



Loddon Parish Council

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

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Minutes of The Annual Meeting of Loddon Parish Council meeting held on Thursday 14 May 2020 at 7.00pm remotely via GoTo Meeting.

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

In Attendance: Emily Curtis (Parish Clerk), Anne Barnes (Locum RFO), and five members of the public.

1) Welcome: The Chairman welcomed everyone to the remote meeting of the Council. The Clerk informed the Council that she wished to record the meeting.

2) Election of Chairman: Cllr JH proposed Cllr JS as Chair and Cllr KB seconded. Cllr JS was re-elected as Chairman.

3) Election of the Vice-Chairman: Cllr JS proposed Cllr KB, and Cllr MW seconded. Cllr KB was re-elected as Vice-Chairman.

4) Co-option of the Councillors: Loddon Parish Council has one Councillor vacancy.

5) Apologies for absence: No apologies were received.

6) Declarations of Interest: Cllr DT declared an interest in Item 13 on the Agenda.

7) Election to Committees, Working Parties and Outside Representatives: The Clerk read out the existing list of membership to LPC committees, and Cllr GK requested to be removed from the Footway Lighting Working Party. Cllr AM offered to join the Library Annexe Lease Working Party. The agreed list is as follows.

| | |
|---|---|
| Membership of Committees | 2020/21 |
| Personnel Working Party | Gary Knights, June Strickland, Margaret Wallace, Kay Mason-Billig |
| Playing Field Committee | Colin Binfield, Margaret Wallace |
| Membership of Working Parties | |
| Highways/War Memorial/ Churchyard Working Party | June Strickland |
| Planning Working Party | Colin Binfield, Sophie Waggett, Jane Hale |
| Budget Working Party | All Councillors |
| Footway Lighting Working Party | Kay Mason-Billig |
| Allotment Working Party | Jane Hale, Colin Binfield, Dave Tarry |
| Library Annexe Lease | Kay Mason-Billig, Arthur Morris |
| Outside Representative | |
| Jubilee Hall Management Committee | Jane Hale |
| Loddon & District Business Association | June Strickland |
| Hales Green Steering Group | Jane Hale |

The Chair requested confirmation that the current bank signatories were happy to continue in the role, and all confirmed they were.

| | |
|--------------------|---|
| Barclays | Emily Curtis, June Strickland, Margaret Wallace, Colin Binfield, Kay Mason-Billig, Arthur Morris. |
| Unity Trust | Emily Curtis, June Strickland, Colin Binfield, Kay Mason-Billig, Arthur Morris, Gary Knights. |

Cllr MW wished to have it recorded in the Minutes that although she is happy to continue to be a signatory on the PC's Barclays bank account, she does not wish to undertake internet banking. Cllr JS has yet to receive online banking correspondence from Barclays. **ACTION:** Cllr JS to contact Barclays.

8) To Approve the Minutes of 09 April 2020: The Minutes of the meeting held on 09 April 2020 were amended to read; 'NCC' as opposed to 'SNC' on item 6.2. The Minutes were then **APPROVED** as a correct record and will be signed by the Chairman.

9) Matters Arising:

9.1) Chedgrave PC have discussed the possibility of sharing the cost of a Neighbourhood plan with LPC and have requested additional information. Chedgrave PC have not budgeted for a Neighbourhood Plan for 2020/2021. Councillors SW, KB, DT, JH and AM volunteered to form a working party. **ACTION:** Clerk to obtain information regarding the preparation of a Neighbourhood plan. **ACTION:** Cllr KB will investigate grants.

9.2) Cllr JS thanked the Councillors for attending the VE day wreath laying ceremony on the 08 May 2020.

9.3) Chedgrave PC considered the financial proposals for the Playing Field accounts and have decided that the matter is for the PF Committee to decide at their meeting on the 15 June 2020. The PF Committees decision will be ratified by the respective PC's.

10) 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.

10.1) County Councillor: Cllr Stone had sent an annual report which the Cllrs had read prior to the meeting.

10.2) District Councillor: Cllr Mason-Billig informed the Council that the Covid effort from SNC is continuing at a great pace, with the 'Help Hub' receiving 15,000 calls to date. The Emergency Committee are steering the Council through the crisis with the focus now being an economic recovery. SNC will be awarding 'Local Hero' badges later in the year, to those people nominated by the public for having gone above and beyond during the Covid crisis. Nominations to SNC.

