioners.

- Parishioner raised her concerns regarding the proposed 200 further houses to built. Cllr JS reminded the public that the consultation was still open, and their comments should be emailed to GNLP consultation.
- B-Line offered to plant Church Plain with bee friendly flowers and would like the PC to consider eventually replacing the existing planters with modern self-watering ones at a cost of approx £300. B-Line would like to know who is currently maintaining the flowers in the Parish. **ACTION** Clerk to email B-Line with this information.
- Cllr KB had spoken to SNC and Church Plain is currently cleared once a year, although at Cllr KB request they have agreed to weed on 16 March 2020. Cllr KB noted the request that no chemicals will be used. Sponsorship of the flowers were discussed, and Cllr Arthur Morris offered to assist the Council with this. It was also suggested that perhaps local organisations such as the Scouts may wish to help with the watering.
- The flower beds adjacent to the privately owned toilets were discussed and ownership of the flower beds needs to be ascertained before any planting takes place. **ACTION:** Clerk.
- Parishioner inquired as to why there appeared to be wasteland by the Dental and Doctor's surgery and suggested it could be incorporated into a wildlife scheme once the roundabout work had been completed.
- Parishioner felt that the consultation for the GNLP had not been advertised adequately and requested that it be better publicised in the future. Cllr KB confirmed that the consultation period ends 16 March 2020 and comments should be submitted directly by email to GNLP.
- Parishioner that has offered to install the Sam2 and enquired as to whether the Council insurance would cover him for working at heights; Cllr JS confirmed it did. He mentioned his concern that within the proposed sites George Lane had not been suggested. Cllr CB agreed to meet with the parishioner and discuss sites. All suggestions will need to be agreed by NCC. **ACTION:** Cllr CB to meet with parishioner.

The Meeting resumed.

8) Planning:

8.1) Planning applications received were considered:

- **2020/0084** - 4 Low Bungay Road. Erection of timber summerhouse. No objections
- **2020/0317** - 11 Norton Road. Erection of conservatory to rear of dwelling. No objections
- **2020/0405** - Public Conveniences Church Plain. T1 Sycamore crown lift - No objections
- **2020/0466** - 11 Elm Close Loddon NR14 6LG - Single storey front extension - No objections

8.2) To note decisions on planning applications received from the Broads Authority

BA/20200038/TCAA – 6 Market Place Loddon – Leylandii reduce in height. - Approved

8.3) To discuss a response to the Greater Norwich Local Plan Consultation.

Cllr SW offered to speak on behalf of the Council regarding the 200 allocated homes for Loddon on the proposed site 'Land East of Beccles Road'. The Council is aware that residents would prefer to have this allocation of houses spread throughout sites in the village but unfortunately Hopkins Homes already have an option with the landowner should the site be allocated. Cllr SW suggested that if the Council takes a proactive approach it could negotiate many community improvements for the Parish within the section 106 agreement such as traffic calming at the 0 Beccles Road junction. If the Council fight this development and it goes to appeal, all those benefits could be lost. **ACTION:** Clerk to

circulate GNLP email address for residents to make further comments regarding the local plan: gnlp@norfolk.gov.uk.

Cllr KB recommended that Loddon PC puts a 'Neighbourhood Plan' in place in order to give the planners more direction in the future. A Neighbourhood Plan would be prepared with public consultation and perhaps a collaboration with Chedrave would be beneficial for both Parishes. This cost has been agreed in the 2020/2021 budget and grants are also accessible to help reduce the costs. It was **RESOLVED** for Loddon to prepare a Neighbourhood Plan. **ACTION:** Clerk to contact Chedgrave PC to ask if they wish to collaborate.

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.