Cllr KB informed the meeting, that although The Wherryman's Way path has been closed for many years there is still no update as to when the work will be completed by NCC to re-open the path. Cllr KB has offered to assist Cllr Stone with his efforts to communicate with NCC. Cllr KB is hopeful that work will commence again this year. **ACTION:** Cllr KB will research Grants that may be available to help finance the work.

The Council discussed the recent offer from 'Active Norfolk' of exercise packs for the isolating elderly, but AB informed the Council that there was no stock remaining, but they were hopeful that more would be offered in time. Once back in stock Cllr AM suggested we contact Loddon Community Gym.

Cllr KB informed the Council that despite Covid 19, progress continues to be made on the George Lane roundabout. NCC Highways will not sign off the design until the gas pipe alignment has been checked. Cadent will dig a test hole on the 15 May 2020 to inspect the pipe alignment. Halsbury Homes have put to tender the construction work of the roundabout and it will take approximately 16 weeks once work commences. Cllr GK enquired about the safety scheme for George lane such as traffic calming and safe crossing for pedestrians. Cllr GK reported that there was likely to be an increase in the volume of traffic on George Lane after the roundabout is constructed and hoped that NCC Highways had taken safety into consideration with regard to the parking in George Lane. Cllr JS thanked Cllr KB for all her hard work.

10.3) Public Forum

- Parishioner enquired; "In view of the criticism of the Hales roundabout, will plans be different for the George Lane roundabout?" Cllr KB replied that the design of the George Lane roundabout is very different and will not have the same problems as the Hales roundabout, and LPC will have more input with landscaping.
- Parishioner commented that gaining access to the remote PC meeting had been difficult and that it would have been helpful for the Agenda to have had guidance as to how the GoTo Meeting was accessed. Clerk replied that instructions has been shared on LPC's website and LPC's Facebook page. **ACTION:** Clerk to check whether it is proper for this guidance to also be included on a formal Agenda.

The Meeting resumed.

11) Covid 19 (Coronavirus): Cllr JS summarised the recent implications of Covid 19 and the Council Office, The Staithe Public Conveniences, TIC, Skate Park and Play Areas remain closed to prevent the transmission of the virus. Cllr GK raised concerns that the Skate Park appeared to be back in use although the Council have not re-opened it. The Clerk mentioned that Govt guidance released on the 13 May 2020 indicated that sports and recreational facilities can re-open. **ACTION:** Clerk To research whether the Play Area and Skate Park can re-open and to organise an inspection before the re-opening.

The Clerk informed the Council that the Litter Picker and Play Area Inspector is ready to return to work once the restrictions have been lifted. **ACTION:** Clerk to carry out an urgent play area inspection.

Cllr MW enquired if we were able to carry out a socially distanced meeting for June meeting of the PC, and the Cllrs decided that we must be cautious and restrict gatherings of large numbers. The Council considered the safety of staff and public as a priority during this difficult time.

With regard to opening the Council Office to the public, it was **RESOLVED** to wait until the Library re-opens. AB had suggested previously that an appointment system could be used for the Council visitors. **ACTION:** Clerk is investigating the cost of a wireless doorbell.

It was **RESOLVED** that The Staithe Public Conveniences will remain closed until further Govt guidance is received.

11.2) The Council discussed the 'Scheme of Delegation' and it was agreed that it should be adopted as a change to the current standing orders and will be signed by Cllr JS. Details as follows.

In response to the Covid-19 pandemic in the UK the council have compiled this scheme of delegation to give the Clerk delegated authority to make decisions on behalf of the Parish Council. This authority has been delegated in the event that it is not possible to convene a meeting of the Parish Council in a reasonable time, and if a decision cannot reasonably be deferred, or a decision must be made in order to comply with a commercial or statutory deadline.

This decision making will be carried out where possible with consultation with members of the Parish Council by email or telephone. The Parish Clerk will further consult with the Chairman for guidance, as necessary.

This delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations.

In this interim period the Parish Council has agreed for the Parish Clerk to make standard/regular payments by bank transfer, notifying the Parish Council of these payments with any risks being managed by procedures that have been put into place, including the circulation of monthly bank reconciliations and bank statements to the Chair.

Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

This delegated authority ceases upon the first meeting of the Parish Council after the pandemic lock down has been lifted.

This 'Scheme of Delegation' was formally agreed by Loddon Parish Council and is to be formally noted in the next Parish Council minutes.

12) Allotments:

12.1) Cllr JH reported on behalf of the Allotment Working Party. There were several recommendations as a result their meeting on the 23 of April 2020. The Working Party suggested that The Council should instruct a surveyor to create an accurate map of the Allotment plots. Plot 1 had been measured prior to the meeting and it was decided it could be let as a single plot. Cllr DT has offered to undertake the work of clearing the perimeter ditch later in the year. The Allotment Society have informed the Council that they no longer wish to retain Plot 13 for community raised beds. AB confirmed that there are people on the waiting list for specific plots, and plot 1, 13 and 19 are currently available. AB asked the Council if a Heckingham resident could let an Allotment, but the Council **RESOLVED** to decline requests from Parishioners that do not reside in Loddon and Chedgrave as per the agreed LPC Allotment terms. **ACTION:** RFO to decline request from Heckingham resident.

12.2) The Clerk has spoken to the potential purchaser of the Allotment land and explained that the Secretary of State would decline an application to lease the land for the same reasons as the sale of the land was declined. The proposed purchaser has requested that they be added to the waiting list for Plot 1 which has been actioned.

12.3) Cllr JH raised concerns that the current Allotment map is not in scale and frequently causes confusion and proposed that the Council accept the quote for the mapping of the Allotments. It was

RESOLVED to accept the quote of £267. **ACTION:** Clerk to instruct the surveyor to complete mapping of the Allotments.

12.4) The draft Allotment terms have been viewed by the Councillors prior to the meeting and it was **RESOLVED** to adopt these new terms. **ACTION:** RFO to distribute to all Allotment holders.

12.5) The request for the temporary greenhouse was considered and the Council **RESOLVED** to allow the Allotment holder to leave it on the plot during the growing season but remove it during the winter months. **ACTION:** RFO to inform the Allotment holder that the greenhouse is agreed.

13) The Broads consultation was considered at length and it was **RESOLVED** to allow the Councillors more time to consider the implications of the consultation. Comments will need to be submitted to the Clerk by the 01 June 2020. **ACTION:** Clerk to submit Council comments before the 05 June 2020 deadline.

14) Planning:

14.1) Planning applications received were considered:

- 2020/0693 - Approval of Condition

Location: Land North of George Lane, Loddon

Proposal : Details for condition 6 of 2016/0853 -(6) tree protection.

This application had been circulated prior to the meeting to ensure the consultation deadline was met, and Cllr SW represented the Council and relayed LPC's concerns that the approval of the condition could not be met due to the Oak tree in question having been already felled. As a result, the application was withdrawn.

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

- 2020/0485 - 2 Leman Grove, Loddon. Demolition of garden shed and erection of single storey side and rear extensions. Decision: Approval with Conditions. Delegated Date of decision: 9 April 2020

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

14.4) Planning Appeal: The Councillors noted the Planning Appeal that the Council had received after the Agenda had been completed:

- 2019/1677, DCLG Reference APP/L2630/Y/20/3244191, Location: The Lodge Stubbs Green Loddon Norfolk NR14 6EA, Refusal of Replacement windows. No comments were made.

15) Finance Update

15.1) 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.

| Date | CHQ/SO/DD | Payee | Item | Amount |
|-------------|------------------|-----------------------|---------------|---------------|
| 5.5.20 | DD | South Norfolk Council | Toilets Rates | 170.00 |
| 5.5.20 | DD | South Norfolk Council | Library Rates | 434.00 |
| 6.5.20 | DD | Saffron Housing | Garage Rent | 53.39 |