PAYMENTS					
20 May 19	SO	Saffron Housing		Garage Rent	-52.00
19 Jul 19	SO	Saffron Housing		Garage Rent	-52.00
06 Jan 20	DD	South Norfolk Council		Business Rates	-427.00
06 Jan 20	DD	South Norfolk Council		Business Rates	-167.00
10 Jan 20	DD	Adept IT Solutions/ Gocardless - Duplicate Delete		IT Support	0.00
16 Jan 20	DD	Eon		Pyes Mill - Electricity	-7.48
20 Jan 20	SO	Saffron Housing		Garage Rent	-52.00
24 Jan 20	DD	British Gas		Electricity	-275.26
07 Feb 20	DD	Talk Talk		Telephone & Broadband	-46.95
23 Mar 20	DD	BNP Paribas Leasing Solution		Printer Leasing	-184.96
12 Mar 20	104218	June Strickland		Indeed Job Adverts	-114.97
23 Dec 19	DD	Information Commissioner		Data Protection Fee	-35.00
19 Feb 20	SO	Saffron Housing Trust		Garage Rent	-52.00
26 Feb 20	BACS	Barclays Bank	Charge Stopped Cheque		-12.50
24 Feb 20	BACS		M. Wilkinson	Allotment Rent	30.00
6-Mar-20	DD	TalkTalk		Telephone & Broadband	-47.38
6-Mar-20	BACS		Loddon Scouts	Allotment Rent	15.00
6-Mar-20	Cash		Counter/Gale/Yun He	Allotment Rents	62.00
6-Mar-20	Cash		Chronic Pain Warriors	Hire of Rear Hall	20.00
6-Mar-20	CHQ		Fraser/Hartland/Harrison	Allotment Rents	65.00
10-Mar-20	Cash		Marjoram/Arthur	Allotment Rents	45.00
10-Mar-20	Cash		Frankland/Brown	Allotment Rents	60.00
12-Mar-20	Chq		Tye/Graveling	Allotment Rents	70.00

12-Mar-20	Chq		Playing Field Committee	Donation	1885.52
9-Mar-20	DD	Inty Cascade Ltd		Office 365	-11.28
10-Mar-20	DD	Adept IT Solutions		Bronze Plan	-24.00
12-Mar-20	DD	Everflow		Staithe Water	-194.47
16-Mar-20	DD	E-ON		Pyes Car Park	-6.98
12-Mar-20	104219	Deborah Sarson		Locum Clerk	-290.25
12-Mar-20	104220	Paramount Personnel Services		HR Advice	-837.00
12-Mar-20	104221	Gasway Commercial		Heater service	-90.00
12-Mar-20	104222	Jarrett Plumbing & Heating		Staithe Toilet Leak	-96.00
12-Mar-20	104223	Norfolk County Council		Library Annexe Rent	-500.00
12-Mar-20	104224	Adept IT Solutions		Delete councillor changes	-45.60
12-Mar-20	104225	NPTS		Financial Year End Course	-55.00
12-Mar-20	104226	Loddon Garden & DIY		Church grasscutting	-660.00
12-Mar-20	104227	Elegance		Office/Staithe Cleaning	-968.00
12-Mar-20	104228	HTS Supplies Ltd		Staithe supplies	-63.37
12-Mar-20	104229	Norfolk ALC		N Plan Training Course	-36.00
12-Mar-20	104230	Petty Cash		Petty Cash	-88.99
12-Mar-20	104241	Emily Curtis	Chq 100231 Rtd	Salary Mth 12	-881.84
12-Mar-20	104242	Anne Barnes	Chq 100233 Rtd	Salary Mth 11 & 12	-1815.71
12-Mar-20	104234	Donna Hodds		Salary Mth 11	-711.36
12-Mar-20	104235	David Greeves		Salary Mth 11 & 12	-505.20
12-Mar-20	104236	HMRC		Tax & NI Mth 11	-359.29
12-Mar-20	104237	HMRC		Tax & NI Mth 12	-480.36
12-Mar-20	104238	Norfolk Pension Fund		Pension Mth 12	-263.90
26-Mar-20	104239	Donna Hodds		Salary Mth 12	-892.85
12-Mar-20	104240	Jane Hale		Tree Signs	-89.98
INCOME					
March	Cash/Chq	Various		Hire of Rear Hall	630.00
March	DD	AXA Insurance		Insurance Claim	125.00
March	Cash	Bridge Stores/Kings Head		Shower Tokens	240.00

9.2) To consider quotations for replacement heater for the rear hall: Only one quote received so far, GasWay £2,258.16 (inc VAT). Replacement heater previously installed in May 2019 by Jarret's was £1,642.99 including VAT. **ACTION:** RFO to gain more quotes for next meeting.

9.3) To receive quotations for the replacement Hockey Field gates: Clarkes of Walsham Ltd have quoted £279.82 (plus VAT) for softwood gate posts and gate. **ACTION:** RFO to get quotes for metal gates (current gates are metal) and installation costs.

9.4) To receive a quote for the tree surgery on the Hockey Field: David Ward has quoted £485 (no VAT) per day, potentially five days of work - total £2,425. Farmland Forestry has quoted £1,680 (plus VAT). The work is urgent due to nesting birds. It was **RESOLVED** to accept the Farmland Forestry quote. **ACTION:** RFO to ensure that the cost is paid by the Playing Field Committee.