| | | | | |
|----------------|---------------|--------------------------|----------------------------------|---------------|
| 8.5.20 | DD | Inty Ltd | Office 365 Subscription | 11.28 |
| 12.5.20 | DD | EON | Electricity (Pyes Mill) | 4.48 |
| 14.5.20 | 104253 | Hosting UK Ltd | Website Hosting – 1 Month – June | 11.00 |
| 14.5.20 | 104254 | E. Curtis | IT Supplies - Monitors | 331.40 |
| 14.5.20 | 104255 | E. Curtis | Salary | 1013.55 |
| 14.5.20 | 104256 | A. Barnes | Salary/Expenses | 1001.43 |
| 14.5.20 | 104257 | D. Greeves | Salary | 252.50 |
| 14.5.20 | 104258 | L. Fish | Salary | 273.61 |
| 14.5.20 | 104259 | Adept IT Solutions | Dell Laptop | 654.00 |
| 14.5.20 | 104260 | Amazon Payments UK Ltd | Stationery Supplies | 45.12 |
| 14.5.20 | 104321 | HMRC | Tax & NI | 456.36 |
| 14.5.20 | 104322 | C. Moore | Internal Audit | 210.00 |
| 14.5.20 | 104323 | Norfolk Pension Fund | Pension | 318.27 |
| 14.5.20 | 104324 | NPTS | CILCA Training | 32.00 |
| 14.5.20 | 104325 | Norfolk County Council | Library Annexe Rent | 500.00 |
| 14.5.20 | 104326 | Loddon Garden & DIY | Grass cutting | 619.96 |
| 14.5.20 | 104327 | Royal British Legion | Donation - Wreath | 18.50 |
| 14.5.20 | 104238 | Kirby Cane Hall Farms | Grant | 111.21 |
| 14.5.20 | 104329 | Elegance | Bus Shelter Cleaning | 50.00 |
| 14.5.20 | 104330 | Viking Direct | Stationery | 65.38 |
| 14.5.20 | 104331 | D. Sarson | Locum Services | 215.00 |
| 2020/21 | Income | Received from | Item | Amount |
| April | | Church in Loddon | Donation | 800.00 |
| April/May | | Various | Allotment Rents | 102.00 |
| April | | South Norfolk Council | CIL | 539.39 |
| April | | HMRC | VAT Repayment | 14617.42 |
| April | | South Norfolk Council | Precept | 64738.00 |
| May | | TIC | Donation – Booklet | 0.50 |
| May | | Chedgrave Parish Council | Playing Field Grant 2020/21 | 1351.26 |

The RFO reported that due to Covid 19, financial losses to the Council were approximately £600 of hall hire rent and Staithe shower tokens was approx. £900. Whilst the public conveniences remained closed, savings were being made on cleaning and utility bills. The RFO informed the Council that the Govt guidance indicated that it would be improper for the Council to seek Covid 19 compensation from the Govt as LPC income is precepted and drawn from Parishioners tax. As an admin assistant is yet to be employed, financial gains have been made there.

The RFO asked for guidance in relation to the amount of £6,000 that has been budgeted for a TRO on High Bungay Road, and Cllr CB replied that he believed this was still going ahead but will seek clarification. **ACTION:** Cllr CB to investigate.

15.2) To receive quotations for the replacement Hockey Field gates: The RFO noted that construction supplies are limited at present so will defer that decision until the next meeting. **ACTION:** RFO to add to the June RFO report.

15.3) To receive the Internal Audit report for the Year Ended 31st March 2020: The Internal Auditor has made three recommendations in her report, all of which have been implemented by the RFO.

15.4) To Approve the Annual Governance Statement 2019/20: All agreed, and it will be signed by the Chairman at a later date.

15.5) To Approve the Accounting Statements for 2019/20: The Financial Statement for the year ended 31 March 2020 was approved and the Accounting Statement for 2019/2020 was agreed and will be signed by the Chairman at a later date.

15.6) Section 106 Agreement with Taylor Wimpey:

The Cllrs were initially to be consulted on whether they wished for the Section 106 funds that are currently sitting with LPC's solicitor's Allens Cadge & Gilbert to be transferred to the Parish's bank accounts.

Since the Item was added to the Agenda, Taylor Wimpey have informed the Council solicitor that the transfer of the open space can be completed. Taylor Wimpey were waiting on a neighbouring landowner to grant a Deed of Easement in relation to a consent to discharge into the ditch in the northwest corner of the site. It was noted that the previous transfer document was signed by Cllr JS and Cllr R W Lumley, so this document will need to be signed again prior to transfer.

The Cllrs noted that Taylor Wimpey are paying LPC's solicitor fees for this transfer, and it was **RESOLVED** to request the following information from TW/Allens Cadge & Gilbert.