9.5) To receive a Grant Application from Eastern Rivers Community Gym, Loddon for £80 Grant to cover publicity and sign boards: It was **RESOLVED** to award a grant of £80 to the Eastern Rivers Community Gym. **ACTION:** Grant awarded.

9.6) To consider Quotations for new website: Steve Jackman Training and Website Design has quoted £815 plus VAT (VAT on £75 only - £15). This local company is highly recommended by other Parish Council's for website design. It was **RESOLVED** to accept this quote. **ACTION:** RFO to instruct Steve Jackman.

9.7) To consider replacing heating element in water immersion heater in the Library Annexe: The heating element failed on Monday which resulted in the electricity supply tripping and causing the intruder alarm to sound. Cllr JS had to attend the Library Annexe and request an emergency call-out to have the alarm reset. The office currently has no hot water. Three quotes sought but two received before meeting. Norfolk and Suffolk Services quoted £110.00 (plus VAT) and Parkers Plumbers quoted £180 (plus VAT). It was **RESOLVED** to accept the quote from Norfolk and Suffolk Services. **ACTION:** RFO to instruct Norfolk and Suffolk Services to replace heating element.

9.8) To agree the signatories on the Parish Council Bank Accounts:

- **Barclays Bank** - Signatories - It was **RESOLVED** that Cllr June Strickland and Cllr Colin Binfield and Parish Clerk, E. Curtis, to be added. Cllr Gary Knights and D Hodds removed. **ACTION:** RFO to obtain forms and Cllrs to sign as requested.
- **Unity Trust** – Signatories - It was **RESOLVED** that Cllr June Strickland, Cllr Kay Mason-Billig and Cllr Colin Binfield and Parish Clerk E Curtis to be added. Cllr Gary Knights and D Hodds removed. **ACTION:** RFO to obtain forms and Cllrs to sign as requested.

10) Library Annexe: The lease was discussed, and it was proposed to consider having a 'Schedule of Condition' prepared before agreeing to lease as the last one was prepared in 1998. **ACTION:** Clerk to obtain quote. It was **RESOLVED** that Cllr KB will contact Community Action Norfolk regarding putting one of the buildings in trust, as the PC is currently paying business rates on both buildings at approx £6,000 per annum. **ACTION:** CLERK to add to April agenda.

10.1) To Approve Rear Hall Hiring Form: The Council discussed the draft Hire Agreement form for the Rear Hall and it was **RESOLVED** that the following details be amended/added:

- If the First Aid kit is used, please advise PC and complete a record in accident book and details of items used. **ACTION:** Accident book needs placing in kitchen.
- Cllr AM will put together a paragraph to include regarding PC's indemnity to injuries.
- BACS details to be included or emailed at point of hire.
- Deposit scheme considered in case hall is not cleaned/or left in good condition after use.

ACTION: RFO to re-draft agreement for approval. **ACTION:** CLERK add to next agenda for approval.

11) Footway Lighting Transfer from South Norfolk Council: Not all the damaged streetlights have been repaired. Defer signing the transfer from South Norfolk Council until confirmation has been received that the repairs have been adequately completed. The 'Special Expenses' payment will be refunded to LPC from SNC once the transfer has been completed.

12) Jubilee Hall: The request for a grant towards a defibrillator was discussed, although the Council has not received a reply to the age of the existing defibrillator. **ACTION:** Clerk to add to April agenda.

13) Governance Arrangements:

13.1) To review and approve Standing Orders: Amendments discussed, keep meeting length at 2.5 hours 'unless a resolution has been passed by the Council to continue'. The Council wish to ensure that Standing Orders match Financial Regulations. **ACTION:** Clerk to discuss with DS. It was **RESOLVED** that the Standing Orders be adopted with discussed amendments.

13.2) To review and approve a Sickness Absence Policy: It was **RESOLVED** that the Sickness Absence Policy be adopted.

13.3) To review and approve a Sickness Self-Certification Form: It was **RESOLVED** that the Sickness Self-Certification Form be adopted.

13.4) To review and approve the Disciplinary Policy: Note 4.4 should read 'does'. **ACTION:** Clerk to discuss with DS. It was **RESOLVED** that the Disciplinary Policy be adopted.

13.5) To review and approve a Health and Safety Policy: First Aid boxes should be placed in the office and the kitchen as door is often locked and hall hirers will need access to a first aid kit in an emergency. The kits should be checked at regular and agreed intervals. An accident book needs to be placed with each first aid kit. It was **RESOLVED** that the Health and Safety Policy be adopted.