- LPC requests a copy of the most recent RoSPA play area inspection
- LPC notes that there was a tree Survey completed in 2018. Can TW confirm that the work listed in Appendix F has been completed (3 trees needed felling and replacing).
- The letter from Taylor Wimpey dated 31 July 2015 specify that TW will pay for a risk assessment of the footpath and stream area. LPC requests a copy.
- Section 106 agreement, Part 3, Item 8; "*The Developer shall pay to the District Council the Recreational Space Contribution by a single lump sum payment prior to occupation of the 44th Dwelling Unit.*" - LPC requests to know when the 44th unit was completed.
- Section 106 agreement, Part 3, Item 9; "*The Developer shall pay interest at 4% above the base rate of the Barclays Bank Plc's for the time being in force on any part of the Recreational Space Contribution not paid within 28 days of the date upon which it becomes due in accordance with paragraph 8 above (whether formally demanded or not)*" - LPC requests to know whether interest at a minimum of 4% interest on the lump for the time between the 44th dwelling having been completed and the transfer date will be received.
- TW to clarify the exact sum of money.
- Concerns over the terms in the Section 106 (Part 3, Item 11). The LPC are concerned that it specifies that the funds must be spent within 5 years, although the original agreement with TW indicates that the sum of money is for the maintenance of the play area and open space for 10 years of maintenance.
- The Councillors requested a walkover of site prior to transfer as suggested by TW representative in the letter dated 31 July 2015.

Several Councillors completed a preliminary walkabout of the open space and Play Area on the 14 May 2020 and have noted several areas that need attention before transfer can complete:

Play Area:

Signs required 'No Dogs Allowed' x 2 (one for each gate)

Play area fencing needs re-painting as the paint is peeling - ideally the same green as the gates.

The plastic casing around the swing chains all need replacing (4 in total)

Membrane and bark needs refreshing in the plant beds.

Open Space:

2 dead trees next to play area/waterway that need replacing.

Dead shrubs to be replaced outside play area fencing on Beccles Roadside as there are gaps in the planting.

The embankment steps are not safe at present. The surface within each step has worn away, and each step now has an exposed lip which is a trip hazard.

It was also noted that all steps on the embankment should have a handrail on both sides.

The vegetation along the footpath and embankment along the watercourse all need urgently cutting back now, and the Council would like to request a final cut prior to the transfer.

ACTION: Clerk to submit comments and questions to LPC's solicitor's Allens Cadge & Gilbert.

15.7) The Grant application form has been completed from Kirby Cane Hall Farm for the maintenance of the permissive path from Kirby Cane to Loddon and they have confirmed that Kirby Cane have also contributed towards the maintenance. It was **RESOLVED** to award the Grant.

ACTION: RFO to prepare cheque.

15.8) Street Lighting Transfer:

South Norfolk Council has indicated that it may take up to six months to obtain an MPAN number, which will delay the transfer of the street lighting energy supply from SNC to Loddon Parish Council. They have agreed to continue paying the energy costs if LPC will agree to sign the contract for the transfer of the lights. We have spoken to the insurance company and they have agreed to cover the columns on our insurance policy provided we obtain a clause on the Transfer contract stating that SNC will pay the energy costs until such time as the supply can be transferred to LPC. We have written to SNC and LPC solicitor asking them to draft this additional clause.

ACTION: Clerk to contact SNC and Solicitor with additional information and request for Clause.

15.9) Quotations for Street Lighting Maintenance:

It should be noted that a quotation from Cozens for £30 per month for a 3-year contract was approved at the 12 September 2019 Council meeting.

15.10) Quotations for Street Lighting LED Bulbs:

Quotations for changing the columns to LED lights are awaited from: T T Jones. Cozens has quoted £305 per light and Pearce & Kemp £260 - £360 per light. **ACTION:** RFO to add to June RFO report.

16) Library Annexe Lease:

The solicitor has sent an email to the Council summarising the possibility of putting either the Library Annexe or The Staithe Public Conveniences into a Trust, for the Council to qualify for a reduction in business rates. The Cllrs noted that business rates are likely to be scrapped this year, although we are yet to receive written confirmation.

The Councillors confirmed that the wording in clause 28 and 42 are agreeable and **RESOLVED** that once the 'Schedule of Condition' has been completed, and not additional issues are raised as a result of the report, the Council will sign the Lease. **ACTION:** Clerk to inform solicitor of the Councils decision.

NPS have agreed to equally share the costs of the 'Schedule of Condition' which would limit the Council's repairing liability to building maintenance costs on the Library Annexe and on this basis the Council **RESOLVED** to accept this quote instruct the surveyor. **ACTION:** CLERK to inform NPS that the Council will accept their offer and instruct the surveyor to perform the report asap.