13.6) To review the Effectiveness of Internal Audit: 2.3 Should read '2013'. **ACTION:** Clerk to liaise with DS. It was **RESOLVED** that the Effectiveness of Internal Audit Policy be adopted with amendments. The Chairman and RFO signed the Review.

13.7) To consider reviewing Financial Regulations: It was **RESOLVED** that the Financial Regulations were to be reviewed at the Extraordinary Meeting of the Parish Council at 7pm on the 04 June 2020. **ACTION:** Clerk to email Cllrs with the proposed date.

13.8) To discuss arrangements for Operation London Bridge - Purchase of a condolence book has been budgeted for. **ACTION:** Clerk to contact Holy Trinity Church, Loddon to see if it can be placed at the Church when required. If this is not agreeable, it will remain in the Council Office and be available during normal opening hours. **ACTION:** Clerk to purchase condolence book.

14) To receive for information, reports from the Chairman: Cllr JS confirmed that the new Clerk was in post and the RFO was no longer in post. A Barnes is Locum RFO.

15) To receive for information, reports from Councillors:

- Cllr CB informed the Council that the recent car parking request on the Playing Field has been declined due to the concerns regarding damage and costly repairs. The Council suggested that perhaps alternative parking could be sought at Hobart High School or the Doctors Surgery. Parking is also available on Church Plain.
- Cllr CB has been in touch with the County Officer regarding the bus route and is waiting to hear regarding funding and timetable.

16) Significant Correspondence: Correspondence List March 2020

- NCC Road Closure – High Bungay Road – 10-16 March 202; Road has now been re-opened as water leak repaired.
- Six emails from parishioners regarding the Precept increase. Questions addressed during public forum.
- Letter from parishioners regarding GNLP
- Broads Society Newsletter February 2020 - circulated by email to Cllrs
- Police Newsletter – March 2020 - circulated by email to Cllrs
- Email from Cllr AM regarding a Coronavirus support network for those isolating- decision needed - Cllr AM to liaise with Cllr KM and SNC.
- Police Connect - circulated by email to Cllrs
- Each' request for donation: request declined

17) To Discuss the Future Management Arrangements Of The Allotments:

- Cllr Jane Hale reported that the Working Party (Cllr JH, Cllr CB and Cllr DT) met at the allotments on 15 March 2020. The Working Party walked the site and Cllr DT identified and offered to clear the ditch. **ACTION:** Cllr DT to clear ditch. There is no tap on the allotments, and the idea of a bore hole was discussed.
- There are two vacant plots at present and the RFO has contacted people on the waiting list. Cllr DT has offered to show anyone interested in taking an allotment around the site.
- The Allotment Society had assisted the RFO by measuring the plot sizes. The RFO has drawn up a new scheme of rents and it was **RESOLVED** to accept these for 2021/22. **ACTION:** RFO to set new allotment rates for 2021/2022.
- The Cllrs supported the idea for the Allotment Association to install raised beds with hard standing so that the raised beds could be accessed by all. The idea of hedging was also supported (subject to planning constraints). The Allotment Society meet at The White Horse in Chedgrave on the 1st Thursday of June at 7.30pm.
- It was **RESOLVED** that the allotment land could not be sold to the interested parties and that a new appeal could not be supported by the Council. It was suggested that a lease agreement could be considered should the interested parties wish to pursue this matter. **ACTION:** Cllr JS to contact proposed purchasers of land and inform them of the Council's decision. Clerk will follow with a formal letter.

18) Items for Future Agenda: All items to Clerk by 02 April 2020.

19) 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) and the remaining members of the public left the meeting at this point.

20) Staffing Matters:

20.1) It was **RESOLVED** to retain Anne Barnes as Locum RFO until the position of RFO has been filled and a new candidate fully trained.

20.2) It was **RESOLVED** to wait until Clerk was settled in post before advertising for the Administrative Assistant.

It was discussed that Parish paperwork, especially the Minute folders would need checking before sending to archive as only Minutes and Agendas need to be kept. It was **RESOLVED** to assign this task to the Admin Assistant, once in post.

It was **RESOLVED** to order eleven 'Good Councillor Guides'. **ACTION:** Clerk to order guides.

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

- The date of the next meeting was agreed as Thursday 09 April 2020 (agenda items to Clerk by 02 April 2020).
- 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 22.30pm.