Clerk is ensuring that health and safety requirements for the Library Annexe are being addressed. The Annual Gas certificate has been completed, and the Council were advised to purchase an additional Carbon Monoxide Detector. **ACTION:** Clerk to purchase a Carbon Monoxide Detector. Cllr JS thanked Clerk for recent work tidying office and Library Annexe kitchen.

17) Highways:

- Highways Maintenance: Manhole Cover on Bridge Street, Loddon - Issue resolved by NCC.

Temporary Traffic Restriction Notices:

- Loddon STRO3763 Emergency - UKPN -Network Operations Faults: Essential and immediate repair to Low Voltage mains cable the use by vehicles of the U76501 Davy Place from a point 30 metres east of its junction with the C395 High Bungay Road heading eastwards for 30 metres in the PARISH OF LODDON will be temporarily prohibited from 3rd May 2020 to 11th May 2020 for the duration of the works, expected to be about 9 days within the period.
- Bergh Apton STRO3783 Emergency - Anglian Water repair to a burst water main the use by vehicles of the A146 Loddon Road from 1218 metres southeast of its junction with C375 Mill Road south eastwards for a distance of 50 metres in the PARISH OF BERGH APTON will be temporarily prohibited from 7th May 2020 to 14th May 2020 for the duration of the works, expected to be about 8 days within the period.

18) Significant Correspondence:

- Email from the Jubilee Hall Committee informing us that they have successfully applied for the SNC grant of £10,000 to assist them through the Covid crisis. Cllr JH mentioned that the accounts have been prepared and will be presented at the AGM. The AGM has been delayed due to Covid 19. The Cllrs noted that the Council had received two emails from Parishioners regarding the Jubilee Hall accounts.
- RoSPA are due to carry out the annual Play Area Inspections for Kittens Lane Play Area and the Skate Park in June.
- The Community Gym emailed to thank LPC for the marketing grant which they will use once the restrictions have lifted.
- Details regarding the Skate Park damage have been emailed to Freestyle places and the Council is waiting for them to confirm when they will attend to make repairs. Cllr MW requested confirmation that we had a 5% retention fee held until LPC deemed the work completed is satisfactory and it was **RESOLVED** this was correct.
- The Broads Authority have emailed requesting information about local angling, and Cllr DT has replied requesting more information and offered to assist. **ACTION:** Cllr DT to reply fully.

19) Staffing Update:

It was **RESOLVED** to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A ss1) & 2) and the remaining members of the public left the meeting.

A report was received from the Personnel Working Party Meeting on 07 May 2020

19.1) Tourist Information Centre: Cllr GK suggested that we investigate alternative work for LF whilst unable to work in the TIC. **ACTION:** Clerk to contact website designer and ask for a new TIC page to be added. Clerk to contact LF and ask if she would happy to undertake writing the content for this website page and creating a Facebook page for the TIC.

19.2) Playing Field Inspector: DG is unable to carry out his role as Litter Picker and Playing Field Inspector at present.

19.3) RFO Recruitment: We were unable to interview the candidates, so it was decided to postpone the recruitment until after the lock down restrictions have been lifted.

AB has agreed to stay in post as Locum RFO until an RFO has been appointed. The Council and Clerk thanked AB as they are incredibly grateful. **ACTION:** Clerk to re-advertise RFO position with no closing date with Norfolk ALC and NPTS.

19.4) Relocation of TIC: It was **RESOLVED** to accept the Library's kind offer and move the TIC into the Library. **ACTION:** Clerk to contact Library and kindly accept the offer to move the TIC to the Library and request clarification on room hire costs. Seek Cllr BS help to see if he can assist with room hire costs.

20) Items for Future Agenda: All items to Clerk by 02 June 2020. Cllrs have requested that Agenda items 'To Receive Reports from Chairman' and 'To Receive Reports from Councillors' be returned to the Agenda for the June meeting. **ACTION:** Clerk to add to June Agenda.

21) Dates of Next Meetings (all at 7.00pm unless otherwise stated, location to be advised):

- The date of the next meeting was agreed as 11 June 2020 (agenda items to Clerk by 02 June 2020)

There being no further business the meeting ended at 21.31 pm